

# MUNICIPAL EMERGENCY MEASURES PLAN

EMERGENCY MEASURES  
ORGANIZATION



November 2022

**MUNICIPAL EMERGENCY MEASURES PLAN**  
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**AUTHORITY**

This plan is issued by Council, under the authority of the *New Brunswick Emergency Measures Act* (See Appendix A).

Responsibility for the management of municipal emergency operations rests with the Mayor and Council. Council are the ultimate authority for decision making during an emergency while delegating operational decisions to the Director of Municipal Emergency Measures Organization (MEMO), or his or her designate.

The Director of MEMO, or his or her designate, is responsible for coordinating the efficient emergency response operations in the community on behalf of the Mayor and Council. The Director, or his or her designate, may activate the Municipal Emergency Operations Centre (MEOC) partially or fully, depending on the magnitude of the emergency.

Once the MEOC is activated, the Director, or his or her designate, may assign persons to the various roles within the MEOC organisational structure to effectively and efficiently manage the emergency.

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## MUNICIPAL EMERGENCY MEASURES PLAN

**Copies of the complete Municipal Emergency Measures Plan and any amendments to be provided to the following Distribution List:**

- Mayor and Council
- Municipal Manager/CAO
- Municipal Clerk
- Fire Chief
- Superintendent, CODIAC RCMP
- Municipal Director of EMO
- ANB
- Municipal Directors and Alternates

Other Stakeholder agencies:

- NBEMO
- Salvation Army
- NB Power
- Red Cross
- Codiac Transpo
- Horizon Health
- Vitalité Health
- Airport Authority
- Other Agencies as Required

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### Part 1 General Information

<b>1.1</b>	<b><u>Background</u></b>
<b>1.1.1</b>	<p>Emergency situations, at times, generate confusion with respect to roles and responsibilities and jurisdictions. By following the Municipal Emergency Measures Plan, needless duplication of effort or waste of resources will be eliminated. The plan was developed using the Incident Command System (ICS), and was refined with the <a href="#">CSA Z1600-14</a> Emergency and Continuity Management Program.</p> <p>The plan is divided into three colour coded parts.</p> <ol style="list-style-type: none"> <li>a. Part 1 (<b>Green</b>): General Information;</li> <li>b. Part 2 (<b>Yellow</b>): Municipal Response/Actions; and</li> <li>c. Part 3 (<b>Red</b>): Roles and Responsibilities during Activation.</li> </ol>
<b>1.2</b>	<b><u>Areas of Influence and Interest</u></b>
<b>1.2.1</b>	<p>In the event of an emergency, delineating areas of influence and interest is critical to managing and coordinating, to limit disruption, and to ensure that only the resources required during the emergency are used. As defined:</p> <ol style="list-style-type: none"> <li>a. The <b>Area of Influence</b> is tied to jurisdictions and the requisite authorities to commit the necessary resources in order to influence the outcome of an emergency. As such, the Area of Interest is defined by geography, connectivity and time.</li> <li>b. The <b>Area of Interest</b> is defined by actual or potential events, normally situated outside the area of influence, which may impact the region.</li> </ol>
<b>1.3</b>	<b><u>Phases of an Emergency</u></b>
<b>1.3.1</b>	<p>An emergency will normally graduate through <u>four distinct phases</u>. They are:</p> <ol style="list-style-type: none"> <li>a. The <b>Warning Phase</b> consists of actions taken to counter and curtail the effects of the incident. These include alerting the public and Municipal authorities, and preparing resources.</li> <li>b. The <b>Impact Phase</b> refers to the event itself.</li> <li>c. The <b>Response Phase</b>, which may overlap the Impact Phase, covers the period during which the emergency is brought under control.</li> <li>d. The <b>Recovery Phase</b> is the clean-up period, used to return the community to normal.</li> </ol>
<b>1.4</b>	<b><u>Graduated Response</u></b>
<b>1.4.1</b>	<p>A graduated response allows for the control and coordination of resources assigned to deal with an emergency. It allows for the use of only those resources, human and material, necessary to meet the requirements of that emergency, and speaks to attempting to deal with an emergency at the lowest level practicable. In keeping with this concept, the response at the Municipal level will be tailored to meet the circumstances of a given emergency.</p>



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<b>1.5</b>	<b><u>Levels of Responsibility</u></b>
<b>1.5.1</b>	<p>The municipal level of emergency management falls into a graduating system of increased responsibility, areas of influence and interest that are based on the different levels of government authority in the Province of New Brunswick as follows:</p> <ol style="list-style-type: none"> <li>a. <b>Individual</b> – Individuals are responsible for themselves and their immediate family which includes household and neighbourhood preparations for 72 hours such as the <b><u>72 Hour Emergency Preparedness Kit</u></b>.</li> <li>b. <b>Municipal/Local Authority Response</b> – Municipal level resources managed by local Mayors and Councils, and Local EMO.</li> <li>c. <b>Regional</b> – Regional level resources coordinated by the NB EMO Regional Emergency Management Coordinators (REMC) and Regional Emergency Action Committees (REAC).</li> <li>d. <b>Provincial</b> – Government of New Brunswick resources managed by the Department of Justice and Public Safety (JPS) and NB EMO.</li> <li>e. <b>National</b> – Government of Canada resources managed by Public Safety Canada.</li> </ol>
<b>1.6</b>	<b><u>Levels of Response</u></b>
<b>1.6.1</b>	<p>A graduated response will focus efforts to ensure the lives and welfare and property of citizens and the environment are at the forefront of response actions. As such, the following levels of response will be used:</p> <ol style="list-style-type: none"> <li>a. <b>Individual Response</b> – Assist municipal and local authorities in identifying the emergency;</li> <li>b. <b>Municipal or Local Authority Response</b> – Municipal authorities are responsible for dealing with the emergency.</li> <li>c. <b>Regional Response</b> - When the capacity of the local authority is exceeded, or is likely to be exceeded, a Regional response is activated through the REMC.</li> <li>d. <b>Provincial Response</b> - When a Regional response is insufficient, the REMC will request assistance from the Provincial Emergency Action Committee (PEAC).</li> <li>e. <b>National Response</b> - If additional response is required, federal support and assistance will be arranged by the PEAC.</li> </ol>
<b>1.7</b>	<b><u>Authority – Minister of Justice and Public Safety</u></b>
<b>1.7.1</b>	<p>In accordance with the Emergency Measures Act, the Minister of Justice and Public Safety is responsible for emergency declarations, executive coordination and the exercising of assigned executive powers.</p> <p>The Minister advises the Premier and Executive Council on emergency management and security matters, and coordinate the assistance provided by:</p> <ol style="list-style-type: none"> <li>a. Department of Justice and Public Safety, Deputy Minister;</li> <li>b. Police, Fire and Emergency Services Division, Assistant Deputy Minister;</li> <li>c. Executive Director Emergency Services;</li> <li>d. Director Office of the Provincial Security Advisor; and</li> <li>e. Director Emergency Measures Organization.</li> </ol> <p>The Minister shall coordinate emergency measures plans within the Province and may delegate powers vested in him by or under the Emergency Measures Act. Subject to the approval of the Lieutenant-Governor in Council, the Minister may:</p>

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- a. Enter into agreements with the Government of Canada (GoC), the government of a province or territory of Canada or the government of a state of the United States of America, or an agent of any of them, with respect to emergency measures plans;
- b. Enter into agreements with the GoC and the Workplace Health, Safety and Compensation Commission for the administration and payment of compensation benefits to persons engaged in training or carrying out duties related to a state of emergency or a state of local emergency; and
- c. Acquire by purchase or lease of real and personal property for the purposes of administering the NB EMO.

The Minister may:

- a. Divide the Province into districts and sub-districts for the purposes of the Emergency Measures Act;
- b. After consultation with a municipality, designate the boundaries of the municipality to include areas adjacent thereto;
- c. Require municipalities to prepare emergency measures plans, including mutual assistance programs, and to submit them to the Emergency Measures Organization for review for adequacy and integration with the Municipal Emergency Response Plans;
- d. Establish procedures for the prompt and efficient implementation of emergency measures plans; and
- e. Require any person to develop emergency measures plans in conjunction with the Emergency Measures Organization or the municipalities to remedy or alleviate any hazard to persons, property or the environment that is or that may be created:
  1. By a condition that exists or may exist on that person's property;
  2. By that person's use of property;
  3. An operation in which that person is or may be engaged; or
  4. By a process that person is or may be utilizing.

### 1.8 States of Emergency / State of local Emergency

The Minister of Justice and Public Safety may at any time, when satisfied that an emergency exists or may exist, declare a *State of Emergency* in respect to all or any area of the Province for a maximum of **14 days**. The mayor of a municipality may, under similar circumstances, declare a *State of local Emergency (SOLE)* in respect of that municipality or part of that community for a maximum of **7 days**.

#### 1.8.1

When a state of emergency or a state of local emergency has been declared under this Act, the Minister or the municipality, as the case may be, shall immediately cause the details of the declaration to be communicated or published by those means that the Minister or municipality considers the most likely to make the contents of the declaration known to the civil population of the area affected.

On a state of emergency being declared in respect to the Province or an area of the Province, or on a state of local emergency being declared in respect to a municipality or an area of a municipality, the Minister may, during the state of emergency, in respect of the Province or an

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area of the Province, or the municipality may, during the state of local emergency, in respect of the municipality or an area of the municipality, as the case may be, do everything necessary for the protection of property, the environment and the health or safety of persons therein, including:

- a. To cause an emergency measures plan to be implemented;
- b. To acquire or utilize or cause the acquisition or utilization of any personal property by confiscation or by any means considered necessary;
- c. To authorize or require any person to render the aid that the person is competent 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 coordination of emergency medical, social and other essential services;
- f. To cause the evacuation of persons and the removal of livestock and personal property threatened by a disaster or emergency, and make arrangements for the adequate care and protection of them;
- g. To authorize any person properly identified as authorized by the Minister, by the Emergency Measures Organization or by the municipal emergency measures organization to enter into any building or on any land without warrant;
- h. To cause the demolition or removal of any building, structure, tree or crop if the demolition or removal is necessary or advisable for the purposes of reaching the scene of a disaster, of attempting to forestall its occurrence or of combatting its progress;
- 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, with or without remuneration, of persons needed to carry out the provisions mentioned in this section;

And in addition, the Minister may authorize or require a municipality to cause an emergency measures plan for the municipality, or any part of the municipality, to be implemented.

### 1.9 Municipal Emergency Measures Organization (MEMO)

When an emergency requires a substantial municipal involvement is indicated or when there is a need to coordinate a municipal response, MEMO will be activated.

When credible information supports the need for a coordinated municipal response, the MEMO may be assembled by the MEMO Director or his/her designate, at any time before or during an emergency. The MEMO will use the following activation levels:

#### 1.9.1

- a. **Level 1 (Green):** Enhanced Monitoring: Continuous monitoring by all MEMO members of an emergency situation that may require immediate Municipal response.
- b. **Level 2 (Yellow):** Partial Activation: Once notified, selected MEMO members may be called in to assist in supporting ongoing efforts towards an emergency.
- c. **Level 3 (Red):** Full activation: All MEMO members are to report into the MEOC or virtually when required.

The MEOC will be managed by the MEMO Director or his/her designate. The precise municipal representation in the MEOC will depend on the nature and scope of the emergency. It may also include provincial, federal or other agency representatives as necessary.

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	<p>MEMO will:</p> <ol style="list-style-type: none"> <li>a. Assess a potential emergency situation within three risk areas: <ul style="list-style-type: none"> <li>•<b>natural hazards</b> – the risks associated with natural (geological, meteorological or biological) hazards (e.g., earthquake, landslide, flood, drought, pandemic influenza, foot and mouth disease, insect infestation);</li> <li>•<b>intentional human actions</b> – the risks associated with chemical, nuclear or other hazards, resulting from deliberate actions (e.g., terrorism, sabotage); and</li> <li>•<b>unintentional human actions</b> – the risks associated with chemical, nuclear or other hazards resulting from accidents (e.g., hazardous material spill or release, explosion/fire, water control structure/dam/levee failure).</li> </ul> </li> <li>b. Prepare or review contingency plans and procedures;</li> <li>c. Consider the deployment of resources and Incident Commanders to an emergency;</li> <li>d. Monitor operations, provide direction to departments, regions, Incident Commanders;</li> <li>e. Provide situation update and making recommendations to the Municipal Manager/CAO; and</li> <li>f. If the emergency escalates to the point where further powers are required, the MEMO Director may recommend to Mayor and Council that a SOLE be declared in accordance with the <a href="#">Emergency Measures Act (R.S.N.B. 2011, c. 147)</a>, and municipal by-law.</li> </ol>
1.10	<b><a href="#">Municipal Emergency Operations Center (MEOC)</a></b>
1.10.1	When a substantial Municipal emergency response is required, the MEMO will be activated and will report to the assigned MEOC. The MEOC shall contain the necessary working accommodation and communications that enable proper coordination. In addition to the MEOC, departmental operation centres, or other designated facilities may be established to control and direct departmental operations.
1.11	<b><a href="#">Activation Timeline</a></b>
1.11.1	Irrespective of the emergency, when activated the MEOC will use the attached <a href="#">activation timeline</a> to ensure interoperability within the municipality and with those attending in a mutual aid capacity. In addition, NB EMO is available 24 hours a day, 365 days a year. As part of their normal duties, the NB EMO staff will monitor events that may impact New Brunswick.
1.12	<b><a href="#">Local Service Districts (LSDs)</a></b>
1.12.1	<p>The Department of Environment and Local Government (DELG) Local Service Managers (LSMs) are members of the REAC. They will monitor, and if necessary coordinate with the REMC for all emergency planning and operations for LSDs.</p> <p>On occasion, municipalities may be requested to support operations in neighboring LSDs. As such, the Municipality will be prepared to assist. Cost capture will be initiated upon receipt of any request.</p>
1.13	<b><a href="#">Emergency Communications</a></b>
1.13.1	<p>The Municipality will use the following communications platform:</p> <ol style="list-style-type: none"> <li>a. <b>Operational Communications:</b> Routine communications will be done using the most</li> </ol>

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efficient means available with due regard to maintaining records of decisions and actions taken. Depending on the nature of the emergency or immediacy of the communication, other means may be required:

1. Trunked Mobile Radio (TMR) will allow all agencies to communicate verbally via a mutual aid channel designated by Provincial Mobile Communications Center (PMCC). Such a channel should be requested by the responding agency and maintained for the duration of the event, with additional channels designated as necessary. All communication on this system should be recorded by PMCC.
  2. Software may be used to connect the MEOC to a REOC to simultaneously exchange information such as event logs, imagery and detailed maps. When available, these should be linked to ensure maximum awareness between various agencies contributing to the response. Data must be captured and recorded at scheduled intervals and during significant events.
  3. Telephone: traditional land lines and cellular communications remain the most popular method of rapidly connecting two individuals. When used for teleconferencing, large groups can be briefed simultaneously. Vulnerabilities include downed lines or cell towers, loss of voice quality, restriction of information sharing and poor record keeping.
  4. Amateur Radio and Satellite Phones may be used as alternatives in the case other means of communication are not effective.
- b. **Public Information:** Communicating information to the general public in a clear and timely manner is a crucial element of managing an incident. Consideration should be given during the warning phase, if possible. Informing the public of registration and warming centers, evacuation plans and recovery operations will greatly assist in reducing anxiety. Many methods may be utilized.
1. ALERT READY is the national system used by a provincial authority in cases of serious threat to life and safety. It employs interruptions to the public broadcasting systems on radio and television. It also has the capability to target specific cell towers for customized messaging. ALERT READY messaging is to be coordinated through NBEMO by contacting PMCC (Duty Officer for NB EMO).
  2. Public messaging via SOCIAL MEDIA is the most widespread and effective means of distributing information as it increases coverage as recipients share with friends. Various media such as e-mail, Twitter, Facebook and others should be used. In order to achieve maximum efficiency, a single source of verified information should be utilized to avoid conflicts. Frequent and timely update must be maintained in order to prevent disinformation.
  3. Media PRESS RELEASES is a tool used to provide information and advice to the public directly. Press Releases should avoid impromptu statements and are best delivered by known and credible person of authority within the community. They

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are effective in advising the public that something is happening and that they need to pay attention to receive additional information as well as direct the public to sources of additional information they can use to protect themselves from a potential risk. Finally, it remains one of the most common ways to announce something newsworthy.

4. Self-registry by citizens on MUNICIPAL WARNING SYSTEMS allow for targeted messages over a wide spectrum of events.
5. Posting WRITTEN DIRECTIVES at warming shelters, municipal and public offices in addition to pre-advising citizens of where and how to seek information during emergencies will be implemented to ensure smooth communication during an incident.

**1.14**     **Non-Governmental Organizations (NGOs)**

An effective emergency response will depend to a large degree on the full use of all resources in the community. The province and most municipalities have a number of social services agencies, clubs, organizations and other humanitarian-aid groups who can provide a wide range of skills, people and equipment.

Many volunteer agencies are prepared to offer their services in an emergency. These volunteers should be encouraged. Where appropriate, a Memorandum of Understanding (MoU) or a letter of intent should be prepared and signed by municipal authorities and the volunteer agency.

These memorandum or letters should specify the forms of assistance to be provided and the arrangements, including financial, for its provision. These formal arrangements are useful to ensure coordination of volunteer activity. Volunteer agencies will, depending on their assigned task, be allotted to the appropriate emergency response departments who will control and coordinate the volunteer agency response.

The following is an example list of possible NGOs and volunteer agencies:

	<b>AGENCY</b>	<b>FORMS OF ASSISTANCE</b>	<b>DEPARTMENT</b>
<b>1.14.1</b>	RADCOM	Communications	NBEMO
	Civil Air Search & Rescue Association (CASARA)	Air Searches & Air Support	DND and NBEMO
	NB Ground Search & Rescue	Ground Searches	RCMP & NBEMO
	Canadian Red Cross	Welfare, Registration & Inquiry	Emergency Social Services (ESS)
	Salvation Army	Social Services & Food Services	Emergency Social Services (ESS)
	St. John Ambulance	Medical	Emergency Social Services (ESS)
	RCMP	Law & Order	RCMP & NBEMO
	Amateur Radio Club	Communications	NGO
	Samaritan Purse	Recovery Phase (Construction)	NGO

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<p><b>1.15</b></p>	<p><b><u>Mutual Aid and Request for Assistance (RFA)</u></b></p>
<p><b>1.15.1</b></p>	<p>A municipality or region may become overwhelmed at any time during an emergency. As a consequence, additional resources for neighboring jurisdictions may be required. Municipalities/LSDs are encouraged to establish these Mutual Aid arrangements with other jurisdictions and to institute an arrangement with local volunteer agencies.</p> <p>However, when it is anticipated that quick access to additional resources are required, then a <i>Request for Assistance</i> (RFA) will be submitted to the REMC. The RFA will come from an authorized municipal/LSD representative.</p> <p>Requests for assistance from other Government of Canada departments, such as the Canadian Armed Forces (CAF) will be coordinated by NB EMO who will determine if the request is required.</p>
<p><b>1.16</b></p>	<p><b><u>Termination of Operations / Recovery</u></b></p>
<p><b>1.16.1</b></p>	<p>The Municipal emergency response will continue until Municipal assistance, direction and coordination are no longer required and the operation is terminated. The gradual reduction of departmental staff and the withdrawal of resources may begin before termination, but must be done in a coordinated fashion.</p> <p>If communities experienced significant impacts due to the emergency, there may be a need to support and/or supplement personal, family, and community structures that may have been damaged or disrupted.</p>
<p><b>1.16.2</b></p>	<p>The effects of an emergency depend directly on the type, severity, and duration of the event. Some common effects of an emergency include:</p> <ul style="list-style-type: none"> <li>a. Physical Effects: <ul style="list-style-type: none"> <li>(1) Damage to buildings, commercial structures, and community facilities;</li> <li>(2) Alteration of the landscape, such as in landslide or major flood; and</li> <li>(3) Environmental contamination by chemical or pollutants.</li> </ul> </li>   <li>b. Social Effects: <ul style="list-style-type: none"> <li>(1) Stress and psychological trauma;</li> <li>(2) Focus on the short term, foregoing long-term goals and opportunities;</li> <li>(3) Delay of programs that serve on long-standing social needs; and</li> <li>(4) Gaps in community economic classes tend to widen.</li> </ul> </li>   <li>c. Economic Effects: <ul style="list-style-type: none"> <li>(1) Loss of business;</li> <li>(2) Loss of jobs; and</li> <li>(3) Reduced cash flow within the community.</li> </ul> </li> </ul>

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<b>1.16.3</b>	The following are possible participants during the recovery of the emergency:	
	<b>Potential Participant</b>	<b>Services they may be able to provide...</b>
	Animal Care Groups	<ul style="list-style-type: none"> <li>• Provide advice on animal care</li> <li>• Possibly provide temporary shelter for animals</li> </ul>
	Banks and Credit Union	<ul style="list-style-type: none"> <li>• May provide loans and other financial support to residents and businesses.</li> </ul>
	NB Housing	<ul style="list-style-type: none"> <li>• May be able to provide temporary shelter during reconstruction.</li> </ul>
	Canada Post	<ul style="list-style-type: none"> <li>• Temporary Mail delivery services</li> </ul>
	NB Social Services	<ul style="list-style-type: none"> <li>• May be able to provide ongoing financial assistance for homeless in the long term</li> <li>• May be able to provide additional assistance for persons already on assistance.</li> </ul>
	NB Health Authorities	<ul style="list-style-type: none"> <li>• Provide advice on disease prevention during clean-up</li> <li>• Provide advice on drinking water and septic system safety</li> <li>• Arrange for inspections</li> <li>• Provide advice on medical and mental health issues</li> </ul>
	Human Resources Development Canada	<ul style="list-style-type: none"> <li>• Employment Insurance</li> </ul>
	Insurance Corporations	<ul style="list-style-type: none"> <li>• Vehicle and Property Damage Claims</li> <li>• Provide immediate cash advance for people who have had damage to their homes and vehicles.</li> </ul>
	Local Government	<ul style="list-style-type: none"> <li>• Public Information</li> <li>• Debris removal</li> <li>• Inspection Services</li> <li>• Building Permits</li> </ul>
	School Boards	<ul style="list-style-type: none"> <li>• Identifying needs to change school season or school location, etc...</li> </ul>
	Utility Companies	<ul style="list-style-type: none"> <li>• Electrical power, gas, telephone, cable, internet services.</li> <li>• Information for safe re-entry</li> <li>• Site inspection and reconnections.</li> </ul>
Volunteer Services Agencies	<ul style="list-style-type: none"> <li>• Distribution of support</li> <li>• Rebuilding homes</li> <li>• Debris removal</li> <li>• Clean-up</li> <li>• Temporary Shelter</li> <li>• Rent or Income financial assistance.</li> </ul>	



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<p><b>1.16.4</b></p>	<p>An After Action Review (AAR) to evaluate the effectiveness of the emergency response will be conducted within <b>14</b> days of the termination of the operation. The proceedings will be chaired by the Director of the MEMO, or his or her designate, and attended by the emergency response personnel involved in the emergency.</p> <p>After Action Review: At the conclusion of an emergency an After Action Review (AAR) will be completed using the following example:</p>		
<p align="center"><b>Sustain</b></p>	<p align="center"><b>Remarks</b></p>	<p align="center"><b>Points to improve</b></p>	<p align="center"><b>Remarks</b></p>
<p>Business cycles were completed.</p>	<p>This should continue for further activations.</p>	<p>No phones during the business cycle.</p>	<p>Remind everyone that phones are to be turned off.</p>
<p><b>1.17</b></p>	<p><u><a href="#">Plan Audits</a></u></p>		
<p><b>1.17.1</b></p>	<p>An annual review of the plan will be conducted to ensure contact information remains valid within the attached annexes. In addition, the plan will undergo a rewrite if the standard operating procedures are deemed to have significantly changed.</p>		
<p><b>1.18</b></p>	<p><u><a href="#">Training and Exercises</a></u></p>		
<p><b>1.18.1</b></p>	<p><b>Training:</b> MEMO will utilize methods such as tabletop exercises or full-scale exercises internally and/or in conjunction with external agencies annually to ensure interoperability and proficiency.</p> <p><b>Recall Exercise:</b> Using the MEMO fan-out, the MEMO will initiate a recall once a year to confirm that the contact information for public contacts, emergency contacts, Municipal departments and external agencies are kept up to date.</p>		
<p><b>1.19</b></p>	<p><u><a href="#">Budget</a></u></p>		
<p><b>1.19.1</b></p>	<p>The MEMO budget is part of the Municipality’s annual budget and is reviewed and approved by Council annually.</p>		

**MUNICIPAL EMERGENCY MEASURES PLAN**

**Part 2 - Municipal Response/Actions**

<b>2.1</b>	<b><u>Hazard</u></b>					
<b>2.1.1</b>	<p>Hazards are often unpredictable. As such, those hazards that may pose a threat within the Municipality are analyzed, and rated according to:</p> <ol style="list-style-type: none"> <li>History;</li> <li>Vulnerability;</li> <li>Maximum Threat; and</li> <li>Probability.</li> </ol> <p>The following ratings provide a basis upon which recommended actions are derived.</p>					
<b>2.2</b>	<b><u>History - H</u></b>					
<b>2.2.1</b>	<p>Based on the number of occurrences within the Municipality over the last 50 years, hazards will receive the following rating:</p> <ol style="list-style-type: none"> <li><b>Low:</b> Less than 0-1 occurrence;</li> <li><b>Medium:</b> 2-3 occurrences; and</li> <li><b>High:</b> Greater than 3 or more occurrences.</li> </ol>					
<b>2.3</b>	<b><u>Vulnerability - V</u></b>					
<b>2.3.1</b>	<p>Based on the number of people who might be affected, hazards will receive the following rating:</p> <ol style="list-style-type: none"> <li><b>Low:</b> Less than 1 %;</li> <li><b>Medium:</b> 1% - 10%; and</li> <li><b>High:</b> Greater than 10%.</li> </ol>					
<b>2.4</b>	<b><u>Maximum Threat - MT (Risk = Frequency x Consequence)</u></b>					
<b>2.4.1</b>	<p>Based on impacts to human life and/or property, hazards will receive the following rating:</p> <ol style="list-style-type: none"> <li><b>Low:</b> Less than 5%;</li> <li><b>Medium:</b> 5% - 25%; and</li> <li><b>High:</b> Greater than 25%.</li> </ol>					
<b>2.5</b>	<b><u>Probability of Occurrence - P</u></b>					
<b>2.5.1</b>	<p>Based on the likelihood that the emergency will repeat, hazards will receive the following rating:</p> <ol style="list-style-type: none"> <li><b>Low:</b> Less than 1 in 100 years;</li> <li><b>Medium:</b> 1 in 50 years; and</li> <li><b>High:</b> Greater than 1 in 10 years.</li> </ol>					
<b>2.6</b>	<b><u>Hazard Summary</u></b>					
	<b>Hazards</b>	<b>Brief Description</b>	<b>H</b>	<b>V</b>	<b>MT</b>	<b>P</b>
<b>2.6.1</b>	Active Shooter	An individual actively engaged in killing or attempting to kill people in a confined and populated area.	<b>L</b>	<b>H</b>	<b>H</b>	<b>H</b>
<b>2.6.2</b>	Avalanche/ Landslide	When large snow/mud mass slides down a mountain/hillside.	<b>L</b>	<b>L</b>	<b>L</b>	<b>L</b>
<b>2.6.3</b>	Aviation Incident	An accident associated with the operation of an aircraft.	<b>M</b>	<b>L</b>	<b>L</b>	<b>M</b>

**MUNICIPAL EMERGENCY MEASURES PLAN**

	<b>Hazards</b>	<b>Brief Description</b>	<b>H</b>	<b>V</b>	<b>MT</b>	<b>P</b>
2.6.4	Blizzard/ Ice Storm	Severe winter storm with low temperatures, strong winds and heavy snow.	H	H	H	H
2.6.5	Biological/ Pandemic	Diseases that impact humans or animals.	L	H	H	M
2.6.6	Bridge Closure	Structural or safety related issues that could force a bridge to be temporarily closed.	H	M	M	M
2.6.7	Civil Disorder	When many people are involved and are set upon a common aim.	H	M	M	M
2.6.8	CBRNE	When chemical, biological, radiological, nuclear or explosive hazards may be present.	H	L	M	H
2.6.9	Communication Failure	Widespread breakdown of normal communication capabilities.	H	H	H	M
2.6.10	Dam Breach	Spontaneous release of water from a barrier built to hold back the flow of water.	L	L	L	L
2.6.11	Drought	A period of below-average precipitation in a given region, resulting in prolonged shortages in the water supply.	L	H	H	H
2.6.12	Earthquake	Sudden release of stored energy that radiate seismic waves.	L	H	L	L
2.6.13	Electromagnetic Pulse	An intense burst of electromagnetic (EM) energy.	L	L	L	L
2.6.14	Engineering	When structures fail.	L	L	L	L
2.6.15	Erosion	Physical process by which shorelines and/or roads are altered	H	L	M	H
2.6.16	Explosion	A violent and destructive shattering or blowing a part of something, as is caused by a bomb.	M	L	M	M
2.6.17	Flash Flood	A sudden and destructive rush of water caused by heavy rainfall.	H	L	M	H
2.6.18	Flood	Accumulation of water beyond its normal confines such as a lake, or over land areas.	H	H	H	H
2.6.19	Forest Fire	Uncontrolled fire occurring in nature.	H	L	M	H
2.6.20	Fuel Shortage	A lack of combustible materials such as wood, coal, gas, oil and propane.	L	M	M	L

**MUNICIPAL EMERGENCY MEASURES PLAN**

	<b>Hazards</b>	<b>Brief Description</b>	<b>H</b>	<b>V</b>	<b>MT</b>	<b>P</b>
2.6.21	Hazardous Materials	Any substance or material that could adversely affect the safety of the public, handlers or carriers.	H	M	H	H
2.6.22	Heat Wave	Heat which is considered extreme and unusual in the area in which it occurs.	L	H	L	M
2.6.23	Hurricane/Post - Tropical Storm / Tornado	Cyclonic/Extreme high wind storms systems with speeds between 80 km/h and 480 km/h or higher.	M	H	M	H
2.6.24	Mass Gathering	A public event which gathers more than 500 persons indoors or outdoors.	H	L	L	L
2.6.25	Potable Water	Water system that serves a major residential development becomes compromised.	H	H	M	H
2.6.26	Power Outage	An interruption of normal sources of electrical power.	H	H	H	H
2.6.27	Train Derailment	A derailment that that can result in substantial loss of life or pose a risk to the environment.	H	L	H	H
2.6.28	Thunderstorm	A system which produces violent hail, lightning, high winds, flash floods and floods.	H	H	H	H
2.6.29	Tidal Surge	An abnormal rise of water generated by a storm, over and above the predicted astronomical tides	H	L	L	H
2.6.30	Transportation and Chain Supply Disruption	Anything which prevents materials and users from reaching their intended destination.	M	M	M	M
2.6.31	Structure Fire	A fire involving buildings or structures within a municipality.	H	H	H	H
2.6.32	Waste Disposal	Removing and destroying or storing damaged, unwanted domestic, agricultural /industrial products and substances.	M	L	L	L

Reference: NBEMO National Disaster Data Bank

**MUNICIPAL EMERGENCY MEASURES PLAN**

**2.6.1 ACTIVE SHOOTER**

Hazard Description	An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area.
Possible Effects	Casualties / Danger to public health / Deaths / Evacuation
H.V.MT.P	Medium-High

**Immediate Actions (IA)**

Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider EOC activation. Info REMC.
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**The following actions may/may not occur, lead agencies procedures take precedence.**

Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks
<b>Command</b>	<ul style="list-style-type: none"> <li>• Fire Dept.</li> <li>• Codiac RCMP</li> <li>• Ambulance NB</li> <li>• Red Cross</li> <li>• Horizon Health</li> <li>• Vitalité health</li> <li>• Public Works</li> <li>• Public Information Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Issue public warnings with pre-determined messages (if applicable)</li> <li>• Use of Alert Ready (if applicable)</li> <li>• Possible Evacuations or Shelter in Place</li> <li>• Be prepared to open warming centres or reception centres</li> </ul>	<ul style="list-style-type: none"> <li>• Identify resources at hand</li> <li>• Identify resources lacking</li> <li>• Identify resources required</li> <li>• Mutual Aid request</li> <li>• Assess Regional Assistance</li> <li>• Assess Provincial Assistance</li> <li>• Assess National Assistance</li> </ul>
<b>Operations</b>			
<b>Planning</b>			
<b>Logistics</b>			
<b>Finance/Admin</b>			
<b>Information</b>			
<b>Liaison</b>			
<b>Safety</b>			

**Additional Instructions:**



**MUNICIPAL EMERGENCY MEASURES PLAN**

**2.6.3 AVIATION INCIDENT**

Hazard Description	An incident or accident associated with the operation of an aircraft.
Possible Effects	Casualties / Danger to public health / Deaths /
H.V.M.T.P	Medium

**Immediate Actions (IA)**

Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider EOC activation. Inform REMC.
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**The following actions may/may not occur, lead agencies procedures take precedence.**

Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks
<b>Command</b>	<ul style="list-style-type: none"> <li>• Fire Dept.</li> <li>• Codiac RCMP</li> <li>• Ambulance NB</li> <li>• NB Dept. of Environment</li> <li>• Transport Canada</li> <li>• Coroner</li> <li>• Fire Marshall</li> <li>• Health</li> <li>• Red Cross</li> <li>• Airline Carrier</li> <li>• Airport Authority</li> <li>• Canadian Border Security Agency</li> <li>• Horizon Health</li> <li>• Vitalité Health</li> </ul>	<ul style="list-style-type: none"> <li>• Issue public warnings</li> <li>• Assist with casualties</li> <li>• Control hazards</li> <li>• Possible Evacuation or Shelter in place</li> <li>• Road Closures</li> <li>• Structure Stability</li> <li>• Establish Temporary Shelters</li> <li>• Possible sequestering of international passengers</li> <li>• Open a family reception center</li> </ul>	<ul style="list-style-type: none"> <li>• Identify resources at hand</li> <li>• Identify resources lacking</li> <li>• Identify resources required</li> <li>• Mutual Aid request</li> <li>• Assess Regional Assistance</li> <li>• Assess Provincial Assistance</li> <li>• Assess National Assistance</li> </ul>
<b>Operations</b>			
<b>Planning</b>			
<b>Logistics</b>			
<b>Finance/Admin</b>			
<b>Information</b>			
<b>Liaison</b>			
<b>Safety</b>			

**Additional Instructions:**

**MUNICIPAL EMERGENCY MEASURES PLAN**

**2.6.4 BLIZZARD / ICE STORM**

Hazard Description	Severe winter storm with low temperatures, strong winds and heavy snow.
Possible Effects	Casualties / Danger to public health / Deaths / Evacuation
H.V.MT.P	High

**Immediate Actions (IA)**

Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider EOC activation. Info REMC.
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**The following actions may/may not occur, lead agencies procedures take precedence.**

Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks
<b>Command</b>	<ul style="list-style-type: none"> <li>• Fire Dept.</li> <li>• Codiac RCMP</li> <li>• Ambulance NB</li> <li>• Public Works</li> <li>• Education</li> <li>• Horizon Health</li> <li>• Vitalité Health</li> <li>• Red Cross</li> <li>• NB Power</li> <li>• Enbridge Gas</li> <li>• DTI</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor weather forecast</li> <li>• Issue weather warnings</li> <li>• Use of Alert Ready (if applicable)</li> <li>• Rescue stranded motorist</li> <li>• Monitor power outages</li> <li>• Be prepared to open warming or reception centres</li> <li>• Assist Public Works for prioritizing route clearing or closures</li> <li>• Possible Evacuation or Shelter in place</li> </ul>	<ul style="list-style-type: none"> <li>• Locate fuel supplies i.e. wood, kerosene, etc...</li> <li>• Identify resources at hand</li> <li>• Identify resources lacking</li> <li>• Identify resources required</li> <li>• Mutual Aid request</li> <li>• Assess Regional Assistance</li> <li>• Assess Provincial Assistance</li> <li>• Assess National Assistance</li> </ul>
<b>Operations</b>			
<b>Planning</b>			
<b>Logistics</b>			
<b>Finance/Admin</b>			
<b>Information</b>			
<b>Liaison</b>			
<b>Safety</b>			

**Additional Instructions:**

<https://www.nbpower.com/Open/Outages.aspx?lang=en>



**MUNICIPAL EMERGENCY MEASURES PLAN**

<b>2.6.5 BIOLOGICAL/PANDEMIC HAZARD</b>			
Hazard Description		Diseases that impact humans and animals.	
Possible Effects		Casualties / Danger to public health / Deaths / Evacuation	
H.V.MT.P		Medium	
<b>Immediate Actions (IA)</b>			
Municipal Actions		Municipal first responders report on CI impacts. Municipality may consider EOC activation. Info REMC.	
<b>The following actions may/may not occur, lead agencies procedures take precedence.</b>			
<b>Consider ICS Positions</b>	<b>Suggested Agencies</b>	<b>Possible Actions</b>	<b>Remarks</b>
<b>Command</b>	<ul style="list-style-type: none"> <li>• Fire Dept.</li> <li>• Codiac RCMP</li> <li>• Ambulance NB</li> <li>• Public Health</li> <li>• Emergency Social Services (ESS)</li> <li>• Red Cross</li> <li>• Horizon Health</li> <li>• Vitalité Health</li> <li>• Hazmat Team</li> </ul>	<ul style="list-style-type: none"> <li>• Issue public warnings</li> <li>• Use of Alert Ready (if applicable)</li> <li>• Monitor Public Health Guidelines</li> <li>• Consider quarantine</li> <li>• Consider decontamination center</li> <li>• Possible Evacuation or Shelter in place</li> <li>• Business Continuity Plans</li> </ul>	<ul style="list-style-type: none"> <li>• Identify resources at hand</li> <li>• Identify resources lacking</li> <li>• Identify resources required</li> <li>• Mutual Aid request</li> <li>• Assess Regional Assistance</li> <li>• Assess Provincial Assistance</li> <li>• Assess National Assistance</li> </ul>
<b>Operations</b>			
<b>Planning</b>			
<b>Logistics</b>			
<b>Finance/Admin</b>			
<b>Information</b>			
<b>Liaison</b>			
<b>Safety</b>			
<b>Additional Instructions:</b>			

**MUNICIPAL EMERGENCY MEASURES PLAN**

**2.6.6 BRIDGE CLOSURE**

Hazard Description	Structural or safety related issues that could force a bridge to be temporarily closed.
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Possible Effects	Casualties / Danger to public health / Deaths / Evacuation
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H.V.MT.P	Medium
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**Immediate Actions (IA)**

Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider EOC activation. Info REMC.
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**The following actions may/may not occur, lead agencies procedures take precedence.**

Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks
<b>Command</b>	<ul style="list-style-type: none"> <li>• Fire Dept.</li> <li>• Codiac RCMP</li> <li>• Ambulance NB</li> <li>• Public Works</li> <li>• Emergency Social Services (ESS)</li> <li>• Red Cross</li> <li>• DTI</li> </ul>	<ul style="list-style-type: none"> <li>• Issue public warnings</li> <li>• Use of Alert Ready (if applicable)</li> <li>• Be prepared to assist isolated residents</li> <li>• Advise mutual as required</li> </ul>	<ul style="list-style-type: none"> <li>• Identify resources at hand</li> <li>• Identify resources lacking</li> <li>• Identify resources required</li> <li>• Mutual Aid request</li> <li>• Assess Regional Assistance</li> <li>• Assess Provincial Assistance</li> <li>• Assess National Assistance</li> </ul>
<b>Operations</b>			
<b>Planning</b>			
<b>Logistics</b>			
<b>Finance/Admin</b>			
<b>Information</b>			
<b>Liaison</b>			
<b>Safety</b>			

**Additional Instructions:**

**MUNICIPAL EMERGENCY MEASURES PLAN**

**2.6.7 CIVIL DISORDER**

Hazard Description	Civil disorder is when many people are involved and are set upon a common aim to create unrest.
Possible Effects	Casualties / Danger to public health / Deaths / Evacuation
H.V.MT.P	Medium

**Immediate Actions (IA)**

Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider EOC activation. Info REMC.
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**The following actions may/may not occur, lead agencies procedures take precedence.**

Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks
<b>Command</b>	<ul style="list-style-type: none"> <li>• Fire Dept.</li> <li>• Codiac RCMP</li> <li>• Ambulance NB</li> <li>• Public Works</li> <li>• Public Health</li> </ul>	<ul style="list-style-type: none"> <li>• Issue public warnings</li> <li>• Use of Alert Ready (if applicable)</li> <li>• Be prepared to assist isolated communities that are denied emergency services</li> <li>• Consider curfew</li> </ul>	<ul style="list-style-type: none"> <li>• Identify resources at hand</li> <li>• Identify resources lacking</li> <li>• Identify resources required</li> <li>• Mutual Aid request</li> <li>• Assess Regional Assistance</li> <li>• Assess Provincial Assistance</li> <li>• Assess National Assistance</li> </ul>
<b>Operations</b>			
<b>Planning</b>			
<b>Logistics</b>			
<b>Finance/Admin</b>			
<b>Information</b>			
<b>Liaison</b>			
<b>Safety</b>			

**Additional Instructions:**

**MUNICIPAL EMERGENCY MEASURES PLAN**

**2.6.8 CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR, EXPLOSION (CBRNE)**

Hazard Description	A deliberate act that causes a situation in which chemical, biological, radiological, nuclear or explosive hazards may be harmful to the public
Possible Effects	Casualties / Danger to public health / Deaths / Evacuation
H.V.MT.P	High

**Immediate Actions (IA)**

Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider EOC activation. Info REMC.
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**The following actions may/may not occur, lead agencies procedures take precedence.**

Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks
<b>Command</b>	<ul style="list-style-type: none"> <li>• Fire Dept.</li> <li>• Codiac RCMP</li> <li>• Ambulance NB</li> <li>• Public Health</li> <li>• Horizon Health</li> <li>• Vitalité Health</li> <li>• NB Power</li> <li>• Public Works</li> <li>• DELG</li> <li>• Fire Marshal</li> <li>• CANUTEC</li> <li>• Carrier / ERAC</li> <li>• RCMP CBRNE Team</li> <li>• PLGS</li> </ul>	<ul style="list-style-type: none"> <li>• Issue public warnings</li> <li>• Use of Alert Ready (if applicable)</li> <li>• Heavy HAZMAT deployment</li> <li>• Containment</li> <li>• Possible Evacuation or Shelter in place</li> <li>• Consider Quarantine</li> <li>• Monitor environment</li> </ul>	<ul style="list-style-type: none"> <li>• Identify resources at hand</li> <li>• Identify resources lacking</li> <li>• Identify resources required</li> <li>• Mutual Aid request</li> <li>• Assess Regional Assistance</li> <li>• Assess Provincial Assistance</li> <li>• Assess National Assistance</li> </ul>
<b>Operations</b>			
<b>Planning</b>			
<b>Logistics</b>			
<b>Finance/Admin</b>			
<b>Information</b>			
<b>Liaison</b>			
<b>Safety</b>			

**Additional Instructions:**

**MUNICIPAL EMERGENCY MEASURES PLAN**

**2.6.9 COMMUNICATION FAILURE**

Hazard Description	Widespread breakdown of normal communication infrastructure/capabilities.
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Possible Effects	Casualties / Danger to public health / Deaths / Evacuation
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H.V.MT.P	Medium
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**Immediate Actions (IA)**

Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider EOC activation. Info REMC.
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**The following actions may/may not occur, lead agencies procedures take precedence.**

Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks
<b>Command</b>	<ul style="list-style-type: none"> <li>• Fire Dept.</li> <li>• Codiac RCMP</li> <li>• Ambulance NB</li> <li>• NB Power</li> <li>• Information Services</li> <li>• Public Safety and Communication Center (PSCC)</li> <li>• Public Works</li> <li>• Fire Marshall</li> <li>• Communications Stakeholders (Bell, Aliant, Rogers)</li> <li>• PSAP</li> <li>• Amateur Radio</li> </ul>	<ul style="list-style-type: none"> <li>• Issue public warnings with pre-determined messages</li> <li>• Use of Alert Ready (if applicable)</li> <li>• Activate EMCG messaging</li> <li>• Dispatch liaison representatives to municipal EOCs</li> <li>• Use of SIMPLEX radio</li> <li>• Verify 911/dispatch capabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Identify resources at hand</li> <li>• Identify resources lacking</li> <li>• Identify resources required</li> <li>• Mutual Aid request</li> <li>• Assess Regional Assistance</li> <li>• Assess Provincial Assistance</li> <li>• Assess National Assistance</li> </ul>
<b>Operations</b>			
<b>Planning</b>			
<b>Logistics</b>			
<b>Finance/Admin</b>			
<b>Information</b>			
<b>Liaison</b>			
<b>Safety</b>			

**Additional Instructions:**

**MUNICIPAL EMERGENCY MEASURES PLAN**

**2.6.10 DAM BREACH**

Hazard Description	The spontaneous release of water from a barrier built to hold back the flow of water.
Possible Effects	Casualties / Danger to public health / Deaths / Evacuation
H.V.MT.P	Low

**Immediate Actions (IA)**

Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider EOC activation. Info REMC.
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**The following actions may/may not occur, lead agencies procedures take precedence.**

Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks
<b>Command</b>	<ul style="list-style-type: none"> <li>• Fire Dept.</li> <li>• Codiac RCMP</li> <li>• Ambulance NB</li> <li>• NB Power</li> <li>• Public Works</li> <li>• Emergency Social Services (ESS)</li> <li>• Red Cross</li> <li>• Water Treatment Plant</li> <li>• DERD</li> </ul>	<ul style="list-style-type: none"> <li>• Issue public warnings with pre-determined messages</li> <li>• Use of Alert Ready (if applicable)</li> <li>• Possible Evacuation or Shelter in place</li> <li>• Close roads or reroute</li> <li>• Coordinate with neighbouring jurisdictions</li> <li>• Shut down vulnerable power grid</li> <li>• Relocate hazardous materials</li> </ul>	<ul style="list-style-type: none"> <li>• Identify resources at hand</li> <li>• Identify resources lacking</li> <li>• Identify resources required</li> <li>• Mutual Aid request</li> <li>• Assess Regional Assistance</li> <li>• Assess Provincial Assistance</li> <li>• Assess National Assistance</li> </ul>
<b>Operations</b>			
<b>Planning</b>			
<b>Logistics</b>			
<b>Finance/Admin</b>			
<b>Information</b>			
<b>Liaison</b>			
<b>Safety</b>			

**Additional Instructions:**

- Check cumulative precipitation using surface observation networks including CoCoRaHs <https://www.cocorahs.org/>
- Check model predictions for precipitation accumulation and intensity over the next 72 hours

**MUNICIPAL EMERGENCY MEASURES PLAN**

**2.6.11 DROUGHT**

Hazard Description	A <b>drought</b> is a period of below-average precipitation in a given region, resulting in prolonged shortages in the water supply
Possible Effects	Losses to local economy / Limited access by First Responders / Jurisdictional Issues / International Implications / Danger to Public Safety / Casualties
H.V.MT.P	Medium-High

**Immediate Actions (IA)**

Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider EOC activation. Info REMC.
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**The following actions may/may not occur, lead agencies procedures take precedence.**

Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks
<b>Command</b>	<ul style="list-style-type: none"> <li>• Fire Dept.</li> <li>• Codiac RCMP</li> <li>• Ambulance NB</li> <li>• Red Cross</li> <li>• Horizon Health</li> <li>• Vitalité health</li> <li>• Public Works</li> <li>• Public Information Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Issue public warnings with pre-determined messages (if applicable)</li> <li>• Use of Alert Ready (if applicable)</li> <li>• Possible Evacuations</li> <li>• Be prepared to open warming centres or reception centres</li> <li>• Set up water distribution center</li> <li>• Restrict water usage</li> <li>• Shut down domestic water distribution systems</li> <li>• Possible Shelter in Place</li> </ul>	<ul style="list-style-type: none"> <li>• Identify resources at hand</li> <li>• Identify resources lacking</li> <li>• Identify resources required</li> <li>• Mutual Aid request</li> <li>• Assess Regional Assistance</li> <li>• Assess Provincial Assistance</li> <li>• Assess National Assistance</li> </ul>
<b>Operations</b>			
<b>Planning</b>			
<b>Logistics</b>			
<b>Finance/Admin</b>			
<b>Information</b>			
<b>Liaison</b>			
<b>Safety</b>			

**Additional Instructions:** Safety tips and information on drought

GNB

[https://www2.gnb.ca/content/gnb/fr/ministeres/egl/environnement/content/eau/content/mesures\\_de\\_conservation\\_de\\_l'eau.html](https://www2.gnb.ca/content/gnb/fr/ministeres/egl/environnement/content/eau/content/mesures_de_conservation_de_l'eau.html)

Ontario

<https://www.ontario.ca/fr/page/secheresse>

Canada

[https://www.nrcan.gc.ca/sites/www.nrcan.gc.ca/files/earthsciences/pdf/perspective/pdf/report\\_f.pdf](https://www.nrcan.gc.ca/sites/www.nrcan.gc.ca/files/earthsciences/pdf/perspective/pdf/report_f.pdf)

**MUNICIPAL EMERGENCY MEASURES PLAN**

**2.6.12 EARTHQUAKE**

Hazard Description	An earthquake results from a sudden release of stored energy that radiates seismic waves.
Possible Effects	Casualties / Danger to public health / Deaths / Evacuation / Water / Civil Disorder/Catastrophic Structural Failure
H.V.MT.P	Low

**Immediate Actions (IA)**

Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider EOC activation. Info REMC.
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**The following actions may/may not occur, lead agencies procedures take precedence.**

Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks
Command	<ul style="list-style-type: none"> <li>• Fire Dept.</li> <li>• Codiac RCMP</li> <li>• Ambulance NB</li> <li>• NB Power</li> <li>• Enbridge Gas</li> <li>• Utilities</li> <li>• Public Works</li> <li>• Fire Marshal</li> <li>• Technical Inspection Services</li> <li>• Emergency Social Services (ESS)</li> <li>• Red Cross</li> <li>• Gas utility Enbridge Gas</li> <li>• USAR</li> <li>• DTI</li> </ul>	<ul style="list-style-type: none"> <li>• Issue public warnings with pre-determined messages</li> <li>• Use of Alert Ready (if applicable)</li> <li>• Possible Evacuation or Shelter in place</li> <li>• Close roads or reroute</li> <li>• Coordinate with neighbouring jurisdictions</li> <li>• Shut down vulnerable power grid</li> <li>• Relocate hazardous materials</li> <li>• Structural Inspection</li> <li>• Monitor after shocks</li> </ul>	<ul style="list-style-type: none"> <li>• Identify resources at hand</li> <li>• Identify resources lacking</li> <li>• Identify resources required</li> <li>• Mutual Aid request</li> <li>• Assess Regional Assistance</li> <li>• Assess Provincial Assistance</li> <li>• Assess National Assistance</li> <li>•</li> </ul>
Operations			
Planning			
Logistics			
Finance/Admin			
Information			
Liaison			
Safety			

**Additional Instructions:**



**MUNICIPAL EMERGENCY MEASURES PLAN**

**2.6.13 ELECTROMAGNETIC PULSE**

Hazard Description	An electromagnetic pulse (EMP) is an intense burst of electromagnetic energy following a nuclear detonation or solar flare that affects communications.
Possible Effects	Limited access by first responders / Danger to Public Safety / Public Messaging/all form of communications
H.V.MT.P	Low

**Immediate Actions (IA)**

Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider EOC activation. Info REMC.
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**The following actions may/may not occur, lead agencies procedures take precedence.**

Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks
<b>Command</b>	<ul style="list-style-type: none"> <li>• Fire Dept.</li> <li>• Codiac RCMP</li> <li>• Ambulance NB</li> <li>• NB Power</li> <li>• Public Works</li> <li>• Information Services</li> <li>• Communications Stakeholders (Bell Aliant, Rogers)</li> <li>• Amateur Radio</li> </ul>	<ul style="list-style-type: none"> <li>• Issue public warnings with pre-determined messages</li> <li>• Use of Alert Ready (if applicable)</li> <li>• Liaison</li> <li>• Shut down electrical equipment</li> <li>• Possible Evacuation or Shelter in place</li> </ul>	<ul style="list-style-type: none"> <li>• Identify resources at hand</li> <li>• Identify resources lacking</li> <li>• Identify resources required</li> <li>• Mutual Aid request</li> <li>• Assess Regional Assistance</li> <li>• Assess Provincial Assistance</li> <li>• Assess National Assistance</li> </ul>
<b>Operations</b>			
<b>Planning</b>			
<b>Logistics</b>			
<b>Finance/Admin</b>			
<b>Information</b>			
<b>Liaison</b>			
<b>Safety</b>			

**Additional Instructions:**

**MUNICIPAL EMERGENCY MEASURES PLAN**

**2.6.14 ENGINEERING FAILURE**

Hazard Description	Engineering failure occurs when structures used by people fail.
Possible Effects	Limited access by first responders / Danger to Public Safety / Public Messaging/environmental damage
H.V.MT.P	Low

**Immediate Actions (IA)**

Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider EOC activation. Info REMC.
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**The following actions may/may not occur, lead agencies procedures take precedence.**

Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks
<b>Command</b>	<ul style="list-style-type: none"> <li>• Fire Dept.</li> <li>• Codiac RCMP</li> <li>• Ambulance NB</li> <li>• NB Power</li> <li>• Public Works</li> <li>• Technical Inspection Services</li> <li>• DTI</li> </ul>	<ul style="list-style-type: none"> <li>• Issue public warnings with pre-determined messages</li> <li>• Use of Alert Ready (if applicable)</li> <li>• Possible Evacuation or Shelter in place</li> </ul>	<ul style="list-style-type: none"> <li>• Identify resources at hand</li> <li>• Identify resources lacking</li> <li>• Identify resources required</li> <li>• Mutual Aid request</li> <li>• Assess Regional Assistance</li> <li>• Assess Provincial Assistance</li> <li>• Assess National Assistance</li> </ul>
<b>Operations</b>			
<b>Planning</b>			
<b>Logistics</b>			
<b>Finance/Admin</b>			
<b>Information</b>			
<b>Liaison</b>			
<b>Safety</b>			

**Additional Instructions:**

**MUNICIPAL EMERGENCY MEASURES PLAN**

**2.6.15 EROSION**

Hazard Description	Erosion is the physical process by which shorelines and/or roads are altered as a result of water flow.
Possible Effects	Evacuations / Jurisdictional Issues / losses to local economy / Limited access by First Responders
H.V.MT.P	Medium

**Immediate Actions (IA)**

Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider EOC activation. Info REMC.
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**The following actions may/may not occur, lead agencies procedures take precedence.**

Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks
<b>Command</b>	<ul style="list-style-type: none"> <li>• Fire Dept.</li> <li>• Codiac RCMP</li> <li>• Ambulance NB</li> <li>• NB Power</li> <li>• Enbridge Gas</li> <li>• Public Works</li> <li>• Environment and Local Government</li> <li>• Emergency Social Services (ESS)</li> <li>• Red Cross</li> <li>• Coast Guard</li> </ul>	<ul style="list-style-type: none"> <li>• Issue public warnings with pre-determined messages</li> <li>• Use of Alert Ready (if applicable)</li> <li>• Possible Evacuation or Shelter in place</li> <li>• Be prepared to open warming centres or reception centres</li> <li>• Secure the area</li> </ul>	<ul style="list-style-type: none"> <li>• Identify resources at hand</li> <li>• Identify resources lacking</li> <li>• Identify resources required</li> <li>• Mutual Aid request</li> <li>• Assess Regional Assistance</li> <li>• Assess Provincial Assistance</li> <li>• Assess National Assistance</li> </ul>
<b>Operations</b>			
<b>Planning</b>			
<b>Logistics</b>			
<b>Finance/Admin</b>			
<b>Information</b>			
<b>Liaison</b>			
<b>Safety</b>			

**Additional Instructions:**

**MUNICIPAL EMERGENCY MEASURES PLAN**

**2.6.16 EXPLOSION**

Hazard Description	A violent and destructive shattering or blowing a part of something as is caused by a detonation.
Possible Effects	Danger to Public Safety/Casualties
H.V.MT.P	Low-Medium

**Immediate Actions (IA)**

Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider EOC activation. Info REMC.
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**The following actions may/may not occur, lead agencies procedures take precedence.**

Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks
<b>Command</b>	<ul style="list-style-type: none"> <li>• Fire Dept.</li> <li>• Codiac RCMP</li> <li>• Ambulance NB</li> <li>• CANUTEC</li> <li>• Emergency Social Services (ESS)</li> <li>• Red Cross</li> <li>• NB Power</li> <li>• Enbridge Gas</li> <li>• RCMP Bomb Squad</li> <li>• Horizon Health</li> <li>• Vitalité Health</li> <li>• Fire Marshal</li> </ul>	<ul style="list-style-type: none"> <li>• Issue public warnings with pre-determined messages (if applicable)</li> <li>• Use of Alert Ready (if applicable)</li> <li>• Possible Evacuation or Shelter in place</li> <li>• Be prepared to open warming centres or reception centres</li> </ul>	<ul style="list-style-type: none"> <li>• Identify resources at hand</li> <li>• Identify resources lacking</li> <li>• Identify resources required</li> <li>• Mutual Aid request</li> <li>• Assess Regional Assistance</li> <li>• Assess Provincial Assistance</li> <li>• Assess National Assistance</li> </ul>
<b>Operations</b>			
<b>Planning</b>			
<b>Logistics</b>			
<b>Finance/Admin</b>			
<b>Information</b>			
<b>Liaison</b>			
<b>Safety</b>			

**Additional Instructions:**

**MUNICIPAL EMERGENCY MEASURES PLAN**

<b>2.6.17 FLASH FLOOD</b>			
Hazard Description	A sudden and destructive rush of water.		
Possible Effects	Losses to local economy / Limited access by First Responders / Jurisdictional Issues / International Implications / Danger to Public		
H.V.MT.P	Medium		
<b>Immediate Actions (IA)</b>			
Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider EOC activation. Info REMC.		
<b>The following actions may/may not occur, lead agencies procedures take precedence.</b>			
<b>Consider ICS Positions</b>	<b>Suggested Agencies</b>	<b>Possible Actions</b>	<b>Remarks</b>
<b>Command</b>	<ul style="list-style-type: none"> <li>• Fire Dept.</li> <li>• Codiac RCMP</li> <li>• Ambulance NB</li> <li>• NB Power</li> <li>• Public Works</li> <li>• Education</li> <li>• Horizon Health</li> <li>• Vitalité Health</li> <li>• Emergency Social Services (ESS)</li> <li>• Red Cross</li> <li>• DTI</li> </ul>	<ul style="list-style-type: none"> <li>• Issue public warnings with pre-determined messages (if applicable)</li> <li>• Use of Alert Ready (if applicable)</li> <li>• Possible Evacuation or Shelter in place</li> <li>• Be prepared to open warming centres or reception centres</li> </ul>	<ul style="list-style-type: none"> <li>• Identify resources at hand</li> <li>• Identify resources lacking</li> <li>• Identify resources required</li> <li>• Mutual Aid request</li> <li>• Assess Regional Assistance</li> <li>• Assess Provincial Assistance</li> <li>• Assess National Assistance</li> </ul>
<b>Operations</b>			
<b>Planning</b>			
<b>Logistics</b>			
<b>Finance/Admin</b>			
<b>Information</b>			
<b>Liaison</b>			
<b>Safety</b>			
<b>Additional Instructions:</b>			

**MUNICIPAL EMERGENCY MEASURES PLAN**

**2.6.18 FLOOD**

Hazard Description	A overflowing of a large amount of water beyond its normal confines especially what is over dry land
Possible Effects	Losses to local economy / Limited access by First Responders / Jurisdictional Issues / International Implications / Danger to Public Safety / Casualties
H.V.MT.P	High

**Immediate Actions (IA)**

Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider EOC activation. Info REMC.
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**The following actions may/may not occur, lead agencies procedures take precedence.**

Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks
<b>Command</b>	<ul style="list-style-type: none"> <li>• Fire Dept.</li> <li>• Codiac RCMP</li> <li>• Ambulance NB</li> <li>• NB Power</li> <li>• Public Works</li> <li>• Education</li> <li>• Horizon Health</li> <li>• Vitalité Health</li> <li>• Emergency Social Services (ESS)</li> <li>• Red Cross</li> </ul>	<ul style="list-style-type: none"> <li>• Issue public warnings with pre-determined messages (if applicable)</li> <li>• Use of Alert Ready (if applicable)</li> <li>• Possible Evacuation or Shelter in place</li> <li>• Be prepared to open warming centres or reception centres</li> </ul>	<ul style="list-style-type: none"> <li>• Identify resources at hand</li> <li>• Identify resources lacking</li> <li>• Identify resources required</li> <li>• Mutual Aid request</li> <li>• Assess Regional Assistance</li> <li>• Assess Provincial Assistance</li> <li>• Assess National Assistance</li> </ul>
<b>Operations</b>			
<b>Planning</b>			
<b>Logistics</b>			
<b>Finance/Admin</b>			
<b>Information</b>			
<b>Liaison</b>			
<b>Safety</b>			

**Additional Instructions:**

Precipitation over the next 72 hours. <https://www.cocorahs.org/>  
 Real-time water levels from hydrometric water stations.  
[https://www2.gnb.ca/content/gnb/en/departments/elg/environment/content/water/content/water\\_quantity.html](https://www2.gnb.ca/content/gnb/en/departments/elg/environment/content/water/content/water_quantity.html)

**MUNICIPAL EMERGENCY MEASURES PLAN**

**2.6.19 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	High

**Immediate Actions (IA)**

Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider EOC activation. Info REMC.
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**The following actions may/may not occur, lead agencies procedures take precedence.**

Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks
<b>Command</b>	<ul style="list-style-type: none"> <li>• Fire Dept.</li> <li>• Codiac RCMP</li> <li>• Ambulance NB</li> <li>• NB Power</li> <li>• Public Works</li> <li>• Education</li> <li>• Horizon Health</li> <li>• Vitalité Health</li> <li>• Gas utility</li> <li>• DERD</li> <li>• DELG</li> </ul>	<ul style="list-style-type: none"> <li>• Issue public warnings with pre-determined messages (if applicable)</li> <li>• Use of Alert Ready (if applicable)</li> <li>• Possible Evacuation or Shelter in place</li> <li>• Be prepared to open warming centres and/or reception centres</li> </ul>	<ul style="list-style-type: none"> <li>• Identify resources at hand</li> <li>• Identify resources lacking</li> <li>• Identify resources required</li> <li>• Mutual Aid request</li> <li>• Assess Regional Assistance</li> <li>• Assess Provincial Assistance</li> <li>• Assess National Assistance</li> </ul>
<b>Operations</b>			
<b>Planning</b>			
<b>Logistics</b>			
<b>Finance/Admin</b>			
<b>Information</b>			
<b>Liaison</b>			
<b>Safety</b>			

**Additional Instructions:**

- [https://weather.gc.ca/ensemble/naefs/produits\\_e.html](https://weather.gc.ca/ensemble/naefs/produits_e.html)
- If an actual fire has broken out, is short-term forecasting tools like <https://spotwx.com/> to get a detailed view of various weather parameters over time
- If dealing with smoke from a nearby fire, the HYSPLIT model can be used to give a first guess of where the smoke will go <https://www.ready.noaa.gov/index.php>
  - 1) Select one starting location
  - 2) Select Ensemble for type of trajectory
  - 3) For meteorology select NAM CONUS
  - 4) Enter coordinate of the fire
  - 5) Select the latest model run
  - 6) Under display option select Google Earth (kmz)
  - 7) Click Request Trajectory
- Public Site: [https://weather.gc.ca/firework/index\\_e.html](https://weather.gc.ca/firework/index_e.html)
- Smoke may also be confirmed using visible satellite imagery

**MUNICIPAL EMERGENCY MEASURES PLAN**

<b>2.6.20 FUEL SHORTAGE</b>			
Hazard Description	A lack of combustible materials such as wood, coal, gas, oil and propane.		
Possible Effects	Losses to local economy / Limited access by First Responders / Jurisdictional Issues / International Implications / Danger to Public Safety /		
H.V.MT.P	Low-Medium		
<b>Immediate Actions (IA)</b>			
Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider EOC activation. Info REMC.		
<b>The following actions may/may not occur, lead agencies procedures take precedence.</b>			
<b>Consider ICS Positions</b>	<b>Suggested Agencies</b>	<b>Possible Actions</b>	<b>Remarks</b>
<b>Command</b>	<ul style="list-style-type: none"> <li>• Public Works</li> <li>• Carrier</li> <li>• Emergency Social Services (ESS)</li> <li>• Red Cross</li> <li>• RCMP</li> <li>• Escort fuel trucks</li> </ul>	<ul style="list-style-type: none"> <li>• Issue public warnings with pre-determined messages (if applicable)</li> <li>• Use of Alert Ready (if applicable)</li> <li>• Possible Evacuation or Shelter in place</li> <li>• Be prepared to open warming centres or reception centres</li> </ul>	<ul style="list-style-type: none"> <li>• Identify resources at hand</li> <li>• Identify resources lacking</li> <li>• Identify resources required</li> <li>• Mutual Aid request</li> <li>• Assess Regional Assistance</li> <li>• Assess Provincial Assistance</li> <li>• Assess National Assistance</li> </ul>
<b>Operations</b>			
<b>Planning</b>			
<b>Logistics</b>			
<b>Finance/Admin</b>			
<b>Information</b>			
<b>Liaison</b>			
<b>Safety</b>			
<b>Additional Instructions:</b>			



**MUNICIPAL EMERGENCY MEASURES PLAN**

**2.6.21 HAZARDOUS MATERIALS**

Hazard Description	Any substance or material that could adversely affect the safety of the public, handlers or carriers.
Possible Effects	Losses to local economy / Limited access by First Responders / Jurisdictional Issues / International Implications / Danger to Public Safety /
H.V.MT.P	High

**Immediate Actions (IA)**

Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider EOC activation. Info REMC.
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**The following actions may/may not occur, lead agencies procedures take precedence.**

Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks
<b>Command</b>	<ul style="list-style-type: none"> <li>• Fire Dept.</li> <li>• Codiac RCMP</li> <li>• Ambulance NB</li> <li>• Public Works</li> <li>• Carrier</li> <li>• CANUTEC</li> <li>• DELG</li> <li>• Fire Marshal</li> </ul>	<ul style="list-style-type: none"> <li>• Issue public warnings with pre-determined messages (if applicable)</li> <li>• Use of Alert Ready (if applicable)</li> <li>• Possible Evacuation or Shelter in place</li> <li>• Be prepared to open warming centres or reception centres</li> <li>• Liaison with carrier</li> <li>• Monitor environment</li> </ul>	<ul style="list-style-type: none"> <li>• Identify resources at hand</li> <li>• Identify resources lacking</li> <li>• Identify resources required</li> <li>• Mutual Aid request</li> <li>• Assess Regional Assistance</li> <li>• Assess Provincial Assistance</li> <li>• Assess National Assistance</li> </ul>
<b>Operations</b>			
<b>Planning</b>			
<b>Logistics</b>			
<b>Finance/Admin</b>			
<b>Information</b>			
<b>Liaison</b>			
<b>Safety</b>			

**Additional Instructions**

Check radar for precipitation, current temperature, short-term predictions for sudden changes in temperature or wind <https://spotwx.com/>

The HYSPLIT model can be used to give a first guess of where the material will go <https://www.ready.noaa.gov/index.php>

- 1) Select one starting location
- 2) Select Ensemble for type of trajectory
- 3) For meteorology select NAM CONUS
- 4) Enter coordinate of the release
- 5) Select the latest model run
- 6) Under display option select Google Earth (kmz)
- 7) Click Request Trajectory

**MUNICIPAL EMERGENCY MEASURES PLAN**

**2.6.22 HEAT WAVE**

Hazard Description	A continuous period of extremely warm weather.
Possible Effects	Losses to local economy / Limited access by First Responders / Jurisdictional Issues / International Implications / Danger to Public Safety / Casualties
H.V.MT.P	High

**Immediate Actions (IA)**

Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider EOC activation. Info REMC.
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**The following actions may/may not occur, lead agencies procedures take precedence.**

Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks
<b>Command</b>	<ul style="list-style-type: none"> <li>• Fire Dept.</li> <li>• Codiac RCMP</li> <li>• Ambulance NB</li> <li>• Public Works</li> <li>• Horizon Health</li> <li>• Vitalité health</li> <li>• Emergency Social Services (ESS)</li> <li>• Red Cross</li> <li>• NB Power</li> </ul>	<ul style="list-style-type: none"> <li>• Issue public warnings with pre-determined messages (if applicable)</li> <li>• Use of Alert Ready (if applicable)</li> <li>• Possible Evacuation or Shelter in place</li> <li>• Be prepared to open AC centres or reception centres</li> <li>• Consider cooling station</li> <li>• Water distribution center</li> </ul>	<ul style="list-style-type: none"> <li>• Identify resources at hand</li> <li>• Identify resources lacking</li> <li>• Identify resources required</li> <li>• Mutual Aid request</li> <li>• Assess Regional Assistance</li> <li>• Assess Provincial Assistance</li> <li>• Assess National Assistance</li> </ul>
<b>Operations</b>			
<b>Planning</b>			
<b>Logistics</b>			
<b>Finance/Admin</b>			
<b>Information</b>			
<b>Liaison</b>			
<b>Safety</b>			

**Additional Instructions:**

[https://www2.gnb.ca/content/gnb/en/departments/ocmoh/healthy\\_environments/content/heat\\_related\\_illnesses/ResponseSystem.html](https://www2.gnb.ca/content/gnb/en/departments/ocmoh/healthy_environments/content/heat_related_illnesses/ResponseSystem.html)

## MUNICIPAL EMERGENCY MEASURES PLAN

2.6.23 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/Catastrophic structure damage		
H.V.MT.P	Medium-High		
Immediate Actions (IA)			
Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider EOC activation. Info REMC.		
The following actions may/may not occur, lead agencies procedures take precedence.			
Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks
<b>Command</b>	<ul style="list-style-type: none"> <li>• Fire Dept.</li> <li>• Codiac RCMP</li> <li>• NB Power</li> <li>• Ambulance NB</li> <li>• Public Works</li> <li>• Horizon Health</li> <li>• Vitalité Health</li> <li>• Emergency Social Services (ESS)</li> <li>• Red Cross</li> </ul>	<ul style="list-style-type: none"> <li>• Issue public warnings with pre-determined messages (if applicable)</li> <li>• Use of Alert Ready (if applicable)</li> <li>• Possible Evacuation or Shelter in place</li> <li>• Be prepared to open warming centres or reception centres</li> </ul>	<ul style="list-style-type: none"> <li>• Identify resources at hand</li> <li>• Identify resources lacking</li> <li>• Identify resources required</li> <li>• Mutual Aid request</li> <li>• Assess Regional Assistance</li> <li>• Assess Provincial Assistance</li> <li>• Assess National Assistance</li> </ul>
<b>Operations</b>			
<b>Planning</b>			
<b>Logistics</b>			
<b>Finance/Admin</b>			
<b>Information</b>			
<b>Liaison</b>			
<b>Safety</b>			
<b>Additional Instructions</b>			
<ul style="list-style-type: none"> <li>• The Canadian Hurricane Center (CHC) will provide the best information on how an approaching tropical cyclone may affect Canada <a href="https://www.canada.ca/en/environment-climate-change/services/hurricane-forecasts-facts.html">https://www.canada.ca/en/environment-climate-change/services/hurricane-forecasts-facts.html</a></li> <li>• Latest hurricane bulletins if CHC website has not been updated <a href="https://weather.gc.ca/forecast/public_bulletins_e.html?Bulletin=fpcn74.cwhx">https://weather.gc.ca/forecast/public_bulletins_e.html?Bulletin=fpcn74.cwhx</a></li> <li>• The National Hurricane Center in Miami also has lots of information on tropical cyclones including forecasts, probability maps and reference information. <a href="https://www.nhc.noaa.gov/">https://www.nhc.noaa.gov/</a></li> <li>• Sea Surface Temperature (SST) anomaly map shows difference in water temperature compared to average in the Atlantic <a href="https://www.nhc.noaa.gov/tafb/atl_anom.gif">https://www.nhc.noaa.gov/tafb/atl_anom.gif</a></li> <li>• Website showing the range of possible storm tracks <a href="https://web.uwm.edu/hurricane-models/models/">https://web.uwm.edu/hurricane-models/models/</a></li> </ul>			

**MUNICIPAL EMERGENCY MEASURES PLAN**

**2.6.24 MASS GATHERING**

Hazard Description	An event attended by sufficient number of people to strain the planning and response resources of the host community, province, nation, or region where it is being held.
Possible Effects	Losses to local economy / Limited access by First Responders / Jurisdictional Issues / International Implications / Danger to Public Safety / Casualties
H.V.MT.P	Medium-High

**Immediate Actions (IA)**

Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider EOC activation. Info REMC.
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**The following actions may/may not occur, lead agencies procedures take precedence.**

Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks
<b>Command</b>	<ul style="list-style-type: none"> <li>• Fire Dept.</li> <li>• Codiac RCMP</li> <li>• Ambulance NB</li> <li>• Red Cross</li> <li>• Horizon Health</li> <li>• Vitalité health</li> <li>• Public Works</li> </ul>	<ul style="list-style-type: none"> <li>• Issue public warnings with pre-determined messages (if applicable)</li> <li>• Use of Alert Ready (if applicable)</li> <li>• Possible Evacuation or Shelter in place</li> <li>• Be prepared to open warming centres or reception centres</li> </ul>	<ul style="list-style-type: none"> <li>• Identify resources at hand</li> <li>• Identify resources lacking</li> <li>• Identify resources required</li> <li>• Mutual Aid request</li> <li>• Assess Regional Assistance</li> <li>• Assess Provincial Assistance</li> <li>• Assess National Assistance</li> </ul>
<b>Operations</b>			
<b>Planning</b>			
<b>Logistics</b>			
<b>Finance/Admin</b>			
<b>Information</b>			
<b>Liaison</b>			
<b>Safety</b>			

**Additional Instructions:**

**MUNICIPAL EMERGENCY MEASURES PLAN**

**2.6.25 POTABLE WATER SHORTAGE OR CONTAMINATION**

Hazard Description	Potable water system that serves a major residential development becomes compromised.
Possible Effects	Limited access by First Responders / Danger to Public Safety / Casualties
H.V.MT.P	Medium

**Immediate Actions (IA)**

Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider EOC activation. Info REMC.
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**The following actions may/may not occur, lead agencies procedures take precedence.**

Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks
<b>Command</b>	<ul style="list-style-type: none"> <li>• Utilities</li> <li>• Fire Dept.</li> <li>• Codiac RCMP</li> <li>• Ambulance NB</li> <li>• Red Cross</li> <li>• Emergency Social Services (ESS)</li> <li>• Horizon Health</li> <li>• Vitalité Health</li> <li>• Department of Health</li> </ul>	<ul style="list-style-type: none"> <li>• Issue public warnings with pre-determined messages (if applicable)</li> <li>• Use of Alert Ready (if applicable)</li> <li>• Possible Evacuation or Shelter in place</li> <li>• Be prepared to open warming centres or reception centres</li> <li>• Set up potable water distribution centers</li> <li>• Restrict water usage</li> <li>• Shut down not essential water</li> <li>• Potential boil order</li> </ul>	<ul style="list-style-type: none"> <li>• Identify resources at hand</li> <li>• Identify resources lacking</li> <li>• Identify resources required</li> <li>• Mutual Aid request</li> <li>• Assess Regional Assistance</li> <li>• Assess Provincial Assistance</li> <li>• Assess National Assistance</li> </ul>
<b>Operations</b>			
<b>Planning</b>			
<b>Logistics</b>			
<b>Finance/Admin</b>			
<b>Information</b>			
<b>Liaison</b>			
<b>Safety</b>			

**Additional Instructions:**

**MUNICIPAL EMERGENCY MEASURES PLAN**

**2.6.26 POWER OUTAGE**

Hazard Description	An interruption of normal sources of electrical power.
Possible Effects	Limited access by First Responders / Danger to Public Safety / Casualties
H.V.MT.P	High

**Immediate Actions (IA)**

Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider EOC activation. Info REMC.
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**The following actions may/may not occur, lead agencies procedures take precedence.**

Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks
<b>Command</b>	<ul style="list-style-type: none"> <li>• Codiac RCMP</li> <li>• Fire Dept.</li> <li>• Ambulance NB</li> <li>• NB Power</li> <li>• Red Cross</li> <li>• Emergency Social Services</li> <li>• Horizon Health</li> <li>• Vitalité Health</li> <li>• Utilities</li> <li>• Public Works</li> </ul>	<ul style="list-style-type: none"> <li>• Issue public warnings with pre-determined messages (if applicable)</li> <li>• Use of Alert Ready (if applicable)</li> <li>• Possible Evacuation or Shelter in place</li> <li>• Be prepared to open warming centres or reception centres</li> <li>• Strategic placement of generator</li> <li>• Request back- up generator</li> <li>• Monitor NB Power Site</li> </ul>	<ul style="list-style-type: none"> <li>• Identify resources at hand</li> <li>• Identify resources lacking</li> <li>• Identify resources required</li> <li>• Mutual Aid request</li> <li>• Assess Regional Assistance</li> <li>• Assess Provincial Assistance</li> <li>• Assess National Assistance</li> </ul>
<b>Operations</b>			
<b>Planning</b>			
<b>Logistics</b>			
<b>Finance/Admin</b>			
<b>Information</b>			
<b>Liaison</b>			
<b>Safety</b>			

**Additional Instructions:**

<https://www.nbpower.com/Open/Outages.aspx?lang=en>

**MUNICIPAL EMERGENCY MEASURES PLAN**

**2.6.27 TRAIN DERAILMENT**

Hazard Description	A <b>derailment</b> occurs when a vehicle such as a <b>train</b> runs off its rails. This does not necessarily mean that it leaves its track. It can result in substantial loss of life or pose a risk to the environment.
Possible Effects	Losses to local economy / limited access by First Responders / Jurisdictional Issues / International Implications / Danger to Public Safety / Casualties
H.V.MT.P	High

**Immediate Actions (IA)**

Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider EOC activation. Info REMC.
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**The following actions may/may not occur, lead agencies procedures take precedence.**

Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks
<b>Command</b>	<ul style="list-style-type: none"> <li>• Codiac RCMP</li> <li>• CN Police</li> <li>• Fire Depart.</li> <li>• Ambulance NB</li> <li>• Public Works</li> <li>• NB Power</li> <li>• Enbridge Gas</li> <li>• DTI</li> <li>• Emergency Social Services</li> <li>• Red Cross</li> <li>• DPS Enforcement</li> <li>• Horizon Health</li> <li>• Vitalité Health</li> <li>• Hazmat Team</li> <li>• DERD</li> <li>• Rail company</li> </ul>	<ul style="list-style-type: none"> <li>• Issue public warnings with pre-determined messages (if applicable)</li> <li>• Use of Alert Ready (if applicable)</li> <li>• Possible Evacuation or Shelter in place</li> <li>• Be prepared to open warming centres or reception centres</li> <li>• Coordinate with carrier/security provider</li> </ul>	<ul style="list-style-type: none"> <li>• Identify resources at hand</li> <li>• Identify resources lacking</li> <li>• Identify resources required</li> <li>• Mutual Aid request</li> <li>• Assess Regional Assistance</li> <li>• Assess Provincial Assistance</li> <li>• Assess National Assistance</li> </ul>
<b>Operations</b>			
<b>Planning</b>			
<b>Logistics</b>			
<b>Finance/Admin</b>			
<b>Information</b>			
<b>Liaison</b>			
<b>Safety</b>			

**Additional Instructions:**

CN Rail Safety: <https://www.cn.ca/en/safety/>

**MUNICIPAL EMERGENCY MEASURES PLAN**

**2.6.28 THUNDER STORM**

Hazard Description	A storm of heavy rain accompanied by lightning, thunder, wind, and sometimes hail
Possible Effects	Losses to local economy / limited access by First Responders / Danger to Public Safety / Casualties/Power outages
H.V.MT.P	High

**Immediate Actions (IA)**

Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider EOC activation. Info REMC.
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*The following actions may/may not occur, lead agencies procedures take precedence.*

Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks
<b>Command</b>	<ul style="list-style-type: none"> <li>• Fire Dept.</li> <li>• Codiac RCMP</li> <li>• Ambulance NB</li> <li>• NB Power</li> <li>• Public Works</li> <li>• Emergency Social Services (ESS)</li> <li>• Red Cross</li> <li>• Horizon Health</li> <li>• Vitalité Health</li> <li>• Utilities</li> </ul>	<ul style="list-style-type: none"> <li>• Issue public warnings with pre-determined messages (if applicable)</li> <li>• Use of Alert Ready (if applicable)</li> <li>• Possible Evacuation or Shelter in place</li> <li>• Be prepared to open warming centres or reception centres</li> </ul>	<ul style="list-style-type: none"> <li>• Identify resources at hand</li> <li>• Identify resources lacking</li> <li>• Identify resources required</li> <li>• Mutual Aid request</li> <li>• Assess Regional Assistance</li> <li>• Assess Provincial Assistance</li> <li>• Assess National Assistance</li> </ul>
<b>Operations</b>			
<b>Planning</b>			
<b>Logistics</b>			
<b>Finance/Admin</b>			
<b>Information</b>			
<b>Liaison</b>			
<b>Safety</b>			

**Additional Instructions:**



## MUNICIPAL EMERGENCY MEASURES PLAN

### 2.6.29 TIDAL SURGE

Hazard Description	An abnormal rise of water generated by a storm, over and above the predicted astronomical tides
Possible Effects	Losses to local economy / limited access by First Responders / Jurisdictional Issues / International Implications / Danger to Public Safety / Casualties
H.V.MT.P	High

### Immediate Actions (IA)

Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider EOC activation. Info REMC.
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*The following actions may/may not occur, lead agencies procedures take precedence.*

Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks
<b>Command</b>	<ul style="list-style-type: none"> <li>• Fire Dept.</li> <li>• Codiac RCMP</li> <li>• Ambulance NB</li> <li>• NB Power</li> <li>• Public Works</li> <li>• Emergency Social Services (ESS)</li> <li>• Red Cross</li> <li>• Horizon Health</li> <li>• Vitalité Health</li> <li>• DELG</li> <li>• Canadian Coast Guard</li> </ul>	<ul style="list-style-type: none"> <li>• Issue public warnings with pre-determined messages (if applicable)</li> <li>• Use of Alert Ready (if applicable)</li> <li>• Possible Evacuation or Shelter in place</li> <li>• Be prepared to open warming centres or reception centres</li> </ul>	<ul style="list-style-type: none"> <li>• Identify resources at hand</li> <li>• Identify resources lacking</li> <li>• Identify resources required</li> <li>• Mutual Aid request</li> <li>• Assess Regional Assistance</li> <li>• Assess Provincial Assistance</li> <li>• Assess National Assistance</li> </ul>
<b>Operations</b>			
<b>Planning</b>			
<b>Logistics</b>			
<b>Finance/Admin</b>			
<b>Information</b>			
<b>Liaison</b>			
<b>Safety</b>			

### Additional Instructions:

- To assess the risk of storm surge you will need tide information (times and magnitudes), storm surge modeling and possibly wave modeling  
[https://www2.gnb.ca/content/gnb/en/departments/elg/environment/content/water/content/water\\_quantity.html](https://www2.gnb.ca/content/gnb/en/departments/elg/environment/content/water/content/water_quantity.html)
- Storm surge estimate will be obtained through Environment Canada warnings or more detailed modelling provided is special briefing packages
- Check the Environment Canada Wave Model to see if there are any large waves approaching the time of peak water level.
- Use the tide times and the storm surge model to find the predicted peak water level (consider possible wave setup) – this will be the water level from chart datum **Total Water Level (CD) = (Tide) + (Predicted Storm Surge) + (Wave Setup)**
- Optional: In some cases you may want to convert the predicted water level relative to chart datum to the water level relative to CGVD28 which is the reference level for heights in Canada.

**MUNICIPAL EMERGENCY MEASURES PLAN**

**2.6.30 TRANSPORTATION/CHAIN SUPPLY DISRUPTION**

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	Medium

**Immediate Actions (IA)**

Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider EOC activation. Info REMC.
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**The following actions may/may not occur, lead agencies procedures take precedence.**

Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks
<b>Command</b>	<ul style="list-style-type: none"> <li>• Fire Dept.</li> <li>• Codiac RCMP</li> <li>• Ambulance NB</li> <li>• NB Power</li> <li>• Public Works</li> <li>• MRDC (Highway maintenance)</li> <li>• DTI</li> </ul>	<ul style="list-style-type: none"> <li>• Issue public warnings with pre-determined messages (if applicable)</li> <li>• Use of Alert Ready (if applicable)</li> <li>• Possible Evacuation or Shelter in place</li> <li>• Be prepared to open warming centres or reception centres</li> <li>• Liaison with carrier</li> <li>• Consider detours</li> </ul>	<ul style="list-style-type: none"> <li>• Identify resources at hand</li> <li>• Identify resources lacking</li> <li>• Identify resources required</li> <li>• Mutual Aid request</li> <li>• Assess Regional Assistance</li> <li>• Assess Provincial Assistance</li> <li>• Assess National Assistance</li> </ul>
<b>Operations</b>			
<b>Planning</b>			
<b>Logistics</b>			
<b>Finance/Admin</b>			
<b>Information</b>			
<b>Liaison</b>			
<b>Safety</b>			

**Additional Instructions:**

**MUNICIPAL EMERGENCY MEASURES PLAN**

**2.6.31 STRUCTURE FIRE**

Hazard Description	A structure fire is a fire involving the structural components of various types of residential, commercial or industrial buildings
Possible Effects	Losses to local economy / limited access by First Responders / Jurisdictional Issues / International Implications / Danger to Public Safety / Casualties
H.V.MT.P	High

**Immediate Actions (IA)**

Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider EOC activation. Info REMC.
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**The following actions may/may not occur, lead agencies procedures take precedence.**

Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks
<b>Command</b>	<ul style="list-style-type: none"> <li>• Fire Dept.</li> <li>• Codiac RCMP</li> <li>• Ambulance NB</li> <li>• NB Power</li> <li>• Enbridge Gas</li> <li>• Public Works</li> <li>• Horizon Health</li> <li>• Vitalité Health</li> <li>• Emergency Social Services (ESS)</li> <li>• Red Cross</li> <li>• Fire Marshal</li> </ul>	<ul style="list-style-type: none"> <li>• Issue public warnings with pre-determined messages (if applicable)</li> <li>• Use of Alert Ready (if applicable)</li> <li>• Possible Evacuation or Shelter in place</li> <li>• Be prepared to open warming centres or reception centres</li> </ul>	<ul style="list-style-type: none"> <li>• Identify resources at hand</li> <li>• Identify resources lacking</li> <li>• Identify resources required</li> <li>• Mutual Aid request</li> <li>• Assess Regional Assistance</li> <li>• Assess Provincial Assistance</li> <li>• Assess National Assistance</li> </ul>
<b>Operations</b>			
<b>Planning</b>			
<b>Logistics</b>			
<b>Finance/Admin</b>			
<b>Information</b>			
<b>Liaison</b>			
<b>Safety</b>			

**Additional Instructions:**

**MUNICIPAL EMERGENCY MEASURES PLAN**

**2.6.32 WASTE DISPOSAL**

Hazard Description	Removing and destroying or storing damaged, unwanted domestic, agricultural/industrial products and substances.
Possible Effects	Losses to local economy / limited access by First Responders / Jurisdictional Issues / International Implications / Danger to Public Safety / Casualties
H.V.MT.P	Low

**Immediate Actions (IA)**

Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider EOC activation. Info REMC.
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**The following actions may/may not occur, lead agencies procedures take precedence.**

Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks
<b>Command</b>	<ul style="list-style-type: none"> <li>• Fire Dept.</li> <li>• Codiac RCMP</li> <li>• Ambulance NB</li> <li>• Public Works</li> <li>• Health</li> <li>• Department of Environment and Local Government</li> </ul>	<ul style="list-style-type: none"> <li>• Issue public warnings with pre-determined messages (if applicable)</li> <li>• Use of Alert Ready (if applicable)</li> <li>• Coordinate with local disposal businesses.</li> </ul>	<ul style="list-style-type: none"> <li>• Identify resources at hand</li> <li>• Identify resources lacking</li> <li>• Identify resources required</li> <li>• Mutual Aid request</li> <li>• Assess Regional Assistance</li> <li>• Assess Provincial Assistance</li> <li>• Assess National Assistance</li> </ul>
<b>Operations</b>			
<b>Planning</b>			
<b>Logistics</b>			
<b>Finance/Admin</b>			
<b>Information</b>			
<b>Liaison</b>			
<b>Safety</b>			

**Additional Instructions:**

**MUNICIPAL EMERGENCY MEASURES PLAN**

**Part 3 - Roles and Responsibilities during Activations**

3.1	<u>Activation levels</u>
3.1.1	<b>Level 1 – Enhanced Monitoring:</b> Continuous monitoring by all MEMO members of an emergency situation that may require immediate regional assistance.
3.1.2	<b>Level 2 – Partial Activation:</b> Once notified, selected members of MEMO may be called in to assist with 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	<b>Level 3 – Full Activation:</b> Once notified, all MEMO members will report to the EOC. This will depend on the location of MEMO members at the time of notification.
3.3	<u>Municipal’s Roles and Responsibilities</u>
3.3.1	<p><u>Municipality’s Roles</u></p> <ul style="list-style-type: none"> <li>a. shall establish and maintain a municipal emergency measures organization,</li> <li>b. shall appoint a director of the municipal emergency measures organization and prescribe his or her duties, which shall include the preparation and coordination of emergency measures plans for the municipality,</li> <li>c. shall appoint a committee consisting of members of its council to advise it on the development of emergency measures plans,</li> <li>d. shall prepare and approve emergency measures plans,</li> <li>e. may pay the expenses of members of the committee appointed under paragraph (c),</li> <li>f. may enter into agreements with and make payments to persons and organizations for the provision of services in the development and implementation of emergency measures plans, and</li> <li>g. may appropriate and expend sums approved by it for the purposes of this section.</li> </ul>
3.3.2	<p><u>MEMO Director</u></p> <p>Reports to: CAO/Municipal Manager</p> <p>The MEMO Director’s primary responsibility is to coordinate the efficient response in an emergency situation. The MEMO Director will coordinate and manage all resources required for the emergency.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> <li>a. activating the MEOC if required;</li> <li>b. initiating the MEOC call out/notification list;</li> <li>c. ensuring key MEOC positions are staffed as required;</li> <li>d. ensuring an up to date contact list is maintained for fan out purposes;</li> <li>e. reporting major events to REMC;</li> <li>f. ensuring the development of an Incident Action Plan;</li> <li>g. ensuring MEOC members take prompt and effective action in response to problems;</li> <li>h. ensuring action logs are maintained by all MEOC staff;</li> <li>i. requesting expert assistance as required;</li> </ul>

**MUNICIPAL EMERGENCY MEASURES PLAN**

	<ul style="list-style-type: none"> <li>j. advise if there is a need to evacuate a specific area;</li> <li>k. coordinating evacuation with other MEOC staff;</li> <li>l. consulting with Health/Social Services Agency Representative on the selection and opening of shelter(s) and or reception centre(s);</li> <li>m. monitoring the capacity of the area resources and if overextended, requesting assistance through mutual aid and REOC;</li> <li>n. informing MEOC staff of major events as they arise;</li> <li>o. ensuring communications are established;</li> <li>p. ensuring a thorough situation briefing is conducted during shift changes and transfer of command;</li> <li>q. ensuring that a main event log is maintained and safeguarded; and</li> <li>r. other duties as required.</li> </ul>
<p align="center"><b>Command Staff Responsibilities</b></p>	
<p align="center"><b>3.3.1</b></p>	<p><b>Incident Commander (may have a deputy if required)</b></p> <ul style="list-style-type: none"> <li>a. Have clear authority and know agency policy.</li> <li>b. Ensure incident safety.</li> <li>c. Establish the Incident Command Post (ICP).</li> <li>d. Set priorities, and determine incident objectives and strategies to be followed.</li> <li>e. Establish ICS organization needed to manage the incident.</li> <li>f. Approve the IAP.</li> <li>g. Coordinate Command and General Staff activities.</li> <li>h. Approve resource requests and use of volunteers and auxiliary personnel.</li> <li>i. Order demobilization as needed.</li> <li>j. Ensure after-action reports are completed.</li> <li>k. Authorize information release to the media.</li> </ul>
<p align="center"><b>3.3.2</b></p>	<p><b>Information Officer (may have assistants as required)</b></p> <ul style="list-style-type: none"> <li>a. Determine, according to direction from IC, any limits on information release.</li> <li>b. Develop accurate, accessible, and timely information for use in press/media briefings.</li> <li>c. Obtain the IC's approval of news releases.</li> <li>d. Conduct periodic media briefings.</li> <li>e. Arrange for tours and other interviews or briefings that may be required.</li> <li>f. Monitor and forward media information that may be useful to incident planning.</li> <li>g. Maintain current information summaries and/or displays on the incident.</li> <li>h. Make information about the incident available to incident personnel.</li> <li>i. Participate in Planning Meetings.</li> <li>j. Implement methods to monitor rumour control.</li> </ul>
<p align="center"><b>3.3.3</b></p>	<p><b>Liaison Officer (may have assistants as required)</b></p> <ul style="list-style-type: none"> <li>a. Act as a point of contact for Agency</li> <li>b. Representatives.</li> <li>c. Maintain a list of assisting and cooperating agencies and agency Representatives.</li> <li>d. Assist in setting up and coordinating interagency contacts.</li> <li>e. Monitor incident operations to identify current or potential inter-organizational problems.</li> </ul>

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	<ul style="list-style-type: none"> <li>f. Participate in Planning Meetings, providing current resource status, including limitations and capabilities of agency resources.</li> <li>g. Provide agency-specific demobilization information and requirements.</li> </ul>
3.3.4	<p><b>Safety Officer (may have assistants as required)</b></p> <ul style="list-style-type: none"> <li>a. Identify and mitigate hazardous situations.</li> <li>b. Create a Safety Plan.</li> <li>c. Ensure safety messages and briefings are made.</li> <li>d. Exercise emergency authority to stop and prevent unsafe acts.</li> <li>e. Review the IAP for safety implications.</li> <li>f. Assign assistants qualified to evaluate special hazards.</li> <li>g. Initiate preliminary investigation of accidents within the incident area.</li> <li>h. Review and approve the Medical Plan.</li> <li>i. Participate in Planning Meetings to address anticipated hazards associated with future operations.</li> </ul>
<b>General Staff Responsibilities</b>	
3.3.5	<p><b>Operations Section Chief (may have deputies as required)</b></p> <ul style="list-style-type: none"> <li>a. Ensure safety of tactical operations.</li> <li>b. Manage tactical operations.</li> <li>c. Develop operations portions of the IAP.</li> <li>d. Supervise execution of operations portions of the IAP.</li> <li>e. Request additional resources to support tactical operations.</li> <li>f. Approve release of resources from active operational assignments.</li> <li>g. Make or approve expedient changes to the IAP.</li> <li>h. Maintain close contact with the IC, subordinate, operations personnel, and other agencies involved in the incident.</li> </ul>
3.3.6	<p><b>Planning Section Chief (may have deputies as required)</b></p> <ul style="list-style-type: none"> <li>a. Collect and manage all incident-relevant operational data.</li> <li>b. Supervise preparation of the IAP.</li> <li>c. Provide input to the IC and Operations in preparing the IAP.</li> <li>d. Incorporate Traffic, Medical, and Communications Plans and other supporting material into the IAP.</li> <li>e. Conduct/facilitate Planning Meetings.</li> <li>f. Reassign out-of-service personnel within the ICS organization already on scene, as appropriate.</li> <li>g. Compile and display incident status information.</li> <li>h. Establish information requirements and reporting schedules for Units (e.g., Resources Unit, Situation Unit).</li> <li>i. Determine need for specialized resources.</li> <li>j. Assemble and disassemble Task Forces and Strike Teams not assigned to Operations.</li> <li>k. Establish specialized data collection systems as necessary (e.g., weather).</li> </ul>

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	<ul style="list-style-type: none"><li>l. Assemble information on alternative strategies.</li><li>m. Provide periodic predictions on incident potential.</li><li>n. Report significant changes in incident status.</li><li>o. Oversee preparation of the Demobilization Plan.</li></ul>
<p style="text-align: center;"><b>3.3.7</b></p>	<p><b>Logistics Section Chief (may have deputies as required)</b></p> <ul style="list-style-type: none"><li>a. Provide all facilities, transportation, communications, supplies, equipment maintenance and fuelling, food, and medical services for incident personnel, and all off incident resources.</li><li>b. Manage all incident logistics.</li><li>c. Provide logistics input to the IAP.</li><li>d. Brief Logistics staff as needed.</li><li>e. Identify anticipated and known incident service and support requirements.</li><li>f. Request additional resources as needed.</li><li>g. Ensure and oversee development of Traffic, Medical, and Communications Plans as required.</li><li>h. Oversee demobilization of Logistics Section and associated resources.</li></ul>
<p style="text-align: center;"><b>3.3.8</b></p>	<p><b>Finance / Administration Section Chief (may have deputies as required)</b></p> <p>The Finance / Administration Section manage all financial aspects of the incident.</p> <ul style="list-style-type: none"><li>a. Manage all financial aspects of an incident.</li><li>b. Provide financial and cost analysis information as requested.</li><li>c. Ensure compensation and claims functions are being addressed relative to the incident.</li><li>d. Gather pertinent information from briefings with responsible agencies.</li><li>e. Develop an operational plan for the Finance/Administration Section and fill Section supply and support needs.</li><li>f. Determine the need to set up and operate an incident commissary.</li><li>g. Meet with assisting and cooperating Agency Representatives as needed.</li><li>h. Maintain daily contact with agency(s) headquarters on finance matters.</li><li>i. Ensure that personnel time records are completed accurately and transmitted to home agencies.</li><li>j. Ensure that all obligation documents initiated at the incident are properly prepared and completed.</li><li>k. Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up.</li><li>l. Provide input to the IAP.</li></ul>



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**Part 4-Definitions**

<b>4.20</b>	<b><u>Definitions</u></b>	
<b>4.20.1</b>	<b>Act (The Act)</b>	New Brunswick Emergency Measures Act.
<b>4.20.2</b>	<b>After Action Review (AAR)</b>	Process to evaluate the effectiveness of the emergency response after an emergency has occurred
<b>4.20.3</b>	<b>Agency</b>	A division of government with a specific function offering a particular kind of assistance. In the Incident Command System, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance). Governmental organizations are most often in charge of an incident, though in certain circumstances private-sector organizations may be included. Additionally, nongovernmental organizations may be included to provide support.
<b>4.20.4</b>	<b>Agency Administrator/ Executive</b>	The official responsible for administering policy for an agency or jurisdiction. An Agency Administrator/Executive (or other public official with jurisdictional responsibility for the incident) usually makes the decision to establish an Area Command.
<b>4.20.5</b>	<b>Agency Dispatch</b>	The agency or jurisdictional facility from which resources are sent to incidents.
<b>4.20.6</b>	<b>Agency Representative</b>	A person assigned by a primary, assisting, or cooperating Federal, State, tribal, or local government agency, or nongovernmental or private organization, that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.
<b>4.20.7</b>	<b>All-Hazards</b>	Describing an incident, natural or manmade, that warrants action to protect life, property, environment, and public health or safety, and to minimize disruptions of government, social, or economic activities.
<b>4.20.8</b>	<b>All-Hazards Emergency Management Planning</b>	An approach that recognizes that the actions required to mitigate the effects of emergencies are essentially the same, irrespective of the nature of the event, thereby permitting an optimization of scarce planning, response and support resources. It employs generic methodologies, modified as necessary by particular circumstances.
<b>4.20.9</b>	<b>Allocated Resource</b>	Resource dispatched to an incident.
<b>4.20.10</b>	<b>Area Command</b>	An organization established to oversee the management of multiple incidents that are each being handled by a separate Incident Command System organization or to oversee the management of a very large or evolving incident that has multiple Incident Management Teams engaged. An Agency Administrator/Executive or other public official with jurisdictional responsibility for the incident usually makes the decision to establish an Area Command. An Area Command is activated only if necessary, depending on the complexity of the incident and incident management span of control considerations.

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<b>4.20.11</b>	<b>Assembly area</b>	Designated area for evacuees to gather for processing and transport
<b>4.20.12</b>	<b>Assessment</b>	The process of acquiring, collecting, processing, examining, analyzing, evaluating, monitoring, and interpreting the data, information, evidence, objects, measurements, images, sound, etc., whether tangible or intangible, to provide a basis for decision making.
<b>4.20.13</b>	<b>Asset</b>	Assets include but are not limited to information in all forms and media, networks, systems, materiel, real property, financial resources, employee trust, public confidence and international reputation.
<b>4.20.14</b>	<b>Assigned Resource</b>	Resource checked in and assigned work tasks on an incident.
<b>4.20.15</b>	<b>Assignment</b>	Task given to a personnel resource to perform within a given operational period that is based on operational objectives defined in the Incident Action Plan.
<b>4.20.16</b>	<b>Assistant</b>	Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to Unit Leaders.
<b>4.20.17</b>	<b>Assisting Agency</b>	An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See Supporting Agency.
<b>4.20.18</b>	<b>Available Resource</b>	Resource assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.
<b>4.20.19</b>	<b>Branch</b>	The organizational level having functional or geographical responsibility for major aspects of incident operations. A Branch is organizationally situated between the Section Chief and the Division or Group in the Operations Section, and between the Section and Units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.
<b>4.20.20</b>	<b>Business Continuity Plan</b>	A plan to minimize potential losses and maintain viable recovery strategies for services, operations, or government following a disruptive event.
<b>4.20.21</b>	<b>By-Law</b>	Refers to the Municipal Emergency Measures By-Law
<b>4.20.22</b>	<b>Cache</b>	A predetermined complement of tools, equipment, and/or supplies stored in a designated location, available for incident use.
<b>4.20.23</b>	<b>Camp</b>	A geographical site within the general incident area (separate from the Incident Base) that is equipped and staffed to provide sleeping, food, water, and sanitary services to incident personnel.
<b>4.20.24</b>	<b>CASARA</b>	Canadian Air Search and Rescue Association.
<b>4.20.25</b>	<b>CAF</b>	Canadian Armed Forces
<b>4.20.26</b>	<b>CMRA</b>	Canadian Marine Rescue Auxiliary.
<b>4.20.27</b>	<b>CANUTEC</b>	Canadian Transport Emergency Centre operated by the Transportation of Dangerous Goods (TDG) Directorate of Transport Canada. The Directorate's overall mandate is to promote public safety in the transportation of dangerous goods by all modes
<b>4.20.28</b>	<b>Categorizing</b>	The process of organizing resources by category, kind, and type, including

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	<b>Resources</b>	size, capacity, capability, skill, and other characteristics. This makes the resource ordering and dispatch process within and across organizations and agencies, and between governmental and nongovernmental entities, more efficient, and ensures that the resources received are appropriate to their needs.
4.20.29	<b>Certifying Personnel</b>	The process of authoritatively attesting that individuals meet professional standards for the training, experience, and performance required for key incident management functions.
4.20.30	<b>Chain of Command</b>	The orderly line of authority within the ranks of the incident management organization.
4.20.31	<b>Check-In</b>	The process through which resources first report to an incident. All responders, regardless of agency affiliation, must report in to receive an assignment in accordance with the procedures established by the Incident Commander.
4.20.32	<b>Chief</b>	The Incident Command System title for individuals responsible for management of functional Sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigations (if established as a separate Section).
4.20.33	<b>Command</b>	The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.
4.20.34	<b>Command Staff</b>	The staff who report directly to the Incident Commander, including the Information Officer, Safety Officer, Liaison Officer, and other positions as required. They may have an assistant or assistants, as needed.
4.20.35	<b>Common Operating Picture</b>	An overview of an incident by all relevant parties that provides incident information enabling the Incident Commander/Unified Command and any supporting agencies and organizations to make effective, consistent, and timely decisions.
4.20.36	<b>Common Terminology</b>	Normally used words and phrases—avoiding the use of different words/phrases for same concepts—to ensure consistency and to allow diverse incident management and support organizations to work together across a wide variety of incident management functions and hazard scenarios.
4.20.37	<b>Communications</b>	The process of transmission of information through verbal, written, or symbolic means.
4.20.38	<b>Communications /Dispatch Centre</b>	Agency or interagency dispatch centres, 911 call centres, emergency control or command dispatch centres, or any naming convention given to the facility and staff that handles emergency calls from the public and communication with emergency management/response personnel.
4.20.39	<b>Complex</b>	Two or more individual incidents located in the same general area and assigned to a single Incident Commander or to Unified Command.
4.20.40	<b>Concept of Operations</b>	Concept of operations provides a framework to operationalize horizontal management and an effective governance structure and delineate clear roles and responsibilities of the principal committees and individuals central to each phase of the incident management process.
4.20.41	<b>Cooperating</b>	An agency supplying assistance other than direct operational or support

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	<b>Agency</b>	functions or resources to the incident management effort.
<b>4.20.42</b>	<b>Coordinate</b>	To advance an analysis and exchange of information systematically among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.
<b>4.20.43</b>	<b>Corrective Actions</b>	The implementation of procedures that are based on lessons learned from actual incidents or from training and exercises.
<b>4.20.44</b>	<b>Critical Infrastructure</b>	Critical infrastructure refers to processes, systems, facilities, technologies, networks, assets and services essential to the health, safety, security or economic well-being of the population and the effective functioning of government. Critical infrastructure can be stand-alone or interconnected and interdependent within and across provinces, territories and national borders. Disruptions of critical infrastructure could result in catastrophic loss of life, adverse economic effects, and significant harm to public confidence.
<b>4.20.45</b>	<b>Critical Service</b>	A service which, if compromised, in terms of availability or integrity would result in a high degree of injury to health, safety, security or economic well-being of the population or effective functioning of Government and must be continuously delivered.
<b>4.20.46</b>	<b>Delegation of Authority</b>	A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The delegation of authority can include objectives, priorities, expectations, constraints, and other considerations or guidelines, as needed. Many agencies require written delegation of authority to be given to the Incident Commander prior to assuming command on larger incidents.
<b>4.20.47</b>	<b>Demobilization</b>	The orderly, safe, and efficient return of an incident resource to its original location and status.
<b>4.20.48</b>	<b>Department</b>	Department of the municipality
<b>4.20.49</b>	<b>DAAF</b>	Department of Agriculture, Aquaculture and Fisheries
<b>4.20.50</b>	<b>DEECD</b>	Department of Education and Early Childhood Development
<b>4.20.51</b>	<b>DERD</b>	Department of Energy and Resource Development
<b>4.20.52</b>	<b>DELG</b>	Department of Environment and Local Government;
<b>4.20.53</b>	<b>DH</b>	Department of Health
<b>4.20.54</b>	<b>JPS</b>	Department of Justice and Public Safety
<b>4.20.55</b>	<b>PETL</b>	Department of Post-Secondary Education, Training and Labour
<b>4.20.56</b>	<b>DTI</b>	Department of Transportation and Infrastructure
<b>4.20.57</b>	<b>Deputy</b>	A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or to perform a specific task. In some cases a deputy can act as relief for a superior, and therefore must be fully qualified in the position. Deputies generally can be assigned to the Incident Commander, General Staff, and Branch Directors.
<b>4.20.58</b>	<b>Designated Alternate</b>	An individual to whom responsibility and authority for a particular function, normally performed by another individual, has been officially delegated.
<b>4.20.59</b>	<b>Director</b>	The Incident Command System title for individuals responsible for supervision of a Branch.

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<b>4.20.60</b>	<b>Disaster</b>	An emergency that overwhelms the community's normal resources and coping ability and therefore requires extraordinary measures including outside help.
<b>4.20.61</b>	<b>Dispatch</b>	The ordered movement of a resource or resources to an assigned operational mission, or an administrative move from one location to another.
<b>4.20.62</b>	<b>Division</b>	The organizational level having responsibility for operations within a defined geographic area. Divisions are established when the number of resources exceeds the manageable span of control of the Section Chief. See Group.
<b>4.20.63</b>	<b>Emergency</b>	Any incident, whether natural or manmade, that requires responsive action to protect the safety, health or welfare of people or to limit damage to property.
<b>4.20.64</b>	<b>Emergency Management/ Response Personnel</b>	Includes Federal, Provincial and municipal governments, NGOs, private sector-organizations, critical infrastructure owners and operators, and all other organizations and individuals who assume an emergency management role. (Also known as emergency responder.)
<b>4.20.65</b>	<b>EMCG</b>	Emergency Measures Communication Group
<b>4.20.66</b>	<b>Emergency Operations Centre (EOC)</b>	The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, medical services), by jurisdiction (e.g., federal, provincial, regional, municipal), or by some combination thereof.
<b>4.20.67</b>	<b>Emergency Operations Plan</b>	An ongoing plan for responding to a wide variety of potential hazards.
<b>4.20.68</b>	<b>Emergency Public Information</b>	Information that is disseminated primarily in anticipation of or during an emergency. In addition to providing situational information to the public, it frequently provides directive actions required to be taken by the general public.
<b>4.20.69</b>	<b>Emergency Response Plan (ERP)</b>	A plan, program or procedure prepared by the Province or a municipality that is intended to mitigate the effects of an emergency and protect life safety, property, the environment or the health and welfare of the population in the event of such an occurrence.
<b>4.20.70</b>	<b>Emergency Shelter</b>	A form of temporary shelter that can be accessed by all, in situations where a place to eat and sleep for the night is needed.
<b>4.20.71</b>	<b>Emergency Social Services (ESS)</b>	Emergency social services provided in an emergency either by the Canadian Red Cross, Salvation Army or Emergency Social Services (ESS): Services include registration and inquiry, Lodging, feeding, clothing and personal services.
<b>4.20.72</b>	<b>Evacuation</b>	The organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.
<b>4.20.73</b>	<b>Event</b>	See Planned Event.

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<b>4.20.74</b>	<b>Federal</b>	Of or pertaining to the Government of Canada.
<b>4.20.75</b>	<b>Finance/Administration Section</b>	The Incident Command System Section responsible for all administrative and financial considerations surrounding an incident.
<b>4.20.76</b>	<b>Function</b>	One of the five major activities in the Incident Command System: Command, Operations, Planning, Logistics, and Finance/Administration. A sixth function, Intelligence/Investigations, may be established, if required, to meet incident management needs. The term function is also used when describing the activity involved (e.g., the planning function).
<b>4.20.77</b>	<b>General Staff</b>	A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief. An Intelligence/Investigations Chief may be established, if required, to meet incident management needs.
<b>4.20.78</b>	<b>GoC</b>	Government of Canada
<b>4.20.79</b>	<b>Group</b>	An organizational subdivision established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. See Division.
<b>4.20.80</b>	<b>Hazard</b>	Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.
<b>4.20.81</b>	<b>Hazard, Risk and Vulnerability Assessment (HRVA)</b>	An assessment of the relative risk of occurrence and the potential impact on people and property of the emergencies or disasters that could affect all or part of the jurisdictional area for which the authority has responsibility.
<b>4.20.82</b>	<b>Incident</b>	An occurrence, natural or manmade, that requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.
<b>4.20.83</b>	<b>Incident Action Plan (IAP)</b>	An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.
<b>4.20.84</b>	<b>Incident Base</b>	The location at which primary Logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term Base.) The Incident Command Post may be co-located with the Incident Base.
<b>4.20.85</b>	<b>Incident Command</b>	The Incident Command System organizational element responsible for overall management of the incident and consisting of the Incident

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		Commander (either single or unified command structure) and any assigned supporting staff.
4.20.86	<b>Incident Command Post (ICP)</b>	The field location where the primary functions are performed. The ICP may be co-located with the Incident Base or other incident facilities.
4.20.87	<b>Incident Command System (ICS)</b>	A standardized on-scene emergency management construct specifically designed to provide an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.
4.20.88	<b>Incident Commander (IC)</b>	The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.
4.20.89	<b>Incident Management</b>	The broad spectrum of activities and organizations providing effective and efficient operations, coordination, and support applied at all levels of government, utilizing both governmental and nongovernmental resources to plan for, respond to, and recover from an incident, regardless of cause, size, or complexity.
1.20.90	<b>Incident Management Team (IMT)</b>	An Incident Commander and the appropriate Command and General Staff personnel assigned to an incident. The level of training and experience of the IMT members, coupled with the identified formal response requirements and responsibilities of the IMT, are factors in determining “type,” or level, of IMT.
4.20.91	<b>Incident Objectives</b>	Statements of guidance and direction needed to select appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.
4.20.92	<b>Information Management</b>	The collection, organization, and control over the structure, processing, and delivery of information from one or more sources and distribution to one or more audiences who have a stake in that information.
4.20.93	<b>Information Officer</b>	Information Officer, responsible for all official communication with the public and the media on behalf of the Municipality. A member of the Command Staff responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements.
4.20.94	<b>IRCS</b>	Integrated Radio Communications System
4.20.95	<b>Intelligence/Investigations</b>	An organizational subset within ICS. Intelligence gathered within the Intelligence/Investigations function is information that either leads to the

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		detection, prevention, apprehension, and prosecution of criminal activities—or the individual(s) involved—including terrorist incidents or information that leads to determination of the cause of a given incident (regardless of the source) such as public health events or fires with unknown origins. This is different from the normal operational and situational intelligence gathered and reported by the Planning Section.
<b>4.20.95</b>	<b>Interoperability</b>	Ability of systems, personnel, and equipment to provide and receive functionality, data, information and/or services to and from other systems, personnel, and equipment, between both public and private agencies, departments, and other organizations, in a manner enabling them to operate effectively together. Allows emergency management/response personnel and their affiliated organizations to communicate within and across agencies and jurisdictions via voice, data, or video-on demand, in real time, when needed, and when authorized.
<b>4.20.96</b>	<b>Job Aid</b>	Checklist or other visual aid intended to ensure that specific steps of completing a task or assignment are accomplished.
<b>4.20.97</b>	<b>Jurisdiction</b>	A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., federal, provincial, territorial, local boundary lines) or functional (e.g., law enforcement, public health).
<b>4.20.98</b>	<b>Jurisdictional Agency</b>	The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.
<b>4.20.99</b>	<b>Key Resource</b>	Any publicly or privately controlled resource essential to the minimal operations of the economy and government.
<b>4.20.100</b>	<b>Liaison</b>	A form of communication for establishing and maintaining mutual understanding and cooperation.
<b>4.20.101</b>	<b>Liaison Officer</b>	A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies or organizations.
<b>4.20.102</b>	<b>LSD</b>	Local Service District
<b>4.20.103</b>	<b>LSM</b>	Local Service Manager
<b>4.20.104</b>	<b>Logistics</b>	The process and procedure for providing resources and other services to support incident management.
<b>4.20.105</b>	<b>Logistics Section</b>	The Incident Command System Section responsible for providing facilities, services, and material support for the incident.
<b>4.20.106</b>	<b>Management by Objectives</b>	A management approach that involves a five-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching incident objectives; developing strategies based on overarching incident objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable tactics or tasks for various incident-management functional activities and directing efforts to attain them, in support of defined strategies; and documenting results to measure performance and facilitate corrective action.
<b>4.20.107</b>	<b>Manager</b>	Individual within an Incident Command System organizational unit who is



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		assigned specific managerial responsibilities (e.g., Staging Area Manager or Camp Manager).
4.20.108	<b>Minister</b>	Minister of Justice and Public Safety charged with the administration of the Emergency Measure Act.
4.20.109	<b>Mitigation</b>	Activities providing a critical foundation in the effort to reduce the loss of life and property from natural and/or manmade disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.
4.20.110	<b>Mobilization</b>	The process and procedures used by all organizations—Federal, State, tribal, and local—for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.
4.20.111	<b>Mobilization Guide</b>	Reference document used by organizations outlining agreements, processes, and procedures used by all participating agencies/organizations for activating, assembling, and transporting resources.
4.20.112	<b>Multi-jurisdictional Incident</b>	An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In the Incident Command System, these incidents will be managed under a Unified Command.
4.20.113	<b>MEMO</b>	Municipal Emergency Measures Organization as established by the Emergency Measures Act, which governs the municipality emergency measures.
4.20.114	<b>Municipal Emergency Measures Organization Director</b>	The MEMO Director is responsible for coordinating the efficient emergency response operations in the community on behalf of the Mayor and Council. The Director may activate the Municipal Emergency Operations Center (MEOC) partially or fully, depending on the magnitude of the emergency.
4.20.115	<b>Municipal Emergency Operation Center (MEOC)</b>	A pre-designated facility staffed by an established and recognized team of people who are responsible for providing direction, coordination, communication and support during emergency operations. The EOC may be set up at any other suitable location.
4.20.116	<b>Mutual Aid Agreement or Assistance Agreement</b>	A pre-arranged written or oral agreement between and among agencies/organizations and/or jurisdictions that provides a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials, and other associated services. The primary objective is to facilitate rapid, short-term deployment of emergency support prior to, during, and/or after an incident.
4.20.117	<b>NEA</b>	National Emergency Agencies.
4.20.118	<b>NBEMO</b>	New Brunswick Emergency Measures Organization as established by the Emergency Measures Act.
4.20.119	<b>NBGSAR</b>	New Brunswick Ground Search and Rescue.
4.20.120	<b>NGO</b>	An entity with an association that is based on interests of its members, individuals, or institutions. It is not created by a government, but it may

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		work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the Red Cross. NGOs, including voluntary and faith-based groups, provide relief services to sustain life, reduce physical and emotional distress, and promote the recovery of disaster victims. Often these groups provide specialized services that help individuals with disabilities. NGOs and voluntary organizations play a major role in assisting emergency managers before, during, and after an emergency.
4.20.121	<b>Officer</b>	The Incident Command System title for a person responsible for one of the Command Staff positions of Safety, Liaison, and Information.
4.20.122	<b>Operational Period</b>	The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually they last 12 to 24 hours.
4.20.123	<b>Operations Section</b>	The Incident Command System (ICS) Section responsible for all tactical incident operations and implementation of the Incident Action Plan. In ICS, the Operations Section normally includes subordinate Branches, Divisions, and/or Groups.
4.20.124	<b>Organization</b>	Any association or group of persons with like objectives. Examples include, but are not limited to, governmental departments and agencies, nongovernmental organizations, and the private sector.
4.20.125	<b>Planned Event</b>	A scheduled non-emergency activity (e.g., sporting event, concert, parade, etc.).
4.20.126	<b>Planning Meeting</b>	A meeting held as needed before and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the Planning Meeting is a major element in the development of the Incident Action Plan.
4.20.127	<b>Planning Section</b>	The Incident Command System Section responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the Incident Action Plan. This Section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.
4.20.128	<b>Portability</b>	An approach that facilitates the interaction of systems that are normally distinct. Portability of radio technologies, protocols, and frequencies among emergency management/response personnel will allow for the successful and efficient integration, transport, and deployment of communications systems when necessary. Portability includes the standardized assignment of radio channels across jurisdictions, which allows responders to participate in an incident outside their jurisdiction and still use familiar equipment.
4.20.129	<b>Preparedness</b>	A continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination during incident response. Within the National Emergency Response System ( <a href="https://www.publicsafety.gc.ca/cnt/rsrscs/pblctns/ntnl-rspons-sstm/index-en.aspx">https://www.publicsafety.gc.ca/cnt/rsrscs/pblctns/ntnl-rspons-sstm/index-en.aspx</a> ), preparedness focuses on the following elements: planning; procedures and protocols; training and exercises; personnel qualification and certification; and equipment certification.
4.20.130	<b>Preparedness</b>	An organization that provides coordination for emergency management and

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	<b>Organization</b>	incident response activities before a potential incident. These organizations range from groups of individuals to small committees to large standing organizations that represent a wide variety of committees, planning groups, and other organizations (e.g., citizens groups, Local Emergency Planning Committees, Critical Infrastructure Sector Coordinating Councils).
4.20.131	<b>Pre-Positioned Resource</b>	A resource moved to an area near the expected incident site in response to anticipated resource needs.
4.20.132	<b>Prevention</b>	Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, pre-empting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.
4.20.133	<b>Private Sector</b>	Organizations and individuals that are not part of any governmental structure. The private sector includes for-profit and not-for-profit organizations, formal and informal structures, commerce, and industry.
4.20.134	<b>Protocol</b>	A set of established guidelines for actions (which may be designated by individuals, teams, functions, or capabilities) under various specified conditions.
4.20.135	<b>PEOC</b>	Provincial Emergency Operations Centre (Fredericton)
4.20.136	<b>PMCC</b>	Provincial Mobile Communication Center
4.20.137	<b>Public Information</b>	Processes, procedures, and systems for communicating timely, accurate, and accessible information on an incident's cause, size, and current situation; resources committed; and other matters of general interest to the public, responders, and additional stakeholders (both directly affected and indirectly affected).
4.20.138	<b>PSEPC</b>	Public Safety and Emergency Preparedness Canada.
4.20.139	<b>Public Works</b>	Municipality Public Works. Includes roadway maintenance, traffic management, storm water management, solid waste collection, transit and parking.
4.20.140	<b>Reception Center</b>	A location where evacuees are received, documented, assessed for personal needs and referred.
4.20.141	<b>Recovery</b>	The development, coordination, and execution of service- and site restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.
4.20.142	<b>Recovery Plan</b>	A plan developed to restore an affected area or community.

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<b>4.20.143</b>	<b>REAC</b>	Regional Emergency Action Committee
<b>4.20.144</b>	<b>REMC</b>	Regional Emergency Measures Coordinator
<b>4.20.145</b>	<b>REOC</b>	Regional Emergency Operation Centre
<b>4.20.146</b>	<b>Request for Financial Assistance (RFA)</b>	Request for Financial Assistance
<b>4.20.147</b>	<b>Resource Tracking</b>	A standardized, integrated process conducted prior to, during, and after an incident by all emergency management/response personnel and their associated organizations.
<b>4.20.148</b>	<b>Resources</b>	Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an Emergency Operations Centre.
<b>4.20.149</b>	<b>Response</b>	Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavourable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at pre-empting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.
<b>4.20.150</b>	<b>Risk</b>	The combination of the likelihood and the consequence of a specified hazard being realized; refers to the vulnerability, proximity or exposure to hazards, which affects the likelihood of adverse impact.
<b>4.20.151</b>	<b>Risk Assessment</b>	The concept of risk is defined as a product or process which collects information and assigns values to risks for the purpose of informing priorities, developing or comparing courses of action, and informing decision making.
<b>4.20.152</b>	<b>Risk Management</b>	The use of policies, practices and resources to analyze, assess and control risks to health, safety, environment and the economy.
<b>4.20.153</b>	<b>Safety Officer</b>	A member of the Command Staff responsible for monitoring incident operations and advising the Incident Commander on all matters relating to operational safety, including the health and safety of emergency responder personnel.
<b>4.20.154</b>	<b>Section</b>	The Incident Command System organizational level having responsibility for a major functional area of incident management (e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigations (if established)). The Section is organizationally situated between the Branch

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		and the Incident Command.
4.20.155	<b>Sector</b>	On some large incidents, such as wildland fires, with challenging or difficult terrain and limited access, a Division Supervisor's ability to provide adequate tactical supervision may be exceeded. Divisions may be further sub-divided into Sectors. A Sector is a geographic area within a Division.
4.20.156	<b>SNB</b>	Service New Brunswick
4.20.157	<b>Shelter-In-Place</b>	Staying put and taking shelter rather than evacuating
4.20.158	<b>Single Resource</b>	An individual, a piece of equipment and its personnel complement, or a crew/team of individuals with an identified work supervisor that can be used on an incident.
4.20.159	<b>Situation Report</b>	Confirmed or verified information regarding the specific details relating to an incident.
4.20.160	<b>Situational Awareness</b>	Situational awareness is being aware of one's environment and circumstances to understand how events and actions will affect objectives.
4.20.161	<b>Span of Control</b>	The number of resources for which a supervisor is responsible, usually expressed as the ratio of supervisors to individuals. An appropriate span of control is between 1:3 and 1:7, with optimal being 1:5, or between 1:8 and 1:10 for many large-scale law enforcement operations.
4.20.162	<b>Staging Area</b>	Temporary location for available resources. A Staging Area can be any location in which personnel, supplies, and equipment can be temporarily housed or parked while awaiting operational assignment.
4.20.163	<b>Standard Operating Procedures (SOP)</b>	Standard Operating Procedures (SOPs) are a set of instructions constituting a directive, covering those features of operations which lend themselves to a definite, step-by-step process of accomplishment.
4.20.164	<b>State of Emergency</b>	State of emergency declared by the Minister in accordance with the Emergency Measures Act.
4.20.165	<b>SOLE</b>	State of local emergency declared by a municipality pursuant to subsection 11 of the New Brunswick Emergency Measures Act, or renewed pursuant to Section 18(2) of the Act.
4.20.166	<b>Status Report</b>	Information specifically related to the status of resources (e.g., the availability or assignment of resources).
4.20.167	<b>Strategy</b>	The general plan or direction selected to accomplish incident objectives.
4.20.168	<b>Strike Team</b>	A set number of resources of the same kind and type that have an established minimum number of personnel, common communications, and a leader.
4.20.169	<b>Supervisor</b>	The Incident Command System title for an individual responsible for a Division or Group.
4.20.170	<b>Supporting Agency</b>	An agency that provides support and/or resource assistance to another agency. See Assisting Agency.
4.20.171	<b>System</b>	Any combination of facilities, equipment, personnel, processes, procedures, and communications integrated for a specific purpose.
4.20.172	<b>Tactics</b>	The deployment and directing of resources on an incident to accomplish the objectives designated by strategy.

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<b>4.20.173</b>	<b>Task Force</b>	Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.
<b>4.20.174</b>	<b>Technical Specialist</b>	Person with special skills that can be used anywhere within the Incident Command System organization. No minimum qualifications are prescribed, as technical specialists normally perform the same duties during an incident that they perform in their everyday jobs, and they are typically certified in their fields or professions.
<b>4.20.175</b>	<b>Technology Support</b>	Assistance that facilitates incident operations and sustains the research and development programs that underpin the long-term investment in the Nation's future incident management capabilities.
<b>4.20.176</b>	<b>Threat</b>	Natural or manmade occurrence, individual, entity, or action that has or indicates the potential to harm life, information, operations, the environment, and/or property.
<b>4.20.177</b>	<b>Threat Assessment</b>	The process of identifying or evaluating entities, actions, or occurrences, whether natural or man-made, which has or indicate the potential to harm life, information, operations and/or property.
<b>4.20.178</b>	<b>Tools</b>	Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.
<b>4.20.179</b>	<b>Trunked Mobile Radio (TMR)</b>	A computer-controlled two-way radio system that allows sharing of relatively few radio frequency channels among a large group of users.
<b>4.20.180</b>	<b>Type</b>	An Incident Command System resource classification that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size, power, capacity, or (in the case of Incident Management Teams) experience and qualifications.
<b>4.20.181</b>	<b>Unified Approach</b>	The integration of resource management, communications and information management, and command and management in order to form an effective system.
<b>4.20.182</b>	<b>Unified Area Command</b>	Version of command established when incidents under an Area Command are multijurisdictional. See Area Command.
<b>4.20.183</b>	<b>Unified Command (UC)</b>	An Incident Command System application used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior persons from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single Incident Action Plan.
<b>4.20.184</b>	<b>Unit</b>	The organizational element with functional responsibility for a specific incident planning, logistics, or finance/administration activity.
<b>4.20.185</b>	<b>Unit Leader</b>	The individual in charge of managing Units within an Incident Command System (ICS) functional Section. The Unit can be staffed by a number of support personnel providing a wide range of services. Some of the support positions are pre-established within ICS (e.g., Base/Camp Manager), but many others will be assigned as technical specialists.

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<b>4.20.186</b>	<b>Unity of Command</b>	An Incident Command System principle stating that each individual involved in incident operations will be assigned to only one supervisor.
<b>4.20.187</b>	<b>Vulnerability</b>	The conditions determined by physical, social, economic and environmental factors or processes, which increase the susceptibility of an organization or community to the impact of hazards.
<b>4.20.188</b>	<b>Vulnerability assessment</b>	A process for identifying physical features or operational attribute that renders an entity, asset, system, network, or geographic area susceptible or exposed to hazards.
<b>4.20.189</b>	<b>Warning Order</b>	An official communication warning the public of the possibility of an impending evacuation.
<b>4.20.190</b>	<b>Warming Center</b>	A temporary heated facility where residents can go find safe refuge from extreme weather.