

**RURAL MUNICIPALITY OF  
CRAPAUD  
EMERGENCY MANAGEMENT PLAN**

**Approved and adopted by Council on:**

**Date: February 15<sup>th</sup>, 2022**

Mayor/Official Trustee: N. Roy Main

Chief Administrative Officer: Nicole DesRoches

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### Distribution List

Agency/Individual	Quantity
PEI Emergency Measures Organization	1
PEI Municipal Affairs	1
PEI EMO Coordinator	1
PEI EMO Bradley Maclsaac	1
Mayor (vacant)	1
Nate Visser, Municipal Emergency Coordinator	1
Raymond MacDonald, Chief, Crapaud Fire Department	1
N. Roy Main, Official Trustee	1
Councillor (vacant)	1
Councillor (vacant)	1
RCMP	1
Nate Visser, EOC Manager	1
Margaret Armsworthy , Deputy EOC Manager	1
Dennis Lowther, Utilities and Works	1
Nicole DesRoches, CAO	1

## Introduction

1. Responsibility for the management of municipal emergency operations rests with the local authority (Mayor/Council).

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

Should municipal resources be insufficient to deal with the emergency, assistance may be requested from municipal governments and other organizations through mutual aid agreements or memorandums of understanding and from the Provincial Government through the PEI Emergency Measures Organization.

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

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

## Purpose

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

## Authority

4. This plan is issued by Council, under the authority of:
  - a. The *Emergency Measures Act*.

- b. The *Municipal Government Act*.
- c. Rural Municipality of Crapaud Municipal Emergency Management Program bylaw.

## Definitions

5. In this plan:

- a. **“Act”** means the *Municipal Government Act*.
- b. **“Chief Administrative Officer” or “CAO”** means the administrative head of a municipality.
- c. **“Council”** means the Official Trustee or Mayor and other members of the Council of the Rural Municipality of Crapaud.
- d. **“Deputy Municipal Emergency Co-ordinator”** means the person appointed by Council as the Deputy Municipal Emergency Co-ordinator pursuant to this bylaw.
- e. **“Emergency”** means a present or imminent event in respect of which the Rural Municipality of Crapaud believes prompt coordination of action or regulation of persons or property must be undertaken to protect property or the health, safety or welfare of residents of the Rural Municipality of Crapaud.
- f. **“Emergency Measures Organization (EMO)”** means the Prince Edward Island EMO established under section 3 of the *Emergency Measures Act*.
- g. **“Emergency Operations Centre (EOC)”** means the location where designated members of the EOC team (municipal and external agencies) will work on coordinated decision making and emergency management for the response or recovery from an event.
- h. **“Local Authority”** means a local authority as defined in the *Emergency Measures Act*.
- i. **“Municipality”** means the Rural Municipality of Crapaud
- j. **“Municipal Emergency Co-ordinator”** means the person appointed by Council as the Municipal Emergency Co-ordinator pursuant to this bylaw.
- k. **“Municipal Emergency Management Planning Committee”** means the committee established pursuant to this bylaw.
- l. **“Municipal Emergency Management Program”** means the program established pursuant to the bylaw.
- m. **“Municipal Emergency Management Standing Committee”** means the standing committee established pursuant to this bylaw.

- n. **“Minister”** refers to the Minister of Communities and Fisheries or the member of Executive Council charged by the Lieutenant Governor in Council with the administration of the *Emergency Measures Act*.
- o. **“Official Trustee”** refers to the individual appointed by the Minister pursuant to Section 221(b)(1) of the Act.
- p. **“State of Emergency”** means a state of emergency declared by the Minister pursuant to *Emergency Measures Act* subsection 9(1).
- q. **“State of Local Emergency”** means a state of local emergency declared by a local authority pursuant to *Emergency Measures Act* subsection 9(2) or by the Mayor of a municipality pursuant to subsection 9(2.1).

## Implementation

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

This plan shall be implemented:

- a. on a declaration of a state of local emergency by the Official Trustee or Council; or
- b. on a declaration of a state of provincial emergency by the Minister responsible for the PEI Emergency Measures Organization, in respect to all, or any part of, the municipality.

## Direction and Control

- 7. Responsibility for the management of municipal emergency operations rests with the local authority. The Official Trustee or the Council shall have the authority for decision making during an emergency, with operational decisions being delegated to the Municipal Emergency Coordinator. The Official Trustee or the Council shall maintain responsibility for ensuring the continuity of municipal business operations outside of the emergency.

8. The Municipal Emergency Coordinator is responsible for coordinating the efficient emergency response in the municipality on behalf of the Official Trustee or the Mayor/Council. He/she may activate the Emergency Operations Center staff partially or fully, depending on the nature and magnitude of the emergency.
9. If there is a designated emergency site it will be under the direction of the Incident Commander. If there is no Incident Commander in place, he/she will be designated by the local authority.
10. The Municipal Emergency Operations Centre will be located at the Crapaud Municipal Offices, 20424 Rte 1, Crapaud. The alternate to the EOC is located at South Shore United Church. 85 Rte 10, Crapaud.
11. PEI Emergency Measures Organization - The local authority may be advised and assisted by PEI EMO staff and representatives of provincial departments and agencies in order to provide a coordinated municipal/provincial response.
12. Emergency roles and responsibilities of the Official Trustee, Municipal Council, the Municipal Emergency Coordinator and the Emergency Operations Centre Team are listed in the Appendices.

### **Requests for Assistance**

13. Requests for provincial assistance, if required, will be made to the PEI Emergency Measures Organization (PEI EMO) by the person with authority to make such requests on behalf of the municipality. Requests may be verbal initially but must be confirmed in writing.

PEI EMO is responsible for coordinating the interface with the municipalities. When the emergency clearly impacts on areas of provincial jurisdiction (e.g. any emergency in an area that is unincorporated, emergencies on provincial lands) or in a provincially declared emergency, the province may assume responsibility for direction and coordination of the emergency. Municipal operations will remain under the authority of the municipal jurisdiction but may be coordinated provincially.

### **Notification**

14. When an emergency occurs, or is imminent, the person or agency becoming aware of the situation will be responsible for alerting the Municipal Emergency Coordinator who will in turn alert the Official Trustee or the Mayor/Council.

The Municipal Emergency Coordinator will maintain a current EOC contact list and will instruct the designated person **Deputy Emergency Coordinator** to start notifying individuals on the list if the EOC is being activated.



## Expenditures

15. The Council may authorize the Chief Administrative Officer (CAO) to incur any liabilities that the Chief Administrative Officer considers necessary to assist in the emergency response or recovery which is beyond current budget allowances. The CAO is responsible for keeping records of the expenditures made and the equipment used in implementing the Municipal Emergency Management Program or responding to a declared emergency.

## Review and Amendment

16. This plan will be reviewed **annually in December** by the Municipal Emergency Coordinator, who will be responsible for the preparation of amendments, as required, and for submission to PEI EMO for review and adoption by Council.

## Emergency Operations Center

17. The Emergency Operations Centre (EOC) team is comprised of municipal representatives and external agencies, under the direction of the Municipal Emergency Manager. The EOC team is responsible for making operational decisions to support and assist the Incident Commander. When the EOC is activated it should be staffed to a level that matches the needs of the incident. The size and composition of the EOC may vary according to the requirements of the particular circumstances in the opinion of the EOC Manager.

The EOC team is led by the EOC Manager who is responsible for overall emergency policy and coordination, public information and media relations, agency liaison, and proper risk management procedures, through the joint efforts of local government agencies and private organizations. Roles and responsibilities for the EOC positions can be found in the Appendices.

When using the recommended Incident Command System (ICS) in the EOC, there are four management functions required to manage an emergency. The EOC Manager is always responsible for these four functions unless the nature and size of the emergency warrants one or more of these functions being filled.

**Operations** – Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the EOC Action Plan.

**Planning** – Responsible for collecting, evaluating, and disseminating information, developing the EOC Action Plan and tracking all resources, and maintaining all EOC documentation.

**Logistics** – Responsible for providing facilities, services, personnel, equipment and materials.

**Finance / Administration** – Responsible for financial activities and other administrative aspects.

## **Exercise Work Plan**

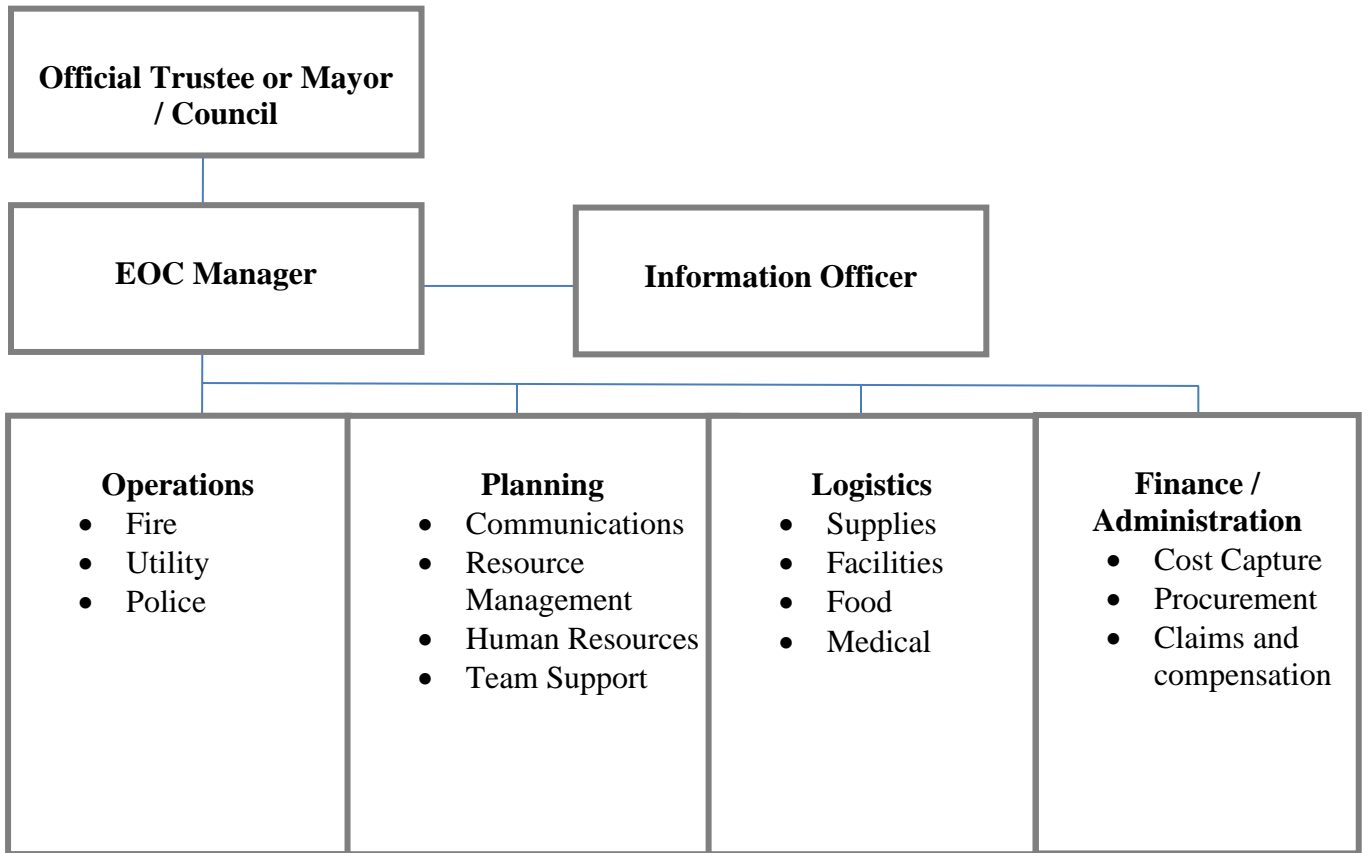
18. Exercises are an essential component of an emergency management program and have 3 main functions:

- **Validation** - To validate plans, protocols, and procedures and demonstrate resolve to prepare for emergencies
- **Training** - To develop staff competencies, to give staff practice in carrying out their roles in the plans, and to assess and improve performance.
- **Testing** - To test well-established procedures and reveal gaps that may exist.

In accordance with subsection 145(3) of the Act, the Municipal Emergency Management Program for the municipality shall include an exercise work plan (**See Appendix “D”**) that, at a minimum, provides for:

- An annual discussion-based exercise to be commenced by not later than one year after the approval of the program by the PEI Emergency Measures Organization; and
- An operational-based exercise, which includes participants by the appropriate response agencies referred to in the Municipal Emergency Management Program, to be undertaken by the municipality once every five years, commencing not later than five years after the approval of the Municipal Emergency Management Program by the PEI Emergency Measures Organization.

## The Rural Municipality of Crapaud Emergency Operations Center



**\*\*Structure is scalable as needed to respond to the event determined by the Coordinator**

## **List of Appendices**

### **Appendix A - Municipal Contact Numbers**

- Emergency Contacts
- Municipal Council
- Emergency Operations Center Team

### **Appendix B - EOC Team Members Responsibilities**

### **Appendix C - List of Resources**

### **Appendix D - Declaration of State of Local Emergency Form**

### **Appendix E - Training and Exercise Work Plan**

### **Appendix F - Evacuation Procedures**

### **Appendix G - Reception Center Procedures**

### **Appendix H - Other Emergency Plans**

Appendix A

EMERGENCY CONTACTS

Agency	Work	Emergency	Fax	Email
Fire		911		
Police		911		
Ambulance		911		
Environmental Emergency	902-368-5024	1-800-565-1633		
Poison Control	1-800-565-8161	1-800-565-8161		
CANUTEC		613-996-6666 Cell: *666(Canada)		
PEI EMO	1-902-894-0385 1-877-894-0385	1-902-892-9365	1-902-368-6362	<a href="mailto:emo@gov.pe.ca">emo@gov.pe.ca</a>





## EOC TEAM MEMBERS RESPONSIBILITIES

### EOC Manager (Nate Visser)

Reports to: Official Trustee or Mayor and Council (Executive)

The EOC Manager's primary responsibility is to coordinate the efficient response in an emergency. Responsibilities include:

1. Activating the EOC if required.
2. Initiating the EOC fan-out/notification list.
3. Ensuring EOC positions are staffed as required.
4. Ensuring an up-to-date contact list is maintained for fan out purposes.
5. Ensuring information sharing meetings take place.
6. Reporting major incidents to PEI Emergency Measures Organization (PEI EMO).
7. Ensuring the development of an EOC Action Plan.
8. Ensuring the EOC Team take prompt and effective action in response to problems.
9. Ensuring personal logs are maintained by all the EOC Team.
10. Requesting expert assistance as required.
11. Advising council if there is a need to evacuate a specific area.
12. Coordinating evacuation with the EOC Team.
13. Consulting with the Social Services representative on the selection and opening of Reception Centre(s).
14. Monitoring the capacity of the area resources and if overextended, requesting assistance through mutual aid and PEI EMO, upon approval from council.
15. Informing the EOC Team of issues as they arise.
16. Ensuring communications are established with the Incident Commander at the site (if applicable).
17. Ensuring a thorough situation briefing is conducted during shift changes.
18. Ensuring replacement is thoroughly briefed during shift changes.
19. Ensuring that a main event log is maintained.
20. Maintaining a personal log of all actions taken.
21. Other duties as required.

### Finance and Administration Section Chief (CAO)

Reports to: EOC Manager (Nicole DesRoches)

The Finance and Administration Section concerns itself with the financial aspects of an emergency including capturing the costs of dealing with an incident, procuring items, dealing with claims and compensation, and recording the work hours of EOC Team. Responsibilities of the Finance and Administration Section Chief include:



1. Ensuring EOC participants sign in and out of the EOC.
2. Developing a plan for capturing costs dealing with the incident.
3. Briefing EOC Team during Information Sharing Meetings on matters of importance.
4. Working to support the EOC Action Plan and/or fulfill direction given by the EOC Manager.
5. Obtaining EOC Team sign in/sign out times during deactivation
6. Assisting with Disaster Financial Assistance Arrangements (DFAA) claims, as required, during the recovery phase.
7. Maintaining a Personal Log of all actions taken.
8. Ensuring the replacement is thoroughly briefed during shift changes.
9. Other duties as assigned by the EOC Manager.

### **Fire Agency Representative (Operations)**

The Fire Representative may not be available to report to the EOC, depending on the nature of the emergency, they may be at the incident site.

**Reports to:** EOC Manager (Chief Raymond MacDonald)

The Fire representative coordinates all area emergency fire and rescue services.

Responsibilities of the Fire representative include the following:

1. Maintaining an up-to-date list of all fire and rescue resources in the area.
2. Determining where specialized equipment and operators may be obtained depending on the nature of the emergency.
3. Providing specialized equipment and operators when requested by the site.
4. Coordinating requests for mutual aid.
5. Briefing EOC Team during Information Sharing Meetings.
6. Providing advice to the EOC Manager when evacuation appears likely.
7. Ensuring that dangerous goods support agencies are contacted if necessary.
8. Updating maps and notice boards as necessary.
9. Ensuring that replacements are thoroughly briefed during shift changes.
10. Maintaining a personal log of all actions taken.
11. Other duties as assigned by the EOC Manager.

### **Information Officer (IO)**

**Reports to:** EOC Deputy Manager (Margaret Armsworthy)

The responsibilities of the Information Officer are as follows:

1. Maintaining an up-to-date list of all media services in the area.
2. Implementing a crisis communication plan to support the incident.
3. Leading an Information Team (if required).
4. Establishing a media-briefing centre.
5. Keeping the public informed of significant developments occurring during the

- Emergency by notifying radio stations and or print media
6. Briefing the media periodically.
  7. Maintaining a personal log of all actions taken.
  8. Briefing the EOC Team during Information Sharing Meetings.
  9. Ensuring the replacement is thoroughly briefed during shift changes.
  10. Other duties as assigned by the EOC Manager.

### **Police Agency Representative (Operations)**

The Police Agency Rep may not be available to report to the EOC, depending on the nature of the emergency, they may be at the incident site.

Reports to: EOC Manager (Staff Sgt Gunn)

The Police agency representative coordinates area emergency police and security services.

1. Maintaining an up-to-date list of all police and security resources in the area.
2. Providing police and security resources when requested by the site.
3. Establishing priorities for the use of resources in collaboration with the Operations Section Chief.
4. Determining where specialized equipment and operators may be obtained depending on the nature of the emergency and providing these resources to the site when requested.
5. Determining evacuation routes in concert with the Transportation Rep and the EOC Manager.
6. Brief EOC Team on matters of importance during Information Sharing Meetings.
7. Providing advice to the EOC Manager when evacuation appears likely.
8. Providing security for specific facilities as requested.
9. Updating maps and notice boards, as necessary.
10. Ensuring that replacements are thoroughly briefed during shift changes.
11. Maintaining a personal log of all actions taken.
12. Other duties as assigned by the EOC Manager.

### **Utilities Representative (Operations)**

Reports to: EOC Manager (Dennis Lowther)

The Utilities representative is responsible for coordinating area emergency public works services.

1. Maintaining an up-to-date list of all public works resources in the area.
2. Determining where and how potable water may be obtained and distributed during an emergency.

3. Providing a list of heavy equipment and operators located in the area to emergency services if required.
4. Establishing priority for use of public works resources in collaboration with other services.
5. Maintaining and refueling generators at established Reception Centres. Brief EOC Team on matters of importance during the Information Sharing Meetings.
6. Maintaining an up-to-date list of all transportation resources in the area.
7. Determining where specialized vehicles and operators may be obtained depending on the nature of the emergency and providing them to the site when requested.
8. Providing transportation services when requested by the site.
9. Establishing priorities for the use of resources in collaboration with other services.
10. Selecting evacuation routes and pick-up points as necessary, in concert with the Police Agency Rep.
11. Brief EOC Team on matters of importance during Information Sharing Meetings.
12. Informing transportation drivers of the locations of the reception centres, or other places where evacuees may be housed.
13. Providing transportation as requested by the EOC Team.
14. Providing advice to the EOC Manager when evacuation appears likely.
15. Updating maps and notice boards as necessary.
16. Ensuring that replacement is thoroughly briefed during shift changes;
17. Maintaining a personal log of all actions taken, and
18. Other duties as assigned by the EOC Manager.

### **Social Services Representative**

Reports to: EOC Deputy Manager (Margaret Armsworthy)

The Social Services representative is responsible for coordinating all aspects of Emergency Social Services including lodging, feeding, clothing, personal services and registration & Inquiry.

1. Ensuring that an up-to-date list of all emergency social services resources are maintained.
2. Providing overall supervision of all social services activities.
3. Registering all evacuees as they arrive at the reception centre.
4. Predetermining resources that may be required depending on the situation.
5. Informing the EOC Manager of major incidents as they occur.
6. Brief EOC Team during information sharing meetings.
7. Maintaining a list of all staff assisting with emergency social services and ensuring that replacements are thoroughly briefed during shift changes.
8. Monitoring the capacity of area resources, and if overextended, requesting

assistance through the EOC Manager

9. Maintaining a personal log of all actions taken.

10. Other duties as assigned by the EOC Manager.

**LIST OF RESOURCES****Resources: Fire**

Agency	Contact Name	Contact Number	Cell or Fax	Email
Crapaud Fire Department	Raymond MacDonald	902-658-2716	902- 658-2716	
Mutual Aid Fire Dept	Borden-Carleton FD Kinkora FD Victoria FD	902-853-2863  902-887-3115 902-658-2515		
Fire Marshall	Dave Rossiter	902-368-4861	Fax 902-368-5526	<a href="mailto:derossiter@gov.pe.ca">derossiter@gov.pe.ca</a>
Environmental Emergency		902-368-5024	Emerg-1-800-565-1663	
CANUTEC		613-996-6666		

**Resources: Police**

Agency	Contact Name	Contact Number	Cell or Fax	Email
RCMP Maypoint		902-368-9300	902-566-7199	

**Resources: Transportation**

Agency	Contact Name	Contact Number	Cell or Fax	Email
Yellow Cab		902-566-6660	(f) 902-368-8900	<a href="mailto:info@yellowcabpei.com">info@yellowcabpei.com</a>
Co-Op Taxi		902-628-8200	(c)902-894-1111	<a href="mailto:taxi@cooptaxiline.com">taxi@cooptaxiline.com</a>
Coach Atlantic		902-432-6242	(f)902-423-5522	<a href="mailto:sales@coachatlantic.ca">sales@coachatlantic.ca</a>
Wedge Tours		902-394-1043	(c)902-888-7688	<a href="mailto:amanda@wedgetours.com">amanda@wedgetours.com</a>
Trius Tours			902-566-5664	1-800-810-0155
Prince Edward Tours			566-5466	1-877-286-6532

Pat & the Elephant		902-894-3339	(f) 902-628-8582	<a href="mailto:pat.e@pei.sympatico.ca">pat.e@pei.sympatico.ca</a>
Snow Plow Dispatch		902-368-4770		
Snowmobile	Springwater Snowmobile Club	Refer to CFD		
Quad Trax ATV Club		Refer to CFD		

### Resources: Public Works

Agency	Contact Name	Contact Number	Cell or Fax	Email
Maritime Const.	Jeff or Wayne Barlow	Jeff- 902-393-3285	Wayne- 902-626-8830	
Nick's Towing		902-370-3500		<a href="mailto:nicks4towing@gmail.com">nicks4towing@gmail.com</a>
Shaw's Towing		902-844-4012	(f)902-892-0438	<a href="mailto:info@shawstowing.ccom">info@shawstowing.ccom</a>
Battlefield Rentals		902-566-5077	(f) 902-566-1431	Emerg # 888-999-4228
Cooper's Towing				24 Hours: 628-8874
United Rentals		902-892-7001	(f) 902-368-3617	
Dawsons's Crapaud Funeral Home			902-658-2992	
Cutcliffe Funeral Home			902-894-4433	
MacLean's Funeral Home			902-566-5549	
Moase Funeral Home			902-436-2301	
<b>Contractors</b>				
Island Excavators			902-658-2785	
Island Coastal (heavy equip.)			892-1062	
Tim's Cranes			892-7618	
Highfield Cont. (Heavy equip.)			964-2353	

Cat Rental			566-5077 888-4333	
Dougay Electrical			855-2399	
Duffy's electric			432-0443	
Kingston Electric			370-3535	
MacKinnons Plumbing and Heating			658-2152	
Maritime Electric			629-3665	Emergency 1-800-672-1012
Medacom Atlantic			902-892-1902	

### Resources: Health

Agency	Contact Name	Contact Number	Cell or Fax	Email
<b>Health Center</b>				
South Shore Pharmacy		902-658-2212		
Island EMS		911	902-892-9995	<a href="mailto:info@islandems.ca">info@islandems.ca</a>
South Shore Health & Wellness Centre	Carol Sellar	902-658-0150		
Red Cross		902-628-6262	(f)902-368-3037	
Cornwall Vet Clinic		902-368-8374		
Summerside Animal Hospital		902-436-2297		
PEI Humane Society		Afterhours 892-1191	902-892-1190	
Poison Control		1-800-565-8161	1-800-565-8161	
<b>First Aid Contacts</b>				
<b>Mental health clinics</b>				
McGill Community Mental Health	22 McGill Ave, Charlottetown	902-368-4911		

Richmond Center	1 Rochford St, Charlottetown	902-368-4430		
<b>Long Term Care</b>				
South Shore Villa		902-658-2228		

**Resources: Social Services**

Agency	Contact Name	Contact Number	Cell or Fax	Email
Salvation Army		892-8870	24 Hr Emerg 314-3408	
Red Cross		902-628-6262	(f)902-368-3037	1-800-222-9597 24/Hr Emerg
Crapaud Women's Institute		902-658-2026 (seasonal)		

**Emergency Accommodations**

Orient Hotel			1-800-565-6743	
Victoria Village Inn			658-2843	
Desable Hotel			658-2387	
Tryon Baptist Church			658-2822	
Victoria Playhouse			902-658-2025	
Crapaud Curling Club			902-658-2789	
Crapaud Gospel Hall			902-658-2343	
Crapaud Hall				
South Shore Actiplex			658-2445	
Wesleyan Church			658-2588	
South Shore United			658-2554 658-2683	
Kelly's Cross Roman Catholic Church			658-2877	



<b>Food</b>				
Harvey Stores			658-2776	
Ceretti's			855-2060	
Red Rooster			658-2391	
Blue Goose			658-2255	
Mary's Place			658-2791	
Victoria's Village Inn			658-2791	
Food Bank			902-888-3870	
Canadian Spring Water			1-877-442-7873	
Larkins			902-658-2781	
<b>Reception Centres</b>				
Englewood School			658-7850	
South Shore United			658-2863	
Tryon Baptist Church				
Pres. Church North Tryon			855-2480	
Crapaud Anglican Church			658-2109	
Kellys Cross Parish			658-2877	
<b>Family Services</b>				
Charlottetown			892-8870	
Summerside			436-6044	
Thrift Store			436-4519	

**Appendix D**

**DECLARATION OF A STATE OF LOCAL EMERGENCY**  
(Subsection 9(2.1) of the Emergency Measures Act)

The following area is or may soon be encountering an emergency that requires prompt action to protect property or the health, safety or welfare of persons therein:

**Emergency area:**

**The area of Prince Edward Island generally affected described as:**

The Rural Municipality of Crapaud and immediate surrounding area

**Nature of the emergency:**

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I am satisfied that an emergency, as defined in clause 1(c) of Chapter E-6.1 of the *Emergency Measures Act*, exists or may exist in the emergency area.

I hereby declare a state of local emergency in the emergency area stated in this declaration effective as of \_\_\_\_\_ (time – specify a.m./p.m.) on \_\_\_\_\_, 20 \_\_\_\_.

If this declaration is not renewed or terminated, the state of emergency remains in effect until 7 days after the date and time it is declared, or the earlier date and time set out below:

Date of termination: \_\_\_\_\_ (time – specify a.m./p.m.) on \_\_\_\_\_, 20 \_\_\_\_.

Dated at \_\_\_\_\_, Prince Edward Island, \_\_\_\_\_, 20 \_\_\_\_.

Name: \_\_\_\_\_, Position: Mayor or Official Trustee

Signature: \_\_\_\_\_

**Fax to: PEI Emergency Measures Organization (PEI EMO) at 902-368-6362**

**TRAINING AND EXERCISE PROGRAM**

**Recommended Training**

	<b>Official Trustee or Mayor</b>	<b>Council</b>	<b>EOC Coordinator</b>	<b>EOC Members</b>	<b>ICS Section Chief</b>	
<b>ICS 100</b>	X	X	X	X	X	
<b>ICS 200</b>			X		X	
<b>ICS 300</b>						
<b>Exercise Design 100</b>			X		X	
<b>Basic Emergency Management</b>	X	X	X	X	X	
<b>Emergency Public Information</b>	X			X Select Members		
<b>Emergency Operations Center</b>	X		X	X	X	
<b>Exercise Design 200</b>			X			

**Exercise Schedule**

- An annual discussion-based exercise to be commenced by not later than one year after the approval of the program by the PEI Emergency Measures Organization; and
- An operational-based exercise, which includes participants by the appropriate response agencies referred to in the Municipal Emergency Management Program, to be undertaken by the municipality once every five years, commencing not later than five years after the approval of the Municipal Emergency Management Program by the PEI Emergency Measures Organization.

**5 Year Training and Exercise Program (SAMPLE)**

<b><i>5 Year Training and Exercise Program</i></b>	
<b>Year 1</b>	Plan Review and select EMO Training.
	Discussion based exercise, EOC team and council members
<b>Year 2</b>	Plan review and maintenance
	Discussion based exercise, new scenario with additional stakeholders
<b>Year 3</b>	Plan Review and maintenance. Review and update training guidelines
	Discussion based exercise, practice set up of reception center, test all equipment
<b>Year 4</b>	Plan Review and Maintenance
	Large scale emergency for discussion based exercise, full EOC activation.

<b>Year 5</b>	Plan Review and maintenance. Update training & exercise program for next 5 year cycle
	Operational based exercise, full scale with as many roles filled as possible

## EVACUATION PROCEDURES

### Warning

1. The Police and Fire Departments are usually the first responders on the scene. If immediate evacuation is necessary, the Incident Commander, usually Police or Fire Department will initiate it.

The Incident Commander at the scene will notify their dispatchers that a large-scale evacuation is necessary and they in turn will relay this information to the Municipal Emergency Manager or to the Standing Committee when/if appointed.

2. The warning shall state:
  - a. the location;
  - b. nature of emergency - fire, gas leak, explosion, etc.; and
  - c. if possible, the extent of area to be evacuated.
3. The MEC or Standing Committee receiving the warning will:
  - a. notify other officials;
  - b. declare a state of local emergency if necessary;
  - c. order evacuation as required;
  - d. pass the warning to the citizens;
  - e. determine number of evacuees and arrange for accommodations; and
  - f. advise PEI Emergency Measures Organization of actions taken.

### Transportation

4. It is anticipated that many will provide their own transportation. Various means of communications could be used to indicate transportation needs to the public/municipality.

## **Evacuation Procedures con't**

### **ANNEX E**

#### **Schools**

5. In the event that schools are in, school authorities are responsible for coordinating the evacuations, including the transportation of students, to the nearest safe gathering point.

After being evacuated from the danger area, the situation will determine where the students will go next. School Board authorities would ensure that parents are informed – usually by a variety of means of communications.

#### **Institutions**

6. The City/Town Hospital, Manors, Extended Care Nursing Homes, Manor Apartments, etc. are considered as “individuals” and expected to have their own evacuation procedures.
7. In the event that an institution requires assistance during an evacuation:
  - a. Health Services, in conjunction with the facility, may ascertain the number of ambulatory and stretcher patients; and
  - b. Transportation Services may assist a facility, in coordination with the Province’s Department of Social Development and Housing to obtain resources to assist with the evacuation.

#### **Security**

8. Emergency response personnel will check the area involved to ensure that all persons are evacuated. The Municipality is responsible for ensuring that the evacuated area remains secure at all times. This may be provided by police or security companies.

## RECEPTION CENTER PROCEDURES

### **Reception Centre Requirement**

Local emergency conditions or conditions in neighbouring communities may necessitate full or partial evacuation and the establishment of a reception centre(s).

Most emergencies are usually short term in length, evacuees would require assistance for a period of one or two days, however, the possibility of a longer term requirements may be required.

To receive and accommodate evacuees these procedures will be enacted in whole or in part as required.

A Reception Centre will be selected and set up under the direction of Health and Social Services.

### **Functions of a Reception Center**

The functions of the Reception Centre may include:

- Lodging
- Feeding
- Clothing
- Personal Services
- Registration & Inquiry

### **Lodging**

Initially accommodations may be arranged on a congregate lodging basis, i.e. large community hall for shelter. The buildings listed can provide temporary accommodations for the numbers shown under Lodging Resources.

If a prolonged stay is anticipated, long term housing arrangements will need to be considered.

Health is responsible for health and sanitation, a list of resources should be included under the appropriate resource list.

### **Feeding**

Feeding of evacuees will be arranged under the direction of Health and Social Services using feeding resources.

Cooking facilities in buildings selected to accommodate the evacuees may be activated to provide coffee and a light snack for the evacuees upon their arrival and to serve hot meals. These facilities must be under the direction of a person with the required Safe Food Handling Certificate.

If the selected building(s), do not have feeding capabilities, alternate arrangements will have to be made with local hotels, restaurants, and catering groups.

### **Clothing**

Clothing of evacuees will be arranged by Social Services as required.

### **Personal Services**

Counselling services may be provided by local clergy and community faith groups. If required, referral can be made to Social Services agencies.

Depending on requirements volunteers may be used to provide additional personal services, such first aid, child care etc. All volunteers must have appropriate training for the roles they are filling..

### **Registration & Inquiry**

If a Reception Center is established all individuals using the facility or staying elsewhere must register with the center.

Contact the Canadian Red Cross to get information on the registration process.



**OTHER EMERGENCY PLANS**

**Within Crapaud: (to be added when available)**

**South Shore Villa**

**Other Municipalities: (to be added when available)**

**Rural Municipality of Borden-Carleton**

**Rural Municipality of Kinkora**

**Rural Municipality of Victoria**