

# Niverville Emergency Plan

## 1

# **ADMINISTRATION**

## **1.1 INTRODUCTION**

### **1.1.1 Purpose**

The purpose of this Plan is to provide guidance for prompt and coordinated response to emergencies or disasters affecting the Town of Niverville (Niverville).

### **1.1.2 Responsibility**

The responsibility for the health and welfare of the citizens of Niverville lies with those citizens. They are responsible to deal with crises in the first instance and to have an individual or family plan to do so. Most emergencies beyond the individual capacity to cope are dealt with day-to-day by normal emergency services - police, fire, ambulance.

In the event that a major emergency proves beyond the capacity of citizens and of the normal emergency services, Council is responsible for managing the response.

Council is assisted in executing its responsibilities by the usual resources of the municipality, and by the Emergency Response Control Group (Control Group). This plan directs the actions of that group.

### **1.1.3 Priorities**

The priorities of emergency response are as follows:

- Save lives
- Reduce suffering
- Protect public health
- Protect critical infrastructure
- Protect property
- Protect the environment
- Reduce economic and social losses

### **1.1.4 Guidelines**

These guidelines follow the direction set out in Section 8 of The MB Emergency Measures Act.

### **1.1.5 Annual Review**

The Plan shall be reviewed annually by the Control Group and approved by Council.

### **1.1.6 Hazard Analysis**

This Plan is based on a detailed hazard analysis, the details of which are at Appendix A.

The three highest assessed risks are tornadoes flooding, and severe storms.

### **1.1.7 Memoranda of Understanding (MOU)**

From time to time Council may enter into MOUs with municipalities, provincial government agencies or departments, non-governmental organizations or private businesses. These MOUs are gathered in Appendix B.

### **1.1.8 Public Education**

It is the responsibility of citizens to be prepared for disaster. Public education to this end will be a Council responsibility.

### **1.1.9 Volunteers**

Volunteers are part of the municipal emergency response. Volunteers are most effective if they are trained in their emergency role beforehand. To this end, Niverville will conduct training exercises annually involving volunteers where possible. The exercises will be designed and conducted by the Municipal Emergency Coordinator (Coordinator.) They will normally involve some or all of municipal staff and Council in addition to volunteers. An after action review will be conducted by the Coordinator and presented to the Control Group.

## **1.2 DEFINITIONS**

### **1.2.1 Emergency**

for the purposes of this plan shall mean a present or imminent situation or condition that requires action by municipal resources to prevent or limit the loss of life, property or damage to the environment.

### **1.2.2 Control Group**

shall mean the Mayor, operations manager, members of Council, Chief Administrative Officer, fire chief or chiefs and Coordinator. It is responsible for the control of emergency operations as delegated by Council.

### **1.2.3 Information Centre**

shall mean a location for the gathering and transmittal of information. This may be the Emergency Operations Centre (EOC), other designated building, or a specific person or group of persons, dependent upon the scale of the emergency.

### **1.2.4 Incident Commander**

shall mean the person or collective leadership team which has responsibility for managing the response to an emergency at the site or sites where the emergency is occurring. All personnel,

equipment and other resources responding to an emergency shall come under the command of the Incident Commander.

### **1.2.5 Registration & Inquiry**

shall mean the location for the registration of people affected by the emergency and for the distribution of information about their whereabouts.

### **1.2.6 Acronyms**

CAO Chief Administrative Officer  
EOC Emergency Operations Centre  
EMO Emergency Measures Organization  
IC Incident Commander  
MEC Municipal Emergency Coordinator (Coordinator)  
MOU Memorandum of Understanding  
SOLE State of Local Emergency

## **1.3 AUTHORITY**

### **1.3.1 Plan Approval**

This Plan is authorized from time to time by Resolution of Council.

### **1.3.2 Delegation of Authority**

During emergency planning and during emergencies Council retains full authority over emergency response. Recognizing the need for the decentralization of control in order to speed response, the following delegations are approved by Council.

### **1.3.3 Municipal Emergency Response Control Group**

The Control Group will be responsible for the hour by hour management of emergency response, including such matters as spending, release of information to the public and media, approval of actions by the Coordinator.

### **1.3.4 Municipal Emergency Coordinator**

The Coordinator is hired by the Town. Their job is to:

- Maintain the Emergency Plan
- Train emergency volunteers
- Manage the emergency in conjunction with the Control Group
- Upon notification of an impending emergency or disaster, activate the Emergency Plan
- Activate the EOC if necessary

- Direct the EOC, specifically direct all operations in accordance with the direction of Council, the Emergency Plan, and the situation
- Ensure the management of volunteers, assigned municipal staff and representatives of outside agencies
- Through the CAO, request and use municipal resources
- Cooperate with neighbouring municipalities and outside agencies as required, including requesting and providing mutual aid
- Take such actions as are necessary to minimize the effects of the emergency
- Ensure that a log is maintained, and preserved after the emergency, of all actions taken and information received and dispatched
- Ensure an after action review is produced after the emergency
- Ensure that proper financial controls are maintained and records kept

## **1.4 DUTIES**

The duties of the EOC staff are detailed in Chapter 2. The duties of Emergency Social Services staff are detailed in Chapter 4.

### **1.4.1 Mayor and Council**

- Responsible to oversee the municipal response to emergencies
- Issue, request the extension of, and terminate States of Local Emergency (SOLE.) If Council cannot be convened in a timely fashion the Mayor may issue a SOLE.

### **1.4.2 Chief Administrative Officer**

- Ensure the Coordinator has the resources to complete necessary tasks
- Assume duties of the Coordinator until the Coordinator arrives
- Keep the Mayor and Council informed of the situation as it develops and convene the Control Group as required
- Act for the Control Group if required
- Ensure the municipal staff is aware of the situation and proactively ready resources for commitment to the emergency response

## **1.5 STATE OF LOCAL EMERGENCY**

A declaration of a SOLE may be issued by the responsible Minister, or it may be issued by Council.

A SOLE may be limited geographically and this limitation is included in the declaration.

SOLEs may intrude on individual and property rights and therefore must be carefully considered.

### **1.5.1 Declaration of a SOLE**

- Council passes a resolution to declare a SOLE
  - If a quorum cannot be gathered in a timely manner the Mayor may make the declaration
- The resolution and declaration are forward to the Emergency Measures Organization (EMO)
- The details of the declaration are communicated to the residents of the affected area

### **1.5.2 Extending a SOLE**

Council may apply to EMO for an extension of the SOLE, and the responsible Minister may approve extensions for further periods of up to 30 days each. Requests for an extension are not automatically approved and require explanation. The following steps are required:

- Council passes a resolution requesting an extension of the SOLE
- The request is forwarded to EMO along with the explanatory information
- The decision of the responsible Minister will be forwarded to the municipality, which then communicates the decision to the residents of the affected area

### **1.5.3 Emergency powers of a SOLE**

Upon the declaration of, and during a state of emergency or a state of local emergency, the minister may, in respect of the province or any area thereof, or the local authority may, in respect of the municipality or other area within its jurisdiction, or an area thereof, issue an order to any party to do everything necessary to prevent or limit loss of life and damage to property or the environment, including any one or more of the following things:

- cause emergency plans to be implemented;
- utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of any emergency or disaster;
- authorize or require any qualified person to render aid of such type as that person may be qualified to provide;
- control, permit or prohibit travel to or from any area or on any road, street or highway;
- cause the evacuation of persons and the removal of livestock and personal property and make arrangements for the adequate care and protection thereof;
- control or prevent the movement of people and the removal of livestock from any designated area that may have a contaminating disease;
- authorize the entry into any building, or upon any land without warrant;
- cause the demolition or removal of any trees, structure or crops in order to prevent, combat or alleviate the effects of an emergency or a disaster;
- authorize the procurement and distribution of essential resources and the provision of essential services;
- regulate the distribution and availability of essential goods, services and resources;

- provide for the restoration of essential facilities, the distribution of essential supplies and the maintenance and co-ordination of emergency medical, social and other essential services; and
- expend such sums as are necessary to pay expenses caused by the emergency or disaster.

#### 1.5.4 Terminating a SOLE

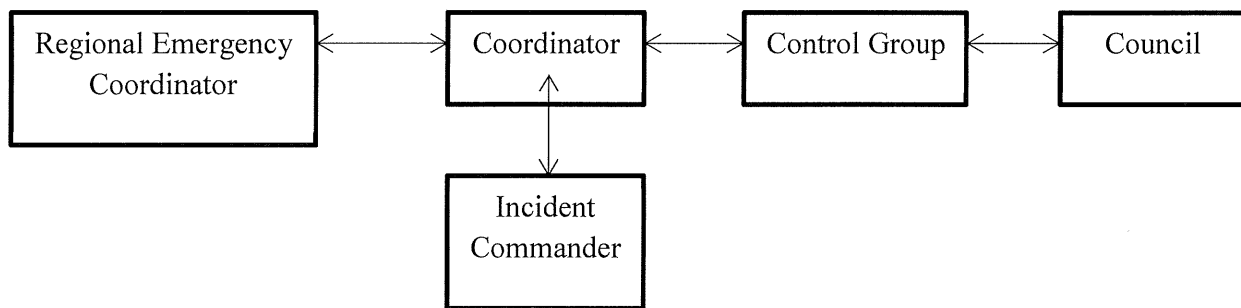
When the emergency for which the SOLE was declared no longer exists, Council may terminate the SOLE. The residents of the affected area as well as EMO must be notified of the termination.

The responsible Minister has the authority to terminate any SOLE that is not required. Where the Minister terminates a SOLE, he or she is required to give notice to the termination to the municipality and to the residents of the affected area.

## 1.6 COMMUNICATIONS

### 1.6.1 Direction

Usually, information flows between the Regional Emergency Coordinator from EMO and the Coordinator. Information is also shared between the Coordinator and the Control Group including the council. The Incident Commander and Coordinator communicate as necessary.



### 1.6.2 Control Group Communication

In broad terms, the Control Group communicates -

- with the Coordinator to provide support and guidance;
- with neighbouring municipalities, non-governmental organizations, other responding organizations; and

- with the media and public.

## **1.7 INCIDENT COMMAND**

The incident can take place at one or more sites, such as flooding. The Town adheres to the Incident Command System when applicable.

### **1.7.1 Division of Responsibility**

The Incident Commander (IC) shall coordinate and direct all emergency services, support services and volunteers working in the designated emergency site(s.) The EOC shall manage the remainder of the municipality, provide support to the site, and manage information released to the public and the media, on behalf of Council.

### **1.7.2 Communications between IC and EOC**

The IC and Coordinator must communicate at regular intervals both to maintain contact and to deal with important questions. It is the responsibility of the Coordinator to ensure that information is logged and forwarded as required.

### **1.7.3 Site Security**

The Incident Commander is responsible for security at the site.

### **1.7.4 Media Relations**

The Town strives to communicate with the media in a timely and comprehensive manner.

To ensure completeness, information is coordinated through the EOC.

The Mayor or his designate shall be the spokesperson for the town. On occasion, the mayor may be joined by staff, who in turn, will provide specific details. For example, the mayor and the fire chief may address the media in regards to a fire-related emergency.

When approached by the media, the staff is asked to direct the media to the Control Group where information will be provided.