MUNICIPAL EMERGENCY MEASURES PLAN

Municipal Emergency Measures Organization

March 2025

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1 Introduction

1.1 Authority

This Municipal Emergency Measures Plan (MEMP) is issued by Council, under the authority of the ***New Brunswick Emergency Measures Act***.

Responsibility for the management of municipal emergency operations rests with the Mayor and Council. Council is 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 Coordination Centre (MECC) partially or fully, depending on the magnitude of the emergency.

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

1.2 Purpose

The purpose of this Municipal Emergency Measures Plan (MEMP) is to outline the procedures, to be followed by the municipality to provide a prompt and coordinated response to an emergency, and for all activities that support emergency mitigation, preparedness, and recovery. The MEMP addresses incidents that cause or may cause damage of sufficient severity and magnitude to warrant activation of the Municipal Emergency Coordination Centre (MECC).

1.3 Scope

The scope of execution of this plan includes officials, staff of the municipality, and cooperating and assisting agencies within the boundaries of the municipality and within the municipality's ability to do so. The MEMP also provides for support of neighbouring jurisdictions under provincial or federal authority if called upon to do so. The MEMP does not address emergencies that are normally handled at the scene by the appropriate first responding agencies.

1.4 Vision

The vision of the Municipal Emergency Measures Organization (MEMO) is to be a disaster-resilient and sustainable community in which private and corporate citizens collaborate with the MEMO to cultivate and sustain an effective community-based emergency preparedness culture.

1.5 Mission

The mission of the MEMO is to develop, implement, and maintain a highly effective emergency management program that takes an all-hazards, Incident Command System (ICS)-based approach to emergencies while promoting continuous improvement through on-going education and review.

1.6 Plan Distribution

Copies of the complete MEMP and any amendments should be provided to the following Distribution List:

- ☐ Mayor and Council
- ☐ Municipal Manager/CAO
- ☐ Municipal Clerk
- ☐ Fire Chief
- ☐ Police Chief or Superintendent of the RCMP
- ☐ Municipal Director of EMO
- ☐ ANB
- ☐ Municipal Directors and Alternates
- ☐ NBEMO
- ☐ Other Agencies as Required

2 General Information

2.1 Background

Emergency situations, at times, generate confusion with respect to roles and responsibilities and jurisdictions. By following the MEMP, needless duplication of effort or waste of resources will be eliminated. The MEMP was developed using the Incident Command System (ICS) and was refined with the CSA Z1600-14 Emergency and Continuity Management Program.

2.2 Incident Site

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.

a) The Incident Site is tied to jurisdictions and the requisite authorities to commit the necessary resources to influence the outcome of an emergency. As such, the Incident Site is defined by geography, connectivity, and time.

b) The Area Outside of the Incident Site is defined by actual or potential events, normally situated outside the incident site, which may impact the region.

2.3 Phases of an Emergency

An emergency will normally graduate through four distinct phases. They are:

1. The **Warning Phase** consists of actions taken to counter and curtail the effects of the incident. These include alerting the public and Municipal authorities and preparing resources.

2. The **Impact Phase** refers to the emergency itself.

3. The **Response Phase**, which may overlap the Impact Phase, covers the period during which the emergency is brought under control.

4. The **Recovery Phase** is the clean-up period, used to return the community to normal.

2.4 Graduated Response

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 will be tailored to meet the circumstances of a given emergency.

2.5 Levels of Responsibility

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:

a) **Individual** – Individuals are responsible for themselves and their immediate family which includes household and neighbourhood preparations for 72 hours such as a 72 Hour Emergency Preparedness Kit.

b) **Municipal Response** – Municipal level resources managed by Mayors and Councils, and MEMO.

c) **Regional** – Regional level resources coordinated by the NB EMO Regional Emergency Management Coordinators (REMC) and Regional Emergency Action Committees (REAC).

d) **Provincial** – Government of New Brunswick resources managed by the Department of Justice and Public Safety (JPS) and NB EMO.

e) **National** – Government of Canada (GoC) resources managed by Public Safety Canada.

2.6 Levels of Response

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:

a) **Individual Response** – Assist municipal and local authorities in identifying the emergency.

b) **Municipal Response** – Municipal authorities are responsible for dealing with the emergency.

c) **Regional Response -** When the capacity of the local authority is exceeded, or is likely to be exceeded, a regional response is activated through the REMC.

d) **Provincial Response -** When a regional response is insufficient, the REMC will request assistance from the Provincial Emergency Action Committee (PEAC).

e) **National Response -** If additional response is required, federal support and assistance will be arranged by the PEAC.

2.7 Authority – Minister of Justice and Public Safety

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.

2.8 States of 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.

2.9 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 several 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:

- □ NB Ground Search & Rescue (Ground Searches)
- □ Canadian Red Cross (Social Services and Registration & Inquiry)
- □ Salvation Army – (Social Services and Food Services)
- □ St. John Ambulance – (First Aid)
- □ Team Rubicon – (Operational Support and labour work)
- □ Amateur Radio Club – (Tele-Communications)
- □ Samaritan Purse – (Recovery Phase Construction)
- □ Animal Care Groups – (Advice on animal care and temporary shelter for animals)

The following is an example list of other agencies that may provide assistance:

- □ Banks and Credit Union – (Loans and other financial support).
- □ NB Housing – (Temporary shelter during reconstruction).
- □ Canada Post – (Temporary mail delivery services)
- □ NB Social Services – (Ongoing assistance for homeless and for persons already on assistance).
- □ NB Health Authorities – (Advice on disease prevention, medical and mental health issues. Inspection of drinking water and septic system.)
- □ Human Resources Development Canada – (Employment Insurance)
- □ Insurance Corporations – (Vehicle and property damage Claims.)
- □ School Boards – (Assist with school, transportation or facility needs).

- □ Utility Companies – (Electrical power, gas, telephone, cable, internet services, safe re-entry, site inspection and reconnections).

2.10 Mutual Aid and Request for Assistance (RFA)

A municipality may become overwhelmed at any time during an emergency. Therefore, additional resources from neighboring jurisdictions may be required. Municipalities are encouraged to establish these Mutual Aid arrangements with other jurisdictions and to institute an arrangement with local volunteer agencies.

However, when it is anticipated that quick access to additional resources is required, then a Request for Assistance (RFA) will be submitted to the REMC. The RFA will come from an authorized municipal representative.

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.

2.11 Plan Audits

An annual review of the plan will be conducted to ensure information remains valid. In addition, the plan will undergo a rewrite if the standard operating procedures are deemed to have significantly changed.

2.12 Training and Exercises

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.

MEMO should initiate a recall exercise once a year to confirm that the contact information for public contacts, emergency contacts, municipal departments and external agencies are kept up to date.

It is recommended that all municipal staff be training in ICS-100, that all municipal supervisors be trained at the ICS 200 and that anyone part of the MEMO be trained at the ICS-300. Once this is accomplished it is encouraged that anyone that might occupy a specific role (i.e.: logistics section chief) should take ICS position specific courses.

2.13 Budget

The MEMO budget is part of the Municipality’s annual budget and is reviewed and approved by Council annually.

3 Hazard Assessment

3.1 Hazard

Hazards are often unpredictable. As such, those hazards that may pose a threat within the Municipality are analyzed, and rated according to:

1. Frequency
2. Consequence
3. Risk

The following ratings provide a basis upon which recommended actions are derived.

3.2 Frequency/Probability

Based on the number of occurrences or the probability of an occurrence within the Municipality over the last 50 years or next 50, hazards will receive the following rating:

1. Low (1): 1 or less occurrence in the last 50 years or probable of less than 1 in next 100 years
2. Medium (2): 2-3 occurrences in last 50 years or probable of 1 in the next 50 years
3. High (3): Greater than 3 in the last 50 years or probable of 1 in the next 10 years

3.3 Consequence

Based on the number of people and/or property that might be affected, hazards will receive the following rating:

1. Low (1): Less than 1 %
2. Medium (2): 1% - 10%
3. High (3): Greater than 10%

3.4 Risk - Frequency x Consequence

Based on Risk to human life and/or property, hazards will receive the following rating:

1. Low (1)
2. Medium (2 - 6)
3. High (9)

Hazards	Brief Description	Freq.	Cons.	Risk
Active Shooter	An individual actively engaged in killing or attempting to kill people in a confined and populated area.			
Avalanche/ Landslide	When large snow/mud mass slides down a mountain/hillside.			
Aviation Incident	An accident associated with the operation of an aircraft.			
Blizzard/ Ice Storm	Severe winter storm with low temperatures, strong winds and heavy snow.			
Biological/ Pandemic	Diseases that impact humans or animals.			
Bridge Closure	Structural or safety related issues that could force a bridge to be temporarily closed.			
Civil Disorder	When many people are involved and are set upon a common aim.			
CBRNE	When chemical, biological, radiological, nuclear or explosive hazards may be present.			
Communication Failure	Widespread breakdown of normal communication capabilities.			

Dam Breach	Spontaneous release of water from a barrier built to hold back the flow of water.			
Drought	A period of below-average precipitation in a given region, resulting in prolonged shortages in the water supply.			
Earthquake	Sudden release of stored energy that radiate seismic waves.			
Electromagnetic Pulse	An intense burst of electromagnetic (EM) energy.			
Engineering	When structures fail.			
Erosion	Physical process by which shorelines and/or roads are altered			
Explosion	A violent and destructive shattering or blowing a part of something, as is caused by a bomb.			
Flash Flood	A sudden and destructive rush of water caused by heavy rainfall.			
Flood	Accumulation of water beyond its normal confines such as a lake, or over land areas.			
Forest Fire	Uncontrolled fire occurring in nature.			
Fuel Shortage	A lack of combustible materials such as wood, coal, gas, oil and propane.			
Hazardous Materials	Any substance or material that could adversely affect the safety of the public, handlers or carriers.			
Heat Wave	Heat which is considered extreme and unusual in the area in which it occurs.			
Hurricane/Post-Tropical Storm / Tornado	Cyclonic/Extreme high wind storms systems with speeds between 80 km/h and 480 km/h or higher.			
Mass Gathering	A public event which gathers more than 500 persons indoors or outdoors.			
Potable Water	Water system that serves a major residential development becomes compromised.			
Power Outage	An interruption of normal sources of electrical power.			
Train Derailment	A derailment that that can result in substantial loss of life or pose a risk to the environment.			
Thunderstorm	A system which produces violent hail, lightning, high winds, flash floods and floods.			
Tidal Surge	An abnormal rise of water generated by a storm, over and above the predicted astronomical tides			
Transportation and Chain Supply Disruption	Anything which prevents materials and users from reaching their intended destination.			
Structure Fire	A fire involving buildings or structures within a municipality.			
Waste Disposal	Removing and destroying or storing damaged, unwanted domestic, agricultural /industrial products and substances.			

3.5 Hazard Summary Pages

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		
Immediate Actions (IA)			
Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider MECC activation. Info REMC.		
The following actions may/may not occur, lead agencies procedures take precedence.			
Consider ICS Positions	**Suggested Agencies**	**Possible Actions**	**Remarks**
Command **Operations** **Planning** **Logistics** **Finance/Admin** **Information** **Liaison** **Safety**	• Fire Dept. • Police • Ambulance NB • Red Cross • Horizon Health • Vitalité health • Public Works	• Issue public warnings with pre-determined messages (if applicable) • Use of Alert Ready (if applicable) • Possible Evacuations or Shelter in Place • Be prepared to open reception centres	• Identify resources at hand • Identify resources lacking • Identify resources required • Mutual Aid request • Assess Regional Assistance • Assess Provincial Assistance • Assess National Assistance
<u>Additional Instructions</u>:			

AVALANCHE / LANDSLIDE			
Hazard Description	An avalanche/landslide occurs when a large snow / mud / rock mass slides down a mountain or hillside.		
Possible Effects	Casualties / Danger to public health / Deaths / Evacuation		
Immediate Actions (IA)			
Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider MECC activation. Inform REMC.		
The following actions may/may not occur, lead agencies procedures take precedence.			
Consider ICS Positions	**Suggested Agencies**	**Possible Actions**	**Remarks**
Command **Operations** **Planning** **Logistics** **Finance/Admin** **Information** **Liaison** **Safety**	• Fire Dept. • Police • Ambulance NB • Emergency Social Services (ESS) • Red Cross • Public Works • Utilities • Technical Inspections Services • NB Power • Liberty Gas • Dept. of Transportation and Infrastructure	• Issue public warnings • Consider opening a shelter • Possible Evacuation or Shelter in place • Road Closures • Structure Stability • Engineering advice will likely be required • Long term stabilization	• Identify resources at hand • Identify resources lacking • Identify resources required • Mutual Aid request • Assess Regional Assistance • Assess Provincial Assistance • Assess National Assistance
Additional Instructions:			

AVIATION INCIDENT			
Hazard Description	An incident or accident associated with the operation of an aircraft.		
Possible Effects	Casualties / Danger to public health / Deaths Evacuation/Environmental Effects		
Immediate Actions (IA)			
Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider MECC activation. Inform REMC.		
The following actions may/may not occur, lead agencies procedures take precedence.			
Consider ICS Positions	**Suggested Agencies**	**Possible Actions**	**Remarks**
Command **Operations** **Planning** **Logistics** **Finance/Admin** **Information** **Liaison** **Safety**	• Fire Dept. • Police • Ambulance NB • NB Dept. of Environment • Transport Canada • Coroner • Fire Marshall • Public Health • Red Cross • Airline Carrier • Airport Authority • Canadian Border Security Agency • Horizon Health • Vitalité Health	• Issue public warnings • Assist with casualties • Control hazards • Possible Evacuation or Shelter in place • Road Closures • Structure Stability • Establish Temporary Shelters • Possible sequestering of international passengers • Open a family reception center	• Identify resources at hand • Identify resources lacking • Identify resources required • Mutual Aid request • Assess Regional Assistance • Assess Provincial Assistance • Assess National Assistance
Additional Instructions:			

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		
Immediate Actions (IA)			
Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider MECC activation. Info REMC.		
The following actions may/may not occur, lead agencies procedures take precedence.			
Consider ICS Positions	**Suggested Agencies**	**Possible Actions**	**Remarks**
Command **Operations** **Planning** **Logistics** **Finance/Admin** **Information** **Liaison** **Safety**	• Fire Dept. • Police • Ambulance NB • Public Works • Education • Horizon Health • Vitalité Health • Red Cross • NB Power • Liberty Gas • Dept. of Transportation and Infrastructure	• Monitor weather forecast • Issue weather warnings • Use of Alert Ready (if applicable) • Rescue stranded motorist • Monitor power outages • Be prepared to open warming or reception centres • Assist Public Works for prioritizing route clearing or closures • Possible Evacuation or Shelter in place	• Locate fuel supplies i.e. wood, kerosene, etc... • Identify resources at hand • Identify resources lacking • Identify resources required • Mutual Aid request • Assess Regional Assistance • Assess Provincial Assistance • Assess National Assistance
Additional Instructions: **https://www.nbpower.com/Open/Outages.aspx?lang=en**			

BIOLOGICAL/PANDEMIC HAZARD			
Hazard Description	Diseases that impact humans and animals.		
Possible Effects	Casualties / Danger to public health / Deaths / Evacuation		
Immediate Actions (IA)			
Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider MECC activation. Info REMC.		
The following actions may/may not occur, lead agencies procedures take precedence.			
Consider ICS Positions	**Suggested Agencies**	**Possible Actions**	**Remarks**
Command **Operations** **Planning** **Logistics** **Finance/Admin** **Information** **Liaison** **Safety**	• Fire Dept. • Police • Ambulance NB • Public Health • Emergency Social Services (ESS) • Red Cross • Horizon Health • Vitalité Health • Hazmat Team	• Issue public warnings • Use of Alert Ready (if applicable) • Monitor Public Health Guidelines • Consider quarantine • Consider decontamination center • Possible Evacuation or Shelter in place • Business Continuity Plans	• Identify resources at hand • Identify resources lacking • Identify resources required • Mutual Aid request • Assess Regional Assistance • Assess Provincial Assistance • Assess National Assistance
Additional Instructions:			

BRIDGE CLOSURE			
Hazard Description	Structural or safety related issues that could force a bridge to be temporarily closed.		
Possible Effects	Casualties / Danger to public health / Deaths / Evacuation		
Immediate Actions (IA)			
Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider MECC activation. Info REMC.		
The following actions may/may not occur, lead agencies procedures take precedence.			
Consider ICS Positions	**Suggested Agencies**	**Possible Actions**	**Remarks**
Command **Operations** **Planning** **Logistics** **Finance/Admin** **Information** **Liaison** **Safety**	• Fire Dept. • Police • Ambulance NB • Public Works • Emergency Social Services (ESS) • Red Cross • Dept. of Transportation and Infrastructure	• Issue public warnings • Use of Alert Ready (if applicable) • Be prepared to assist isolated residents • Advise mutual as required	• Identify resources at hand • Identify resources lacking • Identify resources required • Mutual Aid request • Assess Regional Assistance • Assess Provincial Assistance • Assess National Assistance
Additional Instructions:			

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		
Immediate Actions (IA)			
Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider MECC activation. Info REMC.		
The following actions may/may not occur, lead agencies procedures take precedence.			
Consider ICS Positions	**Suggested Agencies**	**Possible Actions**	**Remarks**
Command **Operations** **Planning** **Logistics** **Finance/Admin** **Information** **Liaison** **Safety**	• Fire Dept. • Police • Ambulance NB • Public Works • Public Health	• Issue public warnings • Use of Alert Ready (if applicable) • Be prepared to assist isolated communities that are denied emergency services • Consider curfew	• Identify resources at hand • Identify resources lacking • Identify resources required • Mutual Aid request • Assess Regional Assistance • Assess Provincial Assistance • Assess National Assistance
Additional Instructions:			

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		
Immediate Actions (IA)			
Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider MECC activation. Info REMC.		
The following actions may/may not occur, lead agencies procedures take precedence.			
Consider ICS Positions	**Suggested Agencies**	**Possible Actions**	**Remarks**
Command **Operations** **Planning** **Logistics** **Finance/Admin** **Information** **Liaison** **Safety**	• Fire Dept. • Police • Ambulance NB • Public Health • Horizon Health • Vitalité Health • NB Power • Public Works • Dept. Environment and Local Government • Fire Marshal • CANUTEC • Carrier / Emergency Response Assistance Canada (ERAC) • RCMP CBRNE Team • Point Lepreau Generating Station (LGS)	• Issue public warnings • Use of Alert Ready (if applicable) • Hazmat Team deployment • Containment • Possible Evacuation or Shelter in place • Consider Quarantine • Monitor environment	• Identify resources at hand • Identify resources lacking • Identify resources required • Mutual Aid request • Assess Regional Assistance • Assess Provincial Assistance • Assess National Assistance
Additional Instructions:			

COMMUNICATION FAILURE			
Hazard Description	Widespread breakdown of normal communication infrastructure/capabilities.		
Possible Effects	Casualties / Danger to public health / Deaths / Evacuation		
Immediate Actions (IA)			
Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider MECC activation. Info REMC.		
The following actions may/may not occur, lead agencies procedures take precedence.			
Consider ICS Positions	**Suggested Agencies**	**Possible Actions**	**Remarks**
Command **Operations** **Planning** **Logistics** **Finance/Admin** **Information** **Liaison** **Safety**	• Fire Dept. • Police • Ambulance NB • NB Power • Information Services • Public Safety and Communication Center (PSCC) • Public Works • Fire Marshall • Communications Stakeholders (Bell Aliant, Rogers) • Public Service Answering Point (PSAP) • Amateur Radio	• Issue public warnings with pre-determined messages • Use of Alert Ready (if applicable) • Activate Emergency Management Consultative Group (EMCG) messaging • Use of SIMPLEX radio • Verify 911/dispatch capabilities	• Identify resources at hand • Identify resources lacking • Identify resources required • Mutual Aid request • Assess Regional Assistance • Assess Provincial Assistance • Assess National Assistance
Additional Instructions:			

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		
Immediate Actions (IA)			
Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider MECC activation. Info REMC.		
The following actions may/may not occur, lead agencies procedures take precedence.			
Consider ICS Positions	**Suggested Agencies**	**Possible Actions**	**Remarks**
Command **Operations** **Planning** **Logistics** **Finance/Admin** **Information** **Liaison** **Safety**	• Fire Dept. • Police • Ambulance NB • NB Power • Public Works • Emergency Social Services (ESS) • Red Cross • Water Treatment Plant • Department of Energy and Resource Development (DERD)	• Issue public warnings with pre-determined messages • Use of Alert Ready (if applicable) • Possible Evacuation or Shelter in place • Close roads or reroute • Coordinate with neighbouring jurisdictions • Shut down vulnerable power grid • Relocate hazardous materials	• Identify resources at hand • Identify resources lacking • Identify resources required • Mutual Aid request • Assess Regional Assistance • Assess Provincial Assistance • Assess National Assistance

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

DROUGHT			
Hazard Description	A drought 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		
Immediate Actions (IA)			
Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider MECC activation. Info REMC.		
The following actions may/may not occur, lead agencies procedures take precedence.			
Consider ICS Positions	**Suggested Agencies**	**Possible Actions**	**Remarks**
Command **Operations** **Planning** **Logistics** **Finance/Admin** **Information** **Liaison** **Safety**	• Fire Dept. • Police • Ambulance NB • Red Cross • Horizon Health • Vitalité health • Public Works	• Issue public warnings with pre-determined messages (if applicable) • Use of Alert Ready (if applicable) • Possible Evacuations • Be prepared to open warming centres or reception centres • Set up water distribution center • Restrict water usage • Shut down domestic water distribution systems • Possible Shelter in Place	• Identify resources at hand • Identify resources lacking • Identify resources required • Mutual Aid request • Assess Regional Assistance • Assess Provincial Assistance • Assess National Assistance

Additional Instructions: Safety tips and information on drought

GNB
https://www2.gnb.ca/content/gnb/en/departments/elg/environment/content/water/content/water_conservation.html

Ontario https://www.ontario.ca/page/drought

Canada
https://natural-resources.canada.ca/climate-change

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		
Immediate Actions (IA)			
Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider MECC activation. Info REMC.		
The following actions may/may not occur, lead agencies procedures take precedence.			
Consider ICS Positions	**Suggested Agencies**	**Possible Actions**	**Remarks**
Command **Operations** **Planning** **Logistics** **Finance/Admin** **Information** **Liaison** **Safety**	• Fire Dept. • Police • Ambulance NB • NB Power • Liberty Gas • Utilities • Public Works • Fire Marshal • Technical Inspection Services • Emergency Social Services (ESS) • Red Cross • Gas utility Liberty Gas • Urban Search and Rescue (USAR) • Dept. of Transportation and Infrastructure (DTI)	• Issue public warnings with pre-determined messages • Use of Alert Ready (if applicable) • Possible Evacuation or Shelter in place • Close roads or reroute • Coordinate with neighbouring jurisdictions • Shut down vulnerable power grid • Relocate hazardous materials • Structural Inspection • Monitor after shocks	• Identify resources at hand • Identify resources lacking • Identify resources required • Mutual Aid request • Assess Regional Assistance • Assess Provincial Assistance • Assess National Assistance
<u>Additional Instructions:</u>			

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		
Immediate Actions (IA)			
Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider MECC activation. Info REMC.		
The following actions may/may not occur, lead agencies procedures take precedence.			
Consider ICS Positions	**Suggested Agencies**	**Possible Actions**	**Remarks**
Command **Operations** **Planning** **Logistics** **Finance/Admin** **Information** **Liaison** **Safety**	• Fire Dept. • Police • Ambulance NB • NB Power • Public Works • Information Services • Communications Stakeholders (Bell Aliant, Rogers) • Amateur Radio	• Issue public warnings with pre-determined messages • Use of Alert Ready (if applicable) • Liaison • Shut down electrical equipment • Possible Evacuation or Shelter in place	• Identify resources at hand • Identify resources lacking • Identify resources required • Mutual Aid request • Assess Regional Assistance • Assess Provincial Assistance • Assess National Assistance
Additional Instructions:			

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		
Immediate Actions (IA)			
Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider MECC activation. Info REMC.		
The following actions may/may not occur, lead agencies procedures take precedence.			
Consider ICS Positions	**Suggested Agencies**	**Possible Actions**	**Remarks**
Command **Operations** **Planning** **Logistics** **Finance/Admin** **Information** **Liaison** **Safety**	• Fire Dept. • Police • Ambulance NB • NB Power • Public Works • Technical Inspection Services • Dept. of Transportation and Infrastructure (DTI)	• Issue public warnings with pre-determined messages • Use of Alert Ready (if applicable) • Possible Evacuation or Shelter in place	• Identify resources at hand • Identify resources lacking • Identify resources required • Mutual Aid request • Assess Regional Assistance • Assess Provincial Assistance • Assess National Assistance
Additional Instructions:			

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		
Immediate Actions (IA)			
Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider MECC activation. Info REMC.		
The following actions may/may not occur, lead agencies procedures take precedence.			
Consider ICS Positions	**Suggested Agencies**	**Possible Actions**	**Remarks**
Command **Operations** **Planning** **Logistics** **Finance/Admin** **Information** **Liaison** **Safety**	• Fire Dept. • Police • Ambulance NB • NB Power • Liberty Gas • Public Works • Environment and Local Government • Emergency Social Services (ESS) • Red Cross • Coast Guard	• Issue public warnings with pre-determined messages • Use of Alert Ready (if applicable) • Possible Evacuation or Shelter in place • Be prepared to open warming centres or reception centres • Secure the area	• Identify resources at hand • Identify resources lacking • Identify resources required • Mutual Aid request • Assess Regional Assistance • Assess Provincial Assistance • Assess National Assistance
Additional Instructions:			

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		
Immediate Actions (IA)			
Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider MECC activation. Info REMC.		
The following actions may/may not occur, lead agencies procedures take precedence.			
Consider ICS Positions	**Suggested Agencies**	**Possible Actions**	**Remarks**
Command **Operations** **Planning** **Logistics** **Finance/Admin** **Information** **Liaison** **Safety**	• Fire Dept. • Police • Ambulance NB • CANUTEC • Emergency Social Services (ESS) • Red Cross • NB Power • Liberty Gas • RCMP Bomb Squad • Horizon Health • Vitalité Health • Fire Marshal	• Issue public warnings with pre-determined messages (if applicable) • Use of Alert Ready (if applicable) • Possible Evacuation or Shelter in place • Be prepared to open warming centres or reception centres	• Identify resources at hand • Identify resources lacking • Identify resources required • Mutual Aid request • Assess Regional Assistance • Assess Provincial Assistance • Assess National Assistance
Additional Instructions:			

FLASH FLOOD			
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 Safety / Casualties		
Immediate Actions (IA)			
Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider MECC activation. Info REMC.		
The following actions may/may not occur, lead agencies procedures take precedence.			
Consider ICS Positions	**Suggested Agencies**	**Possible Actions**	**Remarks**
Command **Operations** **Planning** **Logistics** **Finance/Admin** **Information** **Liaison** **Safety**	• Fire Dept. • Police • Ambulance NB • NB Power • Public Works • Education • Horizon Health • Vitalité Health • Emergency Social Services (ESS) • Red Cross • Dept. of Transportation and Infrastructure (DTI)	• Issue public warnings with pre-determined messages (if applicable) • Use of Alert Ready (if applicable) • Possible Evacuation or Shelter in place • Be prepared to open warming centres or reception centres	• Identify resources at hand • Identify resources lacking • Identify resources required • Mutual Aid request • Assess Regional Assistance • Assess Provincial Assistance • Assess National Assistance
Additional Instructions:			

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
Immediate Actions (IA)	
Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider MECC activation. Info REMC.
The following actions may/may not occur, lead agencies procedures take precedence.	

Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks
Command **Operations** **Planning** **Logistics** **Finance/Admin** **Information** **Liaison** **Safety**	• Fire Dept. • Police • Ambulance NB • NB Power • Public Works • Education • Horizon Health • Vitalité Health • Emergency Social Services (ESS) • Red Cross	• Issue public warnings with pre-determined messages (if applicable) • Use of Alert Ready (if applicable) • Possible Evacuation or Shelter in place • Be prepared to open warming centres or reception centres	• Identify resources at hand • Identify resources lacking • Identify resources required • Mutual Aid request • Assess Regional Assistance • Assess Provincial Assistance • Assess National Assistance

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

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
Immediate Actions (IA)	
Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider MECC activation. Info REMC.

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

Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks
Command **Operations** **Planning** **Logistics** **Finance/Admin** **Information** **Liaison** **Safety**	• Fire Dept. • Police • Ambulance NB • NB Power • Public Works • Education • Horizon Health • Vitalité Health • Gas utility • Department of Energy and Resource Development (DERD) • Dept. of Environment and Local Government (DELG)	• Issue public warnings with pre-determined messages (if applicable) • Use of Alert Ready (if applicable) • Possible Evacuation or Shelter in place • Be prepared to open warming centres and/or reception centres	• Identify resources at hand • Identify resources lacking • Identify resources required • Mutual Aid request • Assess Regional Assistance • Assess Provincial Assistance • Assess National Assistance

Additional Instructions:

- 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
- Smoke may also be confirmed using visible satellite imagery

FUEL SHORTAGE			
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 / Casualties		
Immediate Actions (IA)			
Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider MECC activation. Info REMC.		
The following actions may/may not occur, lead agencies procedures take precedence.			
Consider ICS Positions	**Suggested Agencies**	**Possible Actions**	**Remarks**
Command **Operations** **Planning** **Logistics** **Finance/Admin** **Information** **Liaison** **Safety**	• Public Works • Carrier • Emergency Social Services (ESS) • Red Cross • Police to escort fuel trucks	• Issue public warnings with pre-determined messages (if applicable) • Use of Alert Ready (if applicable) • Possible Evacuation or Shelter in place • Be prepared to open warming centres or reception centres	• Identify resources at hand • Identify resources lacking • Identify resources required • Mutual Aid request • Assess Regional Assistance • Assess Provincial Assistance • Assess National Assistance
Additional Instructions:			

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 / Casualties
Immediate Actions (IA)	
Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider MECC activation. Info REMC.
The following actions may/may not occur, lead agencies procedures take precedence.	

Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks
Command **Operations** **Planning** **Logistics** **Finance/Admin** **Information** **Liaison** **Safety**	• Fire Dept. • Police • Ambulance NB • Public Works • Carrier • CANUTEC • Dept. of Environment and Local Government (DELG) • Fire Marshal • Hazmat Team	• Issue public warnings with pre-determined messages (if applicable) • Use of Alert Ready (if applicable) • Possible Evacuation or Shelter in place • Be prepared to open warming centres or reception centres • Liaison with carrier • Monitor environment	• Identify resources at hand • Identify resources lacking • Identify resources required • Mutual Aid request • Assess Regional Assistance • Assess Provincial Assistance • Assess National Assistance

Additional Instructions

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

The HYSPLT 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

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
Immediate Actions (IA)	
Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider MECC activation. Info REMC.

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

Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks
Command **Operations** **Planning** **Logistics** **Finance/Admin** **Information** **Liaison** **Safety**	• Fire Dept. • Police • Ambulance NB • Public Works • Horizon Health • Vitalité health • Emergency Social Services (ESS) • Red Cross • NB Power	• Issue public warnings with pre-determined messages (if applicable) • Use of Alert Ready (if applicable) • Possible Evacuation or Shelter in place • Be prepared to open cooling centres or reception centres • Consider cooling station • Water distribution center	• Identify resources at hand • Identify resources lacking • Identify resources required • Mutual Aid request • Assess Regional Assistance • Assess Provincial Assistance • Assess National Assistance

Additional Instructions:

https://www2.gnb.ca/content/gnb/en/departments/ocmoh/healthy_environments/content/heat_related_illnesses/ResponseSystem.html

HURRICANE / POST-TROPICAL STORM / TORNADO	
Hazard Description	Cyclonic/Extreme high windstorm systems with speeds over 80 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
Immediate Actions (IA)	
Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider MECC activation. Info REMC.

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

Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks
Command **Operations** **Planning** **Logistics** **Finance/Admin** **Information** **Liaison** **Safety**	• Fire Dept. • Police • NB Power • Ambulance NB • Public Works • Horizon Health • Vitalité Health • Emergency Social Services (ESS) • Red Cross	• Issue public warnings with pre-determined messages (if applicable) • Use of Alert Ready (if applicable) • Possible Evacuation or Shelter in place • Be prepared to open warming centres or reception centres	• Identify resources at hand • Identify resources lacking • Identify resources required • Mutual Aid request • Assess Regional Assistance • Assess Provincial Assistance • Assess National Assistance

Additional Instructions

- The Canadian Hurricane Center (CHC) will provide the best information on how an approaching tropical cyclone may affect Canada https://www.canada.ca/en/environment-climate-change/services/hurricane-forecasts-facts.html
- Latest hurricane bulletins if CHC website has not been updated https://weather.gc.ca/forecast/public_bulletins_e.html?Bulletin=fpcn74.cwhx
- The National Hurricane Center in Miami also has lots if information on tropical cyclones including forecasts, probability maps and reference information. https://www.nhc.noaa.gov/
- Sea Surface Temperature (SST) anomaly map shows difference in water temperature compared to average in the Atlantic https://www.nhc.noaa.gov/tafb/atl_anom.gif
- Website showing the range of possible storm tracks https://web.uwm.edu/hurricane-models/models/

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		
Immediate Actions (IA)			
Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider MECC activation. Info REMC.		
The following actions may/may not occur, lead agencies procedures take precedence.			
Consider ICS Positions	**Suggested Agencies**	**Possible Actions**	**Remarks**
Command **Operations** **Planning** **Logistics** **Finance/Admin** **Information** **Liaison** **Safety** 	• Fire Dept. • Police • Ambulance NB • Red Cross • Horizon Health • Vitalité health • Public Works	• Issue public warnings with pre-determined messages (if applicable) • Use of Alert Ready (if applicable) • Possible Evacuation or Shelter in place • Be prepared to open warming centres or reception centres	• Identify resources at hand • Identify resources lacking • Identify resources required • Mutual Aid request • Assess Regional Assistance • Assess Provincial Assistance • Assess National Assistance
<u>Additional Instructions</u>:			

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		
Immediate Actions (IA)			
Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider MECC activation. Info REMC.		
The following actions may/may not occur, lead agencies procedures take precedence.			
Consider ICS Positions	**Suggested Agencies**	**Possible Actions**	**Remarks**
Command **Operations** **Planning** **Logistics** **Finance/Admin** **Information** **Liaison** **Safety**	• Utilities • Fire Dept. • Police • Ambulance NB • Red Cross • Emergency Social Services (ESS) • Horizon Health • Vitalité Health • Department of Health	• Issue public warnings with pre-determined messages (if applicable) • Use of Alert Ready (if applicable) • Possible Evacuation or Shelter in place • Be prepared to open warming centres or reception centres • Set up potable water distribution centers • Restrict water usage • Shut down not essential water • Potential boil order	• Identify resources at hand • Identify resources lacking • Identify resources required • Mutual Aid request • Assess Regional Assistance • Assess Provincial Assistance • Assess National Assistance
Additional Instructions:			

POWER OUTAGE			
Hazard Description	An interruption of normal sources of electrical power.		
Possible Effects	Limited access by First Responders / Danger to Public Safety / Casualties		
Immediate Actions (IA)			
Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider MECC activation. Info REMC.		
The following actions may/may not occur, lead agencies procedures take precedence.			
Consider ICS Positions	**Suggested Agencies**	**Possible Actions**	**Remarks**
Command **Operations** **Planning** **Logistics** **Finance/Admin** **Information** **Liaison** **Safety**	• Police • Fire Dept. • Ambulance NB • NB Power • Red Cross • Emergency Social Services • Horizon Health • Vitalité Health • Utilities • Public Works	• Issue public warnings with pre-determined messages (if applicable) • Use of Alert Ready (if applicable) • Possible Evacuation or Shelter in place • Be prepared to open warming centres or reception centres • Strategic placement of generator • Request back- up generator • Monitor NB Power Site	• Identify resources at hand • Identify resources lacking • Identify resources required • Mutual Aid request • Assess Regional Assistance • Assess Provincial Assistance • Assess National Assistance
Additional Instructions: **https://www.nbpower.com/Open/Outages.aspx?lang=en**			

TRAIN DERAILMENT			
Hazard Description	A derailment occurs when a vehicle such as a train 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		
Immediate Actions (IA)			
Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider MECC activation. Info REMC.		
The following actions may/may not occur, lead agencies procedures take precedence.			
Consider ICS Positions	**Suggested Agencies**	**Possible Actions**	**Remarks**
Command **Operations** **Planning** **Logistics** **Finance/Admin** **Information** **Liaison** **Safety**	• Police • CN Police • Fire Depart. • Ambulance NB • Public Works • NB Power • Liberty Gas • Dept. of Transportation and Infrastructure (DTI) • Emergency Social Services • Red Cross • Dept. of Public Safety (DPS) Enforcement • Horizon Health • Vitalité Health • Hazmat Team • Department of Energy and Resource Development (DERD) • Rail company	• Issue public warnings with pre-determined messages (if applicable) • Use of Alert Ready (if applicable) • Possible Evacuation or Shelter in place • Be prepared to open warming centres or reception centres • Coordinate with carrier/security provider	• Identify resources at hand • Identify resources lacking • Identify resources required • Mutual Aid request • Assess Regional Assistance • Assess Provincial Assistance • Assess National Assistance
Additional Instructions: **CN Rail Safety**: https://www.cn.ca/en/safety/			

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		
Immediate Actions (IA)			
Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider MECC activation. Info REMC.		
The following actions may/may not occur, lead agencies procedures take precedence.			
Consider ICS Positions	**Suggested Agencies**	**Possible Actions**	**Remarks**
Command **Operations** **Planning** **Logistics** **Finance/Admin** **Information** **Liaison** **Safety**	• Fire Dept. • Police • Ambulance NB • NB Power • Public Works • Emergency Social Services (ESS) • Red Cross • Horizon Health • Vitalité Health • Utilities	• Issue public warnings with pre-determined messages (if applicable) • Use of Alert Ready (if applicable) • Possible Evacuation or Shelter in place • Be prepared to open warming centres or reception centres	• Identify resources at hand • Identify resources lacking • Identify resources required • Mutual Aid request • Assess Regional Assistance • Assess Provincial Assistance • Assess National Assistance
<u>Additional Instructions:</u>			

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
Immediate Actions (IA)	
Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider MECC activation. Info REMC.

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

Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks
Command **Operations** **Planning** **Logistics** **Finance/Admin** **Information** **Liaison** **Safety**	• Fire Dept. • Police • Ambulance NB • NB Power • Public Works • Emergency Social Services (ESS) • Red Cross • Horizon Health • Vitalité Health • Dept. of Environment and Local Government (DELG) • Canadian Coast Guard	• Issue public warnings with pre-determined messages (if applicable) • Use of Alert Ready (if applicable) • Possible Evacuation or Shelter in place • Be prepared to open warming centres or reception centres	• Identify resources at hand • Identify resources lacking • Identify resources required • Mutual Aid request • Assess Regional Assistance • Assess Provincial Assistance • Assess National Assistance

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
- 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.

TRANSPORTATION/SUPPLY CHAIN 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
Immediate Actions (IA)	
Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider MECC activation. Info REMC.
The following actions may/may not occur, lead agencies procedures take precedence.	

Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks
Command **Operations** **Planning** **Logistics** **Finance/Admin** **Information** **Liaison** **Safety**	• Fire Dept. • Police • Ambulance NB • NB Power • Public Works • MRDC (Highway maintenance) • Dept. of Transportation and Infrastructure (DTI)	• Issue public warnings with pre-determined messages (if applicable) • Use of Alert Ready (if applicable) • Possible Evacuation or Shelter in place • Be prepared to open warming centres or reception centres • Liaison with carrier • Consider detours	• Identify resources at hand • Identify resources lacking • Identify resources required • Mutual Aid request • Assess Regional Assistance • Assess Provincial Assistance • Assess National Assistance

Additional Instructions:

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		
Immediate Actions (IA)			
Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider MECC activation. Info REMC.		
The following actions may/may not occur, lead agencies procedures take precedence.			
Consider ICS Positions	**Suggested Agencies**	**Possible Actions**	**Remarks**
Command **Operations** **Planning** **Logistics** **Finance/Admin** **Information** **Liaison** **Safety**	• Fire Dept. • Police • Ambulance NB • NB Power • Liberty Gas • Public Works • Horizon Health • Vitalité Health • Emergency Social Services (ESS) • Red Cross • Fire Marshal	• Issue public warnings with pre-determined messages (if applicable) • Use of Alert Ready (if applicable) • Possible Evacuation or Shelter in place • Be prepared to open warming centres or reception centres	• Identify resources at hand • Identify resources lacking • Identify resources required • Mutual Aid request • Assess Regional Assistance • Assess Provincial Assistance • Assess National Assistance
<u>Additional Instructions:</u>			

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
Immediate Actions (IA)	
Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider MECC activation. Info REMC.

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

Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks
Command **Operations** **Planning** **Logistics** **Finance/Admin** **Information** **Liaison** **Safety**	• Fire Dept. • Police • Ambulance NB • Public Works • Health • Department of Environment and Local Government (DELG) • Eco 360	• Issue public warnings with pre-determined messages (if applicable) • Use of Alert Ready (if applicable) • Coordinate with local disposal businesses.	• Identify resources at hand • Identify resources lacking • Identify resources required • Mutual Aid request • Assess Regional Assistance • Assess Provincial Assistance • Assess National Assistance

Additional Instructions:

4 –Response

4.1 Municipality's Roles

a. shall establish and maintain a municipal emergency measures organization (MEMO),
b. shall appoint a director of the MEMO and prescribe his or her duties, which shall include the preparation and coordination of emergency measures plans for the municipality,
c. shall appoint a committee consisting of members of its council to advise it on the development of emergency measures plans,
d. shall prepare and approve emergency measures plans,
e. may pay the expenses of members of the committee appointed,
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
g. may appropriate and expend sums approved by it for the purposes of this section.

4.2 Emergency Response Organization

These Operational Guidelines utilize the Incident Command System (ICS) as its organizational structure. A Site Incident Commander (IC) is present to oversee site activities, and a Municipal Emergency Coordination Center (MECC) Director will oversee and coordinate the MECC activities. If the emergency is very large, two or more IC can be established with an Area Command, and the Regional Emergency Operations Centre (REOC) may be established to provide support and coordination. If a REOC is established, then the Provincial Emergency Operation Centre (PEOC) will be established.

4.3 Incident Commander (IC)

The Incident Commander is the person in charge of the incident site. They are not part of the MECC. The MECC supports the needs of the incident site. The IC should;

a) Have clear authority and know agency policy.
b) Ensure incident safety.
c) Establish the Incident Command Post (ICP).
d) Set priorities and determine incident objectives and strategies to be followed.
e) Establish ICS organization needed to manage the incident.
f) Approve the Site Incident Action Plan (IAP).
g) Coordinate the site activities.
h) Approve resource requests and use of volunteers and auxiliary personnel.
i) Order demobilization as needed.
j) Ensure after-action reports are completed.
k) Authorize information release to the media.

4.4 Incident Command Post (ICP)

The Incident Command Post (ICP) is the location on site from which the Incident Commander directs the site response to the emergency. Incident objectives, strategies and tactics for the site are formulated and directed from the ICP.

4.5 Regional Emergency Operation Centre (REOC)

The REOC coordinates, facilitates, and manages information, policy direction, and provincial resources to support local authorities and provincial agencies responding to an emergency or disaster. In circumstances where incidents cross local authority boundaries, or where local authorities are not organized to fulfill their role, the REOC will define an operational area to manage and coordinate the overall provincial response within that area. This level, in conjunction with the PEOC, integrates overall provincial support to the incident.

The operation of one or more Regional Emergency Operations Centre (REOCs) is initiated to support the response by local authorities or agencies. REOCs do not normally communicate directly with Incident Commanders at the site but communicate with the MECC to help coordinate resources and support operations.

4.6 Provincial Emergency Operation Centre (PEOC)

The PEOC provides inter-region policy direction and coordination for emergencies involving more than one REOC. It acts as an overall provincial coordination center in the event of simultaneous multi-region emergencies, such as earthquakes, floods or interface fires.

The PEOC implements the Provincial Emergency Public Information Plan. It serves as the coordination and communications link with the federal disaster support structure, working with both the Department of National Defense and Emergency Preparedness Canada. In the event of a sudden large-scale emergency such as an earthquake, the PEOC coordinates all provincial response activities until regional REOCs can be activated

4.7 Municipal Emergency Coordination Centre (MECC)

Municipal Emergency Coordination Centre (MECC) is normally activated at the request of the Incident Commander or senior municipal officials to provide overall jurisdictional direction and control, coordination, and resource support. The MECC will utilize the ICS principles for organizing and managing the operations and activities. By using the ICS the MECC will operate more effectively and consistently with its regional and provincial counterparts. The MECC normally turns to the REOC for support when all of their resources are exhausted, or they require coordination that is outside of their jurisdiction.

4.8 MECC Roles

a. Assess a potential emergency situation within three risk areas:

•**natural hazards** – the risks associated with natural (geological, meteorological or biological) hazards (e.g., earthquake, landslide, flood, drought, pandemic influenza, foot and mouth disease, insect infestation);

•**intentional human actions** – the risks associated with chemical, nuclear or other hazards, resulting from deliberate actions (e.g., terrorism, sabotage); and

•**unintentional human actions** – 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).

b. Prepare or review contingency plans and procedures;
c. Consider the deployment of resources and Incident Commanders to an emergency;
d. Monitor operations, provide direction to departments, regions, Incident Commanders;
e. Provide situation update and making recommendations to the Agency Administrator/CAO/Council; and
f. If the emergency escalates to the point where further powers are required, the MECC Director may recommend to Mayor and Council that a State of Local Emergency (SOLE) be declared.

Risk Management

Risk management is the process of planning and implementing decisions that will minimize the adverse effects of accidental and business losses to an organization. The MECC shall incorporate the principles of risk management in the development of an IAP and include a safety message plan (ICS 208) and a medical plan (ICS 206).

The MECC Director shall ensure that good risk management practices are applied in all incidents throughout the response organization, and that every function contributes to the management of risks. The Director may activate the IMT staff position of Safety Officer to assist in this function.

The scope of risk management effort extends to all losses, all people impacted by the emergency, and all entities participating in mitigation, preparedness, response, and recovery. The Safety Officer shall provide personnel with basic knowledge of risk management and the objectives to be achieved. The Safety Officer informs the Director of all significant risk issues and provides factual information as, and when, appropriate.

Risk Management Strategies

The MECC shall apply risk management based upon the following strategies:

1. Assess damage and loss. Identify and analyze loss exposures in the categories of:

□ Personnel
□ Property
□ Liability

2. Examine feasible alternative risk management techniques in the following general categories:

☐ Exposure avoidance
☐ Loss prevention
☐ Loss reduction
☐ Segregation of exposures
☐ Separation
☐ Duplication
☐ Select the best apparent techniques
☐ Implement the chosen techniques
☐ Monitor and adjust as necessary
☐ Provide for the overall safety and health of personnel
☐ Advise on action to reduce loss and suffering
☐ Advise MECC staff and response personnel.

Risk to Personnel

The IMT shall evaluate the risk to personnel with respect to the purpose and potential results of their actions in each situation. In situations where the risk to personnel is excessive, activities shall be limited to defensive and protective operations.

4.9 MECC Activation

Authority to Activate the MECC

The MECC may be activated by the MEMO Director, CAO or City Council.

The MECC may be activated with or without a Declaration of a State of Local Emergency; however, it must be activated if a Declaration has been made.

MECC Activation Criteria

Suggested criteria for activating the MECC includes:

☐ Significant number of people at risk
☐ Response coordination required
☐ Large or widespread event
☐ Multiple emergency sites
☐ Several responding agencies
☐ Resource coordination required
☐ Limited local resources
☐ Significant need for outside resources

- ☐ Uncertain conditions
- ☐ Possibility of escalation of the event
- ☐ Unknown extent of damage
- ☐ Potential threat to people, property and / or environment
- ☐ Declaration of a Provincial or State of Local Emergency

MECC Activation Levels

The level of MECC activation is determined by the magnitude, scope, and stage of the event. Only those MECC functions and positions that are required to meet current response objectives need to be activated. Non-activated functions and positions will be the responsibility of the next highest level in the MECC organization. Each MECC function must have a person in charge.

The MECC Organizational structure should be flexible enough to expand and contract as needed. MECC staff may be required to take on more than one position (role), as determined by the nature of the emergency, availability of resources and / or as assigned by a supervisor.

1. **Level 1 - Enhanced Monitoring**

Continuous monitoring by all MEMO members of an emergency that may require immediate Municipal response.

Examples:

- ☐ Small event
- ☐ One site
- ☐ Two or more agencies involved
- ☐ Potential threat of flood, severe storm, interface fire, etc.
- ☐ Resources / support required: MECC Director

2. **Level 2 - Partial Activation**

Once notified, selected MEMO members may be called in to assist in supporting ongoing efforts towards an emergency.

Examples:

- ☐ Moderate Event
- ☐ Two or more sites
- ☐ Several agencies involved
- ☐ Major scheduled event (e.g., conference or sporting event)
- ☐ Limited evacuations

- ☐ Some resources / support required: MECC Director, Information Officer, Liaison Officer, Safety Officer, Section Chiefs (as required) and Agency Administrator (as required).

3. Level 3 - Full Activation

All MEMO members are to report into the MECC or virtually when required.

Examples:

- ☐ Major event
- ☐ Multiple sites
- ☐ Regional emergency
- ☐ Multiple agencies involved
- ☐ Extensive evacuations
- ☐ Resources / support required: All MECC Command and General Staff, other functions and positions (as required) and Agency Administrator

When a substantial Municipal emergency response is required, the MEMO will be activated and will report to the assigned MECC. The MECC shall contain the necessary working accommodation and communications that enable proper coordination. In addition to the MECC, departmental operation centres, or other designated facilities may be established to control and direct departmental operations.

Notification Procedures

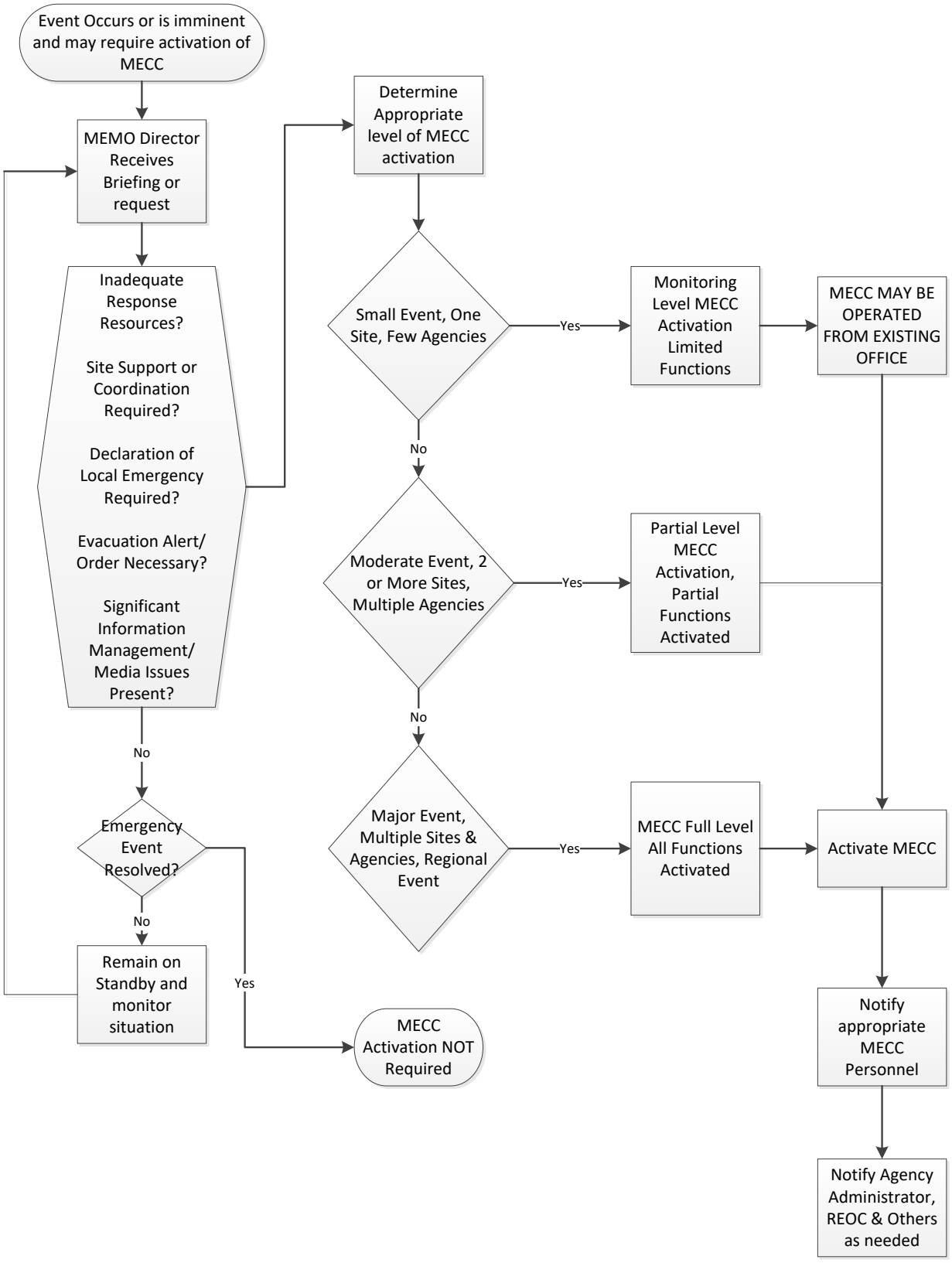
It is anticipated that the emergency services will receive the initial reports of major emergencies or disasters. These dispatch centers should follow established procedures to contact the MEMO Director.

Call out of MECC staff can be coordinated through a software, e-mail or by phone by the MEMO Director or a designate. Back-up and / or alternate personnel need to be identified for every MECC position to ensure availability and to allow for shift changes.

The call-out should provide the following information when calling out MECC personnel:

- ☐ Brief description of event
- ☐ Identity of who authorized the MECC activation
- ☐ Where and to whom to report
- ☐ Applicable transportation information (known road closures and / or use of specified routes to take)
- ☐ Reminder to bring any necessary supplies and reference materials they may require
- ☐ Inquiry as to estimated time of arrival to the MECC.

Municipal Emergency Coordination Center (MECC) Activation Flowchart



4.10 Relief and Recovery

Near the end of emergency response operations, a MECC will make the transition to relief and recovery operations. This may require re-evaluating which MECC functions are required and which agencies and personnel are best suited to staff the functions, as appropriate. Planning's is responsible for overseeing the transition from response to recovery.

Relief

Relief provides for immediate and short-term assistance to people impacted by the emergency event and includes the repair and restoration of essential lifeline systems.

Initial, short-term relief efforts include activities such as:

- □ Provision of interim housing
- □ Repair and restoration of lifeline utilities
- □ Emergency repair of vital transportation systems
- □ Provision of critical incident stress counselling for response staff and community
- □ Building safety inspections
- □ Debris removal and clean-up
- □ Restoration of social and health services
- □ Restoration of normal civic services
- □ Coordination of local, provincial and federal damage assessments
- □ Re-occupancy of structures
- □ Economic recovery, including sites for business resumption
- □ Building demolition
- □ Formation of recovery taskforce.

Recovery

Experience has shown that planning recovery operations during the response will speed recovery time and reduce losses. The recovery efforts should commence activities as early as possible.

Long-term recovery efforts, four weeks to several years following an event, should include:

- □ Debris management
- □ Hazard mitigation
- □ Reconstruction of permanent housing
- □ Reconstruction of commercial facilities
- □ Reconstruction of transportation systems
- □ Implementation of long-term economic recovery.

4.11 MECC Termination

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.

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.

The effects of an emergency depend directly on the type, severity, and duration of the event. Some common effects of an emergency include:

1. Physical Effects:
   a) Damage to buildings, commercial structures, and community facilities;
   b) Alteration of the landscape, such as in landslide or major flood; and
   c) Environmental contamination by chemical or pollutants.

2. Social Effects:
   a) Stress and psychological trauma;
   b) Focus on the short term, foregoing long-term goals and opportunities;
   c) Delay of programs that serve on long-standing social needs; and
   d) Gaps in community economic classes tend to widen.

3. Economic Effects:
   a) Loss of business;
   b) Loss of jobs; and
   c) Reduced cash flow within the community.

The MECC Director will terminate the MECC activity for the current incident and notify all participants. The Director must consider the requirements of termination from the outset.

The Demobilization Unit will administer the termination process.

Suggested criteria for terminating the MECC includes:

- □ MECC functions are no longer required
- □ Provincial or State of Local Emergency is lifted
- □ Coordination of response activities and / or resources is no longer required
- □ Event has been contained and emergency personnel have returned to regular duties.

4.12 MECC Staffing

Staffing Requirements

The MECC must be able to function on a 24 / 7 basis from activation until demobilization as required to support the emergency response. The MECC Director will determine appropriate staffing for each activation level based upon an assessment of the current and projected situation. While the immediate solution may be to establish several complete shifts for the duration of operations, there are seldom the resources or facilities to sustain this approach.

The MECC positions should be filled as a priority by designated qualified individuals within the municipality (if possible). Sub-positions within the MECC organization may be filled by qualified personnel independent of rank or agency affiliations. Initially, all positions may be staffed by the first available individual most qualified in the function to be performed.

Based on the previously described MECC Activation Levels, plans should include at least two complete shifts of personnel for an initial period, after which options can be considered for implementation on a section-by-section basis.

Transfer of Responsibilities (Shift Changes)

When a staff member transfers their responsibilities to another, a simple but formal transfer briefing will be required. Shifts, therefore, should be no longer than 8 – 12 hours and should overlap by 15 minutes or so to prevent a staff position from being inadequately relieved. A transfer briefing should summarize the activities of the past shift, identify, “open” activities, and if time permits, be accompanied by a short-written summary of the same information for later use during the operation or at a post- operation debriefing.

Staffing Considerations

- □ Staff Rest: Time must be allowed for rest, meals, etc. The matter cannot be left to sort itself out.

- □ Labour Relations: Rules and regulations regarding safety and overtime, etc. are not necessarily suspended on account of the emergency.

- □ Briefings: Activities at the MECC that require all staff members to attend, other than during their shift, should be infrequent. They interrupt necessary rest time and can preclude such necessary events as site visits and media interviews.

Span of Control

When span of control is exceeded in any of the five functions, MECC organizational elements should be activated. These include Branches, Groups/Divisions and Units. The span of control should be limited to a maximum of 1 to 7 ratio (supervisor to subordinates).

Common Identification

In conjunction with the application of common terminology within ICS, it is essential to have a common identification system for facilities and personnel filling positions. The following identifying colors for specific functions should be used by all agencies that work within the MECC.

- □ Green: Director and Deputy Director
- □ Red: Command Staff (Liaison, Safety, Information)
- □ Orange: Operations
- □ Blue: Planning
- □ Yellow: Logistics
- □ Grey: Finance/Administration

Identification should take the form of a vest. These identifiers do not preclude any personnel from wearing their agency's insignia or uniform.

MECC Structure

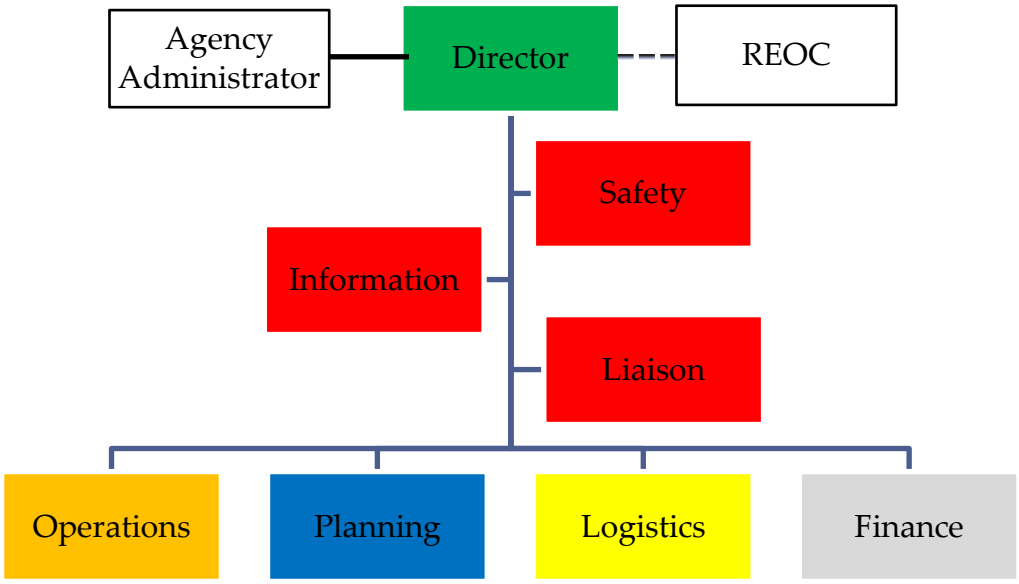
The basic MECC structure is shown below. It is important to remember that not every MECC function and / or element will be filled in every emergency or disaster.

The situation at hand will dictate the functions and elements to be activated. As a minimum, an active MECC requires only a MECC Director. Other functions are staffed as needed. The MEMO director is responsible for ensuring that the MECC is ready for use on short notice by establishing a regular maintenance and testing schedule.

The MECC contains information display materials, telecommunications and any additional supporting equipment, documents, and supplies required to ensure efficient operations and effective emergency management on a 24-hour per day basis.

The supervisor of each organizational element in the MECC has the following title: Director, Officer, Section Chief, Branch Director, Group/Division Supervisor, Unit Leader, Strike Team/Task Force Leader

Structure of the Municipal Emergency Coordination Centre (MECC)



Agency Administrator

When an MECC is activated, the CAO will be the Agency Administrator in collaboration with city council when appropriate. The Agency Administrator will provide the MECC Director with policy, goals and priority direction.

MECC Incident Management Team (IMT)

The Director, General Staff and Command Staff function as the MECC Incident Management Team (IMT).

MECC Director (DIR)

Reports to: Agency Administrator (CAO/Municipal Council)

The MECC Director's primary responsibility is to coordinate the efficient response in an emergency. The MECC Director will coordinate and manage all resources required for the emergency.

Responsibilities include:

a) activating the MECC if required;
b) initiating the MECC call out/notification list;
c) ensuring key MECC positions are staffed as required;

d) ensuring an up to date contact list is maintained for fan out purposes;
e) reporting major events to REMC;
f) ensuring the development of a MECC Incident Action Plan (IAP);
g) ensuring MECC members take prompt and effective action in response to problems;
h) ensuring action logs are maintained by all MECC staff;
i) requesting expert assistance as required;
j) advise if there is a need to evacuate a specific area;
k) coordinating evacuation with other MECC staff;
l) consulting with Health/Social Services Agency Representative on the selection and opening of shelter(s) and or reception centre(s);
m) monitoring the capacity of the area resources and if overextended, requesting assistance through mutual aid and REOC;
n) informing MECC staff of major events as they arise;
o) ensuring communications are established;
p) ensuring a thorough situation briefing is conducted during shift changes and transfer of command;
q) ensuring that a main event log is maintained and safeguarded; and
r) other duties as required.

All decisions made in the MECC require accurate and timely information as well as input and consultation from relevant staff members and agencies. The MECC Director is ultimately responsible for making key decisions on behalf of the MECC. He / she does this in consultation with the MECC IMT, Site Commander(s) and the Agency Administrator.

Issues that require a decision or approval from the MECC Director include:

- □ Establishing MECC priorities and objectives
- □ MECC IAP
- □ Extraordinary/Critical resources requests
- □ Press releases
- □ Media interviews
- □ Public information bulletins
- □ Situation reports
- □ Evacuation orders
- □ Preparation of Declaration of State of Local Emergency
- □ Request mutual aid
- □ Request for Provincial / Federal Support.

The MECC Director must carefully assess, evaluate, and prioritize each issue requiring a decision / approval. Once the decision is made it must be assigned to applicable functions / positions for implementation and communicated to all appropriate MECC staff, Agency Administrator and REOC (if appropriate). Briefings are commonly used to facilitate the decision- making process.

MECC Command Staff

The MECC Director may appoint persons to fill the MECC Command Staff positions of Information Officer, Liaison Officer, and Safety Officer.

Information Officer (IO)

a) Determine, according to direction from MECC Director, any limits on information release.
b) Develop accurate, accessible, and timely information for use in press/media briefings.
c) Obtain the MECC Director's approval of news releases.
d) Conduct periodic media briefings.
e) Arrange for tours and other interviews or briefings that may be required.
f) Monitor and forward media information that may be useful to incident planning.
g) Maintain current information summaries and/or displays on the incident.
h) Make information about the incident available to incident personnel.
i) Participate in Planning Meetings.
j) Implement methods to monitor rumour control.

Liaison Officer (LOFR)

a) Act as a point of contact for Agency Representatives (AR).
b) Maintain a list of assisting and cooperating agencies and Agency Representatives.
c) Assist in setting up and coordinating interagency contacts.
d) Monitor incident operations to identify current or potential inter-organizational problems.
e) Participate in Planning Meetings, providing current resource status, including limitations and capabilities of agency resources.
f) Provide agency-specific demobilization information and requirements.

Safety Officer (SOF)

a) Identify and mitigate hazardous situations.
b) Create a Safety Plan.
c) Ensure safety messages and briefings are made.
d) Exercise emergency authority to stop and prevent unsafe acts.
e) Review the IAP for safety implications.
f) Assign assistants qualified to evaluate special hazards.
g) Initiate preliminary investigation of accidents within the incident area.
h) Review and approve the Medical Plan (ICS 206).
i) Participate in Planning Meetings to address anticipated hazards associated with future operations.

MECC General Staff

The MECC Director may appoint persons to fill the MECC General Staff positions of Operations Section Chief, Planning Section Chief, Logistics Section Chief and Finance / Administration Section Chief.

Operations Section Chief (OSC)

a) Ensure safety of tactical operations.
b) Supports tactical operations.
c) Reviews the operations portions of the Site IAP.
d) Supports the execution of operations portions of the Site IAP.
e) Request additional resources to support tactical operations.
f) Supports release of resources from active operational assignments.
g) Support expedient changes to the Site IAP.
h) Maintain close contact with the Site OSC, subordinate, MECC personnel, and other agencies involved in the incident.

Planning Section Chief (PSC)

a) Collect and manage all incident-relevant operational data.
b) Supervise preparation of the MECC IAP.
c) Provide input to the MECC Director and Operations in preparing the MECC IAP.
d) Incorporate Traffic, Medical (ICS 206), and Communications Plans (ICS 205) and other supporting material into the MECC IAP.
e) Conduct/facilitate Planning Meetings.
f) Reassign out-of-service personnel within the ICS organization already on scene, as appropriate.
g) Compile and display incident status information.
h) Establish information requirements and reporting schedules for Units (e.g., Resources Unit, Situation Unit).
i) Determine need for specialized resources.
j) Assemble and disassemble Task Forces and Strike Teams not assigned to Operations.
k) Establish specialized data collection systems as necessary (e.g., weather).
l) Assemble information on alternative strategies.
m) Provide periodic predictions on incident potential.
n) Report significant changes in incident status.
o) Supports the preparation of the Demobilization Plan.

Logistics Section Chief (LSC)

a) Supports all facilities, transportation, communications, supplies, equipment maintenance and fuelling, food, and medical services for incident personnel, and all off incident resources.
b) Supports all incident logistics.

c) Provide logistics input to the MECC IAP.
d) Brief staff as needed.
e) Identify anticipated and known incident service and support requirements.
f) Request additional resources as needed.
g) Ensure and supports the development of Traffic, Medical (ICS 206), and Communications Plans (ICS 205) as required.
h) Supports demobilization of Logistics Section and associated resources.

Finance / Administration Section Chief (FSC)

a) Supports all financial aspects of an incident.
b) Provide financial and cost analysis information as requested.
c) Ensure compensation and claims functions are being addressed relative to the incident.
d) Gather pertinent information from briefings with responsible agencies.
e) Develop an operational plan for the Finance/Administration Section and fill Section supply and support needs.
f) Determine the need to set up and operate an incident commissary.
g) Meet with assisting and cooperating Agency Representatives as needed.
h) Maintain daily contact with agency(s) headquarters on finance matters.
i) Ensure that personnel time records are completed accurately and transmitted to home agencies.
j) Ensure that all obligation documents initiated at the incident are properly prepared and completed.
k) Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up.
l) Provide input to the IAP.

4.13 MECC Facility & Set-Up

Facility

The MECC facility should be located away from the vulnerable or high-risk areas. The MECC can be a standalone or dual-purpose facility. In the event the emergency requires moving the MECC, a pre-determined alternate site should be planned for.

The size of the MECC will depend on the number of staff members required. The number of staff members required is dependent on the type and scope of anticipated emergency events the jurisdiction could encounter.

The layout and equipment for the MECC should be carefully planned and exercised well in advance of potential activation. A facility that can offer a variety of rooms, large open spaces, facilitate the technological needs, and provide the necessary life support systems is ideal.

Set-Up

In a full MECC activation, space may be required for the following areas of responsibility:

- □ All MECC functions (Command, Operations, Planning, Logistics, Finance / Admin, Liaison, Information and Safety). Signs identifying the location of each MECC Sections should also be posted for visual ease.

The MECC should be adequately equipped with furniture, primary and secondary communications equipment, information displays, office equipment, stationery, and required life support systems (e.g., rest areas, washrooms, kitchen, etc.).

A MECC Communications Centre should be established by the Communications Unit to provide all modes of telecommunications services. This Centre is established and operated by the Communication Unit in Logistics.

Other areas to consider:

- □ Office for Agency Administrator
- □ Break-out / meeting rooms
- □ Media Room
- □ Communication Centre (Call Centre/Dispatch Center)
- □ Washrooms/shower/change area
- □ Rest Area
- □ Eating Area

4.14 Telecommunications

Routine communications will be done using the most 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:

The MECC may use the following communications platform:

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 MECC 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. Satellite Phones: The MECC should establish satellite communication capability. Satellite communications provides the capability to rapidly transfer a wide variety of voice as well as data information between the MECC, REOC, and other agencies. The intent of satellite link should be to provide disaster-resistant communications between levels of support.

5. Amateur Radio may be used as alternatives in the case other means of communication are not effective.

Public Information

Communicating information to the 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/cooling centers, evacuation plans and recovery operations will greatly assist in reducing anxiety.

Another important consideration is to assign a telephone number as a Public Information Service. Several phones and operators can be assigned to the hotline if necessary. The Information Officer should regularly brief the operators so that they can answer the majority of public inquiries without interrupting busy MECC staff. Other than the Public Information Service, no MECC telephone numbers should be made known to the public. 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 Provincial Mobile Communications Center (PMCC).

   Requesting an ALERT READY

   Public Alerts are issued by Federal or provincial/territorial government authorities.

   In New Brunswick there is three agencies that can issue an Alert Ready message:

   1. NBEMO
   2. RCMP
   3. Environment & Climate Change Canada (ECCC)

Only authorized government agencies can issue alerts. Together, government officials developed a specific list of the types of alerts that are considered a threat to life.

These types of alerts should be broadcast immediately on television, radio and wireless devices. Below is a complete list and description of these alerts that could be approved for an **ALERT READY**.

Fire	Urban Fire	**Civil**	Civil Emergency
	Industrial Fire		Animal Danger
	Wildfire		Amber Alert
	Forest Fire		911 Service Disruption
Biological	Biological	**Natural**	Tornado
	Chemical		Flash Floor
	Radiological		Earthquake
	Drinking Water Contamination		Hurricane
			Tsunami
Hazardous	Explosive		Thunderstorm
			Storm Surge
Environment	Air Quality		Landslide
	Falling Object		Dam Overflow
			Magnetic Storm
			Meteorite
			Lahar
National Security	Terrorist Threat		Pyroclastic Flow
			Pyroclastic Surge
Administration	Test Message		Volcanic Ash

Reference: https://www.alertready.ca/alert-types/

Public ALERT READY Request - Information Needed

Contact NBEMO at 1-800-561-4034

Event/Headline:

Area (be as specific as possible):

Description of Event:

Instructions for the Public (The combined text in both French and English must not exceed 595 characters):

Requested by:

**A Public Alert is issued in response to an imminent life-threatening event and is time-sensitive, intended as a measure of last resort.

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, text, social media, and others should be used. To achieve maximum efficiency, a single source of verified information should be utilized to avoid conflicts. Frequent and timely update must be maintained 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 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.

4. Self-registry by citizens on **ALERTES DIEPPE ALERTS** allow for targeted messages over a wide spectrum of events.

5. Posting **WRITTEN DIRECTIVES** at warming/cooling centres, 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.

4.15 Communication Terminology

All communications, both terrestrial, wireless and radio can become a hindrance to an effective MECC if certain restrictions are not imposed from the outset. Where at all possible, all incoming operational calls should be routed through an exchange established by the Communications Unit. These communications should be recorded/monitored to avoid loss of critical emergency information and avoid “freelancing” and distraction.

There must be a dedicated effort to ensure that telecommunications systems, planning, and information flow are being accomplished in an effective manner. Standard protocols and terminology will be used at all levels. Plain language for all communications will be used to reduce the confusion that can be created when radio codes are used. Standard terminology shall be established and used to transmit information, including strategic operations, situation reports, logistics, tactical operations, and emergency notifications of imminent safety concerns.

The MECC communications systems should provide reserve capacity for unusually complex situations where effective communications could become critical. An integrated communications plan (ICS 205) should be developed as part of each Action Plan.

Radio Messages

The General Message Form (ICS 213) should be used for all radio communications. These forms must be clearly filled out by the originator in the areas provided, and then subsequently by the radio operator.

In drafting messages to be transmitted by an operator, be CLEAR and CONCISE. Once the message form leaves the originator's desk, consider it transmitted "as is." The operator will not be in a position to understand what you are trying to say and will simply read what you printed to the destination addressee.

The Communications Log (ICS 309) should be used by the radio operator to keep track of all radio transmission.

Internal MECC Messages

The General Message Form (ICS 213) should be used for all internal written communications. These communications must be clearly marked with an originator's message number, originating date and time, and identify the originator's name and functional position. Essentially, the memorandum is handled the same as a radio message, except that the memorandum itself should be handed to the destination addressee.
In replying to an internal memorandum (on the same form, as designed), the same information is required.

Message Numbering

Message numbers provide an identification and reference, consisting of a two to four letter of the originator's code followed by three sequential digits starting with 001. Prefix codes for all MECC staff positions are recommended, such as:

- □ Director-DIR
- □ Liaison Staff-LOFR
- □ Information Staff-IO
- □ Safety Staff-SOF
- □ Operations Staff-OSC
- □ Planning Staff-PSC
- □ Logistics Staff-LSC
- □ Finance / Admin Staff-FSC

Branches and Units within each Section may also consider establishing an Originators Prefix to help with quick identification and record keeping.

Message Priority

An extensive amount of radio communications and messages can be handled in the MECC. To quickly identify the significance of a particular message it is important for the originator to apply a level of priority appropriate for the circumstances. Similar to resource and information requests, the following system of precedence levels should be applied:

- □ Urgent: Any message having life and death urgency

- ☐ Priority: Important message / request with a specific time limit
- ☐ Routine: Regular message traffic

Communications Plan (ICS 205)

A Radio Communications Plan (ICS 205) needs to be filled out for every incident that should include the Frequency/Channels/Talk Group assignment.

The most common channel assignments are:

- ☐ Command
- ☐ Logistics
- ☐ Medical
- ☐ Operations (many tactical channels)

MECC Communications List (ICS 205A)

Telephone numbers for the MECC Staff, as well as other important external numbers, should be published in an MECC Communications List (ICS 205A) by the Communications Unit as soon as possible after activation. The directory should receive limited circulation to those involved in the ECC and response operations, but not to the media or the public.

4.16 Priorities, Goals and Objectives

The MECC supports a prescribed set of response goals set out in priority as follows:

Priorities

- ☐ Life Safety
- ☐ Incident Stabilization
- ☐ Property and Environment Protection
- ☐ Other as set by the MECC

Goals

- ☐ Provide for the safety and health of all responders
- ☐ Save lives
- ☐ Reduce suffering
- ☐ Protect public health
- ☐ Protect government infrastructure
- ☐ Protect property
- ☐ Protect the environment

- □ Reduce economic and social losses
- □ Other as set by the MECC

Management by Objectives

The management by objectives means that the MECC will establishes objectives to be achieved for a given time frame, known as an "operational period." These objectives always relate to the response goals stated earlier. An objective is an aim or end of an action to be performed. It is commonly stated as "what" must be done.

Each objective may have one or more options or strategies for achieving the objective. Strategies are commonly stated as "how" actions should be performed. The MECC concentrates on establishing priorities that the objectives may be based on.

Operational Periods

An operational period is the length of time set by MECC to achieve a given set of objectives. The operational period may vary in length and will be determined largely by the dynamics of the emergency event. Commonly an operational period is between 8-24 hours.

Incident Action Plans (IAP)

The MECC Incident Action Plans (IAP) is established to support the Incident Commander at the site and is an essential and required element in achieving objectives. Preparing the MECC IAP is the responsibility of the Planning Section.

Planning Process

There are six primary steps in sequential order to ensure a comprehensive IAP process:

1. Understand agency policy and direction
2. Assess incident situation – "Size Up"
3. Establish S.M.A.R.T. Objectives
4. Select appropriate strategies to achieve the objectives
5. Perform tactical direction
6. Provide necessary follow-up

IAP Components

The MECC IAP should have the minimum of the following:

- □ Cover Page
- □ Incident Objectives (ICS 202)

- ☐ Organization Assignment List (ICS 203)
- ☐ Assignment List (ICS 204)
- ☐ Incident Radio Communications Plan (ICS 205)
- ☐ Communications List (ICS 205A)
- ☐ Medical Plan (ICS 206)
- ☐ Safety Message/Plan (ICS 208)
- ☐ Attached references (e.g., Traffic Plan, Map, Weather, etc.)
- ☐ Blank Activity log (ICS 214)

Plan Approval

The MECC Director is responsible for approving the IAP for each operational period. This is done in consultation with the MECC IMT to ensure accuracy of the current situation and timelines for actions to be taken.

Plan Implementation and Evaluation

Once approved, the MECC IMT will assume responsibility for implementing their respective portions of the IAP. This includes monitoring and evaluating progress of the plan.

4.17 Information Flow / Directions

Briefings

Briefings provide MECC staff and external agencies with vital information they need to function effectively and efficiently. Information shared at a briefing can help clarify and validate situations so that appropriate decisions can be made.

MECC briefings can be held to, orient personnel to the MECC facility and equipment, review policies and operational guidelines, share priorities and objectives, keep staff informed as to the current situation, and share the IAP.

MECC IMT briefings should be facilitated by the Planning Section Chief (PSC) at pre- determined times. The PSC should prepare a briefing agenda approved by the MECC Director, which outlines the briefing format. The agenda is distributed to IMT members in advance of the meeting. The briefings should be held at the beginning of every operational period.

Sample Agenda

1. PSC reviews the agenda and facilitates the briefing.
2. Director presents the objectives or confirms existing objectives.
3. PLC provides information on the current situation.

4. OSC provides current assessment and accomplishments.
5. OSC covers the work assignments and staffing of Divisions and Groups.
6. LSC provides updates on transportation, communications, and supplies.
7. FSC provides any fiscal updates.
8. IO provides information issues.
9. LOFR briefs any interagency information.
10. SO provides information issues.
11. Director provides closing remarks.

Types of Information

Information coming into and out of the MECC must be managed carefully. There are four main types of information transactions common to emergencies:

- □ Management direction
- □ Situation reporting
- □ Resource requests
- □ General information.

The MECC should use the General Message Form (ICS 213) for all internal written communications. These communications must be clearly marked with an originator's message number, originating date and time, and identify the originator's name and functional position. The same information is required when replying to an internal memorandum.

Formal Communication

Formal Communication must follow the formal lines of authority established by the chain of command. These lines are represented in the function and organization charts. Formal communications follows the chain of command and is used for receiving and giving assignments, requesting support or additional resources and reporting progress of assigned tasks.

Informal Communication

General information may be exchanged among members of a response organization at any given time without following the chain of command, this is called informal communication. ICS encourages lateral information flow between functions. In addition, a representative of a function at one level may wish to exchange information with a similar function one level above or below them. Verifying general information is an important step before taking action.

Situation Reporting (SITREPs) (ICS 209)

Situation reports are a function most commonly managed through the Planning Section. All personnel must forward incident situation information to the Planning Section. Collecting situation data may involve a number

of sources, including the Operations Section, Logistics Section, and the Information Officer at a given level. Situation information is also received from lower and higher levels. Following analysis, the Planning function supports operational decisions and summarizes situation information for the MECC Director's approval. Once approved, the SITREP is distributed by the Information Officer to Agency Administrator, MECC Section Chiefs, and the REOC.

Section Chiefs are responsible for providing the MECC Director with periodic verbal or written updates to the SITREP. The MECC Director should then take steps to brief all the staff on the collective situation.

Documentation

All MECC activities require some form of documentation and record keeping. There are prepared forms for each MECC function responsibility. Which forms requiring completion are dependent on the scope and impact of the emergency event.

It is extremely important to accurately document actions taken during emergencies. There must be a documented record of all MECC decisions and direction.

Resource requests must also be logged and tracked to ensure the response provided is recorded. All positions must keep a personal and functional position activity log (ICS 214) during events. This will assist in tracking and monitoring the effectiveness of the response and of the IAPs. Documentation is also important for tracking expenditures for cost accounting and for requesting provincial and federal assistance.

MECC Forms

The MECC should use the ICS form as much as possible. A set of Sample forms are available on the ICS Canada Web Site and should be pre-printed and be part of MECC section kits.

General considerations when completing MECC paperwork should include:

- □ Print or type all entries
- □ Enter dates by / month / day / year format
- □ Use 24 - hour clock time
- □ Enter name, position, date and time on all forms
- □ Fill in all blanks; use N/A (not applicable) as appropriate.
- □ Copies of all important documents (including individual position logs) should be forwarded to Planning Section for safekeeping.

4.18 Resource Management

Resources managed by the MECC will usually be in a transit mode, to an affected area, or at a marshalling area awaiting disbursement to a staging area closer to the scene of the incident(s).

Resource Requests

When local resources are exhausted and / or unable to fill the need, each responding agency will first go through their own channels to try and obtain the necessary resource. If unsuccessful in filling the resource request it is then forwarded to the Site Incident Commander. The site Incident Commander will assess and prioritize the request before forwarding it to the MECC Director.

If the MECC Director is unable to coordinate filling the resource request, with the MECC Logistics and Planning Sections, then the request is forwarded to REOC. Similarly if the REOC is unable to fill the resource request the REOC can forward the request to the PEOC.

Resource Priority Levels

All resource requests should be assigned one of the following priority levels:

- □ Urgent: Having life and death urgency
- □ Priority: Important to support operations within a specific time limit
- □ Routine: Supports regular operations.

Resource Status

Resources will always be in one of three status conditions:

- □ Available
- □ Assigned
- □ Out of service

Critical Resource Designation

When a specific resource is in demand by multiple agencies and / or jurisdictions and there is a limited number of the resource available it can be designated as a “Critical Resource” by the MECC Director and all request for Critical Resources must be approved by the MECC Director.

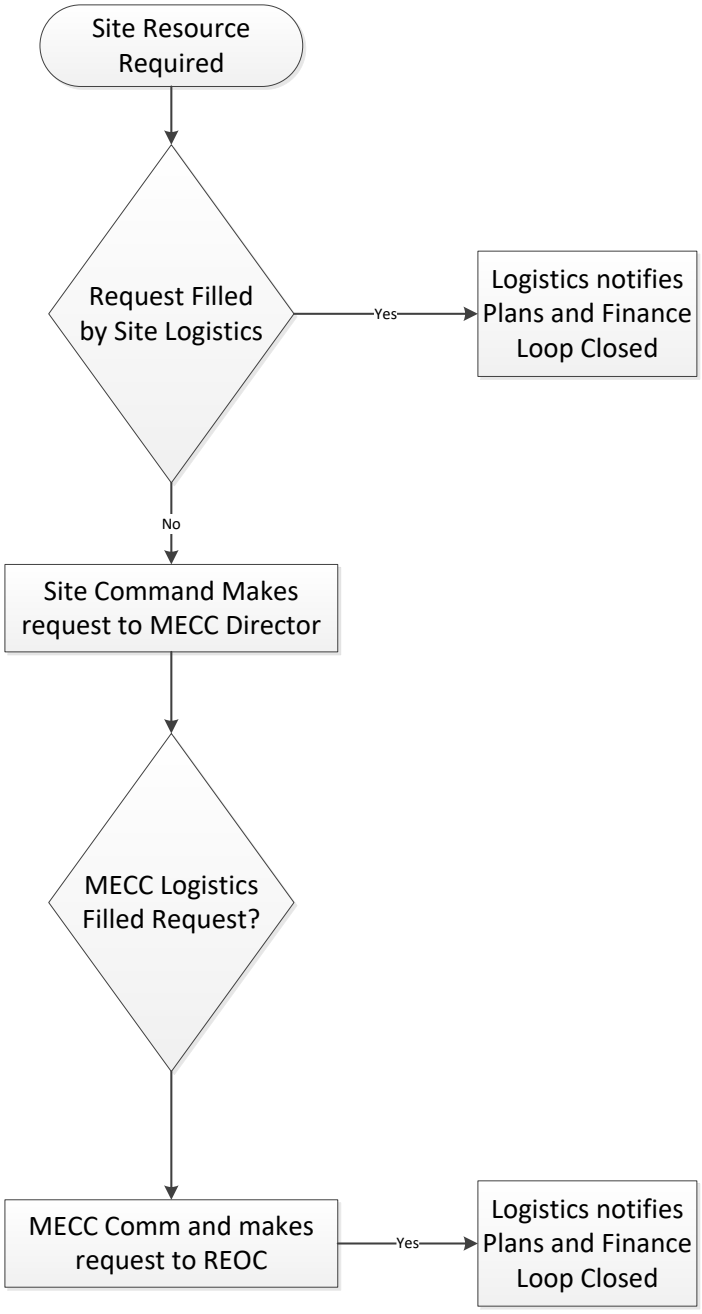
Resource Tracking

Resource requests frequently require coordination amongst a variety of functions and agency representatives. Multiple requests will be received by the MECC by a wide variety of means and without tracking there is a danger that a critical request could be lost.

Requests must be vetted, prioritized, assigned, tracked and signed off by MECC when closed. The MECC must be able to determine the current status of all resource requests, the sections assigned responsibility for action,

and the details of any action taken or planned. This information is critical during the briefing and shift change process. It is the responsibility of Planning to track resources.

Resource Management Flowchart



4.19 Declaring State of Local Emergency

The mayor of a municipality may at any time, when satisfied that an emergency exists or may exist, declare a ***State of local Emergency*** (**SOLE**) in respect of that municipality or part of that community for a maximum of ***7 days***.

When a SOLE has been declared under the Act, the municipality, shall immediately cause the details of the declaration to be communicated or published by those means that the 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 local emergency being declared, in respect to a municipality or an area of a municipality, the municipality may, during the state of local emergency, 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. The MECC must monitor the implementation of these powers very closely for any possible misuse.

Declaration Not Needed For

The municipality NEED NOT declare a ***State of local Emergency*** **(SOLE**) for the following:

- □ To implement part or all of their Emergency Response Plan
- □ To gain liability protection under the *Emergency Act*
- □ To qualify for disaster financial assistance

Steps in Declaring State of Local Emergency

The *Emergency Measures Act* allows the Municipality to declare a ***State of Local Emergency*** if extraordinary powers are required to deal with the effects of an emergency or disaster. Steps to consider:

- □ The Municipality must be satisfied that an emergency exists or is imminent in order for the Mayor to declare a ***State of Local Emergency***. Before issuing a Declaration by order, the Mayor must use his/her best efforts to obtain the consent of the other members of Council to the Declaration.

- □ As soon as practical after issuing a Declaration order, the Mayor must convene a meeting of Council to assist in directing response to the emergency.

- □ The ***Declaration of State of Local Emergency*** form must identify the nature of the emergency and the area where it exists or is imminent. The Mayor, immediately after making a ***Declaration of State of Local Emergency***, must forward a copy of the Declaration to the Minister of Public Safety, and publish the contents of the Declaration to the population of the affected area. A coordinated public information communications plan should be available for immediate implementation, following the declaration.

- □ A ***State of Local Emergency*** automatically exists for **seven (7) days** unless cancelled earlier. An extension of a ***State of Local Emergency*** beyond seven (7) days must have the approval of the Minister of Public Safety.

(LOGO)

Declaration of a State of Local Emergency

WHEREAS that the situation described below is an immediate or imminent danger that has resulted or may result in serious harm to the safety, health or welfare of the people, or in wide spread damage to the property of our residents and businesses in the jurisdiction of the *(city or town)* _____;

NATURE OF EMERGENCY

_____

_____

_____

_____

AND WHEREAS the undersigned is satisfied that an Emergency as defined in the *Emergency Measures Act*, 2011, exists or threatens the *(city or town)* _____;

AND WHEREAS the Council has *(choose one)*:

- □ by resolution
- □ in the absence of sufficient number of Council members, the undersigned has consulted with the majority of the members of the Municipal Emergency Measures Organization

THE UNDERSIGNED HEREBY DECLARES, pursuant to section 10 (2) of the *Emergency Measures Act*, 2011, that a state of local emergency exists in the *(city or town)* _____ as of _____am/pm on the _____ day of _____ 20___.

THE UNDERSIGNED HEREBY AUTHORISES, pursuant to section 12 of the *Emergency Measures Act*, 2011, municipal staff to do everything necessary for the protection of property, the environment and the health and safety of persons, including: *(check all that apply)*

- □ cause an emergency measures plan to be implemented;

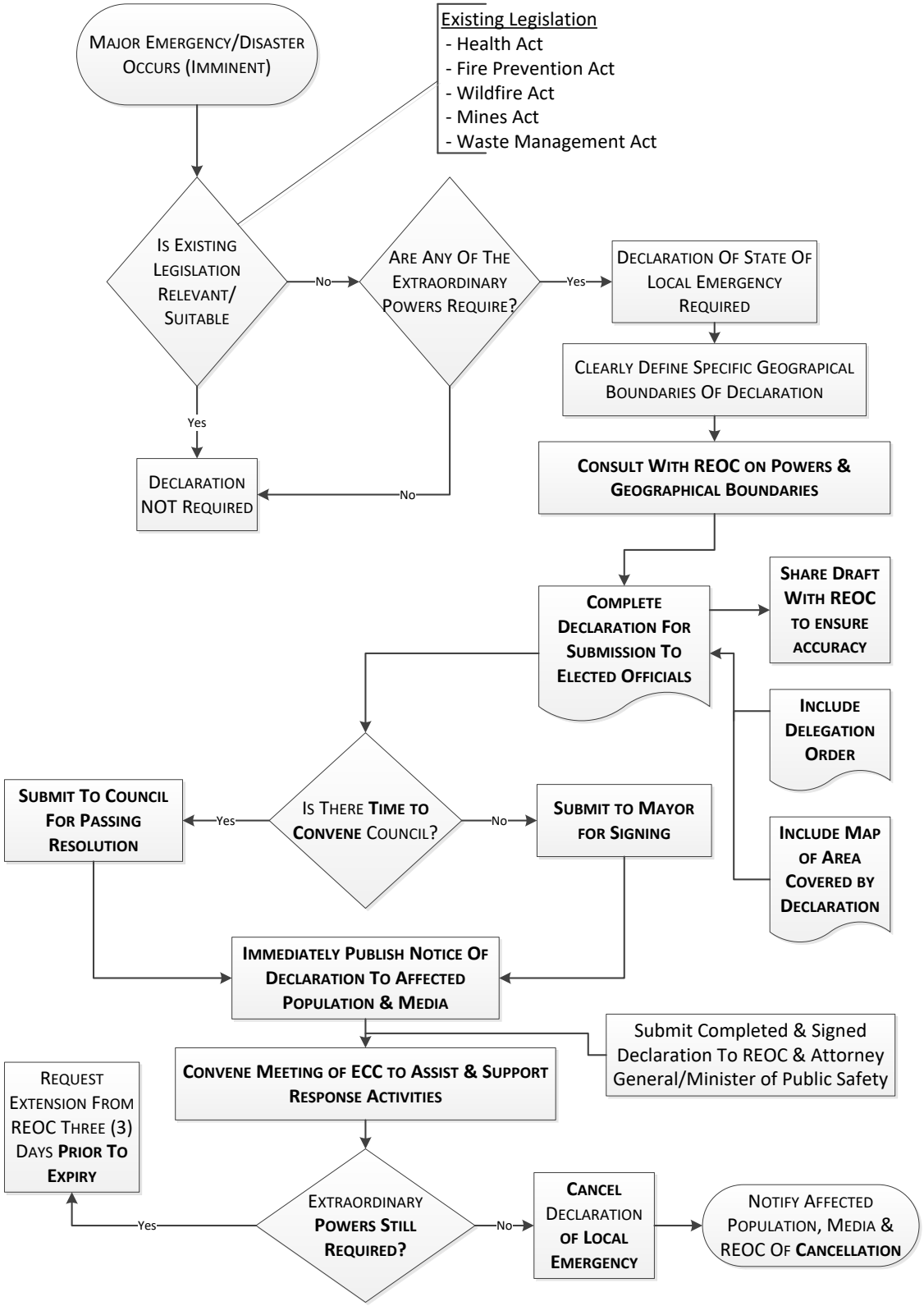
- □ acquire or utilize or cause the acquisition or utilization of any personal property by confiscation or by any means considered necessary;
- □ authorize or require any person to render the aid that the person is competent to provide;
- □ control or prohibit travel to or from any area or on any road, street or highway;
- □ 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;
- □ 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;
- □ 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;
- □ 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;
- □ procure or fix prices for food, clothing, fuel, equipment, medical or other essential supplies and the use of property, services, resources or equipment; and to order the assistance, with or without remuneration, of persons needed to carry out the provisions mentioned in this section;

DATED at *(city or town)* _____, in the County of _____, Province of New Brunswick, this _____ day of _____ 20__.

_____ _____

Mayor (or Delegate) Signature **Mayor (or Delegate) Print**

Local State of Emergency Declaration Process – Emergency Measures Act



Terminating a Declaration of State of Local Emergency

A ***Declaration of a State of Local Emergency*** is cancelled when:

- □ It expires after seven (7) days or any 7-day extension
- □ The Minister of Public Safety cancels it
- □ It is superseded by Provincial State of Emergency; or
- □ It is cancelled by municipal council resolution.

Once it is apparent to the head of the response organization that extraordinary powers are no longer required and that the **State of Local Emergency** may be cancelled, they should advise the Mayor as soon as possible. If the Declaration is cancelled by resolution, the Minister of Public Safety must be promptly notified.

The Mayor must cause the details of the termination to be published by a means of communication most likely to make the contents of the termination known to the population of the affected area.

(LOGO)

Termination of the State of Local Emergency

WHEREAS that a situation described below has resulted in a declaration of a "State of Local Emergency" within in the jurisdiction of the *(city or town)* _____;

NATURE OF EMERGENCY

_____

_____

_____

_____

AND WHEREAS the undersigned is satisfied that an Emergency as defined in the *Emergency Measures Act*, 2011, existed or threatened to exist in the *(city or town)* _____;

AND WHEREAS the Council has *(choose one)*:

- □ by resolution
- □ in the absence of sufficient number of Council members, the undersigned has consulted with the majority of the members of the Municipal Emergency Measures Organizations

approved the declaration of a state of local emergency;

THE UNDERSIGNED HEREBY DECLARES, the "State of Local Emergency" terminated for the following reason(s) *(check all that apply)*

- □ The Municipality is of the opinion that an emergency no longer exists
- □ The minister is of the opinion that an emergency no longer exists
- □ The area identified by the Municipality in the declaration of a state of local emergency has been included by the minister in declaration of a state of emergency

□ After 7 days from which it was declared *(note: A state of local emergency may be renewed by the municipality with the approval of the Lieutenant-Governor in Council if it has not ended under subsection 18(1) of the Emergency Measures Act),*

pursuant to section 16(1)(b), and section 18(1) and 18(2) of the Emergency Measures Act, 2011, in the *(city or town)* _____ as of _____am/pm on the _____ day of _____ 20__.

DATED at *(city or town)* _____, in the County of _____, Province of New Brunswick, this _____ day of _____ 20__.

_____ _____

Mayor (or Delegate) Signature **Mayor (or Delegate) Print**

4.20 Evacuation

When it is determined that an evacuation is required, the warning must be timely and accurate. While the main concern is the preservation of life, those displaced from their homes or businesses may be experiencing inconvenience, anxiety, and fear. Removing people from their homes and livelihoods must not be taken lightly. People will already be under duress during an emergency; however, public safety must be first. It is a delicate balancing act.

Evacuation Advisory

A consistent format and process will be used to alert the population at risk of potential need for evacuation. The alert highlights the nature of the danger and that people should be prepared to evacuate the area. The Evacuation Alert may allow for the population at risk to begin an orderly preparation to voluntarily leave the affected area, within a specified time frame. However, the reality of the situation may require immediate action with very short notice.

Evacuation Order

Once it is apparent that emergency conditions warrant an enforced evacuation, the MECC should advise the Agency Administrator, the Municipal Elected Officials, the REOC and the Minister of Public Safety. The briefing should include a recommendation that they issue a declaration, as well as the nature, extent, probability of loss, resources at risk, and geographic area. The declaration should follow the proper emergency declaration process outlined below.

The population at risk is ordered to evacuate the area specified in a formal written order. This is an order and as such does not allow for any discretionary decision on the part of the population at risk. They must leave the area immediately. A statement must be included in all bulletins, pamphlets, warnings and orders that makes it very clear to all that, while the evacuation order is in effect, the area in question will have controlled access and that a pass may be required to regain access to the area.

Evacuation Rescind

The population at risk is allowed to return to the area previously evacuated, having been advised that the danger has passed. There is the possibility that the danger may re-manifest itself and the Evacuation Advisory or Evacuation Order might need to be reissued. Evacuation Plans must deal with two distinct groups of people: the “population at risk” and the “host population” which will shelter the evacuees.

(LOGO)

Evacuation Advisory

This is _____
(Name and position)

The *(city or town)* _____ has declared a State of Local Emergency in the area of *(specify location)*

_____

_____

WHEREAS the Emergency is an immediate or imminent danger that has resulted or may result in serious harm to the safety, health or welfare of the people, or in wide spread damage to the property of our residents and businesses, and pursuant to section 12 (d), and section 12 (f) of the *Emergency Measures Act*, 2011, *(choose one)* :

- □ An orderly voluntary evacuation of
- □ A mandatory evacuation of

(specify location) _____

_____

is necessary due to _____

_____

The collection points for the evacuation are:

1. _____
2. _____
3. _____
4. _____

NOTE: Please ensure you bring your medication.

If you require transportation, go to the collection point in your area. If you are evacuating with your own car, please go via the collection point in your area to pick up people without transportation. If you are physically unable to go to the collection point, call _____ *(phone #)* to make arrangements for pick up.

The evacuation route(s) is/are as follow:

_____

_____

_____

_____ *(Describe route to avoid danger)*

All evacuees are requested to report and register at the Reception Centre(s) located at:

a) _____
b) _____
c) _____
d) _____
e) _____

If you are planning to stay with friends or family, please contact _____ *(phone #)*.

You will be advised when the emergency has ended, and it is safe to return to your homes.

DATED at *(city or town)* _____, in the County of _____, Province of New Brunswick, this _____day of _____ 20___.

_____ _____

Mayor (or Delegate) Signature **Mayor (or Delegate) Print**

4.21 After Action Review

The MEMO recognizes the importance of continuous improvement and learning from each emergency response to enhance its capabilities, effectiveness, and overall preparedness. To ensure a comprehensive evaluation of the actions and outcomes, an After-Action Review (AARs) shall be conducted following a partial or full activation of the MECC.

Process

An After-Action Review (AAR) to evaluate the effectiveness of the emergency response will be conducted within 14 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. In addition, the Director is responsible for ensuring that all document records are complete and available in the event of a public inquiry.

Participation

It is recommended that as many staff involved in the response as possible participate in the process. AARs should be initiated promptly after the conclusion of the emergency response, ensuring that events are fresh in participants' minds and accurate details can be captured. During long events, multiple AARs may be justified.

Coordination of the Briefing

The MEMO Director shall be responsible for coordinating the AAR process and establish the time & location for the review. The review shall be guided and led by the MEMO Director or designate.
AARs shall comprehensively review all aspects of the specified emergency response, including but not limited to the operational highlights, MECC structure, decision making and strategies, communications, resource allocation, equipment performance, and incident action plan execution.

AARs shall review specifics of the incident, including but not limited to the following points:

- ☐ Initial Call Out/Dispatch information.
- ☐ Check in process
- ☐ Initial Assessment
- ☐ Overall incident strategy and decision-making
- ☐ Effectiveness of communication systems and procedures
- ☐ Logistics, Planning and Finance
- ☐ Information, Safety and Liaison
- ☐ Mutual aid requirements
- ☐ Mental health
- ☐ Rehabilitation
- ☐ Demobilization
- ☐ Each individual supervisor shall briefly review their actions during the incident. Special attention shall be given to identifying successes, challenges, and areas for improvement.
- ☐ Recommendations for improvements shall be made.

Data Gathering

AAR teams shall gather data from a variety of sources, including photos, video, incident. logs, communication records, witness statements, and participant interviews. Data collected shall be analyzed to identify trends, patterns, and deviations from established protocols and procedures.

The Final Report

The AAR team shall document their findings and recommendations in a formal, written After-Action Review Report. Recommendations should be actionable, specific, and prioritize improvements that enhance safety, operational efficiency, and overall effectiveness.

The AAR shall be a written document, capturing the analysis, findings, and recommendations in a clear and organized manner. The report shall include an incident summary, detailed analysis sections, and a comprehensive list of recommendations.

Review and Approval

The AAR shall be reviewed by the MECC IMT and the agency administrator. Corrections and clarifications shall be incorporated as necessary before finalization.

Implementation of Recommendations

Accountability for implementing recommendations shall rest with the MEMO Director. The MEMO Director shall oversee the implementation of recommendations identified in the AAR. Implementation progress and changes resulting from the AAR process shall be communicated to all MEMO personnel.

Follow-up by the MEMO Director

The MEMO Director shall be responsible for tracking and ensuring the follow-up on the recommendations outlined in the AAR. The MEMO Director shall monitor the progress of implementation and report on the status to the MEMO personnel.

Learning and Training

Lessons learned from AARs shall be integrated into training programs, standard operating procedures, and future emergency response planning. The AAR report shall be shared and shared for educational purposes and to promote a culture of continuous improvement.

Confidentiality

Where required, information shared during the AAR process shall be treated confidentially and used solely for the purpose of improving emergency response capabilities.

5 Definitions	
Act (The Act)	New Brunswick Emergency Measures Act.
After Action Review (AAR)	Process to evaluate the effectiveness of the emergency response after an emergency has occurred
Agency	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.
Agency Administrator/ Executive	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.
Agency Dispatch	The agency or jurisdictional facility from which resources are sent to incidents.
Agency Representative	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.
All-Hazards	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.
All-Hazards Emergency Management Planning	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.
Allocated Resource	Resource dispatched to an incident.
Area Command	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.
Assembly area	Designated area for evacuees to gather for processing and transport
Assessment	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.
Asset	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.
Assigned Resource	Resource checked in and assigned work tasks on an incident.
Assignment	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.

Assistant	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.
Assisting Agency	An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See Supporting Agency.
Available Resource	Resource assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.
Branch	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.
Business Continuity Plan	A plan to minimize potential losses and maintain viable recovery strategies for services, operations, or government following a disruptive event.
By-Law	Refers to the Municipal Emergency Measures By-Law
Cache	A predetermined complement of tools, equipment, and/or supplies stored in a designated location, available for incident use.
Camp	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.
CASARA	Canadian Air Search and Rescue Association.
CAF	Canadian Armed Forces
CMRA	Canadian Marine Rescue Auxiliary.
CANUTEC	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
Categorizing Resources	The process of organizing resources by category, kind, and type, including 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.
Certifying Personnel	The process of authoritatively attesting that individuals meet professional standards for the training, experience, and performance required for key incident management functions.
Chain of Command	The orderly line of authority within the ranks of the incident management organization.
Check-In	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.
Chief	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).
Command	The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.
Command Staff	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.
Common Operating Picture	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.

Common Terminology	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.
Communications	The process of transmission of information through verbal, written, or symbolic means.
Communications /Dispatch Centre	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.
Complex	Two or more individual incidents located in the same general area and assigned to a single Incident Commander or to Unified Command.
Concept of Operations	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.
Cooperating Agency	An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.
Coordinate	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.
Corrective Actions	The implementation of procedures that are based on lessons learned from actual incidents or from training and exercises.
Critical Infrastructure	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.
Critical Service	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.
Delegation of Authority	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.
Demobilization	The orderly, safe, and efficient return of an incident resource to its original location and status.
Department	Department of the municipality
DAAF	Department of Agriculture, Aquaculture and Fisheries
DEECD	Department of Education and Early Childhood Development
DERD	Department of Energy and Resource Development
DELG	Department of Environment and Local Government;
DH	Department of Health
JPS	Department of Justice and Public Safety
PETL	Department of Post-Secondary Education, Training and Labour
DTI	Department of Transportation and Infrastructure
Deputy	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.
Designated Alternate	An individual to whom responsibility and authority for a particular function, normally performed by another individual, has been officially delegated.
Director	The Incident Command System title for individuals responsible for supervision of a Branch.
Disaster	An emergency that overwhelms the community's normal resources and coping ability and therefore requires extraordinary measures including outside help.
Dispatch	The ordered movement of a resource or resources to an assigned operational mission, or an administrative move from one location to another.
Division	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.
Emergency	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.
Emergency Management/ Response Personnel	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.)
EMCG	Emergency Measures Communication Group
Emergency Operation Centre (EOC)	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.
Emergency Operations Plan	An ongoing plan for responding to a wide variety of potential hazards.
Emergency Public Information	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.
Emergency Measures Plan (EMP)	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.
Emergency Shelter	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.
Emergency Social Services (ESS)	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.
Evacuation	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.
Event	See Planned Event.
Federal	Of or pertaining to the Government of Canada.
Finance/ Administration Section	The Incident Command System Section responsible for all administrative and financial considerations surrounding an incident.
Function	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).
General Staff	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.
GoC	Government of Canada
Group	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.
Hazard	Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.
Hazard, Risk and Vulnerability Assessment (HRVA)	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.
Incident	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.
Incident Action Plan (IAP)	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.
Incident Base	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.
Incident Command	The Incident Command System organizational element responsible for overall management of the incident and consisting of the Incident Commander (either single or unified command structure) and any assigned supporting staff.
Incident Command Post (ICP)	The field location where the primary functions are performed. The ICP may be co-located with the Incident Base or other incident facilities.
Incident Command System (ICS)	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.
Incident Commander (IC)	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.
Incident Management	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.
Incident Management Team (IMT)	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.
Incident Objectives	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.
Information Management	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.
Information Officer	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.
IRCS	Integrated Radio Communications System
Intelligence/ Investigations	An organizational subset within ICS. Intelligence gathered within the Intelligence/Investigations function is information that either leads to the 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.
Interoperability	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.
Job Aid	Checklist or other visual aid intended to ensure that specific steps of completing a task or assignment are accomplished.
Jurisdiction	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).
Jurisdictional Agency	The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.
Key Resource	Any publicly or privately controlled resource essential to the minimal operations of the economy and government.
Liaison	A form of communication for establishing and maintaining mutual understanding and cooperation.
Liaison Officer	A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies or organizations.
Logistics	The process and procedure for providing resources and other services to support incident management.
Logistics Section	The Incident Command System Section responsible for providing facilities, services, and material support for the incident.
Management by Objectives	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.
Manager	Individual within an Incident Command System organizational unit who is assigned specific managerial responsibilities (e.g., Staging Area Manager or Camp Manager).
Minister	Minister of Justice and Public Safety charged with the administration of the Emergency Measure Act.
Mitigation	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.
Mobilization	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.
Mobilization Guide	Reference document used by organizations outlining agreements, processes, and procedures used by all participating agencies/organizations for activating, assembling, and transporting resources.
Multi-jurisdictional Incident	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.
MEMO	Municipal Emergency Measures Organization as established by the Emergency Measures Act, which governs the municipality emergency measures.
Municipal Emergency Measures Organization Director	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 (MECC) partially or fully, depending on the magnitude of the emergency.
Municipal Emergency Coordination Center (MECC)	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 MECC may be set up at any other suitable location.
Mutual Aid Agreement or Assistance Agreement	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.
NEA	National Emergency Agencies.
NBEMO	New Brunswick Emergency Measures Organization as established by the Emergency Measures Act.
NBGSAR	New Brunswick Ground Search and Rescue.
NGO	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 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.
Officer	The Incident Command System title for a person responsible for one of the Command Staff positions of Safety, Liaison, and Information.
Operational Period	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.
Operations Section	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.
Organization	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.
Planned Event	A scheduled non-emergency activity (e.g., sporting event, concert, parade, etc.).
Planning Meeting	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.
Planning Section	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.
Portability	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.
Preparedness	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 (https://www.publicsafety.gc.ca/cnt/rsrcs/pblctns/ntnl-rspns-sstm/index-en.aspx.), preparedness focuses on the following elements: planning; procedures and protocols; training and exercises; personnel qualification and certification; and equipment certification.
Preparedness Organization	An organization that provides coordination for emergency management and 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).
Pre-Positioned Resource	A resource moved to an area near the expected incident site in response to anticipated resource needs.
Prevention	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.

Private Sector	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.
Protocol	A set of established guidelines for actions (which may be designated by individuals, teams, functions, or capabilities) under various specified conditions.
PEOC	Provincial Emergency Operations Centre (Fredericton)
PMCC	Provincial Mobile Communication Center
Public Information	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).
PSEPC	Public Safety and Emergency Preparedness Canada.
Public Works	Municipality Public Works. Includes roadway maintenance, traffic management, storm water management, solid waste collection, transit and parking.
Reception Center	A location where evacuees are received, documented, assessed for personal needs and referred.
Recovery	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.
Recovery Plan	A plan developed to restore an affected area or community.
REAC	Regional Emergency Action Committee
REMC	Regional Emergency Measures Coordinator
REOC	Regional Emergency Operation Centre
Request for Financial Assistance (RFA)	Request for Financial Assistance
Resource Tracking	A standardized, integrated process conducted prior to, during, and after an incident by all emergency management/response personnel and their associated organizations.
Resources	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.
Response	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.

Risk	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.
Risk Assessment	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.
Risk Management	The use of policies, practices and resources to analyze, assess and control risks to health, safety, environment and the economy.
Safety Officer	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.
Section	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 and the Incident Command.
Sector	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.
SNB	Service New Brunswick
Shelter-In-Place	Staying put and taking shelter rather than evacuating
Single Resource	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.
Situation Report	Confirmed or verified information regarding the specific details relating to an incident.
Situational Awareness	Situational awareness is being aware of one's environment and circumstances to understand how events and actions will affect objectives.
Span of Control	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.
Staging Area	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.
Standard Operating Procedures (SOP)	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.
State of Emergency	State of emergency declared by the Minister in accordance with the Emergency Measures Act.
SOLE	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.
Status Report	Information specifically related to the status of resources (e.g., the availability or assignment of resources).
Strategy	The general plan or direction selected to accomplish incident objectives.
Strike Team	A set number of resources of the same kind and type that have an established minimum number of personnel, common communications, and a leader.
Supervisor	The Incident Command System title for an individual responsible for a Division or Group.

Supporting Agency	An agency that provides support and/or resource assistance to another agency. See Assisting Agency.
System	Any combination of facilities, equipment, personnel, processes, procedures, and communications integrated for a specific purpose.
Tactics	The deployment and directing of resources on an incident to accomplish the objectives designated by strategy.
Task Force	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.
Technical Specialist	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.
Technology Support	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.
Threat	Natural or manmade occurrence, individual, entity, or action that has or indicates the potential to harm life, information, operations, the environment, and/or property.
Threat Assessment	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.
Tools	Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.
Trunked Mobile Radio (TMR)	A computer-controlled two-way radio system that allows sharing of relatively few radio frequency channels among a large group of users.
Type	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.
Unified Approach	The integration of resource management, communications and information management, and command and management in order to form an effective system.
Unified Area Command	Version of command established when incidents under an Area Command are multijurisdictional. See Area Command.
Unified Command (UC)	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.
Unit	The organizational element with functional responsibility for a specific incident planning, logistics, or finance/administration activity.
Unit Leader	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.
Unity of Command	An Incident Command System principle stating that each individual involved in incident operations will be assigned to only one supervisor.
Vulnerability	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.
Vulnerability assessment	A process for identifying physical features or operational attribute that renders an entity, asset, system, network, or geographic area susceptible or exposed to hazards.

Warning Order	An official communication warning the public of the possibility of an impending evacuation.
Warming Center	A temporary heated facility where residents can go find safe refuge from extreme weather.