

ANTIGONISH REGIONAL EMERGENCY MANAGEMENT PLAN

Antigonish County, Nova Scotia



Version 1.0
November 29, 2022

– This page is intentionally left blank –

Foreword

Emergencies can occur without warning anytime and anywhere with the possibility of causing devastating community impacts. The Nova Scotia *Emergency Management Act*, S.N.S. 1990, c.8, consequently, requires that municipalities prepare and approve emergency management plans to mitigate the impacts of an emergency. The Antigonish Regional Emergency Management Plan meets the requirements of the Act and provides a guiding framework for how Antigonish County will fulfill emergency responsibilities in any type or scale of emergency.

The Antigonish Regional Emergency Management Plan aims to serve as a comprehensive guide to prepare for and coordinate an effective regional emergency response within Antigonish County by outlining roles, responsibilities, and procedures in an emergency. The intent of this plan is to ensure that all agencies are fully aware of their respective roles, responsibilities, and how resources will be mobilized during an emergency across a variety of different situations.

This plan is collaboratively prepared by the Antigonish Regional Emergency Management Organization with considerable input from key stakeholders. Additionally, the plan has been extensively reviewed by a diverse range of stakeholders through the Antigonish Regional Emergency Management Planning Committee and the Antigonish Regional Emergency Advisory Committee, as well as receiving endorsement of Municipal Council in both municipalities.

Ultimately, this plan aims to safeguard the health and welfare of residents in Antigonish County from the impacts of an emergency by ensuring an effective and efficient emergency response. The Antigonish Regional Emergency Management Plan is a living document that compliments other existing plans to ensure that Antigonish County remains a vibrant and safe community for many future generations to come.



Owen McCarron
Warden

Municipality of the County of Antigonish



Laurie Boucher
Mayor
Town of Antigonish

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

THE TOWN OF
ANTIGONISH

Table of Contents

Foreword	2
Record of Amendments	5
Distribution List	6
1.0 Introduction	
1.1 Background	7
1.2 Scope	7
1.3 Purpose	7
1.4 Objectives	8
1.5 Assumptions	9
2.0 Authority and Relevant Legislation	
2.1 Federal Authority	11
2.1.1 Requests for Assistance – Federal	11
2.2 Provincial Authority	11
2.2.1 Requests for Assistance - Provincial	11
2.3 Municipal Authority	11
2.3.1 Requests for Assistance - Municipal	11
2.4 Protection from Liability	12
2.5 Freedom of Information and Protection of Privacy	12
3.0 Plan Implementation	
3.1 Determining an Emergency	13
3.2 Plan Activation	13
3.3 Emergency Notification Procedure	13
3.4 Declaring a State of Local Emergency	14
3.5 Renewing a State of Local Emergency	15
3.6 Terminating a State of Local Emergency	15
3.7 Post-emergency Documentation	15
3.8 Relevant Plans, Policies, and Agreements	16
3.8.1 Relevant Plans	16
3.8.2 Relevant Policies	16
3.8.3 Relevant Agreements	16

4.0 Emergency Operations Centre Procedures

4.1 Concept of Operations	17
4.2 Authority and Responsibility	17
4.3 Activation Criteria.....	17
4.4 Activation Levels.....	17
4.5 Deactivation Criteria.....	20
4.6 Designated Facilities.....	20
4.7 Equipment	21
4.8 Emergency Communications.....	21
4.9 Media Centre	22

5.0 Incident Command System

5.1 Overview of Incident Command System	23
5.2 Emergency Management Team – Roles and Responsibilities.....	23
5.3 External Support Agencies	25

6.0 Plan Maintenance

6.1 Antigonish Regional Emergency Management Planning Committee	27
6.2 Antigonish Regional Emergency Management Advisory Committee	27
6.3 Emergency Management Team Training and Exercising	28
6.4 Plan Review and Distribution	28

7.0 Appendices

Appendix A: Emergency Management Team Contact Information	29
Appendix B: Important Phone Numbers	30
Appendix C: State of Local Emergency Forms	31
Appendix D: Applicable Legislation and Bylaws	36
Appendix E: Emergency Operations Centre Standard Operating Procedure.....	37
Appendix F: Hazard, Risk, and Vulnerability Analysis.....	39
Appendix G: Volunteer Registration Guide	42

Record of Amendments

Amendment No.	Version No.	Section/Pages Amended	Amended By	Approval Date
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				
33				
34				
35				
36				
37				
38				
39				
40				

Distribution List

Copy No.	Organization
1	Antigonish Regional Emergency Management Organization (EMO Coordinator)
2	Municipality of the County of Antigonish (CAO)
3	Town of Antigonish (CAO)
4	Nova Scotia Emergency Management Office (Dominic Fewer)
5	Municipality of the County of Antigonish Office - EOC (Multi-Purpose Room)
6	Town of Antigonish Office – EOC (Town Chambers)
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	
28	
29	
30	
31	
32	
33	
34	
35	
36	
37	
38	
39	
40	

1.0 Introduction

1.1 Background

Antigonish County is home to over 19,000 residents and spans an area of 1,458 km² across a diverse geographic landscape of densely packed forests and a significant number of coastal areas. Located in the Northumberland Shore of eastern mainland Nova Scotia – Antigonish County directly borders Pictou County to the west, Guysborough County to the south, and Inverness County to the east across the Strait of Canso. The Trans-Canada Highway 104 acts as a main transportation corridor through Antigonish County that links mainland Nova Scotia across the Canso Causeway to Cape Breton Island. There is also an active train line that crosses Antigonish County and many communities, including the Town of Antigonish.

The Municipality of the County of Antigonish and the Town of Antigonish form the two municipalities within Antigonish County. Residents can access a variety of key services including a major regional hospital, St. Martha's Regional Hospital, and a renowned post-secondary institution, St. Francis Xavier University. Antigonish County is also recognized for hosting various events including a thriving arts & culture scene and the annual Antigonish Highland Games, which attracts a large influx of visitors over the summer months.

1.2 Scope

The Antigonish Regional Emergency Management Plan is applicable to all residents and property within Antigonish County encompassing the Municipality of the County of Antigonish and the Town of Antigonish. Moreover, this plan may also pertain to other municipalities in neighbouring counties if an emergency requires support or a response from Antigonish County.

1.3 Purpose

An emergency may arise from an existing threat or an impending threat. This may require a controlled and coordinated response by several agencies, including government, non-profit, and the private sector with the direction or support of the Antigonish Regional Emergency Management Organization. As such, ensuring that key emergency management activities are taken is essential to safeguarding communities and fundamental to communities being able to cope in an emergency.

The Antigonish Regional Emergency Plan provides the framework within which to protect the health, safety, and welfare of the residents, prevent or minimize property damage, protect the environment, and minimize economic disruption in the event of an emergency. The importance of establishing emergency management activities has been seen in past events such as Hurricane Juan in 2003, Hurricane Dorian in 2019 and Hurricane Fiona in 2022. This plan unifies the efforts of municipal resources for a comprehensive approach in responding to and reducing the impacts of an emergency. It is intended to increase the emergency response capacity of the two municipalities by establishing a coordinated procedure to deploy all required resources efficiently and effectively across a variety of different emergencies.

1.4 Objectives

The Antigonish Regional Emergency Management Plan addresses the following six core objectives in emergency management in an iterative and cyclical manner:

Objective 1 – Assess Risks

Conducting a Hazard, Risk, and Vulnerability Analysis facilitates priority-setting for activities in prevention, mitigation, preparedness, response, and recovery (refer to Appendix F for completed analysis).

Objective 2 – Mitigate Risks

Mitigation measures are designed to prevent or reduce the consequences of emergencies. Measures include building codes, land use management, public education, and insurance incentives. These measures are generally responsibilities of various legislative bodies and public safety agencies.

Objective 3 – Plan for Response

In addition to developing the emergency plans, there are several other planning tasks. These include identifying vulnerable populations and designating emergency support facilities. Planning for response includes establishing emergency coordination centres, identifying resources, and planning for community evacuations.

Objective 4 – Plan for Recovery

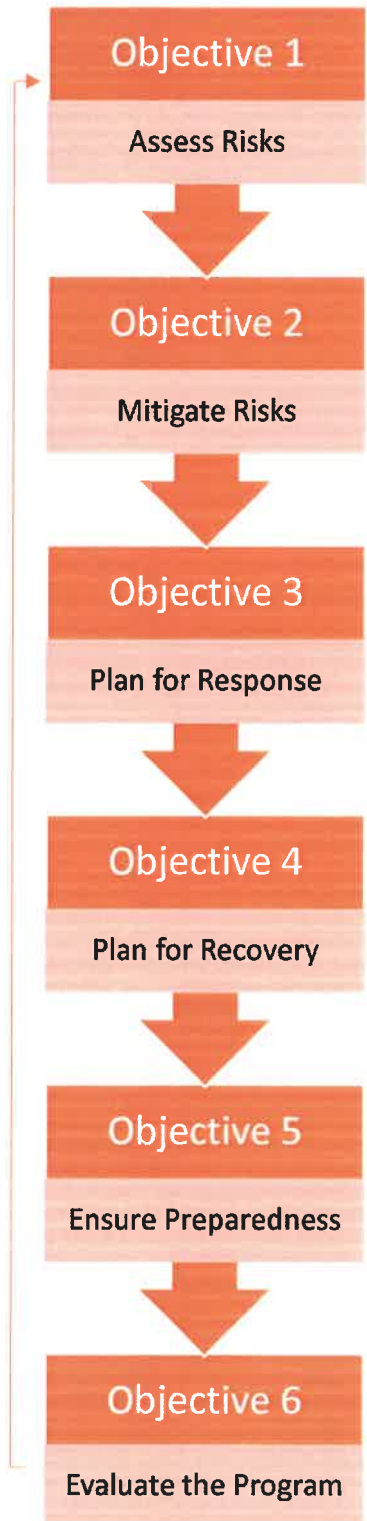
Recovery includes the physical and social restoration following an emergency. Actions may include the re-introduction of displaced persons, economic impact estimates, counselling, financial assistance programs, temporary housing, and health and safety information.

Objective 5 – Ensure Preparedness

Preparedness actions ensure that individuals, public organizations, and private agencies will be ready to react effectively in an emergency. Primary measures include gathering equipment required to provide site support, individual and collective training, and exercising members of the Antigonish Regional Emergency Management Planning Committee for coordination.

Objective 6 – Evaluate the Program

Evaluating the program means the Antigonish Regional Emergency Management Advisory Committee will periodically evaluate the Antigonish Regional Emergency Management Program, by measuring the performance of actions and the achievement of desired results.



1.5 Assumptions

There are several notable assumptions to consider during the implementation and maintenance of the Antigonish Regional Emergency Management Plan. Acknowledging these assumptions will help to improve upon the plan to better reach identified objectives as listed in the plan.

Assumptions include but are not limited to:

- Emergencies can happen at any time and anywhere without warning;
- Emergencies do not adhere to civic boundaries and can require multi-jurisdictional coordination to effectively respond to the event;
- It may be necessary to support adjacent Counties as requested in an emergency;
- There is a need for Antigonish County to be self-reliant without provincial assistance, especially in a major widespread event that affects the entire province of Nova Scotia;
- The Town and County Emergency Management Team will be familiar with all aspects of the Antigonish Regional Emergency Management Plan; and
- There may be potential staffing shortages from the Emergency Management Team if telecommunications are affected or if travel is hazardous and ill-advised.

– This page is intentionally left blank –

2.0 Authority and Relevant Legislation

2.1 Federal Authority

At the federal level, Public Safety Canada is responsible for overseeing emergency management. There is the Federal Emergency Response Plan and a corresponding federal [Emergency Management Act](#), S.C. 2007, c. 15. Additionally, the federal [Emergencies Act](#), R.S.C. 1985, c. 22, allows for a national emergency to be declared.

2.1.1 Request for Assistance – Federal

Requests for federal assistance from the Government of Canada must be made through the Province of Nova Scotia. Federal assistance is only provided when municipal and provincial resources have been exhausted.

2.2 Provincial Authority

At the provincial level, Nova Scotia Emergency Management Office is responsible for overseeing emergency management. There is the Provincial Emergency Response Plan and a corresponding provincial [Emergency Management Act](#), S.N.S. 1990, c.8. Section 10(1)(e) of the Nova Scotia [Emergency Management Act](#), S.N.S. 1990, c.8, requires municipalities to prepare and approve emergency management plans. The Act also allows the Minister of Municipal Affairs to declare a provincial state of emergency.

2.2.1 Request for Assistance – Provincial

Requests for provincial assistance from the Province of Nova Scotia may be made through the Provincial Emergency Operations Centre.

2.3 Municipal Authority

At the municipal level, Section 9(b) of the Municipality of the County of Antigonish [Emergency Management Bylaw](#) and Town of Antigonish [Emergency Management Bylaw](#) allows the Regional Emergency Management Coordinator to coordinate and prepare emergency management plans. Additionally, Section 12(2) of the Nova Scotia [Emergency Management Act](#) allows municipalities to declare a state of local emergency through Municipal Council.

When a state of local emergency is declared, Section 14 of the Nova Scotia [Emergency Management Act](#) allows the municipality to do everything necessary for the protection of property, health, and safety of persons to:

- (a) Cause an emergency management plan or any part thereof to be implemented;
- (b) Acquire or utilize or cause the acquisition or utilization of personal property by confiscation or any means considered necessary;
- (c) Authorize or require a qualified person to render aid of such type as that person may be qualified to provide;
- (d) Control or prohibit travel to or from an area or on a road, street or highway;

- (e) Provide for the maintenance and restoration of essential facilities, the distribution of essential supplies and the maintenance and co-ordination of emergency medical, social and other essential services
- (f) Cause or order the evacuation of persons and the removal of livestock and personal property threatened by an emergency and make arrangements for the adequate care and protection thereof;
- (g) Authorize the entry by a person into any building or upon land without warrant;
- (h) Cause or order the demolition or removal of any thing where the demolition or removal is necessary or advisable for the purpose of reaching the scene of an emergency, of attempting to forestall its occurrence or of combating its progress;
- (i) Order the assistance of persons needed to carry out the provisions mentioned
- (j) Regulate the distribution and available of essential goods, services and resources;
- (k) Authorize and make emergency payments;
- (l) Assess damage to any works, property or undertaking and the costs to repair, replace or restore the same; and
- (m) Assess damage to the environment and the costs and methods to eliminate or alleviate the damage.

2.3.1 Request for Assistance – Municipal

Requests for assistance from volunteer organizations, the private sector, community agencies, and from municipalities in neighbouring counties through mutual aid agreements may be made through the Emergency Management Team.

2.4 Protection from Liability

Section 21(a) of the Nova Scotia [Emergency Management Act](#) states that a mayor or warden, a municipality, a committee established pursuant to this Act or a member thereof, or any other person is not liable for any damage arising out of any action taken pursuant to this Act.

2.5 Freedom of Information and Protection of Privacy

Section 481(a-c) of the Nova Scotia [Municipal Government Act](#) states that the responsible officer shall, unless the third party consents, refuse to disclose to an applicant information:

- (a) That would reveal
 - i. Trade secrets of a third party; and
 - ii. Commercial, financial, labour relations, scientific or technical information of a third party.
- (b) That is supplied, implicitly or explicitly, in confidence;
- (c) The disclosure of which could reasonably be expected to
 - i. Harm significantly the competitive position, or interfere significantly with the negotiating position, of the third party;
 - ii. Result in similar information no longer being supplied to the municipality when it is in the public interest that similar information continue to be supplied; and
 - iii. Result in undue financial loss or gain to any person or organization.

3.0 Plan Implementation

3.1 Determining an Emergency

An event is considered an emergency if there is an immediate or significant risk to health, life, property, or the environment. Additionally, the event should necessitate, or possibly necessitate, requiring additional resources and coordination beyond daily operations of emergency responders and other relevant responding agencies.

3.2 Plan Activation

This plan may be activated by the Chief Administrative Officer or their designate in consultation with the Regional Emergency Management Coordinator. A plan activation may be warranted if a planned, occurred, or potential event has been determined to be an emergency as outlined in 'Section 3.1 Determining an Emergency'. The plan may also be activated without declaring a state of local emergency.

3.3 Emergency Notification Procedure

Upon approval from the Chief Administrative Officer or their designate, the Regional Emergency Management Coordinator will activate the emergency notification procedure to alert the Emergency Management Team regarding an event (refer to Appendix A for Emergency Management Team Contact Information).

The following details will be shared with members of the Emergency Management Team on the initial call-out:

- ☐ Brief description of the incident
- ☐ Location of the incident
- ☐ Extent of the impacted area
- ☐ One of the following actions:
 - Deploy immediately to the Emergency Operations Centre
 - Remain on standby, monitor the situation, and be prepared to deploy to Emergency Operations Centre
 - Notified of a developing emergency situation without any further action

If members of the Emergency Management Team are asked to be or anticipated being deployed to the Emergency Operations Centre, the following details should also be shared if possible:

- ☐ Emergency Operations Centre location
- ☐ Anticipated role and who to report to
- ☐ Anticipated length of Emergency Operations Centre activation
- ☐ Any known transportation challenges (e.g. known road closures)

3.4 Declaring a State of Local Emergency

Municipalities have the authority to declare a state of local emergency through Section 12(2) of the Nova Scotia [Emergency Management Act](#). A state of local emergency lasts for seven days and it will allow the municipality to take emergency measures as outlined in Section 14 of the Act.

Municipal Council shall consult the Emergency Management Team to ensure that a municipal or regional emergency exists within its geographic boundaries and jurisdiction. To declare a state of local emergency:

- ☐ Municipal Council may declare a state of local emergency by completing Form 4: Declare a State of Local Emergency for Municipal Council (refer to Appendix C for Form 4)
- ☐ If Municipal Council is unable to act promptly, the Head of Council or their designate may declare a state of local emergency by completing Form 5: Declare a State of Local Emergency for Mayor or Warden (refer to Appendix C for Form 5)
 - In the event that the Municipality of the County of Antigonish is unable to act promptly, the Head of Council from the Town of Antigonish may request the Minister of Municipal Affairs to declare a state of local emergency in the Municipality of the County of Antigonish
 - In the event that the Town of Antigonish is unable to act promptly, the Head of Council from the Municipality of the County of Antigonish may request the Minister of Municipal Affairs to declare a state of local emergency in the Town of Antigonish
- ☐ Notify neighbouring municipalities, Member of Parliament for the municipality, and Member of Provincial Parliament for the municipality
- ☐ The signed Form 4 or signed Form 5 must immediately be sent to the Minister of Municipal Affairs via the Emergency Management Office Fax #902-424-5376 or scanned and sent to pcc@novascotia.ca

Following the issuance of a declaration of emergency, and for the duration of a state of local emergency:

- ☐ Every Councillor shall make their whereabouts known to the Chief Administrative Officer or their designate, and shall be available to attend all meetings held as a result of the emergency
- ☐ Every employee, servant, and agent who has an active role to play in an emergency as identified in the Antigonish Regional Emergency Management Plan shall advise the Regional Emergency Management Coordinator of his or her whereabouts and fulfil such duties as may be prescribed by the Regional Emergency Management Coordinator

3.5 Renewing a State of Local Emergency

Municipal Council shall consult the Emergency Management Team to ensure that there is a need to extend the state of local emergency that will be beneficial to the emergency response.

To renew a state of local emergency:

- ☐ Municipal Council or the Head of Council may renew a state of local emergency by completing Form 6: Renew a State of Local Emergency (refer to Appendix C for Form 6)
- ☐ The signed Form 6 must immediately be sent to the Minister of Municipal Affairs via the Emergency Management Office Fax #902-424-5376 or scanned and sent to pcc@novascotia.ca

3.6 Terminating a State of Local Emergency

The Head of Council or their designate shall consult the Emergency Management Team to ensure there is a need to terminate the state of local emergency declaration based on the understanding that the state of local emergency will no longer be beneficial to the emergency response.

To terminate a state of local emergency:

- ☐ Municipal Council or the Head of Council may terminate a state of local emergency by completing Form 7: Termination of a State of Local Emergency (refer to Appendix C for Form 7)
- ☐ The signed Form 7 must immediately be sent to the Minister of Municipal Affairs via the Emergency Management Office Fax #902-424-5376 or scanned and sent to pcc@novascotia.ca
- ☐ Notify neighbouring municipalities, Member of Parliament for the municipality, and Member of Provincial Parliament for the municipality

3.7 Post-emergency Documentation

Following the conclusion of an emergency response, debrief sessions will be held amongst the Emergency Management Team and an After-Action Report for the emergency will be developed and shared with Nova Scotia Emergency Management Office. Ensuring that these processes are undertaken will allow the Emergency Management Team to identify gaps and lessons learned, which can be addressed in future trainings or exercises and addressed. This will be the responsibility of the Regional Emergency Management Coordinator with the support and cooperation of the Emergency Management Team.

3.8 Relevant Plans, Policies, and Agreements

There are several existing plans, policies, and agreements that pertain to the Antigonish Regional Emergency Management Plan. Many of these documents are complimentary and may be implemented in conjunction with this plan in response to an emergency.

3.8.1 Relevant Plans

- Business Continuity Plan – procedure for how the municipality will continue to operate following a disruptive event;
- Evacuation Guide – procedure for partial and full community evacuations; and
- Public Information Officer Plan – procedure for public messaging with message templates and guide for Alert Ready.

3.8.2 Relevant Policies

- Comfort Centre & Emergency Shelter Policy – policy and procedures on the activation and of Comfort Centres & Emergency Shelters.

3.8.3 Relevant Agreements

- Agreement on Cooperation and Coordination Respecting an Emergency Response - between the Town & County of Antigonish and St. Francis Xavier University;
- Fire Services Agreement to Paqtnkek Mi'kmaw Nation – between the Municipality of the County of Antigonish and Paqtnkek Mi'kmaq Nation;
- Inter-municipal Emergency Services Agreement – between the Municipality of the County of Antigonish and the Town of Antigonish;
- Memorandum of Understanding on the Use of Comfort Centre & Emergency Shelter Facilities – between the Town & County of Antigonish and a community organization; and
- Mutual Aid Agreement on Water Utilities Agreement – between Municipality of the County of Antigonish, Municipality of the District of Guysborough, Municipality of the District of St. Mary's, Town of Antigonish, and Town of Mulgrave.

4.0 Emergency Operations Centre Procedures

4.1 Concept of Operations

The Emergency Operations Centre (EOC) is established for the purpose of providing overall coordination, operations and resource management, and information management during emergencies. The scope of the procedures include responsibilities of personnel, assigned duties in the Emergency Operations Centre, and checklists of items, which should be accomplished prior to, during, and following Emergency Operations Centre activation. There is a standard operating procedure to ensure clarity and a common understanding regarding Emergency Operations Centre operations when it is activated (refer to Appendix E for Emergency Operations Centre Standard Operating Procedure).

4.2 Authority and Responsibility

The Antigonish Regional Emergency Management Organization will be responsible for the ongoing maintenance and readiness state of the Emergency Operations Centre and lead the set-up for an activation under the direction of the EOC Director, which is typically assigned to the Chief Administrative Officer. The EOC Director will be responsible for the Emergency Operations Centre and ensure that the Provincial Emergency Operations Centre will also be notified of any activation of the Emergency Operations Centre or changes in activation levels.

4.3 Activation Criteria

The Antigonish Regional Emergency Management Organization or any member of the Emergency Management Team may recommend activation of the Emergency Operations Centre to the EOC Director based on the best available information at the time. The Emergency Operations Centre may be activated without a state of local emergency being declared.

Possible triggers include:

- ☐ Coordination, management, or acquisition of resources
- ☐ Coordination of assisting or responding agencies
- ☐ Significant population impacted or at risk
- ☐ Uncertain response conditions
- ☐ Risk of rapid escalation
- ☐ A state of local, provincial, or federal emergency has been declared
- ☐ Significant information management issues need to be addressed
- ☐ Major planned event
- ☐ Known potential threats to be monitored

4.4 Activation Levels

During normal operations, routine or minor emergencies are within the response capabilities of the first responder agencies and with minimal need for assistance from the Antigonish Regional Emergency Management Organization. A major emergency that will likely go beyond normal

operations may require the Emergency Operations Centre to activate to the appropriate level depending on the scale and impact of the event.

The EOC Director will determine if an activation of the Emergency Operations Centre is appropriate and to which level, acknowledging that the activation level does not have to be sequential. If an activation is required, the Regional Emergency Management Coordinator will notify the Emergency Management Team, advise them of the incident, and their requirement to convene at the Emergency Operations Centre as outlined in 'Section 3.2 Emergency Notification Procedure' of this plan.

Emergency Operations Centre – Activation Levels

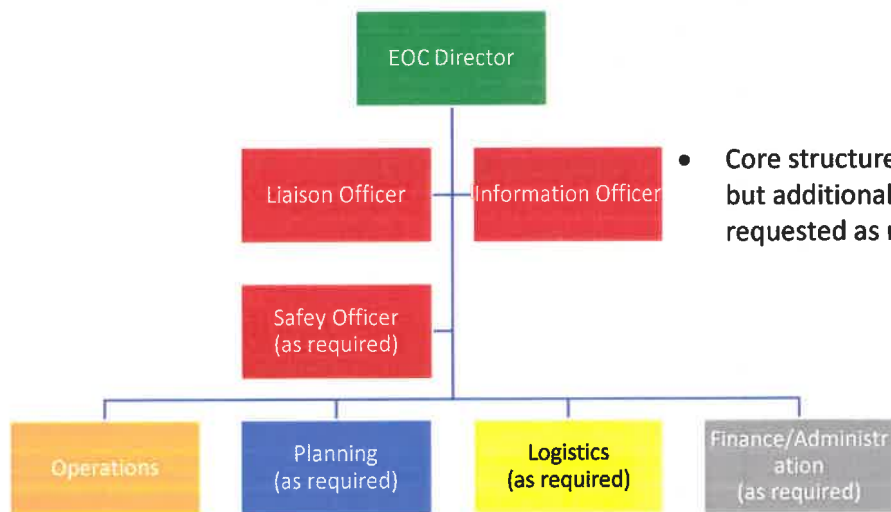
Activation Level	Expected Personnel Staffing	Expected Situation
Level 1 – Monitoring	• EOC Director • Liaison Officer • Information Officer • Operations Section Chief	• Small event requiring minimal site support and resources • Typically involving one site and limited agencies • Monitoring of an anticipated or potential threat
Level 2 – Partial Activation	• EOC Director • Liaison Officer • Information Officer • Operations Section Chief • <u>As required:</u> • <u>Safety Officer</u> • <u>Planning Section Chief</u> • <u>Logistics Section Chief</u> • <u>Finance/Administration Section Chief</u>	• Moderate event requiring some site support and resources • May involve more than one site and several agencies
Level 3 – Full Activation	• EOC Director • Deputy EOC Director • Liaison Officer • Information Officer • <u>Safety Officer</u> • Operations Section Chief • <u>Planning Section Chief</u> • <u>Logistics Section Chief</u> • <u>Finance/Administration Section Chief</u>	• Major and complex event requiring extensive site support and resources • Involving multiple sites and multiple agencies • Regional disaster possibly affecting other jurisdictions

Personnel Structure for Level 1 – Monitoring



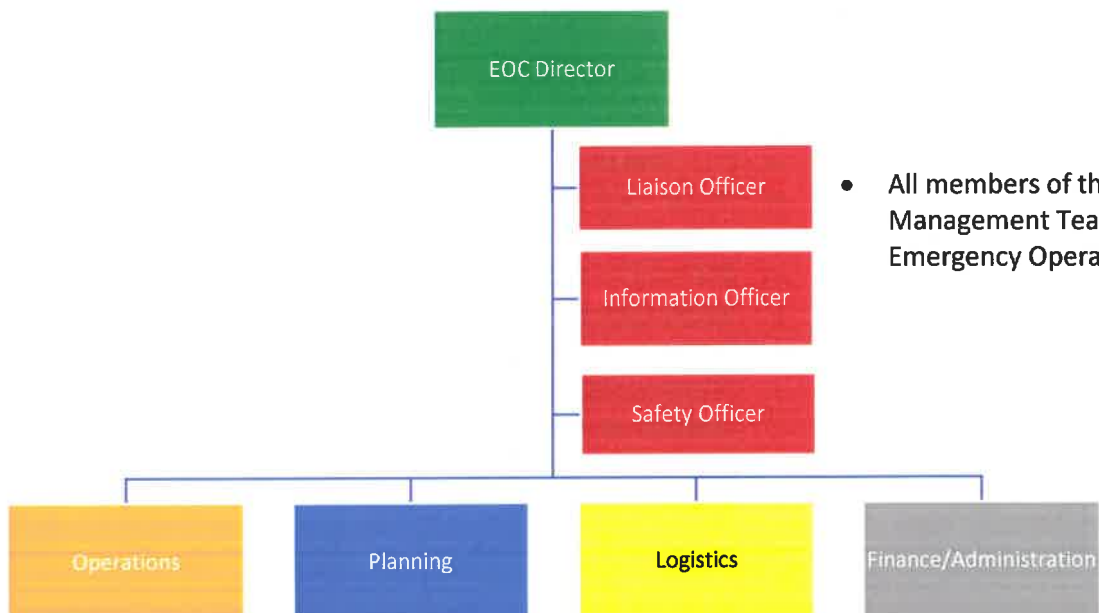
- Situational awareness – continued monitoring of a potential threat, ready to escalate on short notice

Personnel Structure for Level 2 – Partial Activation



- Core structure retained from Level 1, but additional personnel are requested as needed functions expand

Personnel Structure for Level 3 – Full Activation



- All members of the Emergency Management Team report to the Emergency Operations Centre

4.5 Deactivation Criteria

The EOC Director is responsible for the deactivation of the Emergency Operations Centre with support from the Planning Section. Deactivation of the Emergency Operations Centre is based on the professional judgement of the EOC Director in addition to the following criteria:

- ☐ The Emergency Operations Centre is no longer needed for overall coordination and response to the event
- ☐ The state of local emergency has been terminated
- ☐ The incident has been contained

4.6 Designated Facilities

Designated Emergency Operations Centre facilities will generally have:

- ☐ Reliable access to power at all times (i.e. outfitted generator to negate power outages)
- ☐ Adequate tables, chairs, and room space to fit the Emergency Management Team in addition to any external stakeholders that may be invited to help coordinate the response
- ☐ Basic office equipment including printers, writing supplies, and other accessories
- ☐ Internet and mobile cellphone access

Based on the emergency situation the AREMO Coordinator and the EOC Director will identify which Emergency Operations Centre will be used for Emergency Operations Centre. Depending on the extent and location of the primary area impacted, an alternative location for the Emergency Operations Centre may be identified and set-up to better facilitate the emergency response.

Emergency Operations Centre Location	Civic Address	Room
County	Municipality of the County of Antigonish 285 Beech Hill Road Antigonish, Nova Scotia, B2G 0B4	Multi-purpose Room
Town	Town of Antigonish 274 Main Street Antigonish, Nova Scotia, B2G 2C4	Council Chambers

The designated Emergency Operations Centre facilities may experience power outages or other unexpected circumstances that render the facility unable to provide full functionality. Ultimately, identifying the appropriate Emergency Operations Centre or an alternate facility will consider situational factors such as location and impact of the emergency and recognize the professional judgement of the Chief Administrative Officer or their designate in consultation with the Regional Emergency Management Coordinator. If appropriate, a community centre may be identified and used as an Emergency Operations Centre as well.

4.7 Equipment

Specialized equipment for use by the Emergency Management Team is stored at the Municipality of the County of Antigonish Municipal Office located at 285 Beech Hill Road, B2G 0B4 in Room #33A. This list of equipment includes:

- Personnel identification
 - Incident Command System vests
 - Name tags
 - Section-identifying tags
- Telecommunications
 - VHF radios
 - Portable
 - Mobile
 - Base
 - TMR2 radios
 - Satellite phone
- General office supplies and equipment
 - Go-kits with printed Incident Command System forms
 - Portable printer
 - Portable battery pack for laptops and phones

4.8 Emergency Communications

Normal communications and reporting channels will be used to the maximum practical extent possible. Emergency communications systems will be maintained and kept fully operational by the Antigonish Regional Emergency Management Organization to be used in the event that typical communications systems are disrupted, saturated, or otherwise unavailable.

In consultation with the Chief Administrative Officer or their designate of each municipality, the Regional Emergency Management Coordinator may decide to distribute communication equipment to the Emergency Management Team before a planned or potential event that may escalate to an emergency as outlined in 'Section 3.1 Determining an Emergency'. The Regional Emergency Management Coordinator may schedule radio check-ins with members of the Emergency Management Team. The Regional Emergency Management Coordinator will act as the net controller for any internal radio communication.

Methods of emergency communications available include:

- Very high frequency (VHF) radio
 - EMO VHF repeater – a 100 watt stand-alone VHF repeater located in Fairmont
 - St. Francis Xavier University – a 40 watt stand-alone VHF repeater located on the campus of St. Francis Xavier University on the top floor of Nicolson Tower, normally allowing the Safety and Security department officers and the Facilities Management personnel to communicate with each other.

- Antigonish Volunteer Fire VHF repeater – a 100 watt stand-alone VHF repeater located in Fairmont normally allowing the town and county's volunteer fire departments to communicate. It has the ability to communicate within the county of Antigonish and into the surrounding communities. It does not have the ability to link with other repeaters without extra equipment.
- Antigonish Amateur Radio Club – a 40 watt VHF repeater that is connected to the Mavcom provincial repeater system via several UHF links, which allows this repeater to be connected to any of the other 35 repeaters within the province.
- Satellite phone – there is a satellite phone located in the Antigonish Regional Emergency Management Office (satellite phone number: 613-980-6030). Special instructions for use and set-up are part of the kit, including satellite phone numbers for other public agencies and emergency contacts.
- Trunked Mobile Radio System (TMR2) – users can communicate across the Province of Nova Scotia on TMR2. There are two sites within Antigonish County: one is located in Fairmont and the other is located in the Walmart parking lot on Market Street.

4.9 Media Centre

If there is an identified need based on significant media interest or it is beneficial to communicate with the media, a media centre will be set-up in a location determined by the EOC Director. Any interviews or news briefings will be conducted through the media centre as appropriate.

Any media requests should be documented with the following information:

- ☐ Request received by
- ☐ Time and date of request
- ☐ Reporter name
- ☐ Media outlet
- ☐ Deadline
- ☐ Type of media (radio, television, online, print, etc.)
- ☐ Any specific questions or responses? What is the angle?

If a response is provided, the following information should also be documented:

- ☐ Interview or declined
- ☐ Interview done by
- ☐ Time of interview
- ☐ Type of response provided (on-camera interview, phone interview including live or recorded, written message)
- ☐ Any notes

5.0 Incident Command System – Responsibilities

5.1 Overview of the Incident Command System

To effectively respond to an emergency, the Antigonish Regional Emergency Management Organization uses the incident command system as a core organizational structure in the Emergency Operations Centre. All members of the Emergency Management Team are expected to be trained and capable of fulfilling a role in the incident command system (refer to Appendix A for the list of the Emergency Management Team by assigned incident command system roles).

In the event that an emergency crosses municipal boundaries between the Town of Antigonish and the Municipality of the County of Antigonish or for Level 1 or 2 activations, the Emergency Management Team will continue to joint-coordinate the response in the incident command system. However, it is also possible that the Emergency Management Team will alternate shifts in their respective, particularly for **Level 1** activation. If beneficial and appropriate depending on the situation, incident command system positions may be filled by individuals from an external organization as well.

5.2 Emergency Management Team – Roles and Responsibilities

EOC Director

- Assess and activate – assess the situation to determine whether an activation of the Emergency Plan and Emergency Operations Centre is warranted
- Objective-setting – set priorities and response objectives for the affected areas by developing and approving incident action plans
- Information release approval – approve press releases and public information materials

Liaison Officer

- External liaison – request and invite external support agencies to the Emergency Operations Centre and maintains contact with other agency stakeholders
- Post-emergency documentation – following the emergency, facilitates a debriefing with the Emergency Management Team and prepares an after-action report to document lessons learned

Information Officer

- Media coordination – coordinate interviews and news conferences with media contacts
- Monitoring media – monitor media and other information sources on the event
- Information development – develops public information materials regarding the event and the relevant public safety information for distribution

Safety Officer

- Risk management – ensure proper risk management practices are being practiced
- Liability identification – identifies and minimizes liability and loss exposures to personnel and property, including potential consequences of future events and matters related to legal obligations
- Health and safety – advise on health and safety issues

Operations Section Chief

- Resource requests – coordinate resource requests from the site in collaboration with other agencies
- Clean-up and repair – provide assistance in clean-up operations and repair damages
- Operational information – collect and distribute operational information to the Planning Section and Information Officer

Planning Section Chief

- Situational awareness – gather information about the emergency to be analyzed and prepared into periodic situation reports
- Forecasting – conduct advance planning activities to forecast possible events and requirements beyond the current operational period
- Demobilization – set out a schedule for EOC deactivation and demobilization

Logistics Section Chief

- Maintain facilities – provide and maintain Emergency Operations Centre facilities, including all utilities, food, water, and office supplies
- Supply equipment and resources – coordinate all requests for equipment and resources from initiation to delivery to support the Operations Section
- Coordinate personnel and supplies – acquire and assign personnel with the appropriate qualifications to support site requests

Finance/Administration Section Chief

- Employee timesheets – collect and process on-duty time for all EOC personnel
- Worker compensation – process workers' compensation claims
- Purchasing – oversee acquisitions associated with emergency response or recovery
- Financial records – maintain financial records for emergency response and recovery

5.3 External Support Agencies

Antigonish Amateur Radio Club

- Emergency communications – support the functionality of telecommunications over radio, particularly when normal communication methods have been affected

Antigonish Community Transit Society

- Transportation – provide and lead the emergency transportation of people

Canadian Red Cross

- Emergency shelters – manage designated emergency shelters and reception centres
- Primary provider – support affected populations by providing sufficient personnel for food, clothing, shelter, reception and information, registration and inquiry, and other personal services

Department of Natural Resources and Renewables

- Wildfire management – responsible for wildfire control and management

Department of Public Works

- Safe transportation – ensure that provincially-owned roads are accessible and safe through ploughing roads, storm clean-up, washouts, or providing equipment

Eastern District Planning Commission – Building Standards Officer

- Building assessment – inspect and assess damage to structures and ensure that buildings are safe to enter following an occurred event

Eastern District Planning Commission – Situation Unit

- Mapping – develop mapping and other visual representations regarding the emergency for situational awareness and media release for public information

Emergency Health Services

- Immediate medical care – care for wounded and transport wounded to hospital
- Morgue – Assist the morgue with deceased individuals

Fire Departments

- Firefighting and rescue – coordination of firefighting and rescue operations for trapped or injured people
- Special Hazards Response Unit Liaison – ensure that dangerous goods support agencies are contacted if necessary and taking appropriate action until Special Hazards Response Unit arrive

Nova Scotia Health Authority

- Training and education – responsible for training and education for emergency preparedness at hospitals and healthcare facilities

Nova Scotia Power

- Power access – maintain uninterrupted access to power & inform customers of estimated restoration times, including prioritizing access for vulnerable populations

Royal Canadian Mounted Police (RCMP)

- Establish Perimeters – establishment of inner and outer perimeters at the emergency or disaster site
- Crowd and traffic control – control to facilitate the movement of emergency vehicles, and if necessary, disperse crowds within the emergency site
- Evacuation lead – lead the evacuation of designated buildings or areas
- Animal control – act as liaison with the Humane Society when animal control is required
- Coroner assistance – provision of assistance to the Coroner

Special Hazards Response Unit

- Hazardous materials – containment and disposal of hazardous materials and spills

Strait Area Ground Search and Rescue

- Search and rescue – provide search and rescue personnel for missing persons under the direction of the RCMP
- Evacuation support – assist in evacuation activities, first aid, and help in assembly areas

St. Francis Xavier University

- Back-up facilities – provide back-up facilities for temporary shelter and other emergency uses, including acting as an alternative EOC facility location

St. Martha's Regional Hospital

- Health services – care for the wounded and diseased

The Salvation Army

- Secondary provider – support affected populations by providing food, clothing, shelter, reception and information, registration and inquiry, and other personal services

6.0 Plan Maintenance

6.1 Antigonish Regional Emergency Management Planning Committee

As per the Municipality of the County of Antigonish [Emergency Management Bylaw](#) and Town of Antigonish [Emergency Management Bylaw](#), it is required to establish the Antigonish Regional Emergency Management Planning Committee. The purpose of the Antigonish Regional Emergency Management Planning Committee is to:

- Assist the Regional Emergency Management Coordinator on the development and revisions of the Antigonish Regional Emergency Management Plan based on their agency roles
- Advise the Regional Emergency Management Advisory Committee on the development of regional emergency management plans
- Assess an emergency situation from an agency perspective

The Emergency Management Planning Committee meets on a quarterly basis, and membership may consist of the following members:

- Community services
- Law enforcement
- Fire Control
- Engineering services
- Health services
- Public information
- Transportation
- Communications
- Hospital services
- Utilities
- Financial services
- Legal services

6.2 Antigonish Regional Emergency Management Advisory Committee

As per the Municipality of the County of Antigonish [Emergency Management Bylaw](#) and Town of Antigonish [Emergency Management Bylaw](#), it is required to establish the Antigonish Regional Emergency Management Advisory Committee. The purpose of the Antigonish Regional Emergency Management Advisory Committee is to:

- Advise Municipal Council on the development of emergency management plans
- Assist in monitoring compliance of the regional emergency management program with provincial and federal government directives and legislation
- Be responsible for the direction of emergency activities during a state of local emergency, and brief Council on developments during that state of local emergency

The Antigonish Regional Emergency Management Advisory Committee meets on a quarterly basis, and consists of the following members:

- Membership shall include no fewer than two members from each Municipal Council
- One member from each Municipal Council shall each be designated as Co-chair

6.3 Emergency Management Team Training and Exercising

Familiarity with the Antigonish Regional Emergency Plan by the Emergency Management Team is fundamental to achieving an effective and coordinated emergency response. In addition, other involved stakeholders and supporting organizations are expected to have a basic understanding of the plan in the event that they are assisting in an emergency.

Additionally, members of the Emergency Management Team will also fully participate in scheduled emergency management training and emergency exercises that will further familiarize individuals with the emergency plan and test the plan for efficacy. This includes participating in municipally-planned and provincially-planned training sessions and exercises with Nova Scotia Emergency Management Office.

6.4 Plan Review and Distribution

The Antigonish Regional Emergency Management Plan will be reviewed annually by the Regional Emergency Management Coordinator and provided to the Distribution List with an updated version accordingly. Feedback should be directed to the Antigonish Regional Emergency Management Planning Committee or the Antigonish Regional Emergency Management Advisory Committee.

7.0 Appendices

Appendix A: Emergency Management Team Contact Information

Municipality of the County of Antigonish (Office: 902-863-1117)

ICS POSITION	NAME AND TITLE	CONTACT #
Emergency Operations Centre (EOC) Director	Glenn Horne <i>Chief Administrative Officer</i>	902-870-9315
Liaison Officer	Blaise MacDonald <i>Regional Emergency Management Coordinator</i>	902-867-7152
Information Officer	Shirlyn Donovan <i>Strategic Initiatives Coordinator</i>	902-872-1250
Safety Officer	Beth Schumacher <i>Deputy Clerk</i>	902-318-8909
Operations Section Chief	Daryl Myers <i>Director of Public Works</i>	902-863-9653
Planning Section Chief	Tammy Feltmate <i>Director of Sustainable Communities</i>	902-318-1070
Logistics Section Chief	Marlene Melanson <i>Director of Recreation</i>	902-318-5609
Finance/Administration Section Chief	Allison Duggan <i>Director of Finance</i>	902-318-1066

Town of Antigonish (Office: 902-863-2351)

ICS POSITION	NAME AND TITLE	CONTACT #
Emergency Operations Centre (EOC) Director	Jeff Lawrence <i>Chief Administrative Officer</i>	902-870-6628
Liaison Officer	Blaise MacDonald <i>Regional Emergency Management Coordinator</i>	902-867-7152
Information Officer	Shannon Long <i>Marketing, Communications & Events Officer</i>	902-318-9245
Safety Officer	Lise Roy <i>Strategic Initiatives Coordinator</i>	902-318-7884
Operations Section Chief	Ken Proctor <i>Director of Public Works</i>	902-867-7663
Planning Section Chief	Kate MacInnis <i>Director of Community Development</i>	902-318-6758
Logistics Section Chief	Dianne Wilson <i>Deputy Clerk</i>	902-870-6204
Finance/Administration Section Chief	Meaghan Barkhouse <i>Director of Corporate Services</i>	902-870-6205

Appendix B: Important Phone Numbers

External Agency Contacts

ORGANIZATION	TITLE AND PURPOSE	CONTACT #
Antigonish Regional Emergency Management Organization	Regional Emergency Management Coordinator	902-867-7152
Canadian Red Cross	Personal Disaster Assistance (72 hours assistance after an event)	1-800-222-9597
Canso Dispatch	Dispatch for all volunteer fire departments	902-625-3090
Department of Natural Resources and Renewables	Forest fires, poaching, or wildlife emergencies	1-800-565-2224
Department of Public Works	Operations Contact Centre – highway collisions	1-844-499-4636
Nova Scotia Emergency Management Office	Duty Officer	1-833-758-4540
Nova Scotia Emergency Management Office	Provincial Coordination Centre	902-424-1891
Nova Scotia Emergency Management Office	Region 2 (Eastern Zone) – Emergency Management Planning Officer	902-897-8152
Nova Scotia Environment	Environmental emergencies	1-800-565-1633
Nova Scotia Power	Government Relations Team	902-428-6352
Shubie Radio	Provincial dispatch centre and communications assistance (radio)	1-877-293-6977
Special Hazards Response Unit Dispatch	Hazardous materials spill	1-877-679-8818
The Salvation Army	Provides secondary support for meals, clothing, and incident stress management	902-292-1308

Satellite Phone Contacts

ORGANIZATION	TITLE AND PURPOSE	CONTACT #
Canadian Red Cross	Personal Disaster Assistance (72 hours assistance after an event)	613-980-6067 613-980-6068
Nova Scotia Emergency Management Office	EMO Minister	613-982-4824
Nova Scotia Emergency Management Office	Headquarters (Eastern Zone)	613-980-5938
Nova Scotia Emergency Management Office	Region 2 (Eastern Zone) – Emergency Management Planning Officer	613-980-3915
Paqtnkek Mi'kmaw Nation	-	8816-3152-1068
Shubie Radio	Provincial dispatch centre and communications (radio)	613-980-6188 613-982-8259

Appendix C: State of Local Emergency Forms

The State of Local Emergency Forms can be found on the following pages or downloaded in .pdf format from the links provided below:

- Declaring a state of local emergency
 - Form 4 for Municipal Council – <https://beta.novascotia.ca/declare-state-local-emergency-form-4-municipal-councils>
 - Form 5 for Head of Council – <https://beta.novascotia.ca/declare-state-local-emergency-form-5-mayor-or-warden>
- Renewing a state of local emergency
 - Form 6 – <https://beta.novascotia.ca/renew-state-local-emergency-form-6>
- Terminating a state of local emergency
 - Form 7 – <https://beta.novascotia.ca/end-state-local-emergency-form-7>

FORM 4

DECLARATION OF A STATE OF LOCAL EMERGENCY FOR COUNCIL OF MUNICIPALITY

Section 12(2) of the *Emergency Management Act*, S.N.S. 1990, c.8

WHEREAS the area herein described is or may soon be encountering an emergency that requires prompt action to protect property or the health, safety or welfare of persons therein;

Emergency Area:

The area generally described as:

Province of Nova Scotia (hereafter referred to as the "Designated Area(s)") **Yes** **No**

Nature of the Emergency:

AND WHEREAS the undersigned is satisfied that an emergency as defined in Section 2(b) of Chapter 8 of the Statutes of Nova Scotia, 1990, the *Emergency Management Act*, exists or may exist in the Designated Area(s) noted above;

THE UNDERSIGNED HEREBY DECLARES pursuant to Section 12(2) of the *Emergency Management Act*, a State of Local Emergency in the Municipality noted above as of and from ____ o'clock in the forenoon () or afternoon () of the ____ day of ____, 20__.

THIS DECLARATION OF STATE OF LOCAL EMERGENCY shall exist until ____ o'clock in the forenoon () or afternoon () of the ____ day of ____, 20__, or for a maximum of 7 days from the date and time specified above unless the Declaration is renewed or terminated as provided in Section 20 of the *Emergency Management Act*.

DATED at _____, in the Municipality of _____, Province of Nova Scotia, this ____ day of _____, 20__.

Council of Municipality _____

Name _____

Positions _____

[Authorized by Resolution No. _____ dated the ____ day of ____, 20__.]

FORM 5

DECLARATION OF A STATE OF LOCAL EMERGENCY (FOR HEAD OF COUNCIL)

Section 12(3) of the *Emergency Management Act*, S.N.S. 1990, c.8

WHEREAS the area herein described is or may soon be encountering an emergency that requires prompt action to protect property or the health, safety or welfare of persons therein;

Emergency Area:

The area generally described as:

Province of Nova Scotia (hereafter referred to as the "Designated Area(s)") **Yes** **No**

Nature of the Emergency:

AND WHEREAS the undersigned is satisfied that an emergency as defined in Section 2(b) of Chapter 8 of the Statutes of Nova Scotia, 1990, the *Emergency Management Act*, exists or may exist in the Designated Area(s) noted above;

AND WHEREAS the Council of the Municipality is unable to act;

AND WHEREAS the undersigned has:

(a) Consulted with a majority of the members of the Municipal Emergency Management Committee	Yes	No
(b) Found it impractical to consult with the majority of the Municipal Emergency Management Committee	Yes	No

THE UNDERSIGNED HEREBY DECLARES pursuant to Section 12(3) of the *Emergency Management Act*, a State of Local Emergency in the Municipality noted above as of and from ____ o'clock in the forenoon () or afternoon () of the ____ day of _____, 20____.

THIS DECLARATION OF STATE OF LOCAL EMERGENCY shall exist until ____ o'clock in the forenoon () or afternoon () of the ____ day of _____, 20____, or for a maximum of 7 days from the date and time specified above unless the Declaration is renewed or terminated as provided in Section 20 of the *Emergency Management Act*.

DATED at _____, in the Municipality of _____, Province of Nova Scotia, this ____ day of _____, 20____.

Head of Council's signature _____

Municipality of _____

FORM 6

RENEWAL OF A STATE OF LOCAL EMERGENCY

Section 20(2) of the *Emergency Management Act*, S.N.S. 1990, c.8

WHEREAS the area herein described is or may soon be encountering an emergency that requires prompt action to protect property or the health, safety or welfare of persons therein;

Emergency Area:

The area generally described as:

Province of Nova Scotia (hereafter referred to as the "Designated Area(s)") **Yes** **No**

Nature of the Emergency:

AND WHEREAS the Declaration of a State of Local Emergency was signed of the ____ day of _____, 20____.

AND WHEREAS the undersigned is satisfied that an emergency as defined in Section 2(b) of Chapter 8 of the Statutes of Nova Scotia, 1990, the *Emergency Management Act*, continues to exist or may exist in the Designated Area(s) noted above;

THE UNDERSIGNED HEREBY DECLARES pursuant to Section 20(2) of the *Emergency Management Act*, a State of Local Emergency in the Municipality noted above is renewed as of and from ____ o'clock in the forenoon () or afternoon () of the ____ day of _____, 20____.

THE RENEWAL OF A DECLARATION OF STATE OF LOCAL EMERGENCY shall exist until ____ o'clock in the forenoon () or afternoon () of the ____ day of _____, 20____, or for a maximum of 7 days from the date and time specified above unless the Declaration is renewed or terminated as provided in Section 20 of the *Emergency Management Act*.

THIS RENEWAL was authorized by the Minister responsible for the *Emergency Management Act*, pursuant to Section 20(2) of the Act by approval dated the ____ day of _____, 20____.

DATED at _____, in the Municipality of _____, Province of Nova Scotia, this ____ day of _____, 20____.

Council of Municipality _____

Head of Council (in the event the Council is unable to act) _____

Name _____

Positions _____

[Authorized by Resolution No. _____ dated the ____ day of _____, 20____.]

FORM 7

TERMINATION OF A STATE OF LOCAL EMERGENCY
Section 18(2) of the *Emergency Management Act*, S.N.S. 1990, c.8

WHEREAS by a Declaration of a State of Local Emergency dated the ____ day of _____, 20____, as renewed on the ____ day of _____, 20____, a State of Local Emergency was declared for the following area:

Emergency Area:

The area generally described as:

Province of Nova Scotia (hereafter referred to as the "Designated Area(s)") **Yes** **No**

Nature of the Emergency:

AND WHEREAS the undersigned is of the opinion that an emergency no longer exists in the Designated Area(s).

THE UNDERSIGNED pursuant to Section 18(2) of Chapter 8 of the Statutes of Nova Scotia, 1990, the *Emergency Management Act*, hereby terminates the State of Local Emergency effective as of and from ____ o'clock in the forenoon () or afternoon () of the ____ day of _____, 20____.

DATED at _____, in the Municipality of _____, Province of Nova Scotia, this ____ day of _____, 20____.

Council of Municipality _____

Head of Council (in the event the Council is unable to act) _____

Name _____

Positions _____

[Authorized by Resolution No. _____ dated the ____ day of _____, 20____.]

Appendix D: Applicable Legislation and Bylaws

The State of Local Emergency Forms can be found on the following pages or downloaded in .pdf from the links provided below:

- **Federal**
 - Emergency Management Act:
<https://laws-lois.justice.gc.ca/eng/acts/e-4.56/page-1.html>
 - Emergencies Act
<https://laws-lois.justice.gc.ca/eng/acts/e-4.5/page-1.html>
- **Provincial**
 - Nova Scotia Emergency Management Act:
www.nslegislature.ca/sites/default/files/legc/statutes/emergency%20management.pdf
 - Municipal Government Act:
www.nslegislature.ca/sites/default/files/legc/statutes/municipal%20government.pdf
- **Municipal**
 - Municipality of the County of Antigonish – Emergency Management By-law:
www.antigonishcounty.ns.ca/wp-content/uploads/2020/12/EMO-By-Law.pdf
 - Town of Antigonish – Regional Emergency Management Bylaw:
<https://www.townofantigonish.ca/996-regional-emergency-management-bylaw/file.html>

Appendix E: Emergency Operations Centre Standard Operating Procedure

Family Safety

Personnel reporting to the EOC for duty will have had a briefing prior to reporting for an operational shift. Should the incident be of such a nature as to pose a threat to family members of the EOC staff or their property, they will be given advance notice and ample time to secure their property and family members before reporting to the EOC for duty.

Staff Responsibilities

1. Personnel reporting to the EOC for duty will sign-in, receive EOC identification, and notify the Operations Officer
2. Each staff member will follow message control procedures when transmitting and receiving messages
3. Each staff member will maintain a log of activities relating to their area(s) of responsibilities
4. Each staff member will perform the following prior to shift relief:
 - a. Review of status boards;
 - b. Review the message and activity log
 - c. Brief relief on activities, equipment, and personnel deployed
 - d. Prepare a brief report for the EOC Director, Operations Officer, and Public Information Officer at the end of each shift;
 - e. Complete and submit ICS 214 form

Public Information/News Media

1. All news media representative will be received by the PIO who will coordinate activities involving the media
2. Regular press briefings will be scheduled as warranted in the Conference Room at the EOC or other designated area. The PIO will conduct the briefings with assistance from the Emergency Management Coordinator, elected officials, or EMT staff as needed
3. The PIO will prepare a report on media activity after each EOC shift has been completed
4. News releases will be prepared by the PIO and approved by the Incident Commander
5. The media will not be allowed to tour the EOC unescorted nor be allowed to address questions to EMT member unless coordinated by the PIO
6. All media personnel must sign in on the EOC log and will be issued identification, which must be worn at all times inside the EOC. Upon leaving, the identification must be returned to security and sign-out must be completed.

Identification

1. The EOC will be restricted to authorized personnel who have been issued identification
2. All staff personnel will access to the EOC will wear their identification card displayed on their outer clothing in plain sight

Establishment of Shifts

EOC shifts will be for twelve hours for all activated EMT members, unless otherwise specified.

Reporting

1. Each staff member in the EOC should discuss all activities and actions taken place during their shift with the oncoming staff member for their position
2. The report should cover major activities relating to areas of responsibility during the shift including, but not limited to:
 - a. Resource requests – mission number and status
 - b. Resources deployed
 - c. Available resources
 - d. Potential emerging issues
 - e. Any other appropriate information
3. A briefing will be given at the beginning of each operational period to establish the current situation and the objectives for the upcoming operational period
4. Change of shift briefings will be accomplished by each EOC staff member upon being relieved. Incident Action Plans will be developed for each operational period.
5. Post-emergency briefings will be conducted for the purpose of offering an after action analysis of actions and provide input and comments for improvements in future operations and procedures.

Message Control Procedure

During an emergency, the EOC will receive information and/or requests for assistance through various communication networks via radio, phone, or messenger. Proper management of messages is necessary for the effective dissemination of information to personnel within the EOC, personnel of various agencies, and to field operations.

The information flow within the EOC will normally begin with the receipt of a message. Regardless of how the message was received, it will be logged into the EOC Message Centre and assigned to the appropriate EMT member for action. Once final action is completed, the message will be routed back to the EOC Message Center for close out. The Message Centre staff will brief Incident Commander of actions taken on completed message forms.

Appendix F: Hazard, Risk, and Vulnerability Analysis

In emergency planning, hazard analysis is the first step in identifying situations that have potential impacts to the region. By looking at the potential hazards using an all-hazards approach through a regional lens, it will ensure that Antigonish County is prepared against any type of emergency by addressing commonalities between possible events through mitigation, preparedness, and response solutions. Conducting the Hazard, Risk, and Vulnerability Analysis will identify hazards that are most pertinent and of concern to the municipality with pertinent solutions by identifying probability, severity, and how vulnerable the region is to the hazard in general.

The process for reviewing and updating will include consulting external stakeholders through the Antigonish Regional Emergency Management Planning Committee. The Hazard, Risk, and Vulnerability Analysis will be reviewed annually by the Emergency Management Coordinator and discussed by the Emergency Management Planning Committee on an annual basis to ensure that it is up-to-date. The hazards identified in the Hazard, Risk, Vulnerability Analysis as having the greatest potential for disrupting Antigonish County are:

1. Hurricane
Hurricanes are tropical cyclones with maximum sustained surface winds of at least 118 km per hour with heavy rainfall. Strong winds can cause long-term power outages while heavy rainfall may lead to inland flooding. The Atlantic hurricane season is from June to November, peaking in August to September.
2. Snowstorm and blizzard
Meteorological disturbance giving rise to a heavy fall of snow in the winter months and often accompanied by strong winds. These severe weather conditions can cause long-term power outages resulting in serious hardship in the community, particularly for vulnerable populations.
3. Wildfires
An unplanned fire, including unauthorized human-caused fires, occurring on forest or range lands, burning forest vegetation, grass, brush, scrub, peat lands, or a prescribed fire set under regulation which spreads beyond the area authorized for burning. Wildfires can cause devastating environmental impacts and threaten communities, particularly those with a wildland-urban interface with poor air quality in the neighbouring regions and potentially community evacuations may be warranted depending on the situation. Wildfire-risk season in Nova Scotia is March 15th to October 15th.
4. Telecommunications interruption
The unavailability of communications services provided by the communications infrastructure resulting in significant inconvenience or an emergency event caused by human error, equipment malfunction or breakdown. A telecommunications interruption can have devastating impacts on the regular functioning of a community and impede emergency responses.

5. Motor vehicle incident

An incident involving a truck, car, bus, farm vehicle, or any other motor or person-powered vehicle that results in damage, bodily injury, or death. Major roadways such as the Trans-Canada Highway 104 have significant daily traffic and are susceptible to vehicle collisions. There is also the added risk of hazardous materials and dangerous goods being involved in a motor vehicle incident that can threaten the nearby area.

6. High wind event

Sustained or peak wind gusts with higher wind speeds. This can result in power outages and debris along transportation routes.

7. Structure fire

Fires that occur in a residential, commercial, or industrial building and other structures. Structure fires can be particularly impactful on a community if key services are located in that building or if the building has cultural significance.

8. Electrical outage

A deficit, interruption or failure of electricity or power systems, services, supplies, or resources. This can have devastating impacts on the regular functioning and wellbeing of a community as many essential services rely on having power.

9. Freezing Rain

Rain that freezes on impact to form a coating of clear ice glazed over the ground and on exposed objects. Freezing rain may result in extended power outages and dangerous travel conditions that can have devastating impacts on the regular functioning of a community and impede emergency responses.

10. Transportation Route Interruption

An interruption or failure of transportation infrastructure or systems that results in hampered flow or closure of the route. This can include road, rail, waterway damage, and transportation delays due to weather and infrastructure failure. It can strand users for extended periods of time and delay essential or time-sensitive goods from reaching their destination. The Trans-Canada Highway 104 at the Canso Causeway is of particular concern.

Risk Matrix - All Hazards



Appendix G: Volunteer Registration Guide

Following an emergency, volunteers may be necessary or beneficial in assisting with the emergency response to the event. Volunteers may have relevant skills that can assist with specific tasks and it is essential that volunteers are only tasked with safe work. Finding volunteers can be accomplished in a variety of ways:

- The Logistics Section Chief, through the EOC Director and the Information officer, will place a media wide-call for volunteers
- Volunteers may show up at the incident scene or other locations to offer their assistance

If volunteers are to be utilized during emergency situations, keeping track of who is volunteering and where they have been assigned is essential for safety and liability purposes. It is the responsibility of the EOC Director in consultation with the Logistics Section Chief to determine whether there is a need and capacity to accept volunteers. The Logistics Chief will be responsible for scheduling volunteer duties and documenting available volunteer resources.

In the following Volunteer Registration Form, information shall be completed for each volunteer to document who is volunteering, how to contact them, where they have been assigned, and their time in/time out. The Logistics Section Chief is responsible for ensuring that information for each volunteer is signed in and out through the Volunteer Registration Form.

Volunteer Registration Form

NAME	CONTACT #	ASSIGNED DUTIES	TIME IN	TIME OUT	SIGNATURE

– End of Antigonish Regional Emergency Management Plan –