

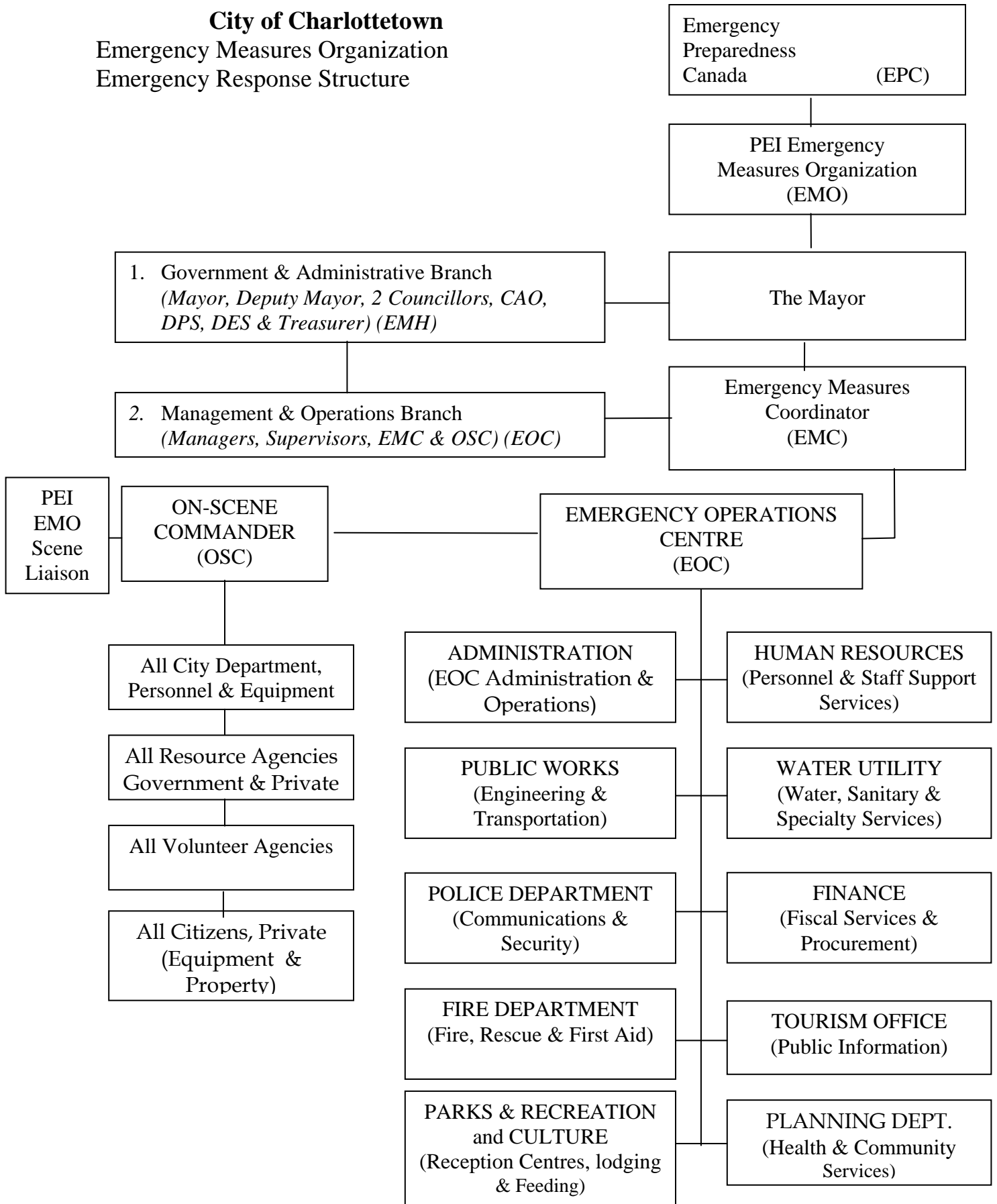
EMERGENCY MEASURES PLAN

Last Plan Amendments as of August 2009

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City of Charlottetown
 Emergency Measures Organization
 Emergency Response Structure



EMERGENCY MEASURES PLAN

1. PURPOSE

- 1.1 The purpose of this plan is to outline the procedures and the basic arrangements to be followed by the City of Charlottetown and other government and private agencies in order to provide a prompt and coordinated response to emergencies or disasters.
- 1.2 This plan is designed to provide direction and guidelines, ranging from a single-agency response to a fully coordinated, collective response, by many agencies to an emergency or disaster. It may be implemented in part or in whole, depending on the magnitude of the situation. This plan also provides guidance and resources for emergency and disaster response and planning.

2. AUTHORITY

- 2.1 This plan is issued by The City of Charlottetown, under the authority of:
- a. The Emergency Measures Act; R.S. PEI April 26, 1990; and
 - b. City of Charlottetown Emergency Measures Bylaw.

3. IMPLEMENTATION

- 3.1 This plan shall be implemented:
- a. on a declaration of state of local emergency by City Council; or
 - b. on a declaration, by the Minister responsible for the Provincial Emergency Measures Organization, of a Provincial state of emergency.
- 3.2 This plan may be implemented in part or in full in preparation for an impending or actual emergency in the City of Charlottetown or a geographical area or district in the City;
- a. by the Mayor or in his absence;
 - b. Deputy Mayor or in his absence, by City Council; or
 - c. by the Chief Administrative Officer (CAO) or his designate subject to immediate report to the Mayor and City Council and prompt ratification by the fore mentioned.

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4. COMMAND AND CONTROL

4.1 The Mayor is responsible for overall command and control of any declared state of emergency within the boundaries of the City of Charlottetown at all times unless the Government of PEI assumes command and control under the authority of the Emergency Measures Act.

4.2 The Emergency Measures Coordinator (EMC) appointed under section 5.3 of the Emergency Measures Bylaw shall be responsible to the Mayor and will coordinate all emergency services and other resources used in the emergency.

4.3 The emergency site will be under the direct control of the On-Scene Commander (OSC) appointed under section 5.3 of the Emergency Measures Bylaw.

- a.) Fire Chief and his subordinates - Fires, Rescue & Dangerous Goods and other related emergencies;**
- b.) Police Chief and his subordinates – Highway Accidents, Bombs, Riots, and other related emergencies;**
- c.) Public Works Manager and his subordinates – Floods, Winter Storms & other Weather emergencies.**

4.4 In the event that a state of emergency is declared by the Lieutenant Governor in Council, direction and control will be assumed by PEI Director of Emergency Measures Organization.

4.5 Should municipal resources be insufficient to deal with the emergency, assistance may be requested from other Mutual Aid areas, the Government of P.E.I. or agencies of the Government of Canada.

5. CALL-OUT

5.1 In the event of an impending or actual emergency or disaster the Police Department central dispatch will contact the Mayor, the Chief Administrative Officer (CAO), and the Emergency Measures Coordinator (EMC) or his designate. The Police Department will execute the Call-Out Plan (see Section 14).

6. PUBLIC INFORMATION

6.1 The Public Information Coordinator (PIC) will be *appointed by the Mayor* and shall be responsible to the Mayor for the preparation and release of factual news reports to the media as outlined in this Plan.

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7. IDENTIFICATION

7.1 The Emergency Measures Coordinator (EMC) will issue suitable identification to all personnel and for all vehicles engaged in emergency operations.

8. COMMUNICATIONS

8.1 Communications will be under the direction and control of the Police Department's Central Dispatch, utilizing the municipal radio systems, the City telephone system, the Provincial Integrated Communication System, cellular phones, short-wave radio or other means.

9. EMERGENCY MEASURES HEADQUARTERS

9.1 The "Governing and Administrative Branch", consisting of the Mayor, Deputy Mayor and the two members of City Council appointed by the Mayor, the Chief Administrative Officer, the Director of Public Services, the Director of Corporate Services, Director of Fiscal & Development Services *and the Director of Human Resources* shall establish an Emergency Measures Headquarters (EMH) to be located in the Parkdale Room of City Hall and if this is not feasible the (EMH) will be established at the City Police Headquarters Building on Kirkwood Dr.

9.2 The "Governing and Administrative Branch" shall:

- a. determine if a state emergency should be declared;**
- b. maintain continuity of the elected government, under emergency conditions;**
- c. exercise administrative control for the overall emergency operations;**
- d. decide on the commitment of resources within and outside the Municipal boundaries; and**
- e. request assistance from mutual aid areas and the Provincial and Federal Governments, if the situation cannot be controlled by local resources.**

9.3 The Executive Secretary to Mayor & Council and Executive Assistant to the CAO will provide administrative assistant and secretarial services for the EMH ensuring that an official log is maintained and safeguarded.

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EMERGENCY MEASURES PLAN

10. EMERGENCY OPERATIONS CENTER (EOC)

10.1 The “Management and Operational Branch” consisting of the “Emergency Measures Coordinator”(EMC), *the Managers and staff* of the following City Departments and Services or their designate shall establish an Emergency Operations Center (EOC) at City Hall in the Sherwood and West Royalty Room M Level or at the City Police Headquarters Building on Kirkwood Dr. and carry out the specific duties as outlined below:

<u>Departments/Services</u>	<u>Responsibility</u>	<u>Section</u>
- Administration	EOC Administration & Support	10.2
- Public Works	Public Works & Transportation	10.3
- Police Dept.	Communications, Police & Security	10.4
- Planning Dept.	Health & Community Services	10.5
- Fire Dept.	Fire, Rescue & First Aid	10.6
- Parks & Recreation	Reception Centers, Lodging & Feeding	10.7
- Human Resources	Personnel & Staff Support Services	10.8
- Water Utility Dept.	Water, Sanitary & Specialty Services	10.9
- Finance	Fiscal Services & Procurement	10.10
- Economic Development, Tourism & Events	Public Information	10.11
- Other(s)	As may require	

10.1.1 Emergency Measures Coordinator (EMC)

- Lead - Fire Service Manager/Fire Chief
- Designate - Police Chief
- Alternate - Deputy Police Chief
- Alternate - Deputy Fire Chief

Responsible to: The Mayor

Responsible for: The Emergency Operations Center (EOC)

The Emergency Measures Coordinator is responsible for the efficient operations of the (EOC) with specific duties as follows:

- a. ensure that the Call-Out Plan is initiated;
- b. ensure that key positions are staffed;
- c. coordinate all staff functions in the EOC;
- d. ensure shift schedules are established for EOC staff;

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- e. ensure communications are established;

- f. respond to the requirements of the On-Scene Commander (OSC);
- g. ensure EOC staff take prompt and effective action in response to the requests of the (OSC);
- h. ensure action logs are maintained by all managers and key staff;
- i. establish priority of resources, in concert with EOC, managers, and staff, if conflicts should arise;
- j. recommend to the Mayor the need for expert assistance or provincial government resources;
- k. recommend to the Mayor the need to evacuate a specific area;
- l. ensure evacuation is carried out in accordance with the evacuation guidelines in this Plan *or as other wise may be required*;
- m. advise Mayor when an evacuated area may be re-entered by individuals and when a general re-entry may be initiated;
- n. ensure re-entry is carried out in accordance with the re-entry guidelines in this Plan *or as other wise may be required*;
- o. monitor the capacity of the area resources and if overextended, request assistance through Mutual Aid and the Provincial EMO;
- p. prepare and deliver briefings as the situation dictates;
- q. ensure that a thorough situation briefing is conducted during shift changes;
- r. inform all managers of major events as they arise;
- s. ensure that the Queen Elizabeth Hospital is alerted of the emergency if necessary;
- t. ensure that the Red Cross has established a Registration & Inquiry Program if necessary;

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10.2 Administration

EOC Administrative & Support Services

Lead - Recording Secretary

Designate - Legislative Clerk

Alternates - Receptionist or Administrative Assistants

Responsible to: Emergency Measures Coordinator (EMC)

Responsible for: Administrative and secretarial services.

Duties are as follows:

- a. assist in setting up the Emergency Operations Centre (EOC);
- b. ensure that only approved personnel enter the EOC;
- c. ensure that the telephone switchboard is staffed;
- d. ensure security is provided for the EOC area;
- e. ensure that a reception area is established and manned to direct visitors, media etc.;
- f. provide secretarial services to the EOC staff and executive;
- g. ensure that replacements are thoroughly briefed during shift changes;
- h. maintain a log of all actions taken;
- i. maintain an up to date list of Administrative resources and services;
- j. provide specific services as requested by staff managers;
- k. provide janitorial services for EOC;
- l. arrange food services for EOC staff;
- m. maintain records of all purchases and expenditures;
- n. ensure staff members are called out when EOC is activated; and
- o. perform other duties as assigned by the EMC.

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10.3 Public Works

Public Works & Transportation Services

Lead - Public Works Manager

Designate - *Projects Officer*

Alternate - *Senior Superintendent/ Superintendents*

Responsible to: Emergency Measure Coordinator (EMC)

Responsible for: Coordinating Engineering and Transportation Services

Duties are as follows:

- a. maintain an up to date list of all Engineering and Transportation resources in the area;
- b. determine where specialized equipment and vehicles and operators may be obtained depending on the nature of the emergency, and provide them to the On-Scene Commander (OSC) when requested;
- c. provide transportation services when requested by the EOC;
- d. establish priorities for the use of resources in concert with other departments and agencies;
- e. select evacuation routes and pick-up points as necessary, in concert with the Police department and the EOC;
- f. inform transportation drivers of the locations of the Reception Centers, or other places where evacuees may be housed;
- g. provide advice to the EOC when evacuation appears likely;
- h. update maps and notice boards as necessary;
- i. ensure that replacements are thoroughly briefed;
- j. maintain a log of all actions taken; and
- k. perform other duties as assigned by the EMC.

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10.4 Police Department

Communication, Police & Security Services

Lead - Police Chief

Second - Deputy Police Chief
Alternates - Sergeants

Responsible to: Municipal Emergency Measures Coordinator (EMC)
Responsible for: Communications and Police Services

Duties are as follows:

- a. maintain a list of all Communications, Police and Security resources in the area;**
- b. provide Communications, Police and Security Services in support of emergency operations;**
- c. provide security services for facilities as requested by the EOC;**
- d. provide operators for the radio networks and a message center;**
- e. establish a back-up network using amateur radio systems and assign frequencies;**
- f. respond to the communications needs of the On-Scene Commander (OSC)**
- g. inform the EOC of major problems;**
- h. ensure that replacement is thoroughly briefed;**
- i. maintain a log of all actions taken; and**
- j. perform other duties as assigned by the EMC.**

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10.5 Planning Department

Health & Community Services

Lead - Manager Planning Department
Second - Chief Building Inspector
Alternate - Assistant Building Inspector

Responsible to: Emergency Measures Coordinator (EMC)
Responsible for: Coordinating all area Health and Community Services

Duties are as follows:

- a. in cooperation with the Provincial & Federal Departments of Health and Social Services maintain an up to date list of all Health and Community Service resources in the area;**
- b. alert the Provincial and Federal Departments of Health and Social Services if necessary;**
- c. provide a list of facilities to the Provincial Coroner when an emergency morgue is required and inform all concerned of their location;**
- d. assist in acquiring additional personnel and resources as required;**
- e. inspect damaged building and property and post warnings if unsafe;**
- f. establish priorities of resources with EOC;**
- g. inform the EOC of significant events;**
- h. update maps and notice boards as necessary;**
- i. ensure that replacements are thoroughly briefed during shift changes;**
- j. ensure Reception Centers are periodically inspected;**
- k. maintain a log of all actions taken; and**
- l. perform other duties as assigned by the EMC.**

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10.6 Fire Department

Fire & Rescue Services

Lead - Fire Chief and his subordinates
Second - Districts Fire Chief(s)
Alternates - Fire Inspector /Fire Prevention Officer

Responsible to: Emergency Measures Coordinator (EMC)
Responsible for: Coordinating fire, rescue and first aid services

Duties are as follows:

- a. maintain an up to date list of all fire, rescue and first aid resources in the area;
- b. determine where specialized equipment and operators may be obtained depending on the nature of the emergency;
- c. provide specialized equipment and operators when requested by the On-Scene Commander (OSC)
- d. coordinate requests from the OSC for mutual aid;
- e. provide advice to the OSC when evacuation appears likely;
- f. ensure that dangerous goods support agencies are contacted if necessary;
- g. establish first aid posts;
- h. provide assistants to local ambulance services;
- i. ensure that replacements are thoroughly briefed;
- j. maintain a log of all actions taken;
- k. update maps and notice boards as necessary , and
- l. perform other duties as assigned by the EMC.

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10.7 Parks & Recreation and Culture

Reception Centers, Feeding & Lodging Services

Lead- *Manager of Parks & Recreation*

Second - **Program Coordinator**

Alternate - *Arena Superintendent(s)*

Responsible to: **Emergency Measures Coordinator (EMC)**

Responsible for: **Establishing and supplying reception centers (see 13.4)**

Duties are as follows:

- a. **maintain an up-to-date list of reception centers, clothing, and feeding resources;**
- b. **determine the lodging, clothing, and feeding requirements of persons displaced by the situation;**
- c. **acquire transportation for the distribution of clothing and food supplies;**
- d. **select cooks, food-service helpers, and others to cater to the feeding of persons at the reception centers; and**
- e. **monitor the need for food over an extended period;**
- l. **select people to act as reception center managers;**
- h. **inform the EOC of the selected sites;**
- i. **inform the Red Cross and Salvation Army of selected facilities and ensure that they proceed to the facilities;**
- j. **determine if overcrowding of any facility has occurred and initiate remedial action;**
- k. **ensure that replacements are thoroughly briefed during shift changes;**
- l. **maintain a log of all actions; and**
- m. **perform other duties as assigned by the EOC.**

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10.8 Human Resources

Personal & Staff Services

Lead **Human Resources Manager**
Second **Human Resource Services Officer**
Alternates **Payroll Services Officer or Administrative Assistant**

Responsible to: **Emergency Measures Coordinator (EMC)**
Responsible for: **Providing personal services for evacuees and staff**

Duties are as follows:

- a. maintain an up to date list of *available* social workers, counselors, clergy, etc. in the community;
- b. ensure the personal needs of evacuees are *evaluated* as they arrive at the Reception Center;
- c. ensure qualified people are assigned to assess the needs of evacuees;
- d. contact and assign the best-qualified person (considering the situation) to ease the fears of the evacuees;
- e. monitor the long term need for special care *persons*;
- f. provide critical incident stress debriefing for evacuees and staff;
- g. maintain an up to date list of *available* personal health and hygiene resources, pharmacies, oxygen suppliers, etc. in the community;
- h. determine the personal health and hygiene material requirements of persons displaced by the emergency situation;
- i. acquire, transport, and ensure the distribution of personal health and hygiene materials at reception centers;
- j. supply needed clothing and hygiene materials over a prolonged period; select persons to assist with the distribution
- k. maintain a log of all actions; and
- l. perform other duties as assigned by the EMC

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10.9 Water & Sewer Utility

Water, Sanitary & Veterinary Services

Lead - *Manager of Water & Sewer Utility*

Second - *Works Superintendent*

Alternates - *Technician(s)*

Responsible to: Emergency Measures Coordinator (EMC)

Responsible for: Water, Sanitary and Veterinary Services:

Duties are as follows:

- a. maintain an up to date list of all water, sanitary and related engineering resources;
- b. determine where specialized equipment and operators may be obtained;
- c. determine where and how portable water supplies may be obtained and distributed during an emergency;
- d. obtain and provide portable toilet services if necessary;
- e. provide portable pumps, storage tanks and water purification equipment;
- f. in cooperation with the PEI Humane Society maintain an up-to-date list of all veterinary resources in the area;
- g. in cooperation with the PEI Humane Society arrange for qualified personnel to provide emergency veterinary services and animal shelter and care facilities;
- h. in cooperation with the managers of the reception center and PEI Humane Society, arrange for the transportation and lodging of animals taken to reception centers;
- i. in cooperation with the PEI Humane Society and the Atlantic Veterinary Collage coordinate veterinary medical service including establishing a morgue and disposal of dead animals facilities;
- j. maintain a log of all actions; and
- k. perform other duties as assigned by the EMC

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10.10 Finance Department

Fiscal Services and Procurement

Lead - *Manager of Finance*

Second - *Treasure*

Alternates - *Assistant Treasurer*

Responsible to: Emergency Measures Coordinator (EMC)

Responsible for: Fiscal services and procurement

Duties are as follows:

- a. maintain an up date list of all banks, finance companies and brokers, as well as a list various suppliers of municipal equipment and services;
- b. prepare and post a general journal to track all emergency expenditure;
- c. record and process all invoices and maintain an accurate record;
- d. establish a procurement system for extended emergency operation;
- e. contact suppliers and order equipment, supplies or services required by the EOC;
- f. maintain a log of all actions taken;
- g. ensure replacements are thoroughly briefed;
- h. perform other duties as assigned by the EMC.

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10.11 Tourism

Public Information Coordinator

Economic Development, Tourism & Events

Lead - *Downtown Development Officer*
Second - *Events Development Officer/ Tourism Officer*

Responsible to: The Mayor
Responsible for: Coordinating the release of all information, related to
the emergency, to the media and the public.

Duties are as follows:

- a. maintain an up to date list of all media services in the community;
- b. establish a media briefing center;
- c. keep the public informed of the significant developments occurring at the emergency site;
- d. gather, process, and disseminate information from the EOC;
- e. brief the media periodically;
- f. maintain a log of all actions taken and all information released to the media;
- g. ensure that replacements are thoroughly briefed during shift changes;
and
- h. perform other duties as assigned by the EMC.

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11. “EMERGENCY EVACUATION PROCEDURES”

- 11.1** The Police or Fire Departments are usually the first on the scene of an emergency. If emergency evacuation is necessary, it will be initiated by the Senior Police or Fire Department Official depending on the type of emergency. The Senior Police or Fire Official at the scene will notify Central Dispatch that an emergency evacuation is necessary and they in turn will relay this information to the *Emergency Measures Coordinator (EMC) or or his designate* and initiate the Call-Out List (see 14.2).

Emergency Evacuation Notice

- 11.2** An Emergency Evacuation Notice will be broadcast throughout the area to be evacuated by police and fire department vehicles public address systems. The EMC will prepare a written notice as outlined below and copies of the notice will be provided to the Public Information Coordinator and the local media.

- 11.3** The Emergency Evacuation Notice shall state:
- a. the location;
 - b. nature of emergency (fire, flood, riot, etc.); and
 - c. the extent of area to be evacuated;
 - d. the location of reception centers (see 13.8).

- 11.4** The Emergency Measures Coordinator (EMC) or his/her designate will:
- a. notify the Mayor and the other members of the Government and Administrative Branch;
 - b. advise the Mayor if declaring a state of local emergency is necessary;
 - c. advise the Mayor if an Evacuation Order is required;
 - d. have the Evacuation Order passed on to the Public Information Coordinator for radio, TV and Public address systems broadcasts;
 - e. determine number of evacuees and advise the EOC; and
 - f. advise PEI Emergency Measures Organization of actions taken.

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- 11.5** Transportation

It is anticipated that many will provide their own transportation. Radio and TV broadcasts should indicate that those requiring transport will make their request known to the EOC.

11.6 Schools

In the event schools need to be evacuated, the school authorities will transport the students to the nearest safe collection point by school buses and any other means of transportation available. After being evacuated from the danger area the situation will determine where the students will go next. Radio and TV broadcasts should keep parents informed (see Annex “Eastern School Board Emergency Plan”).

11.7 Institutions

Hospitals, Manors, Extended Care Nursing Homes, etc. In the event circumstances require the evacuation of any of these facilities:

- a. the Senior Police or Fire Official will ascertain the number of ambulatory and stretcher patients; and
- b. the Emergency Measures Coordinator (EMC) will obtain sufficient vehicles to carry out the evacuation (Ambulances, public works vehicles, School Buses, etc.).

11.8 Security

Fire and Police Department personnel will check the area involved to ensure all persons are evacuated. During the emergency period the City Police will maintain security patrols of the evacuated area.

12. STEPS IN A “PLANNED” EVACUATION PROCESS

12.1 Evacuation Planning

The Emergency Measures Co-ordinator, along with the On-Scene Commander will analyse the emergency situation to determine the probability of an evacuation being ordered. The EMC shall brief the Mayor and the EOC as to the findings and if an evacuation appears likely, direct all EOC staff to ensure they are prepared to action and implement their duties in relation to an evacuation.

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If an evacuation is necessary the following actions should be taken.

- a. determine the reason for the evacuation;

- b. determine the exact area to be evacuated;**
- c. determine, to the degree possible, the number of people to be evacuated;**
- d. determine the evacuation routes and pick-up points and the availability of transport vehicles;**
- e. establish a Reception Centre (see section 13);**
- f. issue warning to the public in the area to be evacuated;**
- g. man the Reception Centres;**
- h. ensure the evacuated area is policed to the extent possible under the circumstances;**
- i. establish a communication system with the Reception Centres;**
- j. ensure that food and hot drinks are available at the Reception Centres;**
- k. establish an inner and outer perimeter danger area and a downwind danger area;**
- l. have a survey conducted of the clothing requirement and provide as needed;**
- m. ensure the sanitation facilities are adequate and maintained at the Reception Centres;**
- n. provide resource persons to soothe the personal fears evacuees may have;**
- o. ensure adequate heat, power, light, water and washroom facilities are available at the Reception Centres;**
- p. update the applicable provincial government department periodically;**

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- q. request assistance from appropriate provincial government departments as requested by EMC;**

- r. ensure the Reception Centre Managers are informed of changes in the emergency situation;
- s. provide volunteers to assist the Reception Centre Managers;
- t. determine, if possible, the length of time evacuees may have to remain at the Reception Centres;
- u. co-ordinate with first response agencies as to when re-entry is possible or under what limiting conditions;
- v. provide more suitable lodgings for those who may not return to the evacuated area;
- w. ensure all necessary actions are taken regarding health, engineering, and safety before re-entry is authorized;
- x. provide transportation for evacuees' re-entry;
- y. ensure the Reception Centre is cleaned and the facility is returned as received;
- z. submit lists of all costs incurred to EOC with a report on the operation;

13 RECEPTION CENTERS PROCEDURE

13.1 General

A local emergency or an emergency in a neighboring community may necessitate an evacuation and evacuees will have to be provided for. It is not anticipated evacuees would need assistance for a period of more than one or two days, however, the possibility of a longer stay should not be discounted. To receive and accommodate evacuees the following will be enacted in whole or in part as required.

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13.2 Reception Centres

The location of Reception Centres will be determined by the Emergency Measures Coordinator and the On-Scene Commander based on the location

and type of emergency. The first facilities to be used as Reception Centres will be City owned and operated buildings (see section 13. 8). If the City's facilities are within the evacuation area or other facilities are required, schools, community halls, and government facilities may be used.

13.3 Reception Centres

- a. Reception Centres will be set up under the direction of the Parks & Recreation and Culture Manager or her/his designate.
- b. The functions of the Reception Centres will be:
 - Lodging
 - Feeding
 - Registration & Inquiry (see 13.5)
 - Clothing
 - Personal Services

13.4 Feeding & Lodging

Feeding of evacuees will be arranged by the Parks & Recreation and Culture Manager using volunteer services as shown in Feeding Resources. Cooking facilities in buildings selected to accommodate the evacuees will be activated to provide coffee and a light snack for the evacuees upon their arrival and to serve hot meals twice per day for the duration of the reception.

Accommodations will be arranged on a congregate lodging basis in the first instance. The facilities listed can provide congregate accommodation for the numbers shown in Section 13.8, "Reception Centres". Beds or folding cots may be obtained from the Canadian Red Cross, Scouts Canada or the PEI Regiment.

If a prolonged stay is anticipated, or develops, billeting in private homes or commercial accommodations will be considered.

The Provincial Department of Health will be available for advice on issues of health and sanitation. They will also provide some services in the area of consultation, counseling, inspection, and nursing.

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13.5 Registration & Inquiry

Contact the Canadian Red Cross (1-800-222-9597) to establish a Registration & Inquiry program.

13.6 Personal Services

Counseling services may be provided by contacting the Human Resources Manager. Additional personal services may be arranged by contacting the Department of Social Services.

13.7 Clothing

Clothing of evacuees will be arranged by the Human Resources Manager using volunteer services as shown in Clothing Resources.

13.8 Reception Centres Locations

<u>Primary Reception Centres</u>	<u>Kitchen</u>	<u>Capacity</u>
West Royalty Community Centre	Yes	100 persons
Hillsborough Park Community Centre	Yes	50 persons
East Royalty Community Centre	Yes	50 persons
Charlottetown Civic Centre	Yes	100 persons
Sherwood Recreation Hall	Yes	50 persons

<u>Secondary Reception Centers</u>	<u>Cafeteria</u>	<u>Capacity</u>
Charlottetown Rural High School	Yes	300 persons
Colonel Gray High School	Yes	300 persons
Birchwood Jr. High School	Yes	300 persons
Queen Charlotte Jr. High School	Yes	300 Persons
Stone park Jr. High School	Yes	300 Persons
HMCS Queen Charlotte	Yes	200 Persons

(see “Lodging Services” Annex H)

13.9 Staff Reception Center

A Reception Centre for feeding, lodging, and recreation facilities for all staff EOC and other city employees, mutual aid groups, and personnel from other agencies assisting the City in the emergency operation will be provided at the Firefighters Recreation and Training Centre, 89 Kent Street.

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14. EMERGENCY CALL - OUT ARRANGEMENTS

14.1 When an emergency or disaster occurs or is imminent, the City Police Central Dispatch will be responsible for alerting the Municipal Emergency

Measures Coordinator (EMC) or his/her designate. The Municipal Emergency Measures Coordinator will advise Central Dispatch if a telephone Call-Out is to be initiated and he/she will indicate if it is to be a Level 1 and/or Level 2 Call-Out. Central Dispatch will commence the Call - Out.

14.2 EMERGENCY CALL-OUT

<u>Primary Call - Out</u>	<u>Name</u>	<u>Res.</u>	<u>Off.</u>	<u>Cell</u>
EMC	Randy MacDonald		629-4081	
Deputy/EMC	Paul Smith		629-4040	
CAO	Roy Main		629-4126	
Mayor	Clifford Lee		629-4100	

Level 1 Call – Out

DPS	Joe Coady		629-4114	
DCS	Donna Waddell		629-4121	
DHR			629-4160	

Level 2 EOC Call – Out

Administration	Pam Leard		629-4125	
Police Dept.	Richard Collins		629-4039	
Fire Dept.	Cindy MacFayden		629-4082	
Public Works Dept.	Paul Johnston		629-4113	
Finance	Scott Ryan		629-6904	
Parks & Recreation	Sue Hendricken		629-4022	
Planning Dept.	Don Poole		629-4000	
Tourism	Donna Hurry		629-4117	
Water Utility	Craig Walker		629-4009	

PEI EMERGENCY MEASURES ORGANIZATION

PEI Emergency Measures Organization 1-902-888-8050
 (After hours emergencies – The Message Center Charlottetown) 892-9365

Cindy MacDougall (Richmond, PEI) 1-902-854-2141 1-902-888-8050

Amended August 2009

EMERGENCY MEASURES PLAN

Charlottetown City Council
 2007 - 2010

Mayor Clifford Lee Home 566-9124
 24 Kensington Road
 Charlottetown PE CIA 5H5

WARD 1 Queen's Square	Councillor Kim Devine 102 Water Street Charlottetown PE CIA IA6	Home	367-6703
WARD 2 Belvedere	Councillor Daniel J. Redmond 209 East Royalty Rd. Charlottetown PE CIA 7J7	Home Cell	368-3294 388-0527
WARD 3 Spring Park	Councillor Rob Lantz 78 Crestwood Drive Charlottetown PE CIA 3H5	Home	566-9869
WARD 4 St. Avar'd's	Councillor Mitchell G. Tweel 269 University Avenue Charlottetown PE CIA 4M3	Home Cell	894-8263 393-5538
WARD 5 Spring Park	Councillor Sterling H. MacFadyen 73 Newland Crescent Charlottetown PE CIA 5P6	Home	892-5695
WARD 6 Mount Edward	Councillor David MacDonald 104 Mount Edward Road Charlottetown PE CIA 8C7	Home Cell	892-9639 393-5528
WARD 7 Beach Grove	Councillor Cecil F. Villard 169 Royalty Road Charlottetown PE CIE IZ5	Home	368-2889
WARD 8 Highfield	Councillor Peter McCloskey 24 Katie Drive Charlottetown PE CIE IX8	Home Cell	368-2026 626-7551
WARD 9 Stonepark	Councillor Melissa Hilton 50 Birchill Drive Charlottetown PE CIA 6W6	Hone Cell	892-1698 394-0320
WARD 10 Falconwood	Councillor Terence H. Bernard 19 Oakland Crescent Charlottetown PE CIC IM9	Home Cell	368-1634 628-5393

Amended September 2006

EMERGENCY MEASURES PLAN

ANNEX A

PROCLAMATION
STATE OF EMERGENCY

1. Whereas, _____

2. **At,** _____

3. **Resulting in** _____

4. **I** _____

do herein declare that a state of _____

emergency exists as of _____

within the area bordered by _____

This proclamation is in effect until further notice.

Signature

Date/Time

EMERGENCY MEASURES PLAN

COMMUNICATIONS RESOURCES

<u>COMPANY</u>	<u>CONTACT</u>	<u>BUS</u>	<u>AFTER HRS.</u>
<u>TV and Radio</u>			
CBC Radio CBC Television 430 University Ave.		629-6400 629-6518	
CFCY Radio Magic 93 5 Prince St		892-1066 892-1066	
East Link Cable		367-2800	
Ocean 100/K-Rock 90 University Ave		569-1003 (24/7)	
<u>Amateur Radio</u>			
Charlottetown Amateur Radio Club – Bill Perry		892-0159	
<u>Mobile & Portable Radios</u>			
Bell/Aliant Mobility 69 Belvedere Av		566-0241	
Nova Communications 6 Walker Dr Unit 5	Dave Hodge	566-9062	

EMERGENCY MEASURES PLAN

HEALTH RESOURCES

<u>NAME</u>	<u>CONTACT</u>	<u>BUS</u>	<u>AFTER HRS.</u>
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Hospitals

A current list of physicians can be obtained by contacting the hospital closest to the emergency site.

Western Hospital Alberton		853-8650	same
Community Hospital O'Leary		859-8700	same
Stewart Memorial Hospital Tyne Valley		831-7902	831-7900
Prince County Hospital Summerside		432-2500	438-4200
Queen Elizabeth Hospital Riverside Drive, Ch'Town		894-2111	894-2200
Kings County Hospital Montague		838-0777	838-0758
Souris Hospital Souris		687-7150	same
Poison Control		1-800-565-8161	

Medical Clinics

Polyclinic 199 Grafton Street	629-8810	
Riverside Medical Centre 1 Garfield Street	628-6700	894-4493
Parkdale Medical Centre 20-22 St. Peters Road	628-6660 628-6030	569-1515
Sherwood Family Med. Centre 15 Brackley Point Road	566-1540 566-9730 566-4734	
Medical Doctors (after hours only) Message Centre	892-1204	

Fires Aid Supplies and Home Care

Canadian Red Cross 62 Prince Street	628-6262	
Harding Medical Supplies 14 Exhibition Drive	628-1400	628-1409
Island Home Health Care 41 St Peters Rd	628-1500	569-1515
Vital-Aire Health Care 393 University Ave.	894-3832	
Shoppers Drug Mart 390 University Ave.	892-3433	569-1696(H)

Morgue Sites

Cody Banks Arena 58 Maple Ave.	894-8422	368-3454
Simmons Sports Centre North River Road	894-8247	894-8163(H) 892-7954(H)
Charlottetown Curling Club 241 Euston Street	892-7467	892-2159(H) 892-0788(H)

EMERGENCY MEASURES PLAN

EMERGENCY REPORT

General

1. The requirement for this report is to provide assistance in the compilation of the Municipal report after the emergency, to provide a record of all actions taken by the agency, and to make recommendations with a view to improving overall response to an emergency or disaster.

Format

2. The format for the report shall be as follows:
 - a. **General** - a brief description of the emergency.
 - b. **Emergency Response Structure** - describe the agencies' response structure, indicate the extent of involvement in terms of time, number of personnel involved and material resources used.
 - c. **Sequence of Events** - in chronological order, list significant actions or events.
 - d. **Costs (if applicable and available)** - outline the costs incurred during the emergency and the forecast post-emergency costs.
 - e. **Comments** - list comments; use any appropriate functional headings such as: plans and procedures, command and control, coordination, communications, evacuation, re-entry, supplies and equipment, purchasing, legislation, etc.
 - f. **Recommendations** - list recommendations, use headings as per sub-para (e) above.

Attachments

3. Attach copies of all supporting papers such as: logs, maps, diagrams, data or statistics which may be useful in preparing the municipal report.

Procedures

4. Agencies involved in the emergency will submit their report to EMO within 30 days following the termination of the emergency. All reports will be collated by EMO who will submit a final report to the Minister within 60 days following the termination of the emergency.