



Emergency Measures Advisory Committee

Monday, June 26, 2017

11:00 a.m.

Council Chambers, Town Hall

359 Main Street

Agenda

1. Approval of Agenda

2. NS EMO Emergency Management Evaluation – September 8, 2016

- Overview of Results
- Way-Forward

3. Town of Wolfville's Comfort/Reception Centre

- Memorandum of Understanding (MOU) – Wolfville & AVRSB
- Next Steps – Municipal Awareness & Education

4. Question Period

Procedure: A thirty-minute time period will be provided for members of the public to address Council regarding questions, concerns and/or ideas. Each person will have a maximum of two minutes to address Council with a second two-minute time period provided if there is time remaining within the thirty-minute Public Input/Question Period timeframe.

5. Next Meeting

Monday, September 18, 2017

6. Adjournment

Municipal Emergency Management Program Evaluation

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Introduction

Every two years, the Emergency Management Office of Nova Scotia [EMO (NS)] reports on the state of emergency preparedness in the province. EMO (NS) Emergency Management Planning Officers (EMPO) assess each municipality's level of emergency preparedness.

The Emergency Management Act (EMA) of Nova Scotia requires that all municipalities have:

- an Emergency Management Organization;
- an Emergency Bylaw;
- an Emergency Plan;
- an Emergency Management Coordinator; and
- a Standing Committee of Council.

Unfortunately, meeting these requirements does not mean that your municipality is *prepared* for an emergency. Emergency preparedness is a continuous cycle of planning, testing, training and evaluation, which, to be truly effective, must be part of the municipality's day-to-day business.

The evaluation tool presented here will help your municipality better prepare for its emergency responsibilities. It is intended to guide your emergency management activities and ensure that all aspects of planning and preparation are considered. EMO (NS) staff will use this tool when working with you to develop their report on the state of emergency preparedness.

Why EMO (NS) uses this approach

Traditionally in Canada emergency management programs have been assessed “after the fact”. When an emergency situation has been resolved, the performance of the management structure is measured through a debriefing. After an exercise or simulation has been completed, a debriefing and an assessment are conducted. EMO (NS) has adopted the view that municipal and provincial emergency management processes should be *forward* looking. They should anticipate difficulties and treat them before they become operational impediments. Our measurement methods need to monitor the development of systems and not just their performance.

Put another way, measurement of “how we are doing” in emergency management needs to answer these questions:

- Is the municipality compliant with the law?
- Do the solutions proposed by the municipal emergency plans and procedures have a reasonable chance of working?
- On what areas should a municipality concentrate in order to establish due diligence in its emergency management system?

To answer these questions, we need to understand what constitutes a diligent emergency management system; what activities give it a reasonable chance of working; and we need a way to measure our progress toward achieving a diligent system.

How this evaluation and planning tool works

The evaluation and planning process used in this document assumes that a diligent emergency management system has the following characteristics:

- Written policy statements are developed and implemented and endorse compliance with laws, internal operating procedures and best management practices.
- Managers and coordinators are appointed and are equipped with the awareness, knowledge and skills required to reasonably fulfill their duties and responsibilities.
- There is on-going training of staff in the awareness, knowledge and skills required to effectively perform their functions.
- Equipment and facilities are adequate and accessible.
- Emergency Response Plans (ERP) are established and aligned with the Incident Command System (ICS) and are updated with sufficient frequency to be current and applicable.
- Risk reduction programs are established and are maintained through regular and continuous monitoring, maintenance and reporting.
- There is timely communication of program information, notices and reminders.
- Record keeping and the documentation of systems and events are orderly and systematic.

These ingredients can also be called *outcomes*. An *outcome* is the result of a program. It is the difference between what exists now and what exists after the program. Outcomes can also be called goals or objectives. The list of characteristics above is the list of outcomes that a municipality should achieve in its emergency preparedness program.

This evaluation tool asks you to determine whether a number of *outputs* have been achieved. An output is an indicator of progress toward an outcome. Outputs can always be measured in some way. Outputs can also be called performance indicators or deliverables. The key point to remember is that outputs contribute to outcomes. Here is an example.

Outcome	Outputs
▪ The municipality is compliant with the Emergency Management Act	▪ There is a plan. ▪ There is a by-law. ▪ There is an EMC. ▪ There is a local EMO. ▪ There is a standing committee of council.

In order to determine whether your municipality is achieving these outcomes, we have developed the following measurement tool, which proposes a number of performance indicators, or *outputs*, which we believe that municipalities need to achieve in order to have a diligent emergency management system.

This document will be completed by the EMPO after reviewing the document with those involved in the municipality's emergency preparedness program. The EMPO, based on his/her experience with the municipality, will provide a report outlining the results of the evaluation.

Municipal Emergency Preparedness Evaluation

Municipality's Name	Town of Wolfville
Chief Administration Officer	Erin Beaudin
Municipal Emergency Management Coordinator	Dan Stovel
Provincial Emergency Management Planning Officer	Andrew Mitton
Date	September 8 th 2016

A. Commitment

Commitment outcomes measure the priority the municipality has attached to emergency preparedness and its presence as a continuing business activity.

<p><u>Municipality complies with the <i>Emergency Management Act</i>:</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Appointed a Standing Committee of Council* <input checked="" type="checkbox"/> Approved Emergency Management By-Law* <input checked="" type="checkbox"/> Approved Emergency Management Plan* <input checked="" type="checkbox"/> Appointed Emergency Management Coordinator* <input checked="" type="checkbox"/> Established Emergency Management Organization (EMO)* 	<p><u>5</u> (Max. 5)</p>
<p><u>Municipality has demonstrated commitment through budgetary and other resource measures:</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> There is an annual budget for emergency preparedness <input checked="" type="checkbox"/> One or more of the following exists or is under active development: <ul style="list-style-type: none"> <input type="checkbox"/> Mutual aid agreement <input checked="" type="checkbox"/> Memorandum of understanding <input type="checkbox"/> Any other agreement with another municipality to share resources in an emergency 	<p><u>3</u> (Max. 3)</p>
<p><u>Municipality demonstrates executive leadership by:</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Arranging Mayors and Elected Officials training for new members <input checked="" type="checkbox"/> Conducting at least two meetings of Standing Committee of Council every year <input checked="" type="checkbox"/> Having a bylaw dated November 1, 1990, or later 	<p><u>3</u> (Max. 3)</p>
<p><u>Municipality demonstrates senior management leadership by:</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Having an emergency management planning committee <input type="checkbox"/> Ensuring the emergency management planning committee meets at least three times per year <input checked="" type="checkbox"/> Ensuring senior municipal staff knows authority structure in an emergency 	<p><u>2</u> (Max.3)</p>
<p><u>Total Score for Commitment</u></p>	<p><u>13</u> (Out of 14)</p>

** All five of these outputs must be present to satisfy the outcome of compliance with the *Emergency Management Act*. Non-compliance with the Act automatically generates an overall rating of **poor**.

How ratings are assigned against scores for commitment

The maximum score is 14.

Score	Rating	Comments
13 - 15	Excellent	Municipal EMO receives strong support and leadership.
11-12	Good	Effort is made but has elements of inconsistency
7 to 10	Fair	Priority is low and resources are inadequate
6 or less	Poor	Little or no commitment has been demonstrated A score of less than 6 will probably indicate that the municipality is not compliant with the <i>Emergency Management Act</i>

B. Direction

Direction outcomes state the degree to which the emergency preparedness program is founded on clear policy that is based on good practice and is widely circulated.

<p><u>Municipality has established a structure to direct its planning.</u></p> <p><input checked="" type="checkbox"/> There is an Emergency Management Planning Committee.</p> <p><input checked="" type="checkbox"/> An Emergency Management Coordinator has been appointed.</p> <p><i>This is a mandatory outcome ...a score of less than 2 results in an automatic poor rating.</i></p>	<p style="text-align: center;">____ 2 ____</p> <p style="text-align: center;">(Max. 2)</p>
<p><u>Municipality states its emergency planning direction:</u></p> <p><input checked="" type="checkbox"/> There is a written emergency plan.</p> <p><input checked="" type="checkbox"/> Council has approved the plan.</p> <p><i>This is a mandatory outcome ...a score of less than 2 results in an automatic poor rating.</i></p>	<p style="text-align: center;">____ 2 ____</p> <p style="text-align: center;">(Max. 2)</p>
<p><u>The direction reflects good practice by:</u></p> <p><input checked="" type="checkbox"/> Defining emergency authority structures.</p> <p><input checked="" type="checkbox"/> Adopting Incident Command System structure for both the site and the ECC.</p> <p><input type="checkbox"/> Defining a process to inform EMO NS on any event or emergency as required by the EMA? An “emergency” means a present or imminent event in respect of which the Minister or a municipality, as the case may be, believes prompt co-ordination of action or regulation of persons or property must be undertaken to protect property or the health, safety or welfare of people in the Province.</p>	<p style="text-align: center;">____ 3 ____</p> <p style="text-align: center;">(Max. 3)</p>
<p><u>The direction established by the plan has been communicated by distribution of the plan to:</u></p> <p><input checked="" type="checkbox"/> Planning committee members.</p> <p><input checked="" type="checkbox"/> ECC Members.</p> <p><input checked="" type="checkbox"/> Key participating agencies as defined by the emergency plan.</p>	<p style="text-align: center;">____ 3 ____</p> <p style="text-align: center;">(Max.3)</p>
<p><u>The plan provides current direction by:</u></p> <p><input checked="" type="checkbox"/> Having been reviewed by Council or the Standing Committee within the last 3 years.</p> <p><input checked="" type="checkbox"/> Having a mechanism to ensure all plan holders are informed of revisions.</p>	<p style="text-align: center;">____ 2 ____</p> <p style="text-align: center;">(Max. 2)</p>
<p><u>Total Score for Direction</u></p>	<p style="text-align: center;">____ 12 ____</p> <p style="text-align: center;">(Out of 12)</p>

How ratings are assigned against scores for direction

The maximum score is 12.

Score	Rating	Comments
11-12	Excellent	Policy and plan have a strong technical basis and are widely circulated
9-10	Good	Plan exists but there are opportunities for technical, currency or distribution improvements.
7- 8	Fair	Plan exists but there are technical problems or deficiencies and the plan does not have adequate circulation or currency
6 or less	Poor	The plan exists but in name only.

C. Coverage and Depth

Coverage outcomes measures how well the emergency management program relates to the environment in which it exists and whether it has an appropriate technical foundation.

<p><u>The plan has an appropriate technical context:</u></p> <p><input checked="" type="checkbox"/> A hazard analysis has been conducted in last 5 years.</p> <p><input type="checkbox"/> The hazard analysis was completed in conjunction with other key stakeholders.</p> <p><input type="checkbox"/> Specific hazard contingencies plans have been developed where appropriate.</p> <p><input checked="" type="checkbox"/> Resource availability and deficiencies are identified.</p>	<p style="text-align: center;"> $\frac{2}{(Max. 4)}$ </p>
<p><u>The plan is integrated:</u></p> <p><input type="checkbox"/> Key stakeholders were consulted during the plan's development.</p> <p><input checked="" type="checkbox"/> The plan describes how other agencies are to be supported and/or how they will support the municipality.</p> <p><input checked="" type="checkbox"/> Key Stakeholders are listed in the callout procedures.</p>	<p style="text-align: center;"> $\frac{2}{(Max. 3)}$ </p>
<p><u>The plan has the following components:</u></p> <p><input checked="" type="checkbox"/> Table of Contents.</p> <p><input checked="" type="checkbox"/> Authorities (By-Law, Emergency Management Act)</p> <p><input checked="" type="checkbox"/> Hazard analysis.</p> <p><input checked="" type="checkbox"/> Organizational chart and authority structure.</p> <p><input checked="" type="checkbox"/> Roles and responsibilities of municipal departments and other agencies.</p> <p><input checked="" type="checkbox"/> ECC description and procedures.</p> <p><input checked="" type="checkbox"/> Contact list and contact procedure (e.g. fan-out).</p> <p><input checked="" type="checkbox"/> Telecommunications plan.</p> <p><input checked="" type="checkbox"/> Public information plan.</p> <p><input checked="" type="checkbox"/> Post-emergency responsibilities.</p>	<p style="text-align: center;"> $\frac{1}{(Max. 1)}$ </p>
<p><u>Total Score for Coverage and Depth</u></p>	<p style="text-align: center;"> $\frac{5}{(Out of 8)}$ </p>

How ratings are assigned against scores for coverage and depth

The maximum score is 8.

Score	Rating	Comments
7- 8	Excellent	Plan thoroughly covers stakeholders' roles. There is an appropriate context for the plan.
6	Good	Responsibilities are well defined. There is a context for the plan but there are minor gaps or omissions.
4 or 5	Fair	There are important elements missing but there is sufficient basis for a credible revision.
3 or less	Poor	Significant gaps in critical areas. Plan has little chance to address operational requirements and may not reflect current realities in the community

D. Testing and Review

Emergency plans and procedures have no validity unless they are tested, and the testing has no validity unless it exists in an appropriate context.

<p><u>The plan has received at least minimal review:</u></p> <p><input checked="" type="checkbox"/> The plan was created or revised in the last three years.</p>	<p style="text-align: center;">____1____ (Max. 1)</p>
<p><u>The plan is tested:</u></p> <p><input checked="" type="checkbox"/> There has been an exercise of the plan in the last three years.</p> <p><input type="checkbox"/> The exercise concluded with a debriefing session for participants.</p> <p><input type="checkbox"/> The exercise included three or more of the following:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Municipal employees. <input type="checkbox"/> Members of Council. <input checked="" type="checkbox"/> Provincial employees. <input type="checkbox"/> Non-governmental organizations. <input type="checkbox"/> Industry. <input type="checkbox"/> The public. <input type="checkbox"/> Key stakeholders. <p><input checked="" type="checkbox"/> One or more of the following has been conducted in the past two years:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Full-scale exercise. <input checked="" type="checkbox"/> Table top exercise involving most or all ECC staff. <input type="checkbox"/> Evacuation exercise. <p><input type="checkbox"/> One or more of the following has been conducted in the past year.</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> EMO issues on staff meeting agendas <input checked="" type="checkbox"/> public Information, telecommunications, fan-out or other component exercise. <p><input type="checkbox"/> Plans are reviewed after each exercise.</p>	<p style="text-align: center;">____5____ (Max. 6)</p>
<p><u>The review process is consistent with the planning process:</u></p> <p><input checked="" type="checkbox"/> The review includes hazard analysis revision every five years.</p> <p><input checked="" type="checkbox"/> Reviews include key stakeholders.</p>	<p style="text-align: center;">____2____ (Max. 2)</p>
<p><u>The review process has outcomes:</u></p> <p><input checked="" type="checkbox"/> One or more of the following has occurred as a result of a review:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> More training for key individuals. <input checked="" type="checkbox"/> Plan or procedures have been revised. <input checked="" type="checkbox"/> Additional resources have been acquired directly or through agreement. 	<p style="text-align: center;">____1____ (Max. 1)</p>
<p><u>Total Score for testing and review</u></p>	<p style="text-align: center;">____9____ (Out of 10)</p>

How ratings are assigned against scores for testing and review.

The maximum score is 10.

Score	Rating	Comments
9 or 10	Excellent	Plan is current and subject to regular testing and review.
7 or 8	Good	Plan is reasonably current and some testing has occurred.
5 or 6	Fair	The plan's current validity is suspect. There are many opportunities for testing and review.
4 or less	Poor	Revision and testing regime is token or non-existent to any practical extent. Plan is highly suspect.

E. Public Information and Telecommunication Plan

Adequate telecommunications assets and processes combine to make these critical outcomes of the emergency management program.

<p><u>The Municipality has an Emergency Public Information Plan.</u></p> <p><input checked="" type="checkbox"/> An emergency Public information plan forms part of the municipal emergency plan.</p> <p><input checked="" type="checkbox"/> Key stakeholders have a copy of the plan.</p>	<p style="text-align: center;">____ 2 ____ (Max. 2)</p>
<p><u>The Emergency Public Information Plan contains the essential elements.</u></p> <p><input checked="" type="checkbox"/> The plan was developed in consultation with key stakeholders.</p> <p><input type="checkbox"/> The plan has all of the following:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> A strategy for raising and reinforcing public awareness of the potential for emergencies. <input checked="" type="checkbox"/> The municipality has appointed an emergency public information officer. <input checked="" type="checkbox"/> The public receives consistent information and advice from your jurisdiction in regards to emergency preparedness. <input type="checkbox"/> The municipality has a public alerting/warning program. <input checked="" type="checkbox"/> The municipality has agreements in place with various local media for the purpose of public information. <input checked="" type="checkbox"/> The public information strategy has been discussed with emergency service providers. 	<p style="text-align: center;">____ 5 ____ (Max. 5)</p>
<p><u>Emergency Telecommunications Plan</u></p> <p><input checked="" type="checkbox"/> The Municipality has an Emergency Telecommunications Plan</p> <p><input type="checkbox"/> The telecommunications plan specifies an update and exercise schedule.</p> <p><input checked="" type="checkbox"/> The telecommunications plan has been created or revised in the past two years.</p> <p><input checked="" type="checkbox"/> There has been a telecommunications capacity test in the last year.</p> <p><input checked="" type="checkbox"/> TMR2 Radios are accessible and appropriate staff are trained in their use.</p>	<p style="text-align: center;">____ 3 ____ (Max. 4)</p>
<p><u>Total Score for Telecommunication Pan</u></p>	<p style="text-align: center;">____ 10 ____ (Out of 11)</p>

How ratings are assigned against scores for telecommunications planning

The maximum score is 11.

Score	Rating	Comments
10-11	Excellent	There is a telecommunications plan and it is fully implemented and tested.
8-9	Good	There is emergency telecommunications capacity but it may not be fully tested or integrated.
6-7	Fair	The plan's current validity is suspect. There are opportunities for testing and review or for increased coverage or resource development.
5 or less	Poor	Telecommunications plan is token or non-existent to any practical extent.

F. Prevention and Mitigation

The best-managed emergency is the one that is avoided completely. The prevention and mitigation outcome measures show the extent to which basic risk reduction is part of the emergency program.

<p><u>The municipal emergency preparedness program includes prevention and mitigation as continuing components.</u></p> <p><input checked="" type="checkbox"/> There is a schedule for hazard analysis.</p> <p><input checked="" type="checkbox"/> The EMC advises the Planning committee on new hazards.</p> <p><input checked="" type="checkbox"/> Municipal planning processes include emergency management issues in such matters as development approvals, land use strategies and similar processes.</p> <p><input checked="" type="checkbox"/> There is a mechanism by which the public is informed, in advance, of measures that are likely to improve their safety during an evacuation or other aspects of emergency operations.</p> <p><input type="checkbox"/> The municipality participates with the private sector industry in cooperative or joint ventures that are intended to prevent emergencies or mitigate their effects.</p>	<p style="text-align: center;">____4____ (Max. 5)</p>
<p><u>Total Score for prevention and mitigation</u></p>	<p style="text-align: center;">____4____ (Out of 5)</p>

How ratings are assigned against scores for Prevention and Mitigation

The maximum score is 5.

Score	Rating	Comments
5	Excellent	Continuous monitoring, active public involvement.
4	Good	There is monitoring, but opportunities for corporate solutions, partnering or public involvement are being missed.
2 or 3	Fair	Highly visible threats are treated. Little or no public education.
0 or 1	Poor	Limited or no efforts.

G. Operational review

Similar to testing, operational reviews allow valuable lessons to be learned and appropriate change to be made.

<p><u>Plans and procedures are subject to post-operational review.</u></p> <p><input type="checkbox"/> There has been an emergency operation after which the plan or its procedures were reviewed; OR there is a policy to review the plan or procedures after each emergency operation.</p> <p><input type="checkbox"/> A “near emergency” can or has generated a review.</p>	<p style="text-align: center;">0</p> <hr style="width: 50%; margin: auto;"/> <p style="text-align: center;">(Max. 2)</p>
<p><u>Operational review process is consistent with the planning process.</u></p> <p><input type="checkbox"/> Reviews involve the key stakeholders.</p> <p><input type="checkbox"/> Reviews include validation of hazard analysis.</p>	<p style="text-align: center;">0</p> <hr style="width: 50%; margin: auto;"/> <p style="text-align: center;">(Max. 2)</p>
<p><u>Operational reviews examine core issues.</u></p> <p><input type="checkbox"/> Causes of the incident.</p> <p><input type="checkbox"/> Adherence to plans and procedures by the organization.</p> <p><input type="checkbox"/> Validity of plans and procedures.</p> <p><input type="checkbox"/> Adequacy of training.</p> <p><input type="checkbox"/> Availability of appropriate resources.</p>	<p style="text-align: center;">0</p> <hr style="width: 50%; margin: auto;"/> <p style="text-align: center;">(Max. 4)</p>
<p><u>Operational reviews have outcomes</u></p> <p><input type="checkbox"/> Results of reviews are published and distributed to stakeholders.</p> <p><input type="checkbox"/> Results of reviews include recommendation for change with a time identified to implement the change.</p> <p><input type="checkbox"/> One or more of the following have occurred as a result of an operational review:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Plans and/or procedures have been amended. <input type="checkbox"/> New training needs have been identified. <input type="checkbox"/> Resource deficiencies have been identified. 	<p style="text-align: center;">0</p> <hr style="width: 50%; margin: auto;"/> <p style="text-align: center;">(Max. 3)</p>
<p><u>Total Score of operational plan</u></p>	<p style="text-align: center;">0</p> <hr style="width: 50%; margin: auto;"/> <p style="text-align: center;">(Out of 11)</p>

How ratings are assigned against scores for operational review.

The maximum score is 11.

Score	Rating	Comments
9 to 11	Excellent	Operations are routinely reviewed and opportunities for improvement are acted upon.
6 to 8	Good	There is a regularized review process, but it may not be fully inclusive or may not lead to improvements.
4 or 5	Fair	The need for review is recognized. Reviews may not be comprehensive or lack other elements that affect their validity.
3 or less	Poor	The operational review process exists in name only and has little chance of generating useful information or initiating change.

H. Alerting, Call-Out and Plan Implementation

An emergency cannot be managed unless there is early recognition that an emergency exists and that the correct response is implemented in an appropriate manner.

<p><u>The Municipality has an emergency assessment system</u></p> <p><input type="checkbox"/> There are procedures to allow first responders to differentiate between “routine” and “major” emergencies and notify the EMC.</p> <p><input checked="" type="checkbox"/> The emergency plan clearly outlines the authority for the activation of the Emergency Plan in whole or in part.</p>	<p style="text-align: center;">1</p> <hr style="width: 50%; margin: auto;"/> <p style="text-align: center;">(Max. 2)</p>
<p><u>There is an efficient, tested alerting system</u></p> <p><input checked="" type="checkbox"/> There is an alert list that has been revised within the last year.</p> <p><input checked="" type="checkbox"/> Key members of the emergency management team can have alternate means for being called out (e.g. radio, pager, cell)</p> <p><input type="checkbox"/> The callout procedure prescribes a standard message to be used for calling back key staff.</p> <p><input type="checkbox"/> The call out procedure is available 24/7 through a dispatch centre, answering service or similar system.</p>	<p style="text-align: center;">2</p> <hr style="width: 50%; margin: auto;"/> <p style="text-align: center;">(Max. 4)</p>
<p><u>There are written procedures to implement a coordinated response</u></p> <p><input checked="" type="checkbox"/> There is a written procedure to open the emergency coordination centre (ECC).</p> <p><input checked="" type="checkbox"/> There are lists of initial actions to be taken by each person in the ECC OR the Incident Command System has been implemented in the ECC where duties are already prescribed.</p> <p><input type="checkbox"/> There is a written procedure to establish an Incident Commander at the site if one does not emerge or needs to be replaced.</p>	<p style="text-align: center;">2</p> <hr style="width: 50%; margin: auto;"/> <p style="text-align: center;">(Max. 3)</p>
<p><u>Total Score of Alerting, Call-out and Plan Implementation</u></p>	<p style="text-align: center;">5</p> <p style="text-align: center;">(Out of 9)</p>

How ratings are assigned against scores for alerting, call-out and implementation.

The maximum score is 9.

Score	Rating	Comments
9	Excellent	Reasonable actions have been taken to allow the plan to be implemented in a timely and appropriate manner.
7 or 8	Good	Significant efforts have been made but it is possible to make improvements that will enhance the reliability or predictability of the response.
5 or 6	Fair	There is a notional process for alerting, call out and implementation, but the process is suspect and possibly unreliable.
4 or less	Poor	The alerting, call-out and implementation process exists in name only and has little chance of successful use.

I. Resources

Resources consist of people, facilities, equipment and supplies. These outcomes show the municipality's progress toward identifying and acquiring the appropriate resources.

<p><u>The appropriate personnel have been identified</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> There is an alternate to the EMC. <input checked="" type="checkbox"/> Key stakeholders are represented on the EMO Planning Committee. <input checked="" type="checkbox"/> Fire, Police, Public Works have trained Incident Commanders. 	<p>_____3_____</p> <p>(Max. 3)</p>
<p><u>There are designated emergency management facilities</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> There is an emergency coordination centre. <input type="checkbox"/> It is reasonably secure from local hazards. <input checked="" type="checkbox"/> It has back-up power. <input checked="" type="checkbox"/> It has the telecommunications facilities specified by the emergency telecommunications plan. 	<p>_____4_____</p> <p>(Max. 4)</p>
<p><u>Comfort centre and or shelter program</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Community facilities are available in a reasonable time by mutual aid agreement or service contact. <input checked="" type="checkbox"/> Municipality maintains a list of facilities. <input checked="" type="checkbox"/> The procedures for activating these facilities are documented and circulated. 	<p>_____3_____</p> <p>(Max. 3)</p>
<p><u>Total for Resources</u></p>	<p>_____10_____</p> <p>Out of 10</p>

J. Emergency Management Training

Emergency management training is assists in emergency preparedness, including the development of plans, and the operation of emergency management facilities.

<p><u>There is a basic level of training for the emergency coordination centre group and</u></p> <p>The EMC has taken or is scheduled to take:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Basic Emergency Management <input checked="" type="checkbox"/> ECC Management <input checked="" type="checkbox"/> ICS 100 <input checked="" type="checkbox"/> ICS 200 <input checked="" type="checkbox"/> ICS 300 <p>The alternate EMC has taken or is scheduled to take:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Basic Emergency Management <input type="checkbox"/> ECC Management <input checked="" type="checkbox"/> ICS 100 <input type="checkbox"/> ICS 200 <input type="checkbox"/> ICS 300 <p>Members of the ECC group have taken or are scheduled to take:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Basic Emergency Management <input type="checkbox"/> ECC Management <input checked="" type="checkbox"/> ICS100 <input checked="" type="checkbox"/> ICS 200 <p>The individual designated as the ECC Commander / Manager has taken or is scheduled to take:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Basic Emergency Management <input checked="" type="checkbox"/> ECC Management <input checked="" type="checkbox"/> ICS 100 <input checked="" type="checkbox"/> ICS 200 <input type="checkbox"/> ICS 300 <p><input checked="" type="checkbox"/> Members of the Executive Committee have participated in the Mayors and Elected Officials Orientation (MEO) <i>since the last municipal election.</i></p>	<p>___4___ (Max. 6)</p>
<p><u>Training is established as a program element for the municipal Emergency Management Organization</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> There is a training budget. <input checked="" type="checkbox"/> There is an EMO training strategy to address the training needs of municipal staff. <input checked="" type="checkbox"/> The EMC or alternate routinely attends the annual EMC/DEPO workshops. <input checked="" type="checkbox"/> The Planning Committee establishes annual training requirements for members of the Municipal EMO. 	<p>___4___ (Max. 4)</p>
<p><u>Total Score for Training</u></p>	<p>___8___</p>
<p>Out of 10</p>	

How ratings are assigned against scores for emergency management training

The maximum score is 10.

Score	Rating	Comments
9 or 10	Excellent	There is a consistent, broadly applied emergency management training program in the municipality.
7 or 8	Good	The municipality recognizes the importance of emergency management training but has opportunities to improve its application to the organization as a whole.
5 or 6	Fair	Some emergency management training opportunities have been realized but only for core personnel.
4 or less	Poor	There is little or no effort made at emergency management training.

Rating work sheet

Complies with <i>Emergency Management Act</i>	Yes	No
Complies with <i>Act</i> , Page 5		

Please note:

If the municipality has not complied with *Act*, it receives an overall rating of poor, even though other outcomes may have been achieved.

Outcome Indicator	Score	Rating
Commitment	13/14	Excellent
Direction	12 /12	Excellent
Coverage and Depth	5 /8	Fair
Testing and Review	9 /10	Excellent
Public Information and Telecommunications Plan	10/11	Excellent
Prevention and Mitigation	4/5	Good
Operational review	0/11	Poor
Alerting, Call-Out and Plan Implementation	5/9	Fair
Resources	10/10	Excellent
Emergency Management Training	8 /10	Good
Total	76	Good

Total Score	Overall Rating
90 - 100	Excellent
75 - 89	Good
50 - 74	Fair
49 or less	Poor



Annapolis Valley Regional School Board

Working Together for Students

May 31, 2017

Daniel Stovel
Emergency Management Coordinator
Town of Wolfville
359 Main Street
Wolfville, NS B4P 1A2

Dear Daniel:

Re: Memorandum of Understanding (MOU)

Please find enclosed an original signed copy of the Memorandum of Understanding (MOU) between the Town of Wolfville and the Annapolis Valley Regional School Board (AVRSB) with regard to the activation of a Comfort/Reception Centre at the Wolfville School.

If you have any questions, please contact the undersigned at your convenience.

Sincerely,

David Floyd, P. Eng.
Director of Operations

/dp

Enclosure

DIRECTOR OF OPERATIONS
David.Floyd@avrsb.ca

121 Orchard Street
PO Box 340
Berwick NS
Canada B0P 1E0

Toll Free 1.800.850.3887
Phone 902.538.4639
Fax 902.538.4741
www.avrsb.ca

Memorandum of Understanding

Between

The Town of Wolfville, Nova Scotia

and

Annapolis Valley Regional School Board (AVRSB)

COMFORT/RECEPTION CENTRE ACTIVATION

Whereas the Town of Wolfville has developed an Emergency Management Plan dealing with procedures to be followed and facilities to be used during emergencies in the Town of Wolfville and which Plan involves the use by the Town of Wolfville of facilities owned by the Annapolis Valley Regional School Board (AVRSB), and the parties wish to enter into this Memorandum of Understanding (MOU) to provide for the orderly and effective use of Board Facilities during such emergencies.

This MOU sets out the terms and understanding between the Town of Wolfville, Nova Scotia and Annapolis Valley Regional School Board (AVRSB) to establish an Emergency Comfort/Reception Centre in the Wolfville School for activation in case an Emergency that impacts the residents of the Town of Wolfville.

1.0 Background

The Town of Wolfville works to support the municipality in local efforts to increase resiliency to emergencies by providing some basic needs for residents during times of isolation and utility disruption such as may be experienced during weather-related events. Such support augments the 72-hour preparedness planning efforts suggested for all Nova Scotians.

An Emergency Comfort/Reception Centre would be activated at the request of the Emergency Coordination Centre (ECC) Manager, Chief Administrative Officer for the Town of Wolfville, or in his or her absence the designated municipal official, to provide comfort/reception centre support to residents of the Town of Wolfville.

2.0 Definitions

- 2.1. **Board Facilities** for the purposes of this MOU refers to the Wolfville School located at 19 Acadia Street, Wolfville, NS

MOU: Comfort/Reception Centre Activation

- 2.2. **Disaster** is a real or anticipated occurrence such as disease, pestilence, fire, flood, tempest, explosion, enemy attack, sabotage, or release of any commodity which endangers health, safety, and the welfare of the population, property or the environment.
- 2.3. A **"Comfort Centre"** is a location primarily used for residents who are remaining in their homes but do not have full services such as electricity, heat and water. The centre can provide a place to go to get light meals, pick up small amounts of needed items and attend to personal hygiene matters. Comfort centres do not remain open overnight and will not accept evacuees. Comfort centres will most typically be set up and staffed by volunteers as pre-arranged by the municipality.
- 2.4. **Emergency** is a present or imminent event in respect of which the Town of Wolfville believes prompt coordination of action or regulation of persons or property must be undertaken to protect property or the health, safety or welfare of the people of the Town of Wolfville
- 2.5. A **"Reception Centre"** is a location where evacuees are received, documented, and personal needs identified and referred. At the reception centre, individuals may be directed to a shelter.
- 2.6. A **"Shelter"** is a facility capable of providing the needs for emergency accommodation, food, clothing and personal needs as well as a registration and information dissemination area.

3.0 Purpose

This MOU is a voluntary agreement between the Town of Wolfville and the Annapolis Valley Regional School Board to provide Comfort/Reception Centre spaces within Board Facilities, namely the Wolfville School, in the case of a disaster within the Town of Wolfville.

The Annapolis Valley Regional School Board agrees to open the Wolfville School building located at 19 Acadia Street, Wolfville NS, to provide shelter and assistance to residents of the Town of Wolfville during emergency situations when residents have a need to be sheltered.

4.0 Notification by the Town of Wolfville of an Emergency

The Town of Wolfville shall, in the event of an emergency, make every effort to notify the Annapolis Valley Regional School Board by first notifying the Superintendent of Schools of the Board, or if he or she is not immediately available, their designate, or the principal of the Wolfville School or any other person or persons designated by the Board.

MOU: Comfort/Reception Centre Activation

Notification shall be made through mutually agreed alerting arrangements of the condition or situation which is perceived to constitute a disaster that would represent a hazard thereby necessitating action by the Town of Wolfville to evacuate residents from an area of the Town to the Wolfville School.

5.0 Use of Board Facilities in an Emergency

In the event a disaster or an emergency occurs within the Town of Wolfville the Board agrees to make every effort to make available to the Town of Wolfville the Wolfville School facilities as may be needed, with both parties giving due consideration to the requirements of the Board for the use of the Wolfville School for the safe accommodation of students and staff.

6.0 Conditions of Municipal Use of Board Facilities

The Mayor of the Town of Wolfville and other parties having authority pursuant to the Town of Wolfville Emergency Management Plan shall use the Board Facilities, namely Wolfville School, with due diligence and care and shall take due care not to interfere with any of the Board's facilities, activities or instructional procedures unless deemed by the Mayor of the Town of Wolfville absolutely necessary for the emergency at hand.

7.0 Procedure for Opening Comfort Centre

The decision to activate and open the Comfort/Reception Centre will be made by the Emergency Coordination Centre (ECC) Manager – Chief Administrative Officer for the Town of Wolfville, or in his or her absence the designated senior municipal official.

The Comfort/Reception Centre will be staffed with volunteers within the community as pre-arranged by the Town of Wolfville.

Once the decision has been made to open the Comfort/Reception Centre, the Emergency Management Coordinator (EMC) will consult with the Red Cross and Department of Community Services for any additional support staff to ensure efficient operations of the Comfort/Reception Centre.

The Emergency Management Office, Nova Scotia (EMO NS) and Regional Emergency Management Organization (REMO) Kings County will be made aware of the Comfort/Reception Centre activation by the EMC for the Town of Wolfville.

The decision to de-activate the Comfort Centre will be made by the ECC Manager and AVRSB will be informed of any decision to de-activate Board Facilities.

MOU: Comfort/Reception Centre Activation

8.0 Funding

This MOU is entered into as a partnership to support Emergency Management response in the Town of Wolfville.

The Town of Wolfville has procured and will maintain a portable generator for provision to the Wolfville School upon activation of the Comfort/Shelter station.

The Town of Wolfville will reimburse the Annapolis Valley Regional School Board for any bona fide expenditure for activation of the Comfort/Shelter Centre at the Wolfville School of personnel required to maintain the facility, including overtime costs, upon production of receipts or time sheets.

9.0 Duration

This MOU is at-will and may be modified by mutual consent of authorized officials from the Town of Wolfville Emergency Management Planning Committee and the Annapolis Valley Regional School Board.

This MOU shall become effective upon signature by the authorized officials from the Town of Wolfville and Annapolis Valley Regional School Board, and will remain in effect until modified or terminated by any one of the partners by mutual consent.

MOU: Comfort/Reception Centre Activation

10.0 Contact Information

Town of Wolfville
Erin Beaudin
Chief Administrative Officer
359 Main St., Wolfville, NS B4P 1A1
Telephone: 902-542-4494
Fax: 902-542-4789
ebeaudin@wolfville.ca

Annapolis Valley Regional School Board
Roberta Kubik
Superintendent of Schools
121 Orchard St., Berwick, NS B0P 1E0
Telephone: 902-538-4615
superintendent@avrsb.ca

Date: *May 16, 2017*

Erin Beaudin

Erin Beaudin
Town of Wolfville
Chief Administrative Officer

Date:

Roberta Kubik

Roberta Kubik
Annapolis Valley Regional School Board
Superintendent of Schools