



# Emergency Measures Advisory Committee

Monday, September 18, 2017

11:00 a.m.

Council Chambers, Town Hall

359 Main Street

## Agenda

---

### 1. Approval of Agenda

### 2. Approval of Minutes

- a. EMAC Meeting, June 26, 2017

### 3. New Business

- a. Emergency Management Planning Committee Meeting
  - Municipal Evacuation Discussion, September 8, 2017
- b. Emergency Management Plan
  - Change 2

### 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, December 11, 2017

### 6. Adjournment

	<b>Situational Awareness</b>	<ul style="list-style-type: none"> <li>• Scale of threat</li> <li>• Current and predictive information</li> <li>• Accuracy and validity of information</li> </ul>
	<b>Consequences</b>	<ul style="list-style-type: none"> <li>• Level of impact</li> <li>• Degree of injury/damage</li> <li>• Political/media interest</li> <li>• Effect of/on actions or inactions</li> </ul>
	<b>Timing</b>	<ul style="list-style-type: none"> <li>• Predicted time of onset or impact</li> <li>• Estimated time to undertake warning</li> <li>• Estimated time to undertake Evacuation</li> <li>• Duration of evacuation</li> </ul>
	<b>Human Resources</b>	<ul style="list-style-type: none"> <li>• Door-to-door teams</li> <li>• Evacuation Centre management teams</li> <li>• Assembly area personnel</li> <li>• Disaster Victim registration teams</li> </ul>
	<b>Physical Resources</b>	<ul style="list-style-type: none"> <li>• Transportation points</li> <li>• Traffic management</li> <li>• Signage/Barriers</li> <li>• Assembly areas</li> <li>• Animal shelters</li> </ul>
	<b>Governance</b>	<ul style="list-style-type: none"> <li>• Emergency Plan</li> <li>• Local Evacuation Plan</li> <li>• Hazard Specific sub-plan</li> <li>• SOPs</li> </ul>
	<b>Specific Populations</b>	<ul style="list-style-type: none"> <li>• Vulnerable groups</li> <li>• Transient groups</li> <li>• Cultural</li> <li>• Level of resilience/preparation</li> </ul>
	<b>Health &amp; Safety Risks</b>	<ul style="list-style-type: none"> <li>• To evacuees</li> <li>• To responders</li> <li>• Medical issues</li> </ul>
	<b>Consultation</b>	<ul style="list-style-type: none"> <li>• Support Agencies</li> <li>• Affected community</li> <li>• Receiving community</li> <li>• Other experts</li> </ul>
	<b>Public Messaging</b>	<ul style="list-style-type: none"> <li>• Early advice</li> <li>• Timings</li> <li>• Areas identified</li> </ul>
	<b>Options</b>	<ul style="list-style-type: none"> <li>• No evacuation</li> <li>• Staged movement</li> <li>• Shelter-in-place</li> <li>• Evacuation</li> <li>• Self-managed</li> <li>• Prepare to evacuate</li> <li>• Mass movement</li> </ul>

	<b>Hazards &amp; Damage</b>	<ul style="list-style-type: none"> <li>• Presence or possible return of Hazard</li> <li>• New/Secondary Hazards</li> <li>• Impact Assessment</li> <li>• Structural Integrity &amp; Major Infrastructure</li> </ul>
	<b>Health</b>	<ul style="list-style-type: none"> <li>• Public Health Risks</li> <li>• Safety of returning evacuees and responders</li> <li>• Provision of Mental &amp; Physical Health Services</li> </ul>
	<b>Business &amp; Other Services</b>	<ul style="list-style-type: none"> <li>• Essential Services (Power, Water, Sewage, Telecomms)</li> <li>• Commercial Services (food supply, fuel)</li> <li>• Local Government services</li> <li>• Transportation infrastructure</li> </ul>
	<b>Human Resources</b>	<ul style="list-style-type: none"> <li>• Escorting Personnel</li> <li>• Traffic Management Points / Exclusion areas</li> <li>• Outreach teams and other support services</li> <li>• Recovery Centre Personnel</li> </ul>
	<b>Physical Resources</b>	<ul style="list-style-type: none"> <li>• Transportation</li> <li>• Signage/Barriers</li> <li>• Crime Scene Preservation</li> <li>• Recovery Centre</li> </ul>
	<b>Governance</b>	<ul style="list-style-type: none"> <li>• Emergency Management Plan</li> <li>• Impact Assessment</li> <li>• Demobilization of resources/services</li> <li>• Recovery Plan</li> <li>• SOPs &amp; Guidelines</li> </ul>
	<b>Vulnerable Groups &amp; Facilities</b>	<ul style="list-style-type: none"> <li>• Level of readiness to return</li> <li>• Hospitals and Aged Care facilities</li> <li>• Education facilities ability to function</li> </ul>
	<b>Timings</b>	<ul style="list-style-type: none"> <li>• Commencement of re-entry</li> <li>• Estimated time to undertake re-entry</li> <li>• Removal of services/personnel providing re-entry assistance</li> <li>• Exit Strategy</li> </ul>
	<b>Consultation</b>	<ul style="list-style-type: none"> <li>• Support agencies</li> <li>• Affected community</li> <li>• Functional areas</li> <li>• Local Government</li> <li>• Police Services</li> </ul>
	<b>Public Information</b>	<ul style="list-style-type: none"> <li>• Return Arrangements</li> <li>• Recovery &amp; Support services</li> <li>• Safety Advice</li> <li>• Timings</li> </ul>
	<b>Options</b>	<ul style="list-style-type: none"> <li>• Restricted Re-entry</li> <li>• Unrestricted Re-entry</li> <li>• Staged Re-Entry</li> </ul>

# Considerations for Evacuation Messages

## Message Type



- Evacuation Alert
- Evacuation Order
- Shelter-in-Place (unsafe to evacuate)
- Evacuation Rescind

## Content



- Type of Emergency & affected area
- Predicted severity
- When to start and/or when to be out
- Individual actions & what to take (eg., medication)
- How to leave (transport, assistance provided, assembly areas, evacuation routes)
- Reception Centre registration
- Where to go (Reception centre location, family/friends etc)
- Specific safety advice
- Issuing Authority
- When the warning should no longer be actioned
- Multi-lingual & translated information
- Information for individuals choosing to remain in place

## Dissemination



- Deliver via multiple modes & channels
- Emergency Warning Signal (Alert Ready)
- Broadcasts (radio & television)
- Internet / websites ([www.wolfville.ca](http://www.wolfville.ca))
- Social Media (Twitter/Facebook)
- Email (Emergency Email Notification)
- Door-to-door
- Community meetings



## Frequently Asked Questions – Evacuation:

- [What is an Evacuation Plan?](#)
- [Who will order an Evacuation?](#)
- [Why does the Town of Wolfville need to have an Evacuation Plan?](#)
- [If the Town is being evacuated, how and when will I be notified?](#)
- [What do I do at the time of an Emergency Evacuation?](#)
- [Does the Town of Wolfville have an Emergency Comfort/Reception Centre?](#)
- [Where should I go if ordered to Evacuate?](#)
- [What should I do if I need assistance?](#)
- [What if conditions don't allow an Evacuation?](#)
- [What if I don't want to leave an area under an Evacuation Order?](#)
- [If I have questions about Emergency Preparedness, who can I contact for more information?](#)
- [What should I do if my area is placed under an "Evacuation Alert"?](#)
- [What should I do if my area is placed under an "Evacuation Order"?](#)
- [How are citizens affected by a State of Local Emergency?](#)
- [How long does a State of Emergency last?](#)
- [Can individuals be charged more for essential items or services during an emergency?](#)



Evacuations can be chaotic, nerve wracking and a time of worry and strain.

Make yourself aware and be prepared.

Fire & Emergency personnel cannot work on the fire or other problems until life and safety issues are under control – that means YOU! Resisting evacuation consume the responders precious time. Once you received the information of the Evacuation Order, evacuate immediately. Delay can result in roadways being blocked by smoke, other materials or rescue equipment.

Listen to emergency broadcasts and follow the directions of emergency personnel

### What is an Evacuation Plan?

The Town of Wolfville has a comprehensive [Emergency Management Plan](#) covering a wide range of emergency situations.

Annex E of this plan concerns evacuation and is designed to accommodate emergency situations ranging from local incidents to mass evacuation or sheltering of large segments of the population.

### Who will order an Evacuation?

An immediate ‘Tactical’ evacuation may be directed by the on-scene Incident Commander, subject to the emergency situation.

A State of Local Emergency will be in place before the Mayor of the Town of Wolfville will authorize an “Evacuation Order”, based on current conditions and advice from emergency personnel.

Reference: [Nova Scotia Emergency Management Act](#)





## Why does the Town of Wolfville need to have an Evacuation Plan?

Preparing for public safety and security is an issue of impact, not event. The requirements to evacuate portions of the Town or provide shelters could be the result of many types of incidents – either natural or man-made



## If the Town is being evacuated, how and when will I be notified?

The Town plans on using the complete spectrum of media and notification means. For example, radio and TV stations will broadcast emergency information ([AlertReady](http://www.alertready.ca) – [www.alertready.ca](http://www.alertready.ca)).



The town will also use ‘Emergency Email Notification’ system – to subscribe, send an email to [Emergency.Coordinator@wolfville.ca](mailto:Emergency.Coordinator@wolfville.ca) with the Subject line: Emergency Email Notification.

Notifications will also be posted on the Town’s website ([www.wolfville.ca](http://www.wolfville.ca)) and posted to Social Media (Facebook/Twitter)

## What do I do at the time of an Emergency Evacuation?

Above all, Remain Calm. Obey all instructions of Emergency First Responders in the area. Remember, the key is that you are removed from the area of the danger.



## Does the Town of Wolfville have an Emergency Comfort/Reception Centre?

Yes. Wolfville’s Comfort/Reception Centre would be activated, if required, at the Wolfville School, 19 Acadia Street.



Reference: Memorandum of Understanding (MOU), Town of Wolfville-Annapolis Valley Regional School Board (AVRSB), dated 2017-05-31



## Where should I go if ordered to Evacuate?

Wolfville’s Reception Centre will be established in situations requiring evacuation. A reception centre is a safe place where members of the public can relocate to during an emergency situation. When you arrive at the reception centre, a reception centre representative will record your arrival so that emergency responders focus their response efforts on members of the public requiring additional assistance.

If you prefer to relocate to a location other than the reception centre, notify emergency responders of your plans and provide a contact number, for future communications. By notifying emergency personnel of your plans emergency responders can focus their response efforts on members of the public requiring additional assistance

## What should I do if I need assistance?

Advise emergency response personnel of your needs when they contact you. While waiting for evacuation assistance to arrive begin shelter-in-place procedures and keep your phone lines open for further communications from emergency personnel

## What if conditions don’t allow for an Evacuation?

Evacuation is not the only protective action available to the public. In some situations, sheltering may provide protection that is equal or even greater than evacuation. Sheltering may be the preferred protective action in cases where weather, competing events, or short-term releases are factors

## What if I don’t want to leave an area under an Evacuation Order?

You are required by law to leave areas that are under evacuation order. If you remain in an area under evacuation order you are putting your life and the lives of emergency responders at risk. If you refuse to leave, you are restricted to your own property only





## If I have questions about Emergency Preparedness, who can I contact for more information?

You can contact the Town of Wolfville’s Emergency Management Coordinator (EMC) via email at [emergency.coordinator@wolfville.ca](mailto:emergency.coordinator@wolfville.ca) or telephone 902-542-9678 (w) / 902-670-1514 (c)



## What should I do if my area is placed under an “Evacuation Alert”?

An evacuation alert is a notification of a risk in your area. Evacuation alerts are issued to advise the affected population of the potential for loss of life and/or property from a hazard, and that they should be prepared to evacuate in the near future. Everyone in the affected area should prepare to move to a safe area quickly if that becomes necessary



Municipal officials will make the decision to issue an Evacuation Alert based on Emergency Management’s recommendations.

To prepare for the potential evacuation:

- Gather **essential items** such as medications, eyeglasses, valuable papers, and immediate care needs for dependants.
- Know the **location of all family members** and determine a planned meeting place should an evacuation be called while separated. Determine an out of area contact to be used for family reunification and to pass messages between impacted family members.
- Prepare to **evacuate people with disabilities, elderly and children**. Ensure family members all carry appropriate information on health issues and needs (particularly children).
- Relocate livestock** to a safe area immediately, if possible.



## Evacuation – Frequently Asked Questions (FAQ)

- Ensure you have **appropriate means to contain your pet** should evacuation be necessary and you wish to take your pet with you (crate, kennel, small animal bag, leash, etc.). Ensure you have a supply of special diet pet food should your pet require it. If you choose not to bring your pet, ensure that there is some indication on the outside of your residence informing responders of the presence of a pet(s) and any challenges this may present.
- If possible **arrange accommodation** for your family in the event of an evacuation.
- Ensure you have **sufficient fuel** in the vehicle you have chosen to use for the evacuation.
- Follow the instructions** which have been provided to you in the Evacuation Alert.
- If you need **transportation**, the Evacuation Alert provides information regarding transportation assistance

### What should I do if my area is placed under an “Evacuation Order”?

An Evacuation Order is issued by Municipal Officials in response to hazards with the potential to cause loss of life and/or loss of property to the residents identified in the affected area(s). Evacuation Orders are issued in the interest of life safety.

Members of the RCMP, Fire Department, and Emergency Social Services volunteers may be involved in evacuation through door-to-door contact, media advisories, electronic media, etc. Evacuation orders are only issued when municipal officials determine it is absolutely necessary, based on the technical expertise and advise.

When an evacuation is ordered:

- Gather personal/family **emergency kit** including a flashlight and portable radio if possible
- Take everything** you will require for an extended stay





## Evacuation – Frequently Asked Questions (FAQ)

- Follow the instructions** which have been provided to you in the evacuation order
- Proceed quickly and calmly** to nearest evacuation site (temporary or permanent)
- Report to the **Reception Centre** indicated and register with the people staffing that centre. This will allow for effective communications from the evacuation team and will facilitate contact by friends or relatives.

Wolfville's Emergency Plan has been prepared to ensure your safety. It is important that you follow the directions you are given by the authorities to ensure your safety.

Once the hazard is contained, the municipal officials will rescind an Evacuation Alert or Order and provide information on how residents may return safely to the area.

### **How are citizens affected by a State of Local Emergency?**

During a State of Local Emergency, the public is expected to listen to and follow the instructions given by local authorities, and to comply with any orders given by the municipality. These may include such things as restricted travel and evacuations. Certain circumstances may require citizens to stay in their homes (Shelter-in-Place) or to evacuate to a reception centre/shelter



### **How long does a State of Emergency last?**

Local states of emergencies, those declared by municipal council or mayor, are valid for seven days after which time they can be renewed. A province-wide state of emergency is valid for 14 days and can also be renewed should the special powers still be required to manage the event.



## Can individuals be charged more for essential items or services during an emergency?

The Emergency Management Act makes it an offence to inflate (gouge) the price of essential items and services in times of emergencies. These can include such things as food, water, clothing, essential equipment, medical supplies or otherwise deemed essential goods and services. Citizens are encouraged to contact local RCMP to report any suspected cases of price inflation during times of emergencies. Anyone who suspects they have been the victim of price gouging should retain all relevant receipts.



## INFORMATION REPORT

Title: Emergency Management Plan – Change 2

Date: 2017-09-18

Department: CAO

---



## SUMMARY

### Emergency Management Plan – Change 2

In keeping with the Annual Review process of the Town's Emergency Management Plan, Change 2 to the Plan will be presented to Council at the November COW/Council meeting for approval.

## INFORMATION REPORT

Title: Emergency Management Plan – Change 2

Date: 2017-09-18

Department: CAO

---



### 1) CAO COMMENTS

This report is provided to the Emergency Management Advisory Committee for information purposes and Change 2 to the Emergency Management Plan will be presented to Council in November under a Request for Decision.

### 2) REFERENCES AND ATTACHMENTS

- Town of Wolfville Emergency Management Plan

### 3) PURPOSE OF REPORT

To provide the EMAC background information on the annual review of the Town's Emergency Management Plan.

### 4) DISCUSSION

Change 2 to the Emergency Management Plan will include the following changes:

- Section 1.3 - Expanded Distribution List beyond just internal
  - Acadia University
  - Wolfville Nursing Homes
  - EMO NS
  - Kings County EMC
- Section 3.5 - Definition Updates
- Section 9 - Alternate ECC location / MOU date
- Section 12 – Volunteers (Wolfville Emergency Volunteer Group – WEVG)
- Annex E – Evacuation Plan (Updated Zone Mapping)
- Annex F – Emergency Measures Bylaw (Ch 57) updated and Minister approved 2016-10-05
- Annex H – EMO Contact Information
- Annex L – Emergency Management Advisory & Planning Committees – Contact Information
- Annex M – Emergency Alerting System (Contact Updates)

### 5) FINANCIAL IMPLICATIONS

N/A

### 6) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

**Council Strategic Principles:**

#### 1. Community Capacity Building

## **INFORMATION REPORT**

Title: Emergency Management Plan – Change 2

Date: 2017-09-18

Department: CAO

---



### **7) COMMUNICATION REQUIREMENTS**

Once Change 2 to the Emergency Management Plan is approved by Council, the amended Plan will be made available to the municipality through the Town's Emergency Preparedness Website and distributed electronically to organizations identified in the Distribution List of the Plan.

### **8) FUTURE COUNCIL INVOLVEMENT**

In keeping with the annual review process, the Emergency Management Plan will be put forward to Council on an annual basis with future changes.