

By-law HAM 2023-07
A By-Law to establish an Emergency Plan for Hampton

The Hampton Town Council under authority vested in in by the Province of New Brunswick's Emergency Measures Act, RSNB 2011, c 147, enacts as follows:

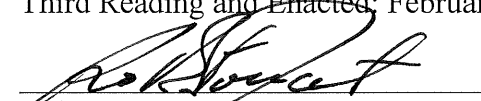
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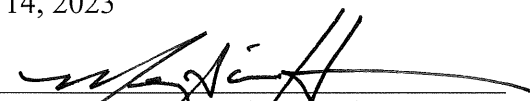
1. This by-law may be cited as the Hampton Emergency Plan, and is attached to this by-law as Schedule A.

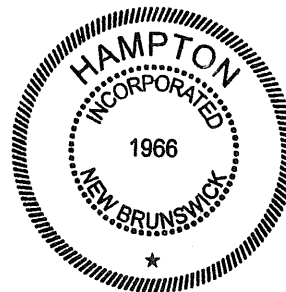
First Reading: January 10, 2023

Second Reading: January 10, 2023

Third Reading and Enacted: February 14, 2023


Robert Doucet, Mayor


Megan O'Brien Harrison,
Director of Legislative Services (Clerk)



SCHEDULE A



HAMPTON

It's our nature!

**MUNICIPAL EMERGENCY
RESPONSE PLAN**

**MUNICIPALITY OF
HAMPTON**



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Introduction

The Municipal Emergency Response Plan (MERP) herein comprises three parts.

Part I is the Basic Plan.

Part II outlines the Emergency Notification System.

Part III outlines the Individual Plans, provides detailed plans for the various departments and agencies involved in the emergency preparedness operation.

This plan was prepared in conjunction with the NB EMO (New Brunswick Emergency Measures Organization). All appointed and elected municipal officials and employees involved in the plan must be aware of, and prepared to carry out, their responsibilities and duties during an emergency situation. The plan's success and effectiveness depend on their commitment.

Federal, provincial, and volunteer agencies having a role in the plan must be prepared to meet their responsibilities, and also must be kept informed of any plan revisions.

The plan is to be exercised annually by the Hampton Emergency Measures Organization, in full or in part. Emergency preparedness may help to reduce injuries, loss of life and damage to property, should a disaster or emergency occur.

A handwritten signature in black ink, appearing to read 'R. Doucet', is written over a solid horizontal line.

Robert Doucet,
Mayor

Declaration of Agreement
Emergency Response Plan
for the Municipality of
Hampton

Approved by EMO Coordinator:



Keith Copeland, Coordinator

Approved by Council:



Robert Doucet, Mayor

February 14, 2023

Date

Municipal Emergency Plan
Part I: The Basic Plan

1. General

Hampton recognizes its responsibility to plan for emergencies that may endanger lives, property or the environment, either in this municipality or in others. Hampton has mutual aid agreements with the following agencies:

- Zone 2 Mutual Aid Firefighters Association
- Norton Fire Department
- Belleisle Fire Department

2. Aim

This plan designates the responsibilities and immediate actions to be taken by individuals, municipal services and volunteer agencies, in the event of an emergency.

3. Definitions

The following definitions are applied throughout the plan:

- 3.1 Emergency: A present or imminent event, which the municipality believes to warrant prompt, coordinated action (and/or the regulations of persons or property) so as to safeguard the health, safety or welfare of the population, and to protect property and/or the environment. An emergency situation can exist without a formal declaration of a state of local emergency.
- 3.2 Disaster: A real or anticipated occurrence such as disease, pestilence, fire, flood, tempest, explosion, enemy attack, sabotage, or release of any commodity which endangers the health, safety and welfare of the population, property and/or the environment.
- 3.3 Municipal Emergency Response Plan: Any plan, program or procedure prepared by the municipality that aims to:
- mitigate the effects of an emergency or disaster
 - safeguard the health, safety, or welfare of the population, and to protect property and/or the environment, in the event of an emergency or disaster.

4. Authority

This plan is authorized under:

- Emergency Measures Act, RSNB 2011, c 147
- Hampton By-law HAM 2023-07: A By-Law to establish an Emergency Plan for Hampton

5. Direction and Control

The Mayor or designated alternate are ultimately responsible for the control of all the operations mentioned within this plan.

6. Hazard Analysis

Emergencies most likely to affect Hampton include:

- Train Derailment
- Explosion/Fire at gas stations
- Hazardous Material Spill (railway, highway, or business)
- Weather related emergencies like floods, wind damage, ice storms or prolonged power outage

The planning activities of the committee and the training will focus on these emergencies.

7. Implementation

The Hampton Emergency Measures Coordinator, or the Mayor, when required to respond an emergency situation may implement this plan in full or part as required.

8. Emergency Operations Centre (EOC)

All emergency operations will be controlled and coordinated from the EOC, usually located in the Emergency Services Facility, 845 Main Street. This also applies to a response for assistance from other communities or provincial centers.

9. Hampton Emergency Measures Organization

The committee is comprised of:

- The Emergency Measures Coordinator, who is appointed by Hampton Council and he/she oversees all Hampton EMO functions and responsibilities.
- An elected Council member appointed by the mayor.
- Staff support will include a minimum of one representative of each of the following Municipal Services – Communications, Public Works, Administration, Hampton Fire-Rescue and/or Nauwigewauk Fire-Rescue.
- Community Volunteers residing in the Hampton boundaries with an interest in emergency preparedness.
- The Region 9 Coordinator (REMC) for NBEMO for advisory/ provincial support.

Community Volunteer Network (CVN) is comprised of:

- Representatives from provincial departments, local nursing homes, local school districts, faith-based organization, service groups, community groups and from volunteer agencies within the Hampton boundaries

10. Responsibilities

EMO COORDINATOR

- Receives initial assessment from incident commander.
- Designates appropriate person as Emergency Site Commander (ESM).
- Notifies the Mayor and NB EMO (REMC) of an emergency or threat to the town.
- Makes recommendations for declaring or cancelling of a state of local emergency to the mayor in conjunction with the ESM and REMC.
- Activates the MERP, in whole or in part, as required
- Alerts EOC and Hampton Staff with emergency responsibilities
- Delivers Staff level briefings to Executive and EOCG hourly, as required.
- Manages all aspects of the emergency from activation to demobilization.
- Defacto responsibility for all vacant EOCG roles until filled.

PUBLIC INFORMATION

- *(Hampton staff position augmented by trained EMO member)*
- Ensure key messages related to the emergency and the response are transmitted to the public as well as distributed regularly to personnel working the incident.
- Monitor electronic and print media coverage of the incident and brief the EOCG of emerging and ongoing issues
- Provide guidance to EOCG on pro-active messaging internally and externally.
- Activate, direct and control operation of the Media and Public Inquiry Centre.
- Schedule news conferences, interviews and meetings in consultation with the EOC and the Mayor.
- Responsible for all media related activities; releases, conferences, PSA's, and interviews.

LIAISON

- Coordinates with representatives from cooperating and assisting agencies or organizations. (ERD, RCMP, NB Power, GSAR, Transport Canada, Private Industry, etc.)
- Open and maintain lines of communication with supporting agencies until LOGISTICS is operational.
- Seek advice from specialist advisors as required.
- Provide facilities to specialist agencies as required, liaise with OPS Group.

PLANNING GROUP

- Gathers, analyzes and disseminates information and intelligence for EOC use as well as to the public through the PIO.
- Prepares SITREPS & Operational period briefings.
- Develops Incident Action Plans.
- Prioritizes VPR / Social Services requirements including domestic animals & livestock.
- Manages the planning process and provides actionable plans to logistics and operations.
- Liaise with NB DTI on Provincial roads and highways.
- Monitor NB Power outages.
- Monitor local weather.
- Look beyond current operational period to anticipate potential problems or events.
- Conduct long-range and/or contingency planning.
- Manage incident resources from check-in through to demobilization.
- Manages all incident documentation, digital and hard copy.
- Acts as ADMIN Group until that group is staffed.
- Prepares demobilization plan.

OPERATIONS GROUP

- Operations Group Leader is designated as Deputy EOC Coordinator. Activates the EOC and establishes other group functions as required until that Group Leader is available.
- Responsible for tactical operations in support of Incident Action Plans.
- Public works, Security and Law Enforcement, Fire Departments and other specialists fall under Operations.
- Social Services within OPS will assist the Canadian Red Cross with reception centers and/or evacuation of residents, registration of affected individuals and their pets as well as provision of basic needs.
- Ensures that Reception Centres are equipped and Operational and staffed with trained volunteers.
- Assists ESM with location management for incident base camps, staging areas.
- Provides round the clock Duty Officer coverage.
 - Open and maintain an event log for the duration of the emergency.
 - Open and maintain a service log relating to their area of responsibility.
 - Maintains & displays a consolidated Significant/ Main Events Log.
 - Ensure the EOC is in a state of readiness.
 - Record the arrival and departure of EOC members on the duty roster.
 - Maintain maps of the Community and affected areas.
 - Assume the Operations Officers role in their absence.

LOGISTICS GROUP

- Provides resources and services required to achieve operational objectives as detailed in Incident Action Plans.
- Provides external Human resources required to staff positions as required.
- Tracks EOC deployment, provides timekeeping and shift relief schedules as well as estimating and providing for future staffing needs.
- Maintains communications equipment and procedures and establishes adequate communications throughout all aspects of the emergency.
- Establish/maintain incident facilities including the EOC, ESM frontline, Reception Centres and staging areas including safety, security, sanitation, lighting, cleanup, etc.
- Establish Transportation unit for ground support requirements.
 - Procure vehicles for transport of personnel, supplies food and equipment.
 - Maintain individual vehicle trip logs
 - Track fuel & maintenance of assigned transport vehicles
- Establish Food unit to provide meals, drinking water and sanitary services for all personnel assigned to the incident at all incident locations.
- Maintain inventory and accountability of supplies and equipment used throughout
- Orders, receives, stores, and distributes supplies.
- Outsources repairs and maintains equipment as required.

11. Alerting

11.1 Initial Alert

Anyone learning of an emergency situation should immediately dial 911.

Fire and/or Police personnel dispatched to the scene will evaluate the situation and decide whether or not it can be handled by regular municipal services. If it cannot, then the Emergency Measures Coordinator or Alternate is to be informed of the situation.

11.2 Stages of Alert, and Assembly

If the Coordinator decides that the emergency should be handled through the EOC, then one of three stages of alert are adopted.

- Level 1 provides for enhanced monitoring of the situation, usually by the coordinator alone.
- Level 2 is a partial activation. The Emergency Measures Coordinator calls only the personnel required to handle the incident to the EOC. Other members will be informed & placed on standby.
- Level 3 is a full alert. All Hampton EMO personnel are notified of emergency via the fan-out and are requested to assemble at the EOC.

Once alerted for a Level 2 or 3 event, the EMO personnel meant to be at the EOC must go there immediately and report to the coordinator.

11.3 Alerting Procedure

If an emergency situation requires that the EOC become activated, personnel are notified via the fan-out.

Part II: Emergency Notification System

National Alert Ready System: The Canadian National Public Alerting System (NPAS) provides emergency management organizations with the capacity to rapidly warn the public of imminent or unfolding hazards to life. Public alerts are issued through radio, cable, satellite television and on compatible wireless devices.

Hampton Emergency Operations Centre

EOC Group Fan Out Procedures

Either the RCMP or Hampton Fire-Rescue/Nauwigewauk Fire-Rescue will notify the EOC coordinator of an emergency. The coordinator will then inform the CAO and the Mayor briefing them on the situation and indicating whether the EOC has been activated and to what level. If activated, the coordinator will initiate the callout.

The coordinator will inform EOC members of the emergency and to report to the designated location as required.

The coordinator will officially appoint the Emergency Site Manager, once the situation has been assessed. Generally, the ESM will be a senior member appointed from Hampton Fire-Rescue and or Nauwigewauk Fire-Rescue unless the emergency specifically relates to a law enforcement matter in which case the ESM will be a ranking RCMP Officer.

Mayor

Once informed of an emergency, by the EOC Coordinator, the Mayor will be responsible for informing Council of the incident and as to whether he/she wishes them to meet in a designated area other than the EOC. The mayor can reach the EOC Coordinator at 506 832-6470.

Part III: Individual Services Plans

This portion of the Municipal Emergency Response Plan provides planning and operating information for individual departments and agencies involved in the plan.

12. Hampton RCMP Detachment

12.1 Role

The role of the RCMP in an emergency is an extension of their normal function. The senior police officer at an emergency site will assume control of the situation until replaced by a more qualified member from either the RCMP or Hampton Fire-Rescue and/or Nauwigewauk Fire-Rescue.

12.2 Responsibilities

The RCMP has the responsibility to:

- Alert the EOC Director/Coordinator and hospitals
- Provide an ESM at the incident scene if designated by the EOC Coordinator.
- Provide police services
- Coordinate/provide Ground Search & Rescue
- Assist other services.

12.2.1 After being notified of a major incident, the Dispatcher immediately calls the Senior Police Officer, who in turn calls the EOC Coordinator. If the informant is unknown, the information must be verified by dispatching a car to the scene.

13. Hampton Fire-Rescue and/or Nauwigewauk Fire-Rescue

13.1 Role

In addition to the normal role of firefighting, the fire departments are responsible for rescuing trapped or injured people in non-fire emergencies.

13.2 Responsibilities

The fire departments are responsible for:

- Providing ESM at the scene if designated by the EOC Coordinator.
- Firefighting
- Rescue from buildings and wreckage
- Providing protective action in oil and chemical spills
- Providing assistance to other services
- Providing water for emergency purposes (non-drinking).