

BY-LAW NO. HAM-2026-07
A BY-LAW TO ESTABLISH AN EMERGENCY RESPONSE PLAN FOR HAMPTON

Hampton Council, under authority vested in it by the Province of New Brunswick's *Emergency Measures Act*, RSNB 2011 c.147, amendments thereto and regulation adopted thereunder, hereby enacts as follows:

1. TITLE

- a. This by-law may be cited as the "Hampton Emergency Management By-law".

2. DEFINITIONS

In this by-law, unless the context otherwise requires,

- a. "**HEMO**" means Hampton Emergency Management Organization;
- b. "**Emergency**" means a present or imminent event in respect of which the Minister or the Municipality, as the case may be, believes prompt co-ordination of action or regulation of persons or property must be undertaken to protect property, the environment or the health, safety, or welfare of the civil population;
- c. "**Disaster**" means any real or anticipated occurrence such as disease, pestilence, fire, flood, tempest, explosion, enemy attack, or sabotage, which endangers property, the environment or the health, safety, or welfare of the civil population;
- d. "**Hampton Municipal Emergency Response Plan**" or "**Hampton Emergency Management Program**" means any plan, program or procedure prepared by the Province of New Brunswick, or Hampton, as the case may be, that is intended to mitigate the effects of an emergency or disaster and to provide for the safety, health or welfare of the civil population and the protection of property and the environment in the event of such occurrence;
- e. "**Emergency Operations Centre**" or "**Emergency Coordination Centre**" means a building, structure, or place designated by the HEMO as being the operations centre for administering, planning, and coordinating emergency measures;
- f. "**Director of Emergency Management**" means a person appointed by Hampton to prepare and coordinate an Emergency Response Plan for the municipality, responsible for managing the HEMO and to fulfill other duties as may be prescribed by Council;
- g. "**Minister**" means the Minister of Public Safety for the Province of New Brunswick;
- h. "**State of Emergency**" means a state of emergency declared by the Minister under subsection 10(1) or renewed under subsection 18(2) of the *Emergency Measures Act* of New Brunswick;

- i. **“State of Local Emergency”** means a state of local emergency declared by Hampton pursuant to Section 10(2) of the Emergency Measures Act of New Brunswick or renewed pursuant to Section 1 8(2) of the Emergency Measures Act of New Brunswick;
- j. **“Municipality”** or **“Hampton”** means the town of Hampton, in the County of Kings, Province of New Brunswick, a body corporate, duly incorporated under the *Local Governance Act* 2017, C.18 Reg. 2022-50 s.21, as amended;
- k. **“Single Command”** means an incident management structure where one individual is designated as the Incident Commander (IC) and has overall responsibility for managing the incident;
- l. **“Unified Command”** means a collaborative structure allowing multiple agencies with different legal/geographic responsibilities to jointly manage complex, multi-jurisdictional incidents by establishing common objectives and strategies, ensuring all parties maintain their authority while working cohesively for better coordination and resource management; and
- m. **“Incident Action Plan”** means an oral or written document defining specific, time-bound objectives, strategies, and tactics to manage an incident, usually covering a 12–24-hour operational period.

3. GENERAL

- a. The Director of Emergency Management may appoint a Deputy Director for Hampton.
- b. The Director of Emergency Management or designate shall sit on the Protective Services – Fire/EMO committee.
- c. The municipality shall form and maintain the HEMO who will collaborate on emergency preparedness strategies and initiatives designed to enhance preparedness, improve the ability to respond to emergencies, and mitigate the effects of an emergency or disaster within Hampton.
- d. In addition to its duties and powers under this by-law, the HEMO shall be responsible for other duties listed in the Hampton Municipal Emergency Response Plan attached hereto as Schedule A.
- e. The composition of the HEMO shall be as described in the Hampton Municipal Emergency Response Plan.
- f. The Director of Emergency Management and the HEMO may recommend to Council and the Council may accept such recommendation, that Hampton enter into

agreements with other municipalities, with the Government of New Brunswick, with the Government of Canada, or with other agencies for the purpose of:

- i. Mutual aid; or
 - ii. The formation of joint organizations; or
 - iii. The employment of their members or resources.
- g. Hampton shall provide a secure location for an Emergency Operations Centre (EOC) with back-up power and internet access to be used under the direction of the Director of Emergency Management or their designate.
 - h. Hampton shall provide funding on an annual basis to support training, exercises, and operations.
 - i. Hampton shall maintain a roster of qualified personnel with appropriate training to prepare for and respond to emergencies.

4. STATE OF LOCAL EMERGENCY

- a. Before or upon the event of an emergency, the Mayor, or Deputy Mayor, or in their absence, any two (2) Councillors, in conjunction with the Clerk, may immediately call members of Council, upon verbal notice, to meet anywhere in the Municipality for the purpose of declaring a state of local emergency and of carrying out business pertaining thereto. A quorum shall consist of a simple majority of all the members of Council. As soon as a quorum is present, the meeting may be called to order. At such meeting only matters directly pertaining to the emergency may be considered by Council and business will be conducted according to section 7.3 D) of Hampton's Procedural By-law, where it does not conflict with this by-law;
- b. The Council may, when satisfied that an emergency exists, or may exist, in all or any part of Hampton, declare by resolution, a state of local emergency;
- c. In the case a quorum can not be reached, in section 4(a), the senior elected official present shall contact the New Brunswick Provincial Emergency Measures Organization through the Director of Emergency Management or designate requesting the Minister of Public Safety to declare a state of emergency in Hampton.
- d. When a state of local emergency has been declared, Hampton shall immediately cause the details of the declaration to be communicated or published by such means as it considers the most likely to make the contents of the declaration known to the residents of the Municipality and immediately forward a copy of the declaration to the Minister of Public Safety.
- e. For the purposes of this by-law only, once a state of local emergency or a state of emergency has been declared and during the continuation of a state of local

emergency or a state of emergency, any four (4) members of Council shall constitute a quorum.

- f. A state of local emergency ends or may be renewed as described in sections 18(1), 18(2) and 18(3) of the *Emergency Measures Act* of New Brunswick.
- g. In the event of a state of local emergency being declared, the Hampton Municipal Emergency Response Plan will be implemented by the Director of Emergency Management in full or in part according to the procedures outlined herein:
 - i. Operational control of the emergency response rests with the Director of Emergency Management or their designate, and all municipal employees, contractors, and volunteers shall comply with directives issued by the Director or their designate;
 - ii. The Director of Emergency Management, if they have not already done so, shall designate an Emergency Operations Centre;
 - iii. The Council may meet from time to time during the continuance of a state of local emergency as circumstances require, upon the call of the Mayor or the Deputy Mayor or any two members of the Council, in conjunction with the Clerk;
 - iv. When a state of local emergency has been declared, each member of Council shall endeavour to advise the Emergency Operations Centre of his or her whereabouts during the continuation of the state of local emergency.
- h. In the event that a state of local emergency has been declared, all employees, servants and agents of Hampton will advise the Emergency Operations Centre of their whereabouts and will be required to carry out duties as ordered by the Director of Emergency Management or their designate. In this circumstance, unless Council otherwise stipulates, for services performed during the continuation of the emergency, Policy HR1022 will be adhered to with respect to hours of work and remuneration.
- i. When a state of local emergency is declared, the HEMO may forthwith procure food, clothing, medicines, equipment, goods and services of any nature or kind for use therein.

5. POWERS

- a. Hampton Council may, during the state of local emergency, do everything reasonably necessary for the protection of property, the environment and the health or safety of persons therein, including, but not limited to, any or all of the following:
 - i. To cause an Emergency Response Plan to be implemented;
 - ii. To acquire or utilize or cause the acquisition or utilization of any personal property by confiscation or any means considered necessary;

- iii. To authorize or require any qualified person to render aid of such type as that person may be qualified to provide;
 - iv. To control or prohibit travel to or from any area or on any road, street, or highway;
 - v. To provide for the maintenance and restoration of essential facilities, the distribution of essential supplies and the maintenance and co-ordination of emergency medical, social, and other essential services;
 - vi. To cause the evacuation of persons and the removal of livestock and personal property threatened by a disaster or emergency, and make arrangements for the adequate care and protection thereof;
 - vii. To authorize any person properly identified as authorized by the Municipality to enter into any building or upon any land without warrant;
 - viii. To cause the demolition or removal of any building, structure, tree, or crop where the demolition or removal is necessary or advisable for the purposes of reaching the scene of a disaster, of attempting to forestall its occurrence or of combating its progress;
 - ix. To procure or fix prices for food, clothing, fuel, equipment, medical or other essential supplies and the use of property, services, resources, or equipment; and
 - x. To order the assistance, with or without remuneration, of persons needed to carry out the provisions mentioned in this section.
- b. For the duration of the state of local emergency Council may authorize:
- i. The Hampton Fire-Rescue Fire Chief or their designate to appoint auxiliary fire persons;
 - ii. The Nauwigewauk Fire Department Fire Chief or their designate to appoint auxiliary fire persons; and
 - iii. The appointment of any other persons as it deems necessary.
- c. Subject to the authority of Hampton Council, the Director of Emergency Management or their designate shall have Single and Unified Command authority over all municipal emergency operations related to preparedness, response, and recovery during a state of local emergency.
- d. Without limiting subsection (c), the Director of Emergency Management or their designate shall have authority to:
- i. Activate the Hampton Municipal Emergency Response Plan;
 - ii. Establish incident objectives, priorities, and strategies;

- iii. Approve and direct implementation of the Incident Action Plan (IAP);
 - iv. Assign, deploy, and demobilize municipal resources, including personnel, equipment, and facilities;
 - v. Establish an appropriate Incident Command System as deemed necessary;
 - vi. Coordinate with provincial, federal, non-governmental, and private-sector partners under Unified Command where applicable;
 - vii. Order evacuations, shelter-in-place measures, access controls, and protective actions as authorized under the Emergency Measures Act of New Brunswick;
 - viii. Request mutual aid or external assistance as required;
 - ix. Take any other operational actions reasonably necessary to protect life, property, and the environment.
- e. Council shall not direct or interfere with operational decisions made by the Director of Emergency Management or their designate during an emergency or state of local emergency, except where required to exercise powers that are expressly reserved to Council by legislation.
 - f. The Director of Emergency Management or their designate shall keep the Mayor and Council and Chief Administrative Officer informed, as reasonably practicable, on incident status, significant actions, and anticipated resource or financial impacts.
 - g. Council shall, during a state of local emergency establish a succession of authority for the role of designate of the Director of Emergency Management, which may include, the Deputy Director, Chief Administrative Officer, Fire Chief of Nauwigewauk Fire Department or Hampton Fire-Rescue, or another qualified official.
 - h. When this by-law is silent as to any action to be taken during the course of a local state of emergency, then the provisions of the *Emergency Measures Act* of New Brunswick shall apply.

6. INDEMNITY

- a. No person may bring a claim against Hampton or its agents for any damages arising from the implementation of this by-law.

7. PENALTIES

- a. Any person found violating any provisions of this by-law or who suffers or permits any act or thing to be done in contravention or violation of any provisions herein, or neglects or fails to do any act or thing herein required, or obstructs Hampton or any person in the performance of any action, matter or thing authorized by this by-law, or violates or fails to comply with any direction, order or requirement made pursuant to

this by-law, commits an offence punishable under Part II of the *Provincial Offences Procedures Act* as a category 'F' offence.

8. SEVERABILITY

- a. If any part of this by-law shall be held invalid, such part shall be deemed severable and the invalidity thereof shall not affect the remaining parts of this by-law.

9. REPEAL

- a. By-law No. HAM-2023-07, being *A By-law to Establish an Emergency Plan for Hampton*, enacted on February 14, 2023, and all amendments thereto, is hereby repealed.

10. EFFECTIVE DATE

This by-law is effective on third reading and enactment.


First Reading: March 10, 2026

Second Reading: March 10, 2026


Third Reading and Enacted: April 14, 2026



Robert Doucet
Mayor

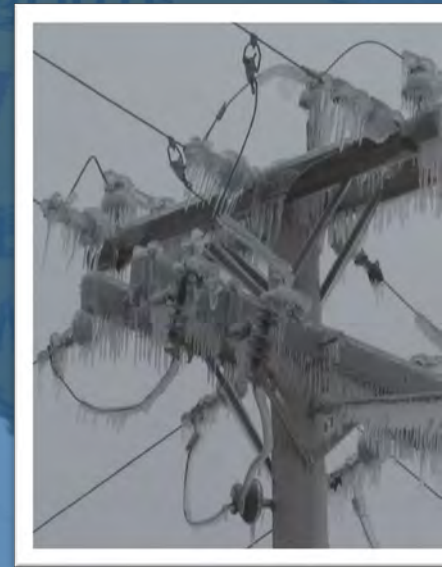
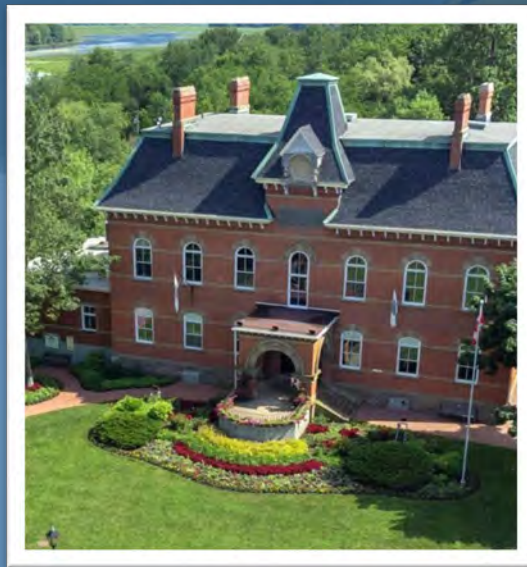


Lisa Richard
Clerk



MUNICIPAL EMERGENCY RESPONSE PLAN

HAMPTON EMERGENCY
MANAGEMENT ORGANIZATION



March 2026

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ACKNOWLEDGEMENTS

The Municipal Emergency Response Plan demonstrates Hampton Council's commitment to ensure the health, safety, and economic well-being of the community by providing guidance and direction in a major emergency or disaster.

Council's leadership in this area has included spearheading a number of emergency management initiatives to ensure a well-planned and managed approach to emergencies. Council has assigned responsibility for emergency management plans and procedures to the Emergency Management Organization.

HAMPTON MUNICIPAL EMERGENCY RESPONSE PLAN

FORWARD

The Municipal Emergency Response Plan for Hampton has been developed to reflect the public safety requirements of our community with the assistance of several partners including the New Brunswick Emergency Measures Organization. The effective use and maintenance of this plan is reliant upon all concerned being aware of its provisions and prepared to fulfill their roles and responsibilities in the event of an emergency. Responsible individuals are expected to participate in emergency training, and exercises which will assist them in the fulfillment of their roles accordingly.

The heads of departments and agencies are expected to develop their own internal notification lists, procedures, and contingency plans to fulfill their departmental or agency responsibilities.

Together we work to ensure that our community is prepared to respond to an emergency in the most effective manner possible.

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PART 1 – INTRODUCTION

1.1 Authority

This plan is issued by Council, under the authority of *the New Brunswick Emergency Measures Act*; and the Hampton By-Law No. HAM 2026-07, A By-Law to Establish an Emergency Response Plan for Hampton.

Responsibility for the management of municipal emergency operations rests with the Mayor and Council. Council is the ultimate authority for decision making during an emergency while delegating operational decisions to the Director of Emergency Management for Hampton who is responsible for the Hampton Emergency Management Organization (HEMO), or their designate.

The Director of Emergency Management, or their designate, is responsible for coordinating the efficient emergency response operations in the community on behalf of the Mayor and Council. The Director, or their designate, may activate the Municipal Emergency Operation Centre (MEOC) partially or fully, depending on the magnitude of the emergency.

Once the MEOC is activated, the Director, or their designate, may assign persons to the various roles within the MEOC organisational structure to manage the emergency effectively and efficiently.

1.2 Purpose

The purpose of this Municipal Emergency Response Plan (“**Plan**”) is to outline the procedures, to be followed by the municipality to provide a prompt and coordinated response to an emergency, and for all activities that support emergency mitigation, preparedness, and recovery. The Plan addresses incidents that cause or may cause damage of sufficient severity and magnitude to warrant activation of the Municipal Emergency Operation Centre (MEOC).

1.3 Scope

The scope of execution of this Plan includes officials, staff of the municipality, and cooperating and assisting agencies within the boundaries of the municipality and within the municipality’s ability to do so. It also provides for support of neighbouring jurisdictions under provincial or federal authority if called upon to do so. The Plan is not designed to replace any existing municipal or agency specific policies and procedures for dealing with day-to-day emergency and non-emergency responses within the municipality. Should an incident be determined to exceed the abilities of those agencies in attendance the decision may be made to invoke this Plan in order to support the local response to the incident.

HAMPTON MUNICIPAL EMERGENCY RESPONSE PLAN

1.4 Vision

The vision of the Hampton Emergency Management Organization (HEMO) is to be a disaster-resilient and sustainable community in which private and corporate citizens collaborate with the HEMO to cultivate and sustain an effective community-based emergency preparedness culture.

1.5 Mission

The mission of the HEMO is to develop, implement, and maintain a highly effective emergency management program that takes an all-hazards, Incident Command System (ICS) based approach to emergencies while promoting continuous improvement through on-going education and review.

1.6 Plan Maintenance

The Plan was written in March 2026, and it is essential that it be kept current and viable by adherence to a maintenance schedule. Responsibility for the Plan being kept up to date rests with the Director of Emergency Management Organization, or their designate, who may delegate tasks accordingly.

The Director of Emergency Management shall:

1. Establish supporting documents or appendices, such as notification procedures, guidelines, or operation manuals, as necessary;
2. Update, correct or amend information contained within this Plan on an as required basis;
3. Review the Plan following an activation or exercise to incorporate findings and recommendations based on the After-Action Review (AAR);
4. Review information on facilities and resources annually to ensure the information is current.

1.7 Distribution

Copies of the complete Plan and any amendments should be provided to the following Distribution List:

1. Mayor and Council;
2. CAO;
3. Municipal Clerk;
4. Fire Chiefs;
5. RCMP Detachment Representative;
6. Director of Emergency Management;
7. ANB;
8. Municipal Directors and Alternates;
9. NBEMO; and

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10. Other Agencies as Required.

PART 2 – GENERAL INFORMATION

2.1 Background

Emergency situations, at times, generate confusion with respect to roles and responsibilities and jurisdictions. By following The Plan, needless duplication of effort or waste of resources will be eliminated. The Plan was developed using the Incident Command System (ICS).

Hampton Emergency Management Organization follows the five pillars of emergency management:

1. **Mitigation and Prevention** – Land-use management, planning & development, and public education are examples of strategies that the municipality uses to mitigate or prevent emergencies and disasters.
2. **Preparedness** – Personal, business, and municipal planning ensures that we are ready to respond. Hampton reviews and revises the plans developed, networks with community stakeholders, trains staff and exercises the plans regularly.
3. **Response** – Emergency Services and other municipal departments address the impacts to the community daily. When a disaster strikes, a coordinated effort from community services, community stakeholders, and various levels of government is required. The municipality may set up a Reception Centre to register and provide short-term assistance to individuals displaced from their homes during a disaster.
4. **Recovery** – After a disaster has passed, or sometimes while it is still occurring, recovery efforts begin to maintain or re-establish critical infrastructure. Recovery planning ensures there is an identification of issues, coordination of resources, accurate reliable information, and that recovery occurs in a timely manner. It allows for an accountable, transparent process to ensure recovery services are accessible and applied in a consistent manner. Recovery is a coordinated process of supporting affected communities in the reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical wellbeing.
5. **Risks and Potential Hazards** – The evaluation and identification of potential risks and hazards within the municipality that may result in a municipal activation of the Emergency Management Organization.

2.2 Areas of Influence and Interest

In the event of an emergency, delineating areas of influence and interest is critical to managing and coordinating, to limit disruption, and to ensure that only the resources required during the emergency are used. As defined:

1. **Area of Influence** is tied to jurisdictions and the requisite authorities to commit the necessary resources to influence the outcome of an emergency. As such, the Area of Influence is defined by geography, connectivity, and time.

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2. **Area of Interest** is defined by actual or potential events, normally situated outside the incident site, which may impact the region.

2.3 Phases of an Emergency Operation

An emergency will normally graduate through four distinct phases. They are:

1. **Warning Phase:** The Warning Phase consists of actions taken to counter and curtail the effects of the incident. These include alerting the public, municipal, and regional authorities and preparing resources.
2. **Impact Phase:** The Impact Phase refers to the emergency itself.
3. **Response Phase:** The Response Phase, which may overlap the Impact Phase, covers the period during which the emergency is brought under control.
4. **Recovery Phase:** The Recovery Phase is the clean-up period, used to return the community to normal.

2.4 Graduated Response

A graduated response allows for the control and coordination of resources assigned to deal with an emergency. It allows for the use of only those resources, human and material, necessary to meet the requirements of that emergency, and speaks to attempting to deal with an emergency at the lowest level practicable. In keeping with this concept, the response will be tailored to meet the circumstances of a given emergency.

2.5 Levels of Responsibility

The municipal level of emergency management falls into a graduating system of increased responsibility, areas of influence and interest that are based on the different levels of government authority in the Province of New Brunswick as follows:

1. **Individual:** Individuals are responsible for themselves and their immediate family which includes household and neighbourhood preparations for 72 hours such as a 72 Hour Emergency Preparedness Kit.
2. **Municipal Response:** Municipal level resources managed by Mayors and Councils, and EMOs.
3. **Regional:** Regional level resources coordinated by the NB EMO Regional Emergency Management Coordinators (REMC) and Regional Emergency Action Committees (REAC).
4. **Provincial:** Government of New Brunswick resources managed by the Department of Justice and Public Safety (JPS) and NB EMO.
5. **National:** Government of Canada (GoC) resources managed by Public Safety Canada.

2.6 Levels of Response

A graduated response will focus efforts to ensure the lives and welfare and property of citizens, and the environment are at the forefront of response actions. As such, the following levels of response will be used:

- a. **Individual Response:** Assist municipal and local authorities in identifying the emergency.
- b. **Municipal Response:** Municipal authorities are responsible for dealing with the emergency.
- c. **Regional Response:** When the capacity of the local authority is exceeded, or is likely to be exceeded, a regional response is activated through the REMC.
- d. **Provincial Response:** When a regional response is insufficient, the REMC will request assistance from the Provincial Emergency Action Committee (PEAC).
- e. **National Response:** If additional response is required, federal support and assistance will be arranged by the PEAC.

2.7 Authority – Minister of Justice and Public Safety

In accordance with the *Emergency Measures Act*, the Minister of Justice and Public Safety is responsible for emergency declarations, executive coordination, and the exercising of assigned executive powers.

2.8 States of Emergency

The New Brunswick *Emergency Measures Act* provides municipalities with the authority to declare a state of local emergency when extraordinary powers are required to effectively respond to an emergency.

Following the declaration, the local authority may authorize selected persons or agencies to use the extraordinary powers. The most common powers used include ordering a mandatory evacuation and obtaining access to private property where public safety is the issue.

A declaration is not needed to implement the Hampton Municipal Emergency Response Plan, activate the Emergency Operations Centre, or gain liability protection.

The New Brunswick Emergency Measures Act states:

Declaration

- 10(1) When the Minister is satisfied that an emergency exists or may exist, the Minister may declare a state of emergency at any time with respect to all or any area of the province.

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- 10(2) When a municipality is satisfied that an emergency exists or may exist in all or any area of the municipality, it may declare a State of Local Emergency in respect of the municipality or the area of the municipality.
- 10(3) A declaration under this section shall identify the nature of the emergency and the area in which it exists. 1978, c.E-7.1, s.11

The Minister of Justice and Public Safety may at any time, when satisfied that an emergency exists or may exist, declare a state of emergency in respect to all or any area of the province for a maximum of 14 days.

The Mayor and Council of a municipality may, under similar circumstances, declare a State of Local Emergency (SOLE) in respect of that municipality or part of that community for a maximum of **7 days**. This is enacted through a resolution of council or by a direct request of the municipal mayor to The Minister.

When a state of emergency or a state of local emergency has been declared under this Act, the Minister or the municipality, as the case may be, shall immediately cause the details of the declaration to be communicated or published by those means that the Minister or municipality considers the most likely to make the contents of the declaration known to the civil population of the area affected.

On a state of emergency being declared in respect to the Province or an area of the Province, or on a state of local emergency being declared in respect to a municipality or an area of a municipality, the Minister may, during the state of emergency, in respect of the Province or an area of the Province, or the municipality may, during the state of local emergency, in respect of the municipality or an area of the municipality, as the case may be, do everything necessary for the protection of property, the environment and the health or safety of persons therein, including:

- a. To cause an emergency measures plan to be implemented;
- b. To acquire or utilize or cause the acquisition or utilization of any personal property by confiscation or by any means considered necessary;
- c. To authorize or require any person to render the aid that the person is competent to provide;
- d. To control or prohibit travel to or from any area or on any road, street or highway;

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- e. To provide for the maintenance and restoration of essential facilities, the distribution of essential supplies and the maintenance and coordination of emergency medical, social and other essential services;
- f. To cause the evacuation of persons and the removal of livestock and personal property threatened by a disaster or emergency, and make arrangements for the adequate care and protection of them;
- g. To authorize any person properly identified as authorized by the Minister, by the Emergency Measures Organization or by the municipal emergency measures organization to enter into any building or on any land without warrant;
- h. To cause the demolition or removal of any building, structure, tree or crop if the demolition or removal is necessary or advisable for the purposes of reaching the scene of a disaster, of attempting to forestall its occurrence or of combating its progress;
- i. To procure or fix prices for food, clothing, fuel, equipment, medical or other essential supplies and the use of property, services, resources or equipment; and
- j. To order the assistance, with or without remuneration, of persons needed to carry out the provisions mentioned in this section.

As stated in Municipal Emergency Management By-law, in the event that a state of local emergency has been declared, all employees, servants and agents of the municipality will advise the Emergency Operations Centre of their whereabouts and will be required to carry out duties as ordered by the Director of Emergency Management. In this circumstance, unless Council otherwise stipulates, for services performed during the continuation of the emergency, Policy HR1022 will be adhered to with respect to hours of work and remuneration.

2.9 Non-Governmental Organizations (NGOs)

An effective emergency response will depend to a large degree on the full use of all resources in the community. The province and most municipalities have several social services agencies, clubs, organizations, and other humanitarian-aid groups who can provide a wide range of skills, people, and equipment.

Many volunteer agencies are prepared to offer their services in an emergency. These volunteers should be encouraged. Where appropriate, a Memorandum of Understanding

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(MoU) or a letter of intent should be prepared and signed by municipal authorities and the volunteer agency.

These memorandum or letters should specify the forms of assistance to be provided and the arrangements, including financial, for its provision. These formal arrangements are useful to ensure coordination of volunteer activity. Volunteer agencies will, depending on their assigned task, be allotted to the appropriate emergency response departments who will control and coordinate the volunteer agency response.

The following is an example list of possible NGOs and volunteer agencies:

1. NB Ground Search & Rescue (Ground Searches);
2. Canadian Red Cross (Social Services and Registration & Inquiry);
3. Salvation Army – (Social Services and Food Services);
4. St. John Ambulance – (First Aid);
5. Team Rubicon – (Operational Support and labour work);
6. Amateur Radio Club – (Tele-Communications);
7. Samaritan Purse – (Recovery Phase Construction); and
8. Animal Care Groups – (Advice on animal care and temporary shelter for animals).

The following is an example list of other agencies that may provide assistance:

1. Banks and Credit Union – (Loans and other financial support);
2. NB Housing – (Temporary shelter during reconstruction);
3. Canada Post – (Temporary mail delivery services);
4. NB Social Services – (Ongoing assistance for homeless and for persons already on assistance);
5. NB Health Authorities – (Advice on disease prevention, medical and mental health issues. Inspection of drinking water and septic system);
6. Human Resources Development Canada – (Employment Insurance);
7. Insurance Corporations – (Vehicle and property damage Claims);
8. School Districts – (Assist with school, transportation or facility needs); and
9. Utility Companies – (Electrical power, gas, telephone, cable, internet services, safe re-entry, site inspection and reconnections).

2.10 Mutual Aid and Request for Assistance

A municipality may become overwhelmed at any time during an emergency. Therefore, additional resources from neighboring jurisdictions may be required. Municipalities are encouraged to establish these Mutual Aid arrangements with other jurisdictions and to institute an arrangement with local volunteer agencies.

However, when it is anticipated that quick access to additional resources is required, then a Request for Assistance (RFA) will be submitted to the REMC. The RFA will come from an authorized municipal representative.

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Requests for assistance from Government of Canada departments, such as the Canadian Armed Forces (CAF) will be coordinated by NBEMO who will determine if the request is required.

2.11 Training and Exercises

HEMO will utilize methods such as tabletop exercises or full-scale exercises internally and/or in conjunction with external agencies annually to ensure interoperability and proficiency.

HEMO should initiate a recall exercise once a year to confirm that the contact information for public contacts, emergency contacts, municipal departments and external agencies is kept up to date.

It is recommended that all municipal staff be trained in ICS-100, that all municipal supervisors be trained at the ICS 200 level and that anyone part of the HEMO be trained at the ICS-300 level. Once this is accomplished it is encouraged that anyone that might occupy a specific role (i.e. Liaison Officer) should take ICS position specific courses.

2.12 Budget

The HEMO budget is part of the Municipality's annual budget and is reviewed and approved by Council annually.

2.13 Protective Services Fire/EMO Committee

The Director of Emergency Management, or their designate, shall sit on the Protective Services - Fire/EMO committee.

2.14 Emergency Management Organization

The Emergency Management Organization (EMO) organizational structure is flexible and can expand and contract as needed. EMO staff may be required to take on more than one role as determined by the nature of the emergency event and availability of resources.

Due to the unpredictable nature of emergencies, it is vitally important that EMO staff adopt an attitude of flexibility and teamwork to complete the remedial actions necessary for the emergency event.

All members of the EMO are to maintain a logbook to record the details of their response to the emergency event.

Administration staff are critical to the smooth and efficient operation of the MEOC and will be called to respond as required.

Hampton Emergency Management Organization at a minimum will include the following positions:

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1. Director of Emergency Management;
2. Coordinator of Emergency Management;
3. Chief Administrative Officer;
4. Clerk; and
5. Communications Manager.

Note – In the absence of any of the aforementioned individuals, a designate will be assigned.

2.15 Assumptions

This Plan is based on the following assumptions:

1. Municipal staff are familiar with the Plan, will attend the required training, and will carry out their assigned responsibilities;
2. That staff have taken efforts to become personally prepared. In the event of a major emergency, staff will ensure the safety and security of their loved ones before reporting to work;
3. That during a major disaster, municipal resources may be overwhelmed, and that the general public should be prepared to survive on their own for a minimum of 72 hours to seven days following an event;
4. That assisting and cooperating agencies and departments will develop necessary plans or procedures for the delivery of their assigned emergency response and recovery responsibilities; and
5. That this Plan is a living document. It will be reviewed and updated regularly to reflect changes in threats and our municipal level of risk based on lessons learned from past incidents and exercises.

PART 3 – GEOGRAPHICAL PROFILE

Hampton is situated in the Southern part of New Brunswick and borders Quispamsis to the west, Valley Waters to the East, and local service districts in surrounding areas. A major highway, part of the provincial highway system identified as Route 1 (known as the MacKay highway), runs through the municipality. There is also a secondary rail line operated by CN Railway that runs through. The Kennebecasis River runs through the northern part of the municipality, and the Hammond River, a tributary of the Kennebecasis River, runs through the southern part.

Hampton is largely a residential community with outlying rural areas; however it has seen increase in commercial properties over the past decade as well as the recent construction of several larger apartment buildings and the construction of larger retail spaces. In 2021 the population of Hampton was 4,395, however due to municipal reform in 2023, it is estimate that the population is now slightly over 10,000.



3.1 Critical Infrastructure

Critical infrastructure includes roadways, water systems, power and municipal facilities. Roadways, water systems and municipal facilities are maintained through the public works and facilities departments. The power infrastructure is maintained by the public entity NB Power.

There are several schools that are operated by the Anglophone School District - South. Health care facilities include the Dr. V.A. Snow Centre and several smaller private care facilities, as well as several family physician offices.

Critical infrastructure in Hampton can be categorized by type including transportation, utilities, communication, health care and government facilities.

3.2 Transportation Infrastructure

The major transportation infrastructure is Route 1, known as the MacKay Highway, that runs east to west through the municipality. The other major transportation routes include provincial routes; Route 100, Route 121, Route 820, Route 845, and Route 860. The majority of the residential streets are not laid out in a typical grid pattern, but rather in a less conventional manner with many of the streets not continuing directly through a neighbourhood and including many cul-de-sacs.

The rail line also runs east to west and is maintained by CN Rail. The majority of trains that use this line are operated by NB Southern Railway with cargo trains carrying product for industry and shipping in Saint John. These trains may carry LPG, wood products and other hazardous materials.

3.3 Utilities

Utilities within the municipality includes water and sewer, power and communication. The Public Works and Utilities Department ensures water and sewer infrastructure needs are met and systems are operating in accordance with provincial and federal guidelines. Services provided by the utility include supply distribution of potable water along Railway Crescent through one large deep well, and environmental protection provided through sewage collection and treatment. The majority of the municipality is on private well water and have private septic tank systems.

Power is supplied by the provincial power company, NB Power with home heating in the community supplied by power (baseboard, heat pump), propane, oil or wood heat. There is no natural gas in the community. NB Power has one large substation located on Logie Drive.

The communication lines, including phone and internet, are maintained by Bell Aliant, a national communications company with smaller substations throughout the municipality.

3.4 Health Care Infrastructure

There are no primary care health facilities in the community. Health care in southern New Brunswick is provided by Horizon Health, a provincially operated system. The major health care center, the Saint John Regional Hospital, is located in the north end of Saint John.

There is one large long-term care facility in the municipality; Dr. V.A. Snow Centre, which consists of independent living and long-term care located on Demille Court. There are also several smaller care facilities including Living Hope Special Care Home (Riverdale Drive), Daeka Care Facilities (Neill Drive), Yvonne's Special Care Home (Route 860), CurtLin Manor (Bonney Road), and Marsh Haven Special Care Residence (Kiersteadville Road).

Hampton has two pharmacies, Pharmasave Hampton (Main Street) and Hampton Guardian Drugs (William Bell Drive).

3.5 Educational Infrastructure

Schools in the municipality include Dr. A.T Leatherbarrow School, Hampton Elementary School, Hampton Middle School all located on School Street, Hampton Highschool located on Elizabeth Avenue, and Hammond River Valley Elementary School located on Route 860.

There also several Pre-School and day-care facilities in the municipality.

3.6 Government and Community Infrastructure

The municipality operates a town hall that includes the administrative offices, and council chambers which is located on Main Street.

Hampton operates several public use buildings including the Summit Centre (William Bell Drive), a sports and community facility, the Mike Murphy Memorial Field House (Main Street), a sporting complex that includes an outdoor pool, and the River Centre (Main Street) which houses the community library. There are also several municipal use buildings including the works garage on Logie Drive, and the parks garage on Main Street.

Hampton is serviced by three fire departments. Two municipally run departments; Hampton Fire-Rescue, and Nauwigewauk Fire Department, and one outlying department contracted to provide fire coverage in the lower southeast part of the municipality, Upham Fire Department.

Provincial and Federal agencies within the municipality include Service New Brunswick (William Bell Drive), Department of Natural Resources and Energy Development offices (Main Street), and an RCMP detachment (Main Street) providing contracted police services.

3.7 Climate and Geography

Hampton is located in southern New Brunswick and is located approximately 24 kilometres from the Bay of Fundy. The municipality is surrounded by heavily forested areas which are part of the Acadian Forest.

The surrounding area is mostly rolling hills with no true mountains although some areas do provide steep slopes. There are several bodies of water including lakes, rivers, and bogs.

Clearly distinguishable seasons characterize the climate. Winters are snowy and cold, and summers are generally mild and potentially humid. The area has a blend of climates typical of a coastal area. January is generally the coldest month and July is the warmest; however, influxes of moist Atlantic air produce mild spells in winter and periods of cool weather in summer.

PART 4 – RESPONSE

4.1 Plan Implementation

The Hampton Municipal Emergency Response Plan may be activated, in whole or in part, by the Director of Emergency Management, or their alternate, for the following purposes:

1. Upon the declaration of a State of Local Emergency by Council;
2. Upon the declaration of a state of emergency by the Minister of Public Safety;
3. In response to emergency or public safety circumstances, actual or anticipated, where the Director is satisfied that it is appropriate to do so;
4. In support of operations of the municipality, where public safety is a concern and where the Director is satisfied that it is appropriate to do so; and
5. During all or a part of emergency training exercises.

4.2 Activation of the Emergency Management Organization

The Director of Emergency Management will activate HEMO at the appropriate response level ranging from Level 0 to Level 3. Activation is determined by the magnitude, scope, and stage of the event. Only functions and positions that are required to meet current response objectives need to be activated. Suggested criteria for activating may include:

1. Significant number of people at risk;
2. Response coordination required;
3. Large or widespread event;
4. Multiple emergency sites;
5. Several responding agencies;
6. Resource coordination required;
7. Limited local resources;
8. Significant need for outside resources;
9. Uncertain conditions;
10. Possibility of escalation of the event;
11. Unknown extent of damage;
12. Potential threat to people, property and/or environment; and
13. Declaration of a Provincial or State of Local Emergency.

Monitoring levels are as follows:

1. **Level 0** – Routine Monitoring: The day-to-day monitoring of weather, news, and any relevant information by The Director of Emergency Management.
2. **Level 1** – Enhanced Monitoring: Continuous monitoring by all HEMO members of an emergency situation that may require immediate regional assistance.

Examples:

1. Small event;

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2. One site;
 3. Two or more agencies involved; and
 4. Potential threat of flood, severe storm, interface fire, etc.
3. **Level 2** – Partial Activation: Once notified, selected members of HEMO may be called in to assist with supporting ongoing efforts towards an emergency. Depending on the location of the emergency, the use of a virtual EOC may be a viable option.

Examples:

1. Moderate event;
 2. Two or more sites;
 3. Several agencies involved; and
 4. Major scheduled event such as a conference or large sporting event.
4. **Level 3** – Full Activation: Once notified, all HEMO members will report to the MEOC. This will depend on the location of HEMO members at the time of notification.

Examples:

1. Major event;
2. Multiple sites;
3. Regional emergency;
4. Multiple agencies involved; and
5. Extensive evacuations.

4.3 Municipality Role and Responsibilities

1. Establish and maintain a municipal emergency management organization (EMO);
2. Appoint a Director of the EMO and prescribe his or her duties, which shall include the preparation and coordination of emergency management plans for the municipality;
3. Appoint a committee consisting of members of its council to advise on the development of emergency management plans;
4. Prepare and approve emergency management plans;
5. Enter into agreements with and make payments to persons and organizations for the provision of services in the development and implementation of emergency management plans; and
6. Appropriate and expend sums approved by it for the purposes of emergency management.

4.4 Mayor Role and Responsibilities

In the event of an emergency, the mayor must be prepared to:

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1. Chair meetings of Council;
2. Make official requests for assistance to other municipalities or the province as recommended by the Director of Emergency Management; and
3. If required and based on the recommendation of the Director of Emergency Management, and when authorized by Council declare a State of Local Emergency (SOLE).

4.5 Chief Administrative Officer Role and Responsibilities

The responsibilities of the Chief Administrative Officer are as follows:

1. Advise and assist the respective Mayor or their Alternate in the fulfillment of their responsibilities;
2. Receive immediate and continuing information of the developing emergency situation in the municipality from the Director of Emergency Management;
3. Assist in directing operations from MEOC as required;
4. Prepare and write the situation reports as required; and
5. Ensure a reasonable level of service to unaffected areas in the Municipality; and Identify priorities for the re-establishment of services that have been temporarily suspended or reduced as a result of the emergency.

4.6 Director of Emergency Management Role and Responsibilities

Reports to: Chief Administrative Officer

The Director of Emergency Management's primary responsibility is to coordinate the efficient response in an emergency situation. The Director will coordinate and manage all resources required for the emergency.

Responsibilities include:

1. Alert the Mayor and the Regional Emergency Measures Coordinator (REMC) of an emergency, or the threat of an emergency, which may involve municipal resources;
2. Ensure that department heads and staff with designated emergency response duties have been contacted;
3. Authorize the activation of the Hampton Municipal Emergency Response Plan, in whole or in part as required;
4. Notify members of the EMO as required to assemble at the Municipal Emergency Operations Centre (MEOC) or alternate MEOC if the primary MEOC is inaccessible/unavailable;
5. Recommend to the Mayor when a declaration of a State of Local Emergency (SOLE) is necessary;
6. Publicize details of the declaration to the population of the area affected by the contents of the declaration;
7. Forward a copy of the declaration to the Provincial Minister of Public Safety;

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8. Provide regular updates as the principal advisor to the mayor and members of Council on emergency related matters;
9. Chair business cycles relating to MEOC activities;
10. Coordinate and direct emergency response and/or support activities within the MEOC;
11. Ensure that situation reports are available, circulated, discussed and displayed within the MEOC for use by those with a “need-to-know”;
12. Ensure that the following are advised of the activation, implementation, or termination of the emergency response activities under the Plan:
 - a. Mayor and Council;
 - b. Employees of the municipality;
 - c. Regional Emergency Management Coordinators (REMCs); and
 - d. The public at large.
13. Establish and maintain a communication link with emergency responders so that timely and accurate operational updates are obtained and provided;
14. Provide support to emergency responders by responding to and facilitating requests from the emergency site;
15. Coordinate response activities with external agencies as required;
16. Activate Mutual Aid Agreement, or any other agreement, when existing resources are inadequate to meet the demands of the emergency;
17. Assess emergency needs and establish a strategic direction;
18. Commence long-term operational planning as soon as possible;
19. Activating the MEOC if required;
20. Initiating the MEOC fan-out/notification list;
21. Ensuring key MEOC positions are staffed as required;
22. Ensuring an up-to-date contact list is maintained for fan out purposes;
23. Ensuring the development of an Incident Action Plan;
24. Ensuring MEOC members take prompt and effective action in response to problems;
25. Ensuring action logs are maintained by all MEOC staff;
26. Requesting expert assistance as required;
27. Advise if there is a need to evacuate a specific area;
28. Coordinating evacuation with other MEOC staff;
29. Consulting with Health/Social Services Agency Representative on the selection and opening of shelter(s) and or reception centre(s);
30. Monitoring the capacity of the area resources and if overextended, requesting assistance through mutual aid and REOC;
31. Informing MEOC staff of major events as they arise;
32. Ensuring communications are established;
33. Ensuring a thorough situation briefing is conducted during shift changes and transfer of command;

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34. Ensuring that a main event log is maintained and safeguarded; and
35. Other duties as required.

4.7 Emergency Management Organization Role and Responsibilities

Reports to: Director of Emergency Management

The EMO's primary responsibility is to staff the MEOC in an emergency situation. They will also assist the Director in coordinate and managing resources required for the emergency.

Responsibilities include:

1. Coordinate municipal departments, agencies, and volunteer organizations in supporting the emergency;
2. Consult with and co-ordinate emergency operations with vital public service agencies or institutions;
3. Establish communications and work with key public and private sector organizations which are involved with or could be affected by the emergency situations;
4. Provide administrative and logistic support to organizations involved;
5. Be prepared to manage the expenditure of municipal funds required to meet the response goals; and
6. Take such action as is necessary to minimize the effects of an emergency or disaster in the municipality and to the public.

4.8 Public Works and Utilities Department Role and Responsibilities

The responsibilities of the Public Works and Utilities Department include:

1. Verify that the department's mobilization has been completed;
2. Brief the Director of Emergency Management on the current departmental staffing and anticipated needs;
3. Brief on matters relating to sewer systems, road conditions, safety and engineering resources;
4. Provide personnel and material resources in support of emergency operations;
5. Assess waste management needs and arranging for delivery of temporary sanitation facilities;
6. Ensure that the streets are accessible to emergency response services;
7. Establish priorities for restoration of municipal streets damaged during an emergency;
8. Maintain liaison with gas suppliers on the status of service within the municipality;
9. Maintain liaison with Department of Transportation and Infrastructure for information on provincial roads and highways;

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10. Arrange for the demolition of unsafe structures when authorized by the Director of Emergency Management;
11. Establish priorities for restoration of damaged storm sewer drainage systems and roads;
12. Assist with evacuations;
13. Brief on sanitary sewer systems including sanitary lift stations and lagoon;
14. Arrange for an alternate source of potable water;
15. Establish liaison with the local and provincial utilities;
16. Arrange for the discontinuance of any utility service when the utility poses a threat to response personnel or nearby residents when authorized by the Director of Emergency Management;
17. Establish priorities for restoration of utilities that were damaged or discontinued;
18. Establish a long-range utilities service plan that provides for water and sanitary sewer requirements in support of emergency operations; and
19. Establish a long-range utilities service plan that provides a level of service to areas within the municipality which are unaffected by the emergency.

4.9 Fire Service Role Responsibilities

The responsibilities of Hampton Fire-Rescue and of Nauwigewauk Fire Department are as follows:

1. Verify that the departmental mobilization has been completed;
2. Advise the Director of Emergency Management on matters relating to rescue, firefighting and fire prevention within the emergency area;
3. Direct and coordinate all firefighting operations as well as search and rescue operations;
4. Where possible, assume the lead role in conducting evacuations;
5. Activate Mutual Aid Agreement(s) if/when required;
6. Ensure dangerous goods support services are contacted if/when required;
7. Determine whether additional special equipment or supplies will be required and, if so, make the necessary arrangements for procurement in coordination with Logistics Section;
8. Brief the Director of Emergency Management on the current departmental staffing and anticipated needs;
9. Provide equipment for resuscitation and trained manpower when and where required; and
10. Fill role of Emergency Site Incident Commander if appointed by the Director of Emergency Management.

4.10 Police Service Role and Responsibilities

The responsibilities of the personnel within the Hampton Royal Canadian Mounted Police (RCMP) detachment are as follows:

1. Obtain regular briefings from dispatch;
2. Verify that the departments emergency mobilization has been completed;
3. Report to the MEOC and advise the Director of Emergency Management on matters relating to crowd control, traffic control, protection of life and property, and law enforcement;
4. Ensure that outer perimeter is established at the emergency site if required;
5. Ensure that a traffic control system is activated to facilitate the movement of emergency vehicles to and from the outer perimeter, and that access to the emergency area is controlled;
6. Ensure that a system of crowd control or crowd dispersal is initiated in order to maintain the integrity of the outer perimeter;
7. Coordinate police activities relating to the evacuation of buildings or areas;
8. Ensure the protection of public and private property within the emergency area;
9. Brief the Director of Emergency Management on current departmental staffing and anticipated needs;
10. Respond to immediate police needs arising from the emergency;
11. Contact and assist the coroner (if required); and
12. Arrange for additional police assistance when required or recommend mutual aid or mutual assistance agreements as required.

4.11 Finance Department Role Responsibilities

It is required that a fair and impartial account of the various costs involved in the emergency operation be kept.

In the event of an emergency, the Director of Finance or their designate will fill the position of Finance and Administration Section Chief.

The Finance and Administration Section Chief reports to: Director of Emergency Management

The responsibilities of the Finance and Administration Section Chief are as follows:

1. Developing a plan for capturing costs dealing with the incident;
2. Keep account of emergency operation costs and prepare a statement of the cost at the completion of the emergency;
3. Compile and report on those costs for Emergency Relief Funding if available;
4. Ensure all participants sign-in/sign-out timesheets are completed;
5. Securing funding for resources requested by the Incident Management Team which have been approved by the Director of Emergency Management; and

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6. Brief the Director of Emergency Management on all spending as it relates to the emergency response.

4.12 Communications Role and Responsibilities

Report to: Director of Emergency Management

In the event of an emergency, the Communications Manager or their designate will fill the position of Information Officer.

The responsibilities of the Information Officer are as follows:

1. Maintaining an up-to-date list of all media services in the area
2. Implementing a crisis communication plan to support the incident action plan
3. Leading an Emergency Public Information Team if required;
4. Establishing a media-briefing centre;
5. Keeping the public informed of significant developments occurring during the emergency;
6. Briefing the media periodically, and assisting other municipal representatives with briefing preparation;
7. Maintaining a log of all actions taken as Information Officer;
8. Briefing the Director of Emergency Management as requested;
9. Ensuring that replacement is thoroughly briefed during shift changes; and
10. Other duties as assigned by the Director of Emergency Management.

4.13 Liaison Officer Role and Responsibilities

Reports to: Director of Emergency Management

The Liaison Officer acts as the primary point of contact/coordination for outside agency representatives.

The responsibilities of the Liaison Officer are as follows:

1. Contacting outside agency representatives that have not acknowledged requests to report to the MEOC;
2. Ensures required agencies are in the MEOC
3. Briefing agency representatives on their role and position within the emergency response structure;
4. Acting as a point of contact for volunteers and/or volunteer organizations;
5. Assisting with coordinating how volunteers and/or volunteer organizations can assist with the response; and
6. Other duties as assigned by the Director of Emergency Management.

4.14 Operation Section Chief Role and Responsibilities

Reports to: Director of Emergency Management

The Operations Section focuses on the current operational period by liaising with and supporting the Incident Management Team in accordance with the incident action plan.

The responsibilities of the Operation Section Chief are as follows:

1. Gaining and maintaining situational awareness;
2. Consulting with the Director of Emergency Management to determine who will be in the Operations Section;
3. Receiving information from the Operations Section and forward to the appropriate people;
4. Ensuring situation reports are disseminated to the Operations Section;
5. Briefing the Director of Emergency Management as required;
6. Consulting with the Director of Emergency Management, on the appropriateness of the incident action plan;
7. Leading the operations section to achieve the objectives established in the incident action plan;
8. Keeping the Director of Emergency Management and the Information Officer updated; and
9. Other duties as assigned by the Director of Emergency Management.

4.15 Planning Section Chief Role and Responsibilities

Reports to: Director of Emergency Management

The Planning Section Chief oversees the conduct of planning meetings, the development of incident action plans for each planning cycle; and for managing and disseminating information in accordance with ICS practices and the Planning P (See Appendix G).

The responsibilities of the Planning Section Chief are as follows:

1. Chairing planning meetings;
2. Providing leadership to additional planning staff;
3. Recommending objectives and their priorities to the Director of Emergency Management;
4. Drafting incident action plans for the Director of Emergency Management's approval;
5. Disseminating approved incident action plans;
6. Conducting planning for the next operational period; and
7. Performing other duties as assigned by the Director of Emergency Management.

4.16 Logistics Section Chief Role and Responsibilities

Reports to: Director of Emergency Management

The Logistics Section provides support such as security, feeding, amenities, backup power, telecommunications, information technology, and mapping.

The responsibilities of the Logistics Section Chief are as follows:

1. Supports all facilities, transportation, communications, supplies, equipment maintenance and fuelling, food, and medical services for incident personnel, and all off incident resources;
2. Supports all incident logistics;
3. Provide logistics input to the MEOC IAP;
4. Brief the Director of Emergency Management as required;
5. Identify anticipated and known incident service and support requirements;
6. Request additional resources as required;
7. Ensure and supports the development of Traffic, Medical (ICS 206), and Communications Plans (ICS 205) as required;
8. Supports demobilization of Logistics Section and associated resources; and
9. Performing other duties as assigned by the Director of Emergency Management.

4.17 Staffing Requirements

The MEOC must be able to function on a 24/7 basis from activation until demobilization as required to support the emergency response. The Director of Emergency Management will determine appropriate staffing for each activation level based upon an assessment of the current and projected situation. While the immediate solution may be to establish several complete shifts for the duration of operations, there are seldom the resources or facilities to sustain this approach.

The MEOC positions should be filled as a priority by designated qualified individuals within the municipality (if possible). Sub-positions within the MEOC organization may be filled by qualified personnel independent of rank or agency affiliations. Initially, all positions may be staffed by the first available individual most qualified in the function to be performed.

Based on the previously described HEMO Activation Levels, plans should include at least two complete shifts of personnel for an initial period, after which options can be considered for implementation on a section-by-section basis.

4.18 Staffing Considerations

Staff Rest: Time must be allowed for rest, meals, etc.

Labour Relations: Rules and regulations regarding safety and overtime, etc. are not suspended on account of the emergency.

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Briefings: Activities at the MEOC that require all staff members to attend, other than during their shift, should be infrequent. They interrupt necessary rest time and can preclude such necessary events as site visits and media interviews.

4.19 Transfer of Responsibilities

When a staff member transfers their responsibilities to another, a simple but formal transfer briefing will be required. Shifts, therefore, should be no longer than 8 – 12 hours and should overlap by around 15 minutes prevent a staff position from being inadequately relieved. A transfer briefing should summarize the activities of the past shift, identify “open” activities, and if time permits, be accompanied by a short-written summary of the same information for later use during the operation or at a post- operation debriefing.

4.20 Span of Control

When span of control is exceeded in any of the five functions, HEMO organizational elements should be activated. These include Branches, Groups/Divisions and Units. The span of control should be limited to a maximum of 1 to 7 ratio (supervisor to subordinates).

4.21 Common Identification

In conjunction with the application of common terminology within ICS, it is essential to have a common identification system for facilities and personnel filling positions. The following identifying colors for specific functions should be used by all agencies that work within the MEOC.

Green: Director and Deputy Director

Red: Command Staff (Liaison, Safety, Information)

Orange: Operations

Blue: Planning

Yellow: Logistics

Grey: Finance/Administration

Identification should take the form of a vest. These identifiers do not preclude any personnel from wearing their agency’s insignia or uniform.

4.22 Municipal Operation Centre Structure

The basic MEOC structure is shown below (See Appendix L). It is important to remember that not every MEOC function and/or element will be filled in every emergency or disaster.

The situation at hand will dictate the functions and elements to be activated. As a minimum, an active MEOC requires only the Director of Emergency Management. Other

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functions are staffed as needed. The Director of Emergency Management is responsible for ensuring that the MEOC is ready for use on short notice by establishing a regular maintenance and testing schedule.

The MEOC contains information display materials, telecommunications and any additional supporting equipment, documents, and supplies required to ensure efficient operations and effective emergency management on a 24-hour per day basis.

The supervisor of each organizational element in the MEOC has the following title: Director, Officer, Section Chief, Branch Director, Group/Division Supervisor, Unit Leader, Strike Team/Task Force Leader.

4.23 Risk Management

Risk management is the process of planning and implementing decisions that will minimize the adverse effects of accidental and business losses to an organization. The HEMO shall incorporate the principles of risk management in the development of an IAP and include a safety message plan (ICS 208) and a medical plan (ICS 206).

The Director of Emergency Management shall ensure that good risk management practices are applied in all incidents throughout the response organization, and that every function contributes to the management of risks. The Director may activate the Incident Management Team (IMT) staff position of Safety Officer to assist in this function.

The scope of risk management effort extends to all losses, all people impacted by the emergency, and all entities participating in mitigation, preparedness, response, and recovery. The Safety Officer shall provide personnel with basic knowledge of risk management and the objectives to be achieved. The Safety Officer informs the Director of all significant risk issues and provides factual information as, and when, appropriate.

The HEMO shall apply risk management based upon the following strategies:

1. Assess damage and loss; and
2. Identify and analyze loss exposures in the categories of:
 - a. Personnel;
 - b. Property; and
 - c. Liability.
3. Examine feasible alternative risk management techniques in the following general categories:
 - a. Exposure avoidance;
 - b. Loss prevention;
 - c. Loss reduction;
 - d. Segregation of exposures;
 - e. Separation;
 - f. Duplication;

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- g. Select the best apparent techniques;
- h. Implement the chosen techniques;
- i. Monitor and adjust as necessary;
- j. Provide for the overall safety and health of personnel;
- k. Advise on action to reduce loss and suffering;
- l. Advise municipal staff and response personnel.

The IMT shall evaluate the risk to personnel with respect to the purpose and potential results of their actions in each situation. In situations where the risk to personnel is excessive, activities shall be limited to defensive and protective operations.

4.24 Resource Management

Resources managed by the MEOC will usually be in a transit mode, to an affected area, or at a marshalling area awaiting disbursement to a staging area closer to the scene of the incident(s).

When local resources are exhausted and/or unable to fill the need, each responding agency will first go through their own channels to try and obtain the necessary resource. If unsuccessful in filling the resource request it is then forwarded to the Site Incident Commander. The site Incident Commander will assess and prioritize the request before forwarding it to the Director of Emergency Management.

If the Director of Emergency Management is unable to coordinate filling the resource request, with the Logistics and Planning Sections, then the request is forwarded to the REOC. Similarly if the REOC is unable to fill the resource request, the REOC can forward the request to the PEOC.

All resource requests should be assigned one of the following priority levels:

1. **Urgent:** Having life and death urgency;
2. **Priority:** Important to support operations within a specific time limit;
3. **Routine:** Supports regular operations.

Resources will always be in one of three status conditions:

1. Available;
2. Assigned;
3. Out of Service.

When a specific resource is in demand by multiple agencies and/or jurisdictions and there is a limited number of the resource available it can be designated as a “Critical Resource” by the Director of Emergency Management and all requests for Critical Resources must be approved by the Director.

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Resource requests frequently require coordination amongst a variety of functions and agency representatives. Multiple requests will be received by the MEOC by a wide variety of means and without tracking there is a danger that a critical request could be lost.

Requests must be vetted, prioritized, assigned, tracked and signed off by MEOC when closed. The MEOC must be able to determine the current status of all resource requests, the sections assigned responsibility for action, and the details of any action taken or planned. This information is critical during the briefing and shift change process.

4.25 Emergency Communications

At the outset of an emergency, people expect authorities to have more information than they do. However it is critical that communication is timely and accurate. The MERP outlines the communications tools that will be most critical to the operational functions of the HEMO and in publicly communicating with citizens.

Operational communications: Routine communications will be done using the most efficient means available with due regard to maintaining records of decisions and actions taken. Depending on the nature of the emergency or immediacy of the communication, other means may be required.

1. Trunked Mobile Radio (TMR) will allow all agencies to communicate verbally via a mutual aid channel designated by Provincial Mobile Communications Center (PMCC). Such a channel should be requested by the responding agency and maintained for the duration of the event, with additional channels designated as necessary. All communication on this system should be recorded by PMCC.
2. Software may be used to connect the MEOC to a REOC to simultaneously exchange information such as event logs, imagery and detailed maps. When available, these should be linked to ensure maximum awareness between various agencies contributing to the response. Data must be captured and recorded at scheduled intervals and during significant events.
3. Telephone: traditional land lines and cellular communications remain the most popular method of rapidly connecting two individuals. When used for teleconferencing, large groups can be briefed simultaneously. Vulnerabilities include downed lines or cell towers, loss of voice quality, restriction of information sharing and poor record keeping.
4. Amateur Radio and Satellite Phones may be used as alternatives in the case other means of communication are not effective.

Public Information: Communicating information to the general public in a clear and timely manner is a crucial element of managing an incident. Consideration should be given during the warning phase, if possible. Informing the public of registration and warming centers, evacuation plans and recovery operations will greatly assist in reducing anxiety. Many methods may be utilized.

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1. ALERT READY is the national system used by a provincial authority in cases of serious threat to life and safety. It employs interruptions to the public broadcasting systems on radio and television. It also has the capability to target specific cell towers for customized messaging. ALERT READY messaging is to be coordinated through NBEMO.
2. Public messaging via social media is the most widespread and effective means of distributing information as it increases coverage as recipients share with friends. Various media such as e-mail, Twitter, Facebook and others should be used. In order to achieve maximum efficiency, a single source of verified information should be utilized to avoid conflicts. Frequent and timely update must be maintained in order to prevent disinformation.
3. Media conferences by persons in authority. Care in avoiding impromptu statements and the selection of a known and credible person of authority in the community is recommended.
4. Self-registry by citizens on municipal warning systems allows for targeted messages over a wide spectrum of events.
5. Posting written directives at warming shelters, municipal and public offices in addition to advising citizens of where and how to seek information during emergencies will be implemented to ensure smooth communication during an incident.

4.26 Termination of Operations

The Municipal emergency response will continue until municipal assistance, direction and coordination are no longer required and the operation is terminated. The gradual reduction of departmental staff and the withdrawal of resources may begin before termination but must be done in a coordinated fashion.

If communities experienced significant impacts due to the emergency, there may be a need to support and/or supplement personal, family, and community structures that may have been damaged or disrupted.

The effects of an emergency depend directly on the type, severity, and duration of the event. Some common effects of an emergency include:

1. Physical effects:
 - a. Damage to buildings, commercial structures, and community facilities;
 - b. Alteration of the landscape, such as in landslide or major flood; and
 - c. Environmental contamination by chemical or pollutants.
2. Social effects:
 - a. Stress and psychological trauma;
 - b. Focus on the short term, foregoing long-term goals and opportunities;
 - c. Delay of programs that serve on long-standing social needs; and

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- d. Gaps in community economic classes tend to widen.
- 3. Economic effects:
 - a. Loss of business;
 - b. Loss of jobs; and
 - c. Reduced cash flow within the community.

The HEMO maintains a record of possible participants during the recovery of the emergency including school boards, utility companies and volunteer service agencies.

PART 5 – AFTER ACTION REVIEW

The HEMO recognizes the importance of continuous improvement and learning from each emergency response to enhance its capabilities, effectiveness, and overall preparedness. To ensure a comprehensive evaluation of the actions and outcomes, an After-Action Review (AARs) shall be conducted following a partial or full activation.

5.1 Process

An After-Action Review (AAR) to evaluate the effectiveness of the emergency response will be conducted within **14 days** of the termination of the operation. The proceedings will be chaired by the Director of Emergency Management or designate and attended by the emergency response personnel involved in the emergency.

5.2 Participation

It is recommended that as many staff involved in the response as possible participate in the process. AARs should be initiated promptly after the conclusion of the emergency response, ensuring that events are fresh in participants' minds and accurate details can be captured. During long events, multiple AARs may be justified.

5.3 Coordination of the Briefing

The Director of Emergency Management shall be responsible for coordinating the AAR process and establish the time & location for the review. The review shall be guided and led by the Director or designate. AARs shall comprehensively review all aspects of the specified emergency response, including but not limited to the operational highlights, MEOC structure, decision making and strategies, communications, resource allocation, equipment performance, and incident action plan execution. The Coordinator of Emergency Management shall be responsible for transcribing the AAR.

AARs shall review specifics of the incident, including but not limited to the following points:

1. Initial Call Out/Dispatch information;
2. Check in process;
3. Initial Assessment;
4. Overall incident strategy and decision-making;
5. Effectiveness of communication systems and procedures;
6. Logistics, Planning and Finance;
7. Information, Safety and Liaison;
8. Mutual aid requirements;
9. Mental health;
10. Rehabilitation;
11. Demobilization;

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12. Each individual supervisor shall briefly review their actions during the incident. Special attention shall be given to identifying successes, challenges, and areas for improvement; and
13. Recommendations for improvements shall be made.

5.4 Data Gathering

AAR teams shall gather data from a variety of sources, including photos, video, incident logs, communication records, witness statements, and participant interviews. Data collected shall be analyzed to identify trends, patterns, and deviations from established protocols and procedures.

5.5 The Final Report

The team shall document their findings and recommendations in a formal, written After-Action Review Report. Recommendations should be actionable, specific, and prioritize improvements that enhance safety, operational efficiency, and overall effectiveness.

The AAR shall be a written document, capturing the analysis, findings, and recommendations in a clear and organized manner. The report shall include an incident summary, detailed analysis sections, and a comprehensive list of recommendations. Responsibility of assembling the report lies with the Coordinator of Emergency Management.

5.6 Review and Approval

The AAR shall be reviewed by the Director of Emergency Management. Corrections and clarifications shall be incorporated as necessary before finalization and approval.

5.7 Implementation of Recommendations

Accountability for implementing recommendations shall rest with the Director of Emergency Management. The Director of Emergency Management shall oversee the implementation of recommendations identified in the AAR. Implementation progress and changes resulting from the AAR process shall be communicated to all municipal personnel.

5.8 Implementation Follow-Up

The Director of Emergency Management shall be responsible for tracking and ensuring the follow-up on the recommendations outlined in the AAR. The Director of Emergency Management shall monitor the progress of implementation and report on the status to the HEMO personnel.

5.9 Learning and Training

Lessons learned from AARs shall be integrated into training programs, standard operating procedures, and future emergency response planning. The AAR report shall be shared and shared for educational purposes and to promote a culture of continuous improvement.

5.10 Confidentiality

Where required, information shared during the AAR process shall be treated confidentially and used solely for the purpose of improving emergency response capabilities.

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PART 6 – HAZARD ASSESMENT

6.1 Hazard
<p>Hazards are often unpredictable. As such, those hazards that may pose a threat within the Municipality are analyzed, and rated according to:</p> <ol style="list-style-type: none"> 1. Frequency; 2. Consequence; and 3. Risk; and <p>The following ratings provide a basis upon which recommended actions are derived.</p>
6.2 Frequency/Probability
<p>Based on the number of occurrences or the probability of an occurrence within the Municipality over the last 50 years or next 50, hazards will receive the following rating:</p> <ol style="list-style-type: none"> 1. Low (1): 1 or less occurrence in the last 50 years or probable of less than 1 in next 100 years; 2. Medium (2): 2-3 occurrences in last 50 years or probable of 1 in the next 50 years; and 3. High (3): Greater than 3 in the last 50 years or probable of 1 in the next 10 years.
6.3 Consequence
<p>Based on the number of people and/or property that might be affected, hazards will receive the following rating:</p> <ol style="list-style-type: none"> 1. Low (1): Less than 1%. 2. Medium (2): 1% - 10%; and 3. High (3): Greater than 10%.
6.4 Risk - Frequency x Consequence
<p>Based on Risk to human life and/or property, hazards will receive the following rating:</p> <ol style="list-style-type: none"> 1. Low (1); 2. Medium (2 - 6); and 3. High (9).

Hazards	Brief Description	Freq.	Cons.	Risk
Active Shooter	An individual actively engaged in killing or attempting to kill people in a confined and populated area.	L (1)	H (3)	M (3)
Avalanche/ Landslide	When a large snow/mud/rock mass slides down a mountain/hillside.	L (1)	L (1)	L (1)
Aviation Incident	An accident associated with the operation of an aircraft.	L (1)	H (3)	M (3)
Blizzard/ Ice Storm	Severe winter storm with low temperatures, strong winds and heavy snow.	H (3)	H (3)	H (9)

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Biological/ Pandemic	Processes of organic origin or those conveyed by biological vectors, including exposure to pathogenic micro-organisms, toxins and bioactive substances, which may cause the loss of life or injury.	M (2)	H (3)	M (6)
Bridge Incident	Structural or safety related issues that could force a bridge to be temporarily closed.	H (3)	L (1)	M (3)
Civil Disorder	When many people are involved and are set upon a common aim.	H (3)	L (1)	M (3)
Chemical, Biological, Radiological, Nuclear, Explosive (CBRNE)	When chemical, biological, radiological, nuclear or explosive hazards may be present.	H (3)	L (1)	H (3)
Communication Failure	Widespread breakdown of normal communication capabilities.	H (3)	H (3)	H (9)
Critical Infrastructure Failure	Loss of some or all the required utilities; Potable Water, Electricity, Fuel Shortage, Sewage.	H (3)	M (2)	M (6)
Dangerous Goods Spill	Any substance or material that could adversely affect the safety of the public, handlers, or carriers.	M (2)	M (2)	M (4)
Dangerous Goods Spill Kennebecasis River	Any substance or material that could adversely affect the safety of the public, handlers or carriers in the Kennebecasis River.	L (1)	L (1)	L (1)
Earthquake	Sudden release of stored energy that radiate seismic waves.	L (1)	L (1)	L (1)
Engineering Failure	When structures fail.	L (1)	M (2)	M (2)
Erosion	Physical process by which shorelines and/or roads are altered	H (3)	L (1)	M (3)
Explosion	A violent and destructive shattering or blowing a part of something, as is caused by a detonation.	M (2)	L (1)	M (2)
Flooding	Accumulation of water beyond its normal confines such as a lake, or over land areas.	H (3)	M (2)	M (6)
Forest Fire	Uncontrolled fire occurring in nature.	H (3)	M (2)	M (6)
Heat Wave	A continuous period of extremely warm weather.	H (3)	M (2)	M (6)
Hurricane/Post- Tropical Storm / Tornado	Cyclonic/Extreme high windstorms systems with speeds over 80 km/h.	H (3)	H (3)	H (9)

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Mass Gathering	A public event which gathers more than 200 persons indoors or outdoors.	L (1)	L (1)	L (1)
Power Outage	An interruption of normal sources of electrical power.	H (3)	H (3)	H (9)
Structure Fire	A fire involving the structural components of various types of residential, commercial or industrial buildings	H (3)	L (1)	M (6)
Train Derailment	A derailment that can result in substantial loss of life or pose a risk to the environment.	H (3)	L (2)	M (6)
Transportation	Anything which prevents materials and users from reaching their intended destination.	M (2)	M (2)	M (4)

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6.5 Hazard Summary Pages

ACTIVE SHOOTER			
Hazard Description	An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area.		
Possible Effects	Casualties / Danger to Public Health / Deaths / Evacuation		
Immediate Actions (IA)			
Municipal Actions	Municipal first responders report on CI impacts. HECC activation Level 1 (GREEN) : Enhanced Monitoring to Level 3 (RED) : Full Activation based on development and outcomes. Inform REMC.		
The following actions may/may not occur, lead agencies procedures take precedence.			
Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks/Priorities
Command	<ul style="list-style-type: none"> • Fire • RCMP • Ambulance NB • Red Cross • Horizon Health • Public Works • Department of Transportation and Infrastructure (DTI) 	<ul style="list-style-type: none"> • Issue public warnings with predetermined messages (if applicable) • Use of Alert Ready (if applicable) • Possible Evacuations or Shelter in Place • Be prepared to open reception centres 	<ul style="list-style-type: none"> • Identify resources required / at hand / lacking • Mutual Aid request • Assess Regional / Provincial / Federal Assistance
Operations			
Planning			
Logistics			
Finance/Admin			
Information			
Liaison			
Safety			
Additional Instructions:			

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AVALANCHE / LANDSLIDE			
Hazard Description	An avalanche/landslide occurs when large snow / mud / rock mass slides down a mountain or hillside.		
Possible Effects	Casualties / Danger to Public Health / Deaths / Evacuation		
Immediate Actions (IA)			
Municipal Actions	Municipal first responders and Public Works report on CI impacts. HECC activation to a minimum of Level 1 (GREEN): Enhanced Monitoring. Inform REMC.		
The following actions may/may not occur, lead agencies procedures take precedence.			
Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks/Priorities
Command	<ul style="list-style-type: none"> • Fire • RCMP • Ambulance NB • Red Cross • Horizon Health • Public Works • Department of Transportation and Infrastructure (DTI) • Emergency Social Services (ESS) • NB Power • Technical Inspection Services 	<ul style="list-style-type: none"> • Issue public warnings • Consider opening a shelter • Possible Evacuation or Shelter in Place • Road Closures • Structure Stability • Engineering advice likely required • Long term stabilization 	<ul style="list-style-type: none"> • Identify resources required / at hand / lacking • Mutual Aid request • Assess Regional / Provincial / Federal Assistance • Corporate & community recovery planning • Restoration of critical facilities & infrastructure
Operations			
Planning			
Logistics			
Finance/Admin			
Information			
Liaison			
Safety			
Additional Instructions:			

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AVIATION INCIDENT			
Hazard Description	An accident associated with the operation of an aircraft.		
Possible Effects	Casualties / Danger to Public Health / Deaths		
Immediate Actions (IA)			
Municipal Actions	Municipal first responders report on CI impacts. HECC activation Level 3 (RED) : Full activation. Inform REMC.		
The following actions may/may not occur, lead agencies procedures take precedence.			
Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks/Priorities
Command	<ul style="list-style-type: none"> • Fire • RCMP • Ambulance NB • Red Cross • Horizon Health • Transport Canada • Coroner • Department of Environment and Local Government (DELG) • NB Power • Airline Carrier • Airport Authority • Canadian Border Services Agency (CBSA) • Fire Marshall • Department of Health 	<ul style="list-style-type: none"> • Issue public warnings • Assist with casualties • Control Hazards • Road Closures • Possible Evacuation or Shelter in Place • Open a family reception centre • Establish temporary shelters • Possible sequestering of international passengers 	<ul style="list-style-type: none"> • Identify resources required / at hand / lacking • Mutual Aid request • Assess Regional / Provincial / Federal Assistance • Identify Airlines and number of souls on board • Identify hazardous materials on board • Evacuation Planning • Perimeter Security • Emergency information & media relations • Management of deceased and body parts • Investigation
Operations			
Planning			
Logistics			
Finance/Admin			
Information			
Liaison			
Safety			
Additional Instructions:			
<ul style="list-style-type: none"> • Plan for: SOLE declaration, temporary morgue, media centre and long-term investigation at site. 			

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BLIZZARD/ICE STORM			
Hazard Description	Severe winter storm with low temperatures, strong winds and heavy snow.		
Possible Effects	Casualties / Danger to Public Health / Deaths / Evacuation		
Immediate Actions (IA)			
Municipal Actions	Municipal first responders and Public Works report on CI impacts. Municipality may consider HECC activation based on storm development and outcomes. Inform REMC.		
The following actions may/may not occur, lead agencies procedures take precedence.			
Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks/Priorities
Command	<ul style="list-style-type: none"> • Fire • Public Works • RCMP • Ambulance NB • Red Cross • Horizon Health • Department of Transportation and Infrastructure (DTI) • Department of Environment and Local Government (DELG) • NB Power 	<ul style="list-style-type: none"> • Monitor weather forecast • Issue weather warnings • Use of Alert Ready (if applicable) • Rescue stranded motorists • Monitor power outages • Be prepared to open warming or reception centres • Assist Public Works for prioritizing route clearing or closures • Possible Evacuation or Shelter in place • Business Continuity Plan 	<ul style="list-style-type: none"> • Identify resources required / at hand / lacking • Mutual Aid request • Assess Regional / Provincial / Federal Assistance • Restoration of utilities and critical infrastructure • Assist first responders for emergency vehicle access • Prioritizing route clearing or closures • Disaster debris management
Operations			
Planning			
Logistics			
Finance/Admin			
Information			
Liaison			
Safety			
Additional Instructions:			
<ul style="list-style-type: none"> • https://www.nbpower.com/Open/Outages.aspx?lang=en 			

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BIOLOGICAL/PANDEMIC			
Hazard Description	Processes of organic origin or those conveyed by biological vectors, including exposure to pathogenic micro-organisms, toxins and bioactive substances, which may cause the loss of life or injury.		
Possible Effects	Casualties / Danger to Public Health / Deaths		
Immediate Actions (IA)			
Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider MEOC activation. Inform REMC.		
The following actions may/may not occur, lead agencies procedures take precedence.			
Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks/Priorities
Command	<ul style="list-style-type: none"> • Fire • RCMP • Ambulance NB • Red Cross • Horizon Health • Department of Health • Hazmat Team • Emergency Social Services (ESS) 	<ul style="list-style-type: none"> • Issue public warnings • Use of Alert Ready (if applicable) • Monitor Public Health Guidelines • Consider quarantine • Consider decontamination center • Possible Evacuation or Shelter in place • Business Continuity Plan 	<ul style="list-style-type: none"> • Identify resources required / at hand / lacking • Mutual Aid request • Assess Regional / Provincial / Federal Assistance • Evacuation planning • Liaise with external agencies • Mass casualty response support • Decontamination / Site support • Emergency information & media relations
Operations			
Planning			
Logistics			
Finance/Admin			
Information			
Liaison			
Safety			
Additional Instructions:			

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BRIDGE INCIDENT

Hazard Description	Structural or safety related issues that could force a bridge to be temporarily closed.
Possible Effects	Casualties / Disruption of Traffic / Deaths / Evacuation

Immediate Actions (IA)

Municipal Actions	Municipal first responders or Public Works report on CI impacts. Municipality may consider HECC activation. Inform REMC.
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The following actions may/may not occur, lead agencies procedures take precedence.

Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks/Priorities
Command	<ul style="list-style-type: none"> • Fire • Public Works • RCMP • Ambulance NB • Department of Transportation and Infrastructure (DTI) • Department of Environment and Local Government (DELG) 	<ul style="list-style-type: none"> • Issue public warnings • Use of Alert Ready (if applicable) • Be prepared to assist isolated residents • Advise mutual aid as required 	<ul style="list-style-type: none"> • Identify resources required / at hand / lacking • Mutual Aid request • Assess Regional / Provincial / Federal Assistance • Rescue and care for injured • Alternate emergency response routes • Alternate traffic routes • Situation & damage assessment • Restoration of critical infrastructure • Traffic control • Public information & media relations
Operations			
Planning			
Logistics			
Finance/Admin			
Information			
Liaison			
Safety			

Additional Instructions:

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CIVIL DISORDER			
Hazard Description	When many people are involved and are set upon a common aim.		
Possible Effects	Impacts to Critical Infrastructure / Casualties / Disruption of Traffic		
Immediate Actions (IA)			
Municipal Actions	Municipal first responders or RCMP report on CI impacts. Municipality may consider HECC activation. Inform REMC.		
The following actions may/may not occur, lead agencies procedures take precedence.			
Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks/Priorities
Command	<ul style="list-style-type: none"> • RCMP • Public Works • Fire • Ambulance NB • NB Public Safety 	<ul style="list-style-type: none"> • Issue public warnings • Use of Alert Ready (if applicable) • Be prepared to assist isolated communities that are denied emergency services • Consider curfew 	<ul style="list-style-type: none"> • Identify resources required / at hand / lacking • Mutual Aid request • Assess Regional / Provincial / Federal Assistance • Support police actions • Sharing intelligence gathered from social media with RCMP
Operations			
Planning			
Logistics			
Finance/Admin			
Information			
Liaison			
Safety			
Additional Instructions:			
<ul style="list-style-type: none"> • The ultimate severity of any civil disorder event will depend on the magnitude of the event and its location. Law Enforcement Agencies have complete command. All supporting and peripheral actions are to be coordinated through the agency in Command. These events may be very dynamic and changes in location become fluid. 			

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CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR, EXPLOSIVE (CBRNE)

Hazard Description	When chemical, biological, radiological, nuclear or explosive hazards may be present.
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Possible Effects	Casualties / Danger to Public Health / Deaths / Evacuation
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Immediate Actions (IA)

Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider HECC activation. Inform REMC.
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The following actions may/may not occur, lead agencies procedures take precedence.

Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks/Priorities
Command	<ul style="list-style-type: none"> • Fire • RCMP • Ambulance NB • Red Cross • Horizon Health • Department of Health • Coroner • Department of Environment and Local Government (DELG) • NB Power • Public Works • Fire Marshall • CANUTEC • Hazmat Team • Emergency Response Assistance Canada (ERAC) 	<ul style="list-style-type: none"> • Issue public warnings • Use of Alert Ready (if applicable) • Hazmat Team deployment • Containment • Possible Evacuation or Shelter in place • Consider quarantine • Monitor environment 	<ul style="list-style-type: none"> • Identify resources required / at hand / lacking • Mutual Aid request • Assess Regional / Provincial / Federal Assistance • Situation & damage assessment • Identify hazardous materials • Decontamination / Site support • Mass casualty response support • Evacuation planning
Operations			
Planning			
Logistics			
Finance/Admin			
Information			
Liaison			
Safety			

Additional Instructions:

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COMMUNICATION FAILURE

Hazard Description	Widespread breakdown of normal communications capabilities.
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Possible Effects	Disruption of Municipal business & activities
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Immediate Actions (IA)

Municipal Actions	Municipal officials report on CI impacts. HECC activation to a minimum of Level 1 (GREEN): Enhanced Monitoring. Inform REMC.
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The following actions may/may not occur, lead agencies procedures take precedence.

Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks/Priorities
Command	<ul style="list-style-type: none"> • Municipal IT • Fire • RCMP • NB Power • Information Services • Public Safety and Communication Center (PSCC) • Public Works • Fire Marshall • Communications Stakeholders (Bell Aliant, Rogers, iSpire) • Public Service Answering Point (PSAP) • Amateur Radio 	<ul style="list-style-type: none"> • Issue public warnings with pre-determined messages • Use of Alert Ready (if applicable) • Use of SIMPLEX radio • Verify 911/dispatch capabilities • Business Continuity Plan 	<ul style="list-style-type: none"> • Identify resources required / at hand / lacking • Mutual Aid request • Assess Regional / Provincial / Federal Assistance • Identify impact and remaining systems • Identify communication priorities • Prioritize all communications restoration • Establish procedures for restoring communications systems • Determine backup communications
Operations			
Planning			
Logistics			
Finance/Admin			
Information			
Liaison			
Safety			

Additional Instructions:

- Copper landline telecommunications, internet, fax services, cellular telecommunications, for the municipality are provided by Bell Aliant. VOIP landlines are provided by iSpire.

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CRITICAL INFRASTRUCTURE FAILURE

Hazard Description	Loss of some or all the required utilities; Potable Water, Electricity, Fuel Shortage, Sewage.
Possible Effects	Losses to local economy / Limited access by First Responders / Jurisdictional Issues / International Implications / Danger to Public Safety / Casualties

Immediate Actions (IA)

Municipal Actions	Municipal first responders and Public Works report on CI impacts. Municipality may consider HECC activation. Inform REMC.
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The following actions may/may not occur, lead agencies procedures take precedence.

Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks/Priorities
Command	<ul style="list-style-type: none"> • Public Works • Fire • RCMP • NB Power • Red Cross • NB Public Safety • Department of Environment and Local Government (DELG) • Department of Transportation and Infrastructure (DTI) • Horizon Health • Department of Health 	<ul style="list-style-type: none"> • Issue public warnings with predetermined messages (if applicable) • Use of Alert Ready (if applicable) • Possible Evacuation or Shelter in Place • Be prepared to open warming centres or reception centres • Set up water distribution center • Restrict water usage 	<ul style="list-style-type: none"> • Identify resources required / at hand / lacking • Mutual Aid request • Assess Regional / Provincial / Federal Assistance • Assess extent of damage • Shut down vulnerable power or utilities • Close roads or reroute • Coordinate with neighbouring jurisdictions • Prioritize the restoration of utilities and critical infrastructure
Operations			
Planning			
Logistics			
Finance/Admin			
Information			
Liaison			
Safety			

Additional Instructions:

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HAMPTON MUNICIPAL EMERGENCY RESPONSE PLAN

DANGEROUS GOODS SPILL

Hazard Description	Any substance or material that could adversely affect the safety of the public, handlers, or carriers.
Possible Effects	Losses to local economy / Limited access by First Responders / Jurisdictional Issues / Danger to Public Safety

Immediate Actions (IA)

Municipal Actions	Municipal first responders or Public Works report on CI impacts. Municipality may consider HECC activation. Inform REMC.
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The following actions may/may not occur, lead agencies procedures take precedence.

Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks/Priorities
Command	<ul style="list-style-type: none"> • Public Works • Fire • RCMP • Ambulance NB • NB Power • Hazmat Team • NB Public Safety • Department of Environment and Local Government (DELG) • Carrier Company • CANUTEC • Fire Marshall • Department of Transportation and Infrastructure (DTI) 	<ul style="list-style-type: none"> • Issue public warnings with pre-determined messages (if applicable) • Use of Alert Ready (if applicable) • Possible Evacuation or Shelter in place • Be prepared to open warming centres or reception centres • Liaison with carrier • Monitor environment 	<ul style="list-style-type: none"> • Identify resources required / at hand / lacking • Mutual Aid request • Assess Regional / Provincial / Federal Assistance • Liaise with external agencies and carrier • Close roads or reroute • Identify dangerous goods present
Operations			
Planning			
Logistics			
Finance/Admin			
Information			
Liaison			
Safety			

<p>Additional Instructions:</p> <ul style="list-style-type: none"> • Check radar for precipitation, current temperature, short-term predictions for sudden changes in temperature or wind: https://spotwx.com/ • The HYSPLT model can be used to give a first guess of where the material will go: https://www.ready.noaa.gov/index.php <ol style="list-style-type: none"> 1) Select one starting location 2) Select Ensemble for type of trajectory 3) For meteorology select NAM CONUS 4) Enter coordinate of the release 5) Select the latest model run 6) Under display option select Google Earth (kmz) 7) Click Request Trajectory
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HAMPTON MUNICIPAL EMERGENCY RESPONSE PLAN

DANGEROUS GOODS SPILL KENNEBECASIS RIVER

Hazard Description	Any substance or material that could adversely affect the safety of the public, handlers, or carriers in the Kennebecasis River waterway.
Possible Effects	Losses to local economy / Limited access by First Responders / Jurisdictional Issues / Danger to Public Safety

Immediate Actions (IA)

Municipal Actions	Municipal first responders or Public Works report on CI impacts. Municipality may consider HECC activation. Inform REMC.
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The following actions may/may not occur, lead agencies procedures take precedence.

Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks/Priorities
Command	<ul style="list-style-type: none"> • Public Works • Fire • RCMP • Ambulance NB • NB Power • Hazmat Team • NB Public Safety • Department of Environment and Local Government (DELG) • Carrier Company • CANUTEC • Fire Marshall • Department of Transportation and Infrastructure (DTI) • Canadian Coast Guard 	<ul style="list-style-type: none"> • Issue public warnings with pre-determined messages (if applicable) • Use of Alert Ready (if applicable) • Possible Evacuation or Shelter in place • Be prepared to open warming centres or reception centres • Liaison with carrier • Monitor environment 	<ul style="list-style-type: none"> • Identify resources required / at hand / lacking • Mutual Aid request • Assess Regional / Provincial / Federal Assistance • Liaise with external agencies and carrier • Close waterway or reroute • Identify dangerous goods present
Operations			
Planning			
Logistics			
Finance/Admin			
Information			
Liaison			
Safety			

Additional Instructions:

HAMPTON MUNICIPAL EMERGENCY RESPONSE PLAN

EARTHQUAKE			
Hazard Description	Sudden release of stored energy that radiate seismic waves.		
Possible Effects	Casualties / Danger to Public Health / Deaths / Evacuation / Water / Civil Disorder/Catastrophic Structural Failure		
Immediate Actions (IA)			
Municipal Actions	Municipal first responders and Public Works report on CI impacts. HECC activation to a minimum of Level 1 (GREEN): Enhanced Monitoring. Inform REMC.		
The following actions may/may not occur, lead agencies procedures take precedence.			
Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks/Priorities
Command	<ul style="list-style-type: none"> • Public Works • Fire • RCMP • Ambulance NB • NB Power • Hazmat Team • Ground Search and Rescue (GSAR) • Technical Inspection Services • Emergency Social Services (ESS) • Fire Marshall • Department of Transportation and Infrastructure (DTI) 	<ul style="list-style-type: none"> • Issue public warnings with predetermined messages • Use of Alert Ready (if applicable) • Possible Evacuation or Shelter in place • Close roads or reroute • Coordinate with neighbouring jurisdictions • Shut down vulnerable power grid • Relocate hazardous materials • Structural Inspection • Monitor aftershocks • Business Continuity Plan 	<ul style="list-style-type: none"> • Identify resources required / at hand / lacking • Mutual Aid request • Assess Regional / Provincial / Federal Assistance • Rescue and care for injured • Alternate emergency response routes • Alternate traffic routes • Situation & damage assessment • Restoration of critical infrastructure • Be prepared to assist isolated residents
Operations			
Planning			
Logistics			
Finance/Admin			
Information			
Liaison			
Safety			
Additional Instructions:			
<ul style="list-style-type: none"> • The likelihood of a widespread area is High. As such, all emergency services and support systems will be stretched thin. 			

HAMPTON MUNICIPAL EMERGENCY RESPONSE PLAN

ENGINEERING FAILURE			
Hazard Description	When structures fail.		
Possible Effects	Limited access by first responders / Danger to Public Safety / Casualties / Death		
Immediate Actions (IA)			
Municipal Actions	Municipal first responders report on CI impacts. HECC activation to a minimum of Level 1 (GREEN): Enhanced Monitoring. Inform REMC.		
The following actions may/may not occur, lead agencies procedures take precedence.			
Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks/Priorities
Command	<ul style="list-style-type: none"> • Public Works • Fire • RCMP • Ambulance NB • NB Power • Technical Inspection Services • Emergency Social Services (ESS) • Red Cross • Department of Transportation and Infrastructure (DTI) 	<ul style="list-style-type: none"> • Issue public warnings with predetermined messages • Use of Alert Ready (if applicable) • Possible Evacuation or Shelter in place • Business Continuity Plan 	<ul style="list-style-type: none"> • Identify resources required / at hand / lacking • Mutual Aid request • Assess Regional / Provincial / Federal Assistance • Rescue and care for injured • Situation & damage assessment • Restoration of critical infrastructure
Operations			
Planning			
Logistics			
Finance/Admin			
Information			
Liaison			
Safety			
Additional Instructions:			

HAMPTON MUNICIPAL EMERGENCY RESPONSE PLAN

EROSION			
Hazard Description	Physical process by which shorelines and/or roads are altered.		
Possible Effects	Casualties / Disruption of Traffic / Evacuations / Jurisdictional Issues / Losses to Local Economy / Limited Access by First Responders		
Immediate Actions (IA)			
Municipal Actions	Municipal first responders and Public Works report on CI impacts. Municipality may consider HECC activation. Inform REMC.		
The following actions may/may not occur, lead agencies procedures take precedence.			
Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks/Priorities
Command	<ul style="list-style-type: none"> • Public Works • Fire • RCMP • Ambulance NB • NB Power • Technical Inspection Services • Department of Transportation and Infrastructure (DTI) • Department of Environment and Local Government (DELG) 	<ul style="list-style-type: none"> • Issue public warnings with predetermined messages • Use of Alert Ready (if applicable) • Possible Evacuation or Shelter in place • Be prepared to open warming centres or reception centres • Secure the area 	<ul style="list-style-type: none"> • Identify resources required / at hand / lacking • Mutual Aid request • Assess Regional / Provincial / Federal Assistance • Alternate emergency response routes • Alternate traffic routes • Rescue and care for injured • Situation & damage assessment • Restoration of critical infrastructure • Be prepared to assist isolated residents
Operations			
Planning			
Logistics			
Finance/Admin			
Information			
Liaison			
Safety			
Additional Instructions:			

HAMPTON MUNICIPAL EMERGENCY RESPONSE PLAN

EXPLOSION			
Hazard Description	A violent and destructive shattering or blowing a part of something, as is caused by a detonation.		
Possible Effects	Danger to Public Safety / Casualties / Death		
Immediate Actions (IA)			
Municipal Actions	Municipal first responders report on CI impacts. HECC activation to a minimum of Level 1 (GREEN): Enhanced Monitoring. Inform REMC.		
The following actions may/may not occur, lead agencies procedures take precedence.			
Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks/Priorities
Command	<ul style="list-style-type: none"> • Public Works • Fire • RCMP • Ambulance NB • NB Power • Horizon Health • RCMP Bomb Squad • Red Cross • CANUTEC • Emergency Social Services (ESS) 	<ul style="list-style-type: none"> • Issue public warnings with predetermined messages (if applicable) • Use of Alert Ready (if applicable) • Possible Evacuation or Shelter in place • Be prepared to open warming centres or reception centres 	<ul style="list-style-type: none"> • Identify resources required / at hand / lacking • Mutual Aid request • Assess Regional / Provincial / Federal Assistance • Identify cause of explosion • Rescue and care for injured • Situation & damage assessment • Restoration of critical infrastructure • Be prepared to assist isolated residents
Operations			
Planning			
Logistics			
Finance/Admin			
Information			
Liaison			
Safety			
Additional Instructions:			

HAMPTON MUNICIPAL EMERGENCY RESPONSE PLAN

FLOODING			
Hazard Description	Accumulation of water beyond its normal confines such as a lake, or over land areas.		
Possible Effects	Loss of Residents Homes / Casualties / Disruption of Traffic / Limited access by First Responders / Danger to Public Safety		
Immediate Actions (IA)			
Municipal Actions	Municipal first responders or Public Works report on CI impacts. HECC activation to a minimum of Level 1 (GREEN): Enhanced Monitoring. Inform REMC.		
The following actions may/may not occur, lead agencies procedures take precedence.			
Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks/Priorities
Command	<ul style="list-style-type: none"> • Public Works • Fire • RCMP • Ambulance NB • NB Power • Horizon Health • Red Cross • Emergency Social Services (ESS) • Department of Transportation and Infrastructure (DTI) • Department of Environment and Local Government (DELG) 	<ul style="list-style-type: none"> • Issue public warnings with predetermined messages (if applicable) • Use of Alert Ready (if applicable) • Possible Evacuation or Shelter in place • Be prepared to open warming centres or reception centres 	<ul style="list-style-type: none"> • Identify resources required / at hand / lacking • Mutual Aid request • Assess Regional / Provincial / Federal Assistance • Rescue and care for injured • Alternate emergency response routes • Alternate traffic routes • Situation & damage assessment • Restoration of critical infrastructure • Be prepared to assist isolated residents
Operations			
Planning			
Logistics			
Finance/Admin			
Information			
Liaison			
Safety			
Additional Instructions:			
<ul style="list-style-type: none"> • Precipitation over the next 72 hours: https://www.cocorahs.org/ • Real-time water levels from hydrometric water stations: https://www2.gnb.ca/content/gnb/en/news/public_alerts/river_watch/st_john_river_five-dayforecast.html 			

HAMPTON MUNICIPAL EMERGENCY RESPONSE PLAN

FOREST FIRE			
Hazard Description	Uncontrolled fire occurring in nature.		
Possible Effects	Losses to Local Economy / Limited access by First Responders / Jurisdictional Issues / Loss of Residents Homes / Danger to Public Safety / Casualties		
Immediate Actions (IA)			
Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider HECC activation. Inform REMC.		
The following actions may/may not occur, lead agencies procedures take precedence.			
Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks/Priorities
Command	<ul style="list-style-type: none"> • Public Works • Fire • RCMP • Ambulance NB • NB Power • Horizon Health • Department of Natural Resources and Energy Development (DNRED) • Department of Transportation and Infrastructure (DTI) • Department of Environment and Local Government (DELG) 	<ul style="list-style-type: none"> • Issue public warnings with predetermined messages (if applicable) • Use of Alert Ready (if applicable) • Possible Evacuation or Shelter in place • Be prepared to open warming centres and/or reception centres 	<ul style="list-style-type: none"> • Identify resources required / at hand / lacking • Mutual Aid request • Assess Regional / Provincial / Federal Assistance • Support firefighting efforts • Rescue trapped citizens • Prioritized list of critical infrastructure to be protected • Identify significant dangerous goods sites and water supplies • Coordinate with neighbouring jurisdictions
Operations			
Planning			
Logistics			
Finance/Admin			
Information			
Liaison			
Safety			
Additional Instructions:			

HAMPTON MUNICIPAL EMERGENCY RESPONSE PLAN

HEAT WAVE			
Hazard Description	A continuous period of extremely warm weather.		
Possible Effects	Danger to Public Safety / Casualties / Death		
Immediate Actions (IA)			
Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider HECC activation. Inform REMC.		
The following actions may/may not occur, lead agencies procedures take precedence.			
Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks/Priorities
Command	<ul style="list-style-type: none"> • Public Works • Fire • RCMP • Ambulance NB • NB Power • Horizon Health • Department of Health • Emergency Social Services (ESS) • Red Cross 	<ul style="list-style-type: none"> • Issue public warnings with predetermined messages (if applicable) • Use of Alert Ready (if applicable) • Possible Evacuation or Shelter in place • Be prepared to open cooling centres or reception centres • Water distribution center 	<ul style="list-style-type: none"> • Identify resources required / at hand / lacking • Mutual Aid request • Assess Regional / Provincial / Federal Assistance • Environmental monitoring & advance planning
Operations			
Planning			
Logistics			
Finance/Admin			
Information			
Liaison			
Safety			
Additional Instructions:			
<ul style="list-style-type: none"> • Heat Alert and Response System (HARS) (gnb.ca) 			

HAMPTON MUNICIPAL EMERGENCY RESPONSE PLAN

HURRICANE/POST-TROPICAL STORM / TORNADO

Hazard Description	Cyclonic/Extreme high windstorms systems with speeds over 80 km/h.
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Possible Effects	Losses to Local Economy / Limited access by First Responders / Danger to Public Safety / Casualties/Catastrophic Structure Damage
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Immediate Actions (IA)

Municipal Actions	Municipal first responders or Public Works report on CI impacts. Municipality may consider HECC activation. Inform REMC.
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The following actions may/may not occur, lead agencies procedures take precedence.

Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks/Priorities
Command	<ul style="list-style-type: none"> • Public Works • Fire • RCMP • Ambulance NB • NB Power • Horizon Health • Emergency Social Services (ESS) • Red Cross • Department of Transportation and Infrastructure (DTI) • Department of Environment and Local Government (DELG) • NB Public Safety 	<ul style="list-style-type: none"> • Issue public warnings with predetermined messages (if applicable) • Use of Alert Ready (if applicable) • Possible Evacuation or Shelter in place • Be prepared to open warming centres or reception centres • Business Continuity Plan 	<ul style="list-style-type: none"> • Identify resources required / at hand / lacking • Mutual Aid request • Assess Regional / Provincial / Federal Assistance • Rescue trapped citizens • Assess extent of damage • Disaster debris management • Environmental monitoring & advance planning • Shut down vulnerable power or utilities • Restoration of utilities and critical infrastructure
Operations			
Planning			
Logistics			
Finance/Admin			
Information			
Liaison			
Safety			

Additional Instructions:

- The Canadian Hurricane Center (CHC) will provide the best information on how an approaching tropical cyclone may affect Canada: <https://www.canada.ca/en/environment-climate-change/services/hurricane-forecasts-facts.html>
- Latest hurricane bulletins if CHC website has not been updated: https://weather.gc.ca/forecast/public_bulletins_e.html?Bulletin=fpcn74.cwhx
- The National Hurricane Center in Miami also has lots of information on tropical cyclones including forecasts, probability maps and reference information: <https://www.nhc.noaa.gov/>

HAMPTON MUNICIPAL EMERGENCY RESPONSE PLAN

MASS GATHERING			
Hazard Description	A public event in which gathers more than 200 persons indoors or outdoors.		
Possible Effects	Losses to Local Economy / Limited access by First Responders / Jurisdictional Issues / Danger to Public Safety / Casualties		
Immediate Actions (IA)			
Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider HECC activation. Inform REMC.		
The following actions may/may not occur, lead agencies procedures take precedence.			
Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks/Priorities
Command	<ul style="list-style-type: none"> • Public Works • Fire • RCMP • Ambulance NB 	<ul style="list-style-type: none"> • Issue public warnings with predetermined messages (if applicable) • Use of Alert Ready (if applicable) • Possible Evacuation or Shelter in place • Be prepared to open warming centres or reception centres • Business Continuity Plan 	<ul style="list-style-type: none"> • Identify resources required / at hand / lacking • Mutual Aid request • Assess Regional / Provincial / Federal Assistance • Support police actions • Sharing intelligence gathered from social media with RCMP • Alternate emergency response routes • Alternate traffic routes • Liaise with event organizers
Operations			
Planning			
Logistics			
Finance/Admin			
Information			
Liaison			
Safety			
Additional Instructions:			

HAMPTON MUNICIPAL EMERGENCY RESPONSE PLAN

POWER OUTAGE			
Hazard Description	An interruption of normal sources of electrical power.		
Possible Effects	Limited access by First Responders / Danger to Public Safety / Casualties		
Immediate Actions (IA)			
Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider HECC activation. Inform REMC.		
The following actions may/may not occur, lead agencies procedures take precedence.			
Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks/Priorities
Command	<ul style="list-style-type: none"> • Public Works • Fire • RCMP • Ambulance NB • NB Power • Horizon Health • Emergency Social Services (ESS) • Red Cross 	<ul style="list-style-type: none"> • Issue public warnings with predetermined messages (if applicable) • Use of Alert Ready (if applicable) • Possible Evacuation or Shelter in place • Be prepared to open warming centres or reception centres • Business Continuity Plan 	<ul style="list-style-type: none"> • Identify resources required / at hand / lacking • Mutual Aid request • Assess Regional / Provincial / Federal Assistance • Strategic placement of generator • Request back- up generator • Monitor NB Power website
Operations			
Planning			
Logistics			
Finance/Admin			
Information			
Liaison			
Safety			
Additional Instructions:			
<ul style="list-style-type: none"> • https://www.nbpower.com/Open/Outages.aspx?lang=en 			

HAMPTON MUNICIPAL EMERGENCY RESPONSE PLAN

STUCTURE FIRE

Hazard Description	A fire involving the structural components of various types of residential, commercial or industrial buildings.
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Possible Effects	Losses to Local Economy / Limited Access by First Responders / Danger to Public Safety / Casualties / Death
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Immediate Actions (IA)

Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider HECC activation. Inform REMC.
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The following actions may/may not occur, lead agencies procedures take precedence.

Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks/Priorities
Command	<ul style="list-style-type: none"> • Public Works • Fire • RCMP • Ambulance NB • NB Power • Horizon Health • Emergency Social Services (ESS) • Red Cross • Fire Marshal 	<ul style="list-style-type: none"> • Issue public warnings with predetermined messages (if applicable) • Use of Alert Ready (if applicable) • Possible Evacuation or Shelter in place • Be prepared to open warming centres or reception centres 	<ul style="list-style-type: none"> • Identify resources required / at hand / lacking • Mutual Aid request • Assess Regional / Provincial / Federal Assistance • Support firefighting efforts • Rescue trapped citizens • Prioritized list of critical infrastructure to be protected • Identify significant dangerous goods and water supplies • Coordinate with neighbouring jurisdictions
Operations			
Planning			
Logistics			
Finance/Admin			
Information			
Liaison			
Safety			

Additional Instructions:

HAMPTON MUNICIPAL EMERGENCY RESPONSE PLAN

TRAIN DERAILMENT			
Hazard Description	A derailment that can result in substantial loss of life or pose a risk to the environment.		
Possible Effects	Losses to Local Economy / Limited Access by First Responders / Jurisdictional Issues / International Implications / Danger to Public Safety / Casualties / Death		
Immediate Actions (IA)			
Municipal Actions	Municipal first responders report on CI impacts. HECC activation to a minimum of Level 2 (YELLOW); Partial Activation. Inform REMC.		
The following actions may/may not occur, lead agencies procedures take precedence.			
Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks/Priorities
Command	<ul style="list-style-type: none"> • Fire • RCMP / CN Police • Ambulance NB • Red Cross • Transport Canada • Rail company • Department of Transportation and Infrastructure (DTI) • Department of Environment and Local Government (DELG) • NB Power • Public Works • CANUTEC • Hazmat Team • Emergency Response Assistance Canada (ERAC) 	<ul style="list-style-type: none"> • Issue public warnings with predetermined messages (if applicable) • Use of Alert Ready (if applicable) • Possible Evacuation or Shelter in Place • Be prepared to open warming centres or reception centres • Coordinate with carrier/security provider 	<ul style="list-style-type: none"> • Identify resources required / at hand / lacking • Mutual Aid request • Assess Regional / Provincial / Federal Assistance • Identify Airlines and number of souls on board • Identify hazardous materials on board • Evacuation Planning • Perimeter Security • Emergency information & media • Management of deceased and body parts • Investigation • Rescue and care for injured
Operations			
Planning			
Logistics			
Finance/Admin			
Information			
Liaison			
Safety			
Additional Instructions:			
<ul style="list-style-type: none"> • Plan for: SOLE declaration, media centre and long-term investigation at site. • CN Rail Safety: https://www.cn.ca/en/safety/ 			

HAMPTON MUNICIPAL EMERGENCY RESPONSE PLAN

TRANSPORTATION

Hazard Description	Anything which prevents materials and users from reaching their intended destination.
Possible Effects	Losses to Local Economy / Limited Access by First Responders / Jurisdictional Issues / International Implications / Danger to Public Safety / Casualties

Immediate Actions (IA)

Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider HECC activation. Inform REMC.
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The following actions may/may not occur, lead agencies procedures take precedence.

Consider ICS Positions	Suggested Agencies	Possible Actions	Remarks/Priorities
Command	<ul style="list-style-type: none"> • Public Works • Fire • RCMP • Ambulance NB • NB Power • Department of Transportation and Infrastructure (DTI) • Gateway Operations 		
Operations			
Planning			
Logistics			
Finance/Admin			
Information			
Liaison			
Safety			

Additional Instructions:

HAMPTON MUNICIPAL EMERGENCY RESPONSE PLAN

PART 7 – DEFINITIONS

Act (The Act)	New Brunswick Emergency Measures Act
After Action Review (AAR)	Process to evaluate the effectiveness of the emergency response after an emergency has occurred.
Agency	A division of government with a specific function offering a particular kind of assistance. In the Incident Command System, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance). Governmental organizations are most often in charge of an incident, though in certain circumstances private-sector organizations may be included. Additionally, nongovernmental organizations may be included to provide support.
Agency Administrator/Executive	The official responsible for administering policy for an agency or jurisdiction. An Agency Administrator/Executive (or other public official with jurisdictional responsibility for the incident) usually makes the decision to establish an Area Command.
Agency Dispatch	The agency or jurisdictional facility from which resources are sent to incidents.
Agency Representative	A person assigned by a primary, assisting, or cooperating Federal, State, tribal, or local government agency, or nongovernmental or private organization, that has been delegated authority to make decisions affecting that agency's, or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.
All-Hazards	Describing an incident, natural or manmade, that warrants action to protect life, property, environment, and public health or safety, and to minimize disruptions of government, social, or economic activities.
All-Hazards Emergency Management Planning	An approach that recognizes that the actions required to mitigate the effects of emergencies are essentially the same, irrespective of the nature of the event, thereby permitting an optimization of scarce planning, response and support resources. It employs generic methodologies, modified as necessary by particular circumstances.
Allocated Resource	Resource dispatched to an incident.
Area Command	An organization established to oversee the management of multiple incidents that are each being handled by a separate Incident Command System organization or to oversee the management of a very large or evolving incident that has multiple Incident Management Teams engaged. An Agency Administrator/Executive or other public official with jurisdictional responsibility for the incident usually makes the decision to establish an Area Command. An Area Command is activated only if necessary, depending on the complexity of the incident and incident management span of control considerations.
Assembly area	Designated area for evacuees to gather for processing and transport

HAMPTON MUNICIPAL EMERGENCY RESPONSE PLAN

Assessment	The process of acquiring, collecting, processing, examining, analyzing, evaluating, monitoring, and interpreting the data, information, evidence, objects, measurements, images, sound, etc., whether tangible or intangible, to provide a basis for decision making.
Asset	Assets include but are not limited to information in all forms and media, networks, systems, materiel, real property, financial resources, employee trust, public confidence and international reputation.
Assigned Resource	Resource checked in and assigned work tasks on an incident.
Assignment	Task given to a personnel resource to perform within a given operational period that is based on operational objectives defined in the Incident Action Plan.
Assistant	Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to Unit Leaders.
Assisting Agency	An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See Supporting Agency.
Available Resource	Resource assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.
Base	The location at which primary Logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term Base.) The Incident Command Post may be co-located with the Base.
Branch	The organizational level having functional or geographical responsibility for major aspects of incident operations. A Branch is organizationally situated between the Section Chief and the Division or Group in the Operations Section, and between the Section and Units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.
Business Continuity Plan	A plan to minimize potential losses and maintain viable recovery strategies for services, operations, or government following a disruptive event.
By-Law	Refers to the Municipal Emergency Measures By-Law
Cache	A predetermined complement of tools, equipment, and/or supplies stored in a designated location, available for incident use.
Camp	A geographical site within the general incident area (separate from the Incident Base) that is equipped and staffed to provide sleeping, food, water, and sanitary services to incident personnel.
CASARA	Canadian Air Search and Rescue Association.
CAF	Canadian Armed Forces
CMRA	Canadian Marine Rescue Auxiliary.

HAMPTON MUNICIPAL EMERGENCY RESPONSE PLAN

CANUTEC	Canadian Transport Emergency Centre operated by the Transportation of Dangerous Goods (TDG) Directorate of Transport Canada. The Directorate's overall mandate is to promote public safety in the transportation of dangerous goods by all modes.
Categorizing Resources	The process of organizing resources by category, kind, and type, including size, capacity, capability, skill, and other characteristics. This makes the resource ordering and dispatch process within and across organizations and agencies, and between governmental and nongovernmental entities, more efficient, and ensures that the resources received are appropriate to their needs.
Certifying Personnel	The process of authoritatively attesting that individuals meet professional standards for the training, experience, and performance required for key incident management functions.
Chain of Command	The orderly line of authority within the ranks of the incident management organization.
Check-In	The process through which resources first report to an incident. All responders, regardless of agency affiliation, must report in to receive an assignment in accordance with the procedures established by the Incident Commander.
Chief	The Incident Command System title for individuals responsible for management of functional Sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigations (if established as a separate Section).
Command	The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority. Sets objectives and priorities, has overall responsibility at the incident or event.
Command Staff	The staff who report directly to the Incident Commander, including the Information Officer, Safety Officer, Liaison Officer, and other positions as required. They may have an assistant or assistants, as needed.
Common Operating Picture	An overview of an incident by all relevant parties that provides incident information enabling the Incident Commander/Unified Command and any supporting agencies and organizations to make effective, consistent, and timely decisions.
Common Terminology	Normally used words and phrases—avoiding the use of different words/phrases for same concepts—to ensure consistency and to allow diverse incident management and support organizations to work together across a wide variety of incident management functions and hazard scenarios.
Communications	The process of transmission of information through verbal, written, or symbolic means.

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Communications/Dispatch Centre	Agency or interagency dispatch centres, 911 call centres, emergency control or command dispatch centres, or any naming convention given to the facility and staff that handles emergency calls from the public and communication with emergency management/response personnel.
Complex	Two or more individual incidents located in the same general area and assigned to a single Incident Commander or to Unified Command.
Concept of Operations	Concept of operations provides a framework to operationalize horizontal management and an effective governance structure and delineate clear roles and responsibilities of the principal committees and individuals central to each phase of the incident management process.
Cooperating Agency	An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.
Coordinate	To advance an analysis and exchange of information systematically among principals who have or may have a need-to-know certain information to carry out specific incident management responsibilities.
Corrective Actions	The implementation of procedures that are based on lessons learned from actual incidents or from training and exercises.
Critical Infrastructure	Critical infrastructure refers to processes, systems, facilities, technologies, networks, assets and services essential to the health, safety, security or economic well-being of the population and the effective functioning of government. Critical infrastructure can be stand-alone or interconnected and interdependent within and across provinces, territories and national borders. Disruptions of critical infrastructure could result in catastrophic loss of life, adverse economic effects, and significant harm to public confidence.
Critical Service	A service which, if compromised, in terms of availability or integrity would result in a high degree of injury to health, safety, security or economic well-being of the population or effective functioning of Government and must be continuously delivered.
Delegation of Authority	A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The delegation of authority can include objectives, priorities, expectations, constraints, and other considerations or guidelines, as needed. Many agencies require written delegation of authority to be given to the Incident Commander prior to assuming command on larger incidents.
Demobilization	The orderly, safe, and efficient return of an incident resource to its original location and status.
Department	Department of the municipality or a department of the Government of New Brunswick and includes a crown agency, corporation, board or commission established by the Government of New Brunswick.
DAAF	Department of Agriculture, Aquaculture and Fisheries
DEECD	Department of Education and Early Childhood Development
DERD	Department of Energy and Resource Development

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DELG	Department of Environment and Local Government;
DH	Department of Health
DHR	Department of Human Resources
DNRED	Department of Natural Resources and Energy Development
JPS	Department of Justice and Public Safety
PETL	Department of Post-Secondary Education, Training and Labour
DTI	Department of Transportation and Infrastructure
Deputy	A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or to perform a specific task. In some cases a deputy can act as relief for a superior and therefore must be fully qualified in the position. Deputies generally can be assigned to the Incident Commander, General Staff, and Branch Directors.
Designated Alternate	An individual to whom responsibility and authority for a particular function, normally performed by another individual, has been officially delegated.
Director	The Incident Command System title for individuals responsible for supervision of a Branch.
Disaster	An emergency that overwhelms the community's normal resources and coping ability and therefore requires extraordinary measures including outside help.
Dispatch	The ordered movement of a resource or resources to an assigned operational mission, or an administrative move from one location to another.
Division	The organizational level having responsibility for operations within a defined geographic area. Divisions are established when the number of resources exceeds the manageable span of control of the Section Chief. See Group.
Emergency	Any incident, whether natural or manmade, that requires responsive action to protect the safety, health or welfare of people or to limit damage to property.
Emergency Management/Response Personnel	Includes Federal, Provincial and municipal governments, NGOs, private sector organizations, critical infrastructure owners and operators, and all other organizations and individuals who assume an emergency management role. (Also known as emergency responder.)
Emergency Management	The management of emergencies concerning all-hazards, including all activities and risk management measures related to prevention and mitigation, preparedness, response and recovery.
Emergency Response Plan	A plan, program or procedure prepared by the province or a municipality that is intended to mitigate the effects of an emergency and to provide for safety, health or welfare of the civil population and the protection of property and the environment in the event of such an occurrence.

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Emergency Operation Centre (EOC)	The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, medical services), by jurisdiction (e.g., federal, provincial, regional, municipal), or by some combination thereof.
Emergency Operations Plan	An ongoing plan for responding to a wide variety of potential hazards.
Emergency Public Information	Information that is disseminated primarily in anticipation of or during an emergency. In addition to providing situational information to the public, it frequently provides directive actions required to be taken by the general public.
Emergency Site Manager (ESM)	Emergency Site Manager, a person designated to provide the required direction and coordination of the on-site emergency response by participating agencies.
Emergency Shelter	A form of temporary shelter that can be accessed by all, in situations where a place to eat and sleep for the night is needed.
Emergency Social Services (ESS)	Emergency social services provided in an emergency either by the Canadian Red Cross, Salvation Army or Emergency Social Services (ESS): Services include registration and inquiry, Lodging, feeding, clothing and personal services.
Evacuation	The organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.
Event	See Planned Event.
Federal	Of or pertaining to the Government of Canada.
Finance/Administration Section	The Incident Command System Section responsible for all administrative and financial considerations surrounding an incident. The Section monitors costs related to incident, provides accounting, procurement, time recording, and cost analyses.
Function	One of the five major activities in the Incident Command System: Command, Operations, Planning, Logistics, and Finance/Administration. A sixth function, Intelligence/Investigations, may be established, if required, to meet incident management needs. The term function is also used when describing the activity involved (e.g., the planning function).
General Staff	A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief. An Intelligence/Investigations Chief may be established, if required, to meet incident management needs.

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GOC	Government of Canada
Group	An organizational subdivision established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. See Division.
HEMO	Hampton Emergency Management Organization
Hazard	Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.
Hazard, Risk and Vulnerability Assessment (HRVA)	An assessment of the relative risk of occurrence and the potential impact on people and property of the emergencies or disasters that could affect all or part of the jurisdictional area for which the authority has responsibility.
Hot Wash	A Hot Wash is the immediate "after-action" discussions and evaluations of an agency's (or multiple agencies') performance following an exercise, training session, or major event. The main purpose of a Hot Wash session is to identify strengths and weaknesses of the response to a given event and normally includes all the parties that participated in the exercise or response activities.
Incident	An occurrence, natural or manmade, that requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.
Incident Action Plan (IAP)	An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.
Incident Base	The location at which primary Logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term Base.) The Incident Command Post may be co-located with the Incident Base.
Incident Command	The Incident Command System organizational element responsible for overall management of the incident and consisting of the Incident Commander (either single or unified command structure) and any assigned supporting staff.
Incident Command Post (ICP)	The field location where the primary functions are performed. The ICP may be co-located with the Incident Base or other incident facilities.

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Incident Command System (ICS)	A standardized on-scene emergency management construct specifically designed to provide an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.
Incident Commander (IC)	The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.
Incident Management	The broad spectrum of activities and organizations providing effective and efficient operations, coordination, and support applied at all levels of government, utilizing both governmental and nongovernmental resources to plan for, respond to, and recover from an incident, regardless of cause, size, or complexity.
Incident Management Team (IMT)	An Incident Commander and the appropriate Command and General Staff personnel assigned to an incident. The level of training and experience of the IMT members, coupled with the identified formal response requirements and responsibilities of the IMT, are factors in determining “type,” or level, of IMT.
Incident Objectives	Statements of guidance and direction needed to select appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.
Initial Actions	The actions taken by those responders first to arrive at an incident site.
Information Management	The collection, organization, and control over the structure, processing, and delivery of information from one or more sources and distribution to one or more audiences who have a stake in that information.
Information Officer	Information Officer, responsible for all official communication with the public and the media on behalf of the Municipality. A member of the Command Staff responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements.
IRCS	Integrated Radio Communications System

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Intelligence/Investigations	An organizational subset within ICS. Intelligence gathered within the Intelligence/Investigations function is information that either leads to the detection, prevention, apprehension, and prosecution of criminal activities—or the individual(s) involved—including terrorist incidents or information that leads to determination of the cause of a given incident (regardless of the source) such as public health events or fires with unknown origins. This is different from the normal operational and situational intelligence gathered and reported by the Planning Section.
Interoperability	Ability of systems, personnel, and equipment to provide and receive functionality, data, information and/or services to and from other systems, personnel, and equipment, between both public and private agencies, departments, and other organizations, in a manner enabling them to operate effectively together. Allows emergency management/response personnel and their affiliated organizations to communicate within and across agencies and jurisdictions via voice, data, or video-on demand, in real time, when needed, and when authorized.
JPS	Department of Justice and Public Safety
Joint Information Centre (JIC)	A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media. Public information officials from all participating agencies should co-locate at the Joint Information Centre.
Kind	An Incident Command System resource classification that refers to similar resources. All fire engines for example are grouped as the same “Kind” of resource; their capability however is defined by “Type”.
Job Aid	Checklist or other visual aid intended to ensure that specific steps of completing a task or assignment are accomplished.
Jurisdiction	A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., federal, provincial, territorial, local boundary lines) or functional (e.g., law enforcement, public health).
Jurisdictional Agency	The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.
Key Resource	Any publicly or privately controlled resource essential to the minimal operations of the economy and government.
Liaison	A form of communication for establishing and maintaining mutual understanding and cooperation.
Liaison Officer	A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies or organizations.
LSD	Local Service District
LSM	Local Service Manager

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Logistics	The process and procedure for providing resources and other services to support incident management.
Logistics Section	The Incident Command System Section responsible for providing facilities, services, and material support for the incident.
Management by Objectives	A management approach that involves a five-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching incident objectives; developing strategies based on overarching incident objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable tactics or tasks for various incident-management functional activities and directing efforts to attain them, in support of defined strategies; and documenting results to measure performance and facilitate corrective action.
Manager	Individual within an Incident Command System organizational unit who is assigned specific managerial responsibilities (e.g., Staging Area Manager or Camp Manager).
Metrics	Measurable standards that are useful in describing a resource's capability.
Minister	Minister of Justice and Public Safety charged with the administration of the Emergency Measure Act.
Mitigation	Activities providing a critical foundation in the effort to reduce the loss of life and property from natural and/or manmade disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.
Mobilization	The process and procedures used by all organizations—Federal, State, tribal, and local— for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.
Mobilization Guide	Reference document used by organizations outlining agreements, processes, and procedures used by all participating agencies/organizations for activating, assembling, and transporting resources.
Multijurisdictional Incident	An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In the Incident Command System, these incidents will be managed under a Unified Command.
MEMO	Municipal Emergency Management Organization as established by the Emergency Measures Act, which governs the municipality emergency measures.

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Municipal Emergency Management Organization Director/Coordinator	A pre-designated facility staffed by an established and recognized team of people who are responsible for providing direction, coordination, communication and support during emergency operations. The MECC may be set up at any other suitable location.
Municipal Emergency Coordination Center (MECC)	A pre-designated facility staffed by an established and recognized team of people who are responsible for providing direction, coordination, communication and support during emergency operations. The MECC may be set up at any other suitable location.
Mutual Aid Agreement or Assistance Agreement	A pre-arranged written or oral agreement between and among agencies/organizations and/or jurisdictions that provides a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials, and other associated services. The primary objective is to facilitate rapid, short-term deployment of emergency support prior to, during, and/or after an incident.
NEA	National Emergency Agencies.
NB EMO	New Brunswick Emergency Measures Organization as established by the Emergency Measures Act.
NB GSAR	New Brunswick Ground Search and Rescue.
Non- Governmental Organization (NGO)	An entity with an association that is based on interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the Red Cross. NGOs, including voluntary and faith-based groups, provide relief services to sustain life, reduce physical and emotional distress, and promote the recovery of disaster victims. Often these groups provide specialized services that help individuals with disabilities. NGOs and voluntary organizations play a major role in assisting emergency managers before, during, and after an emergency.
Objectives(s)	The overarching purposes or aims of an incident response is expressed as an objective. Objectives are priority based, specific, measurable to a standard and a timeframe and are both reasonable and attainable.
Officer	The Incident Command System title for a person responsible for one of the Command Staff positions of Safety, Liaison, and Information.
Operational Period	The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually they last 12 to 24 hours.
Operations	Conducts tactical operations to carry out the plan develops the tactical objectives, organization, and directs all resources.

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Operations Section	The Incident Command System (ICS) Section responsible for all tactical incident operations and implementation of the Incident Action Plan. In ICS, the Operations Section normally includes subordinate Branches, Divisions, and/or Groups.
Organization	Any association or group of persons with like objectives. Examples include, but are not limited to, governmental departments and agencies, nongovernmental organizations, and the private sector.
Personal Responsibility	All responders are expected to use good judgment and be accountable for their actions.
Personnel Accountability	The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that Incident Command System principles and processes are functional and that personnel are working within established incident management guidelines.
Plain Language	Communication that can be understood by the intended audience and meets the purpose of the communicator. Plain language is designed to eliminate or limit the use of codes and acronyms, as appropriate, during incident response involving more than a single agency.
Planned Event	A scheduled non-emergency activity (e.g., sporting event, concert, parade, etc.).
Planning	Develops the action plan to accomplish the objectives, collects and evaluates information. Maintains resource status.
Planning Meeting	A meeting held as needed before and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the Planning Meeting is a major element in the development of the Incident Action Plan.
Planning Section	The Incident Command System Section responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the Incident Action Plan. This Section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.
Portability	An approach that facilitates the interaction of systems that are normally distinct. Portability of radio technologies, protocols, and frequencies among emergency management/response personnel will allow for the successful and efficient integration, transport, and deployment of communications systems when necessary. Portability includes the standardized assignment of radio channels across jurisdictions, which allows responders to participate in an incident outside their jurisdiction and still use familiar equipment.

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Preparedness	A continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination during incident response. Within the National Emergency Response System (https://www.publicsafety.gc.ca/cnt/rsrscs/pblctns/ntnl-rspns-sstm/index-en.aspx), preparedness focuses on the following elements: planning; procedures and protocols; training and exercises; personnel qualification and certification; and equipment certification.
Preparedness Organization	An organization that provides coordination for emergency management and incident response activities before a potential incident. These organizations range from groups of individuals to small committees to large standing organizations that represent a wide variety of committees, planning groups, and other organizations (e.g., citizens groups, Local Emergency Planning Committees, Critical Infrastructure Sector Coordinating Councils).
Pre-Positioned Resource	A resource moved to an area near the expected incident site in response to anticipated resource needs.
Prevention	Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, pre-empting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.
Private Sector	Organizations and individuals that are not part of any governmental structure. The private sector includes for-profit and not-for-profit organizations, formal and informal structures, commerce, and industry.
Protocol	A set of established guidelines for actions (which may be designated by individuals, teams, functions, or capabilities) under various specified conditions.
PEOC	Provincial Emergency Operations Centre (Fredericton)
PMCC	Provincial Mobile Communication Center
Public Information	Processes, procedures, and systems for communicating timely, accurate, and accessible information on an incident's cause, size, and current situation; resources committed; and other matters of general interest to the public, responders, and additional stakeholders (both directly affected and indirectly affected).
PSEPC	Public Safety and Emergency Preparedness Canada.

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Public Works	Municipality Public Works. Includes roadway maintenance, traffic management, storm water management, solid waste collection, transit and parking.
RCMP	Royal Canadian Mounted Police
Reception Center	A location where evacuees are received, documented, assessed for personal needs and referred to other agencies as required. It may also be known as a Warming/Cooling Centre.
Recovery	The development, coordination, and execution of service- and site restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.
Recovery Plan	A plan developed to restore an affected area or community.
REAC	Regional Emergency Action Committee
REMC	Regional Emergency Measures Coordinator
REOC	Regional Emergency Operation Centre
Request for Financial Assistance (RFA)	Request for Financial Assistance
Reimbursement	Mechanism used to recoup funds expended for incident-specific activities.
Resource Management	Efficient emergency management and incident response requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident.
Resource Tracking	A standardized, integrated process conducted prior to, during, and after an incident by all emergency management/response personnel and their associated organizations.
Resources	Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an Emergency Operations Centre.

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Response	Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavourable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at pre-empting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.
Risk	The combination of the likelihood and the consequence of a specified hazard being realized; refers to the vulnerability, proximity or exposure to hazards, which affects the likelihood of adverse impact.
Risk Assessment	The concept of risk is defined as a product or process which collects information and assigns values to risks for the purpose of informing priorities, developing or comparing courses of action, and informing decision making.
Risk-based	The concept that sounds emergency management decision-making will be based on an understanding and evaluation of hazards, risks and vulnerabilities.
Risk Management	The use of policies, practices and resources to analyze, assess and control risks to health, safety, environment and the economy.
Safety Officer	A member of the Command Staff responsible for monitoring incident operations and advising the Incident Commander on all matters relating to operational safety, including the health and safety of emergency responder personnel.
Section	The organizational level having responsibility for a major functional area of incident management (e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigations [if established]). The Section is organizationally situated between the Branch and the Incident Command.
Sector	On large incidents such as wildland fires, a division can be further geographically subdivided into sectors. Sectors can be managed by a Task Force Leader or Strike Team Leader depending on the resources assigned.
SNB	Service New Brunswick
Shelter-In-Place	Staying put and taking shelter rather than evacuating.
Single Resource	An individual, a piece of equipment and its personnel complement, or a crew/team of individuals with an identified work supervisor that can be used on an incident.
Situation Report	Confirmed or verified information regarding the specific details relating to an incident.

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Situational Awareness	Situational awareness is being aware of one's environment and circumstances to understand how events and actions will affect objectives.
Span of Control	The number of resources for which a supervisor is responsible, usually expressed as the ratio of supervisors to individuals. An appropriate span of control is between 1:3 and 1:7, with optimal being 1:5, or between 1:8 and 1:10 for many large-scale law enforcement operations.
Staging Area	Temporary location for available resources. A Staging Area can be any location in which personnel, supplies, and equipment can be temporarily housed or parked while awaiting operational assignment.
Standard Operating Procedures (SOP)	Standard Operating Procedures (SOPs) are a set of instructions constituting a directive, covering those features of operations which lend themselves to a definite, step-by-step process of accomplishment.
Standard Operating Procedures / Guideline (SOP or SOG)	Complete reference document, operations manual or set of instructions that provides the purpose, authorities, duration, and details for the preferred method of performing a single function or a number of interrelated functions in a uniform manner.
State of Emergency	State of emergency declared by the Minister in accordance with the Emergency Measures Act.
SOLE	State of local emergency declared by a municipality pursuant to subsection 11 of the New Brunswick Emergency Measures Act or renewed pursuant to Section 18(2) of the Act.
Status Report	Information specifically related to the status of resources (e.g., the availability or assignment of resources).
Strategy	The general plan or direction selected to accomplish incident objectives.
Strike Team	A set number of resources of the same kind and type that have an established minimum number of personnel, common communications, and a leader.
Supervisor	The Incident Command System title for an individual responsible for a Division or Group.
Supporting Agency	An agency that provides support and/or resource assistance to another agency. See Assisting Agency.
Supporting Agency System	Any combination of facilities, equipment, personnel, processes, procedures, and communications integrated for a specific purpose.
Tactics	The set of specific, measurable actions or tasks for various incident management functional activities that support the defined strategies.
Task Force	Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

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Technical Specialist	Person with special skills that can be used anywhere within the Incident Command System organization. No minimum qualifications are prescribed, as technical specialists normally perform the same duties during an incident that they perform in their everyday jobs, and they are typically certified in their fields or professions.
Technology Support	Assistance that facilitates incident operations and sustains the research and development programs that underpin the long-term investment in the Nation's future incident management capabilities.
Threat	Natural or manmade occurrence, individual, entity, or action that has or indicates the potential to harm life, information, operations, the environment, and/or property.
Threat Assessment	The process of identifying or evaluating entities, actions, or occurrences, whether natural or man-made, which has or indicates the potential to harm life, information, operations and/or property.
Tracking and Reporting Resources	A standardized, integrated process conducted throughout the duration of an incident. This process provides incident managers with a clear picture of where resources are located; helps staff prepare to receive resources; protects the safety of personnel and security of supplies and equipment; and enables the coordination of movement of personnel, equipment, and supplies.
Tools	Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.
Trunked Mobile Radio (TMR)	A trunked radio system is a complex type of computer-controlled two-way radio system that allows sharing of relatively few radio frequency channels among a large group of users. Instead of assigning, for example, a radio channel to one particular organization at a time, users are instead assigned to a logical grouping, a "talk group" for mutual aid purposes.
Type	An Incident Command System resource classification that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size, power, capacity, or (in the case of Incident Management Teams) experience and qualifications.
Unified Approach	A major objective of preparedness efforts is to ensure mission integration and interoperability when responding to emerging crises that cross functional and jurisdictional lines, as well as between public and private organizations.
Unified Area Command	Version of command established when incidents under an Area Command are multijurisdictional. See Area Command.

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Unified Command (UC)	An Incident Command System application used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior persons from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single Incident Action Plan.
Unit	The organizational element with functional responsibility for a specific incident planning, logistics, or finance/administration activity.
Unit Leader	The individual in charge of managing Units within an Incident Command System (ICS) functional Section. The Unit can be staffed by a number of support personnel providing a wide range of services. Some of the support positions are pre-established within ICS (e.g., Base/Camp Manager), but many others will be assigned as technical specialists.
Unity of Command	An Incident Command System principle stating that each individual involved in incident operations will be assigned to only one supervisor.
Vulnerability	The conditions determined by physical, social, economic and environmental factors or processes, which increase the susceptibility of an organization or community to the impact of hazards.
Vulnerability Assessment	A process for identifying physical features or operational attribute that renders an entity, asset, system, network, or geographic area susceptible or exposed to hazards.
Warning Order	An official communication warning the public of the possibility of an impending evacuation.
Warming Center	A temporary heated facility where residents can go find safe refuge from extreme weather.