

BY-LAW NO. 7

EMERGENCY MEASURES PLAN

This plan was prepared in conjunction with the Provincial Emergency Measures Organization.

In our increasing complex and technological society, peace-time emergencies of a man-made nature are on the increase to add to the natural emergencies that man has always faced.

Since the initial response to such emergencies is almost always at the Municipal level, it is essential to the effectiveness of the plan, that all concerned, elected and appointed Municipal Officials and employees be made aware of, and be prepared to carry out, their responsibilities and duties in emergencies requiring its implementation.

It is no less important that the Federal, Provincial and voluntary agencies having commitments herein, be similarly prepared and are kept aware of any changes.

This plan has been approved by the Village of Cambridge-Narrows as By-Law No. 7, thereby giving legal authority to the Mayor and Council for certain measures that may need to be taken to deal with an emergency.

It will be exercised annually for everyone's benefit, although, we sincerely hope that we may never have to use it.

Leslie Robertson

Leslie Robertson
Mayor of Village of Cambridge-Narrows

READ FIRST TIME BY TITLE March 9, 1998

READ SECOND TIME BY TITLE March 9, 1998

READ THIRD TIME IN ENTIRETY April 14, 1998

June Palmer
CLERK

Leslie Robertson
MAYOR

This instrument purports to be a copy of the original registered or filed in the Queens County Registry Office NB

Exemplaire présenté comme copie conforme à l'instrument enregistré ou déposé au bureau d'enregistrement du comté de Queens NB

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GENERAL

The Village of Cambridge-Narrows recognizes its responsibility for planning to meet emergency situations which may endanger life and property in this Municipality.

AIM

The aim of this plan is to designate responsibilities and to detail the immediate actions to be taken by certain individuals, Municipal services and voluntary agencies in an emergency.

DEFINITION

An EMERGENCY is defined as any occurrence or anticipated occurrence which endangers lives or property, which cannot be dealt with by normal Municipal services.

AUTHORITY

This plan is authorized under:

1. Province of New Brunswick Emergency Measures Act 1978, and
2. Village By-Law, NO. 7, dated 1998.

IMPLEMENTATION

The Plan may be put into effect in part or in full by the Mayor or the Municipal Emergency Measures Director, when required.

If the emergency escalates to a point where further powers are required, a Declaration of Local Emergency may be made in accordance with Section 11 (2) of the NB EMO Act 1978. Any power so conferred therein may then be used to combat the emergency.

DIRECTION AND CONTROL

The Mayor, as head of the Municipality, is responsible for control of operations.

The Director will act on behalf of the Mayor and Council, as instructed. Unless it is otherwise ordered, the senior police officer present at the scene of any disaster, will be in charge of operations there.

EMERGENCY MEASURES PLANNING COMMITTEE

This Committee will comprise: the Emergency Measures Director, who will chair meetings; heads of Municipal services (see Annex 1); representatives of the Provincial Department of Health,

Department of Social Services and Department of Municipal Affairs (District EMO Co-ordinator); Canada Manpower and Voluntary Agencies. The committee will act under the Director to provide co-ordination of emergency measures.

EMERGENCY OPERATIONS CENTRE (EOC)

All disaster operations will be controlled and coordinated from the EOC which will be located in the Village Office.

RESPONSIBILITIES

The Director will be responsible for:

1. Co-ordination disaster planning
2. Directing operations from the EOC

The Police Department will be responsible for:

1. Alerting the Director and Hospital
2. Providing an "On-Site Commander" at the disaster scene
3. Police Services
4. Assistance to other services

The Fire Department will be responsible for:

1. Fire fighting
2. Rescue from buildings and wreckage
3. Assistance to other services concerning the cut off and restoration of utilities when deemed necessary
4. Provision of water for emergency purposes
5. Provision of water for emergency purposes when required

The Department of Transportation (DOT) will be responsible for:

1. Clearance of debris and wreckage
2. Assistance to other services

The Emergency Communications Service will be responsible for:

1. Communications between the EOC, hospital and the disaster scene
2. Providing one telephone operator and two messengers at the EOC
3. Receiving and sending messages at the EOC
4. Maintaining a pool of radios on call

The Emergency Transport Service will be responsible for:

1. Provision and control of emergency transportation (except specialized vehicles used by Fire, Hospitals and Police)

The Emergency Information Service will be responsible for:

1. Obtaining and collating information
2. Disseminating warnings to the public
3. Providing factual information to the news media
4. Assisting in the preparation of information bulletins
5. Arranging for radio broadcasts for volunteers
6. Assistance to other services as required

The Supply and Administration Service will be responsible for:

1. Procuring, allocating and distributing any necessary goods and services not available from Municipal resources
2. Maintaining records of purchases and services for consolidation after the emergency
3. Control of resources in short supply
4. Administration of EOC

The Emergency Health Services (N.B. Dept. Of Health) will be responsible for:

1. Ensuring continuity of health service
2. Obtaining additional supplies and equipment
3. Maintenance of community health
4. Advising the public on precautions to be taken to protect health

The Emergency Social Services (N.B. Dept. Of Social Services) will be responsible for:

1. Providing accommodation for people evacuated from their homes
2. Providing emergency clothing when required
3. Feeding evacuees and emergency workers
4. Providing personal services for those in need

The Emergency Manpower Service will be responsible for:

1. Maintaining a source list of local manpower
2. Arranging for registration and allocation of volunteers
3. Providing specialists as required

ALERTING

Two stages of alert will apply as follows:

1. **Full Alert** - which will be notified via the fan-out at Annex "A".
2. **Partial alert** - only those needed to handle the incident will be called to the headquarters by the Director. Others may be placed on stand-by.

Anyone learning of an emergency situation should immediately contact the local Detachment of the R.C.M.P.

It is the responsibility of the N.C.O. I/c to ascertain the details of the event and to decide whether, in his opinion, it can be handled by normal Municipal services or not. If he decided that it cannot, the Director or alternate will be alerted and informed of the situation.

If the Director decided that the incident would best be handled through the Disaster Headquarters, "Full Alert" fan-out will be activated.

In the event that only "Partial Alert" is required, the Director will call to headquarters only those who will be needed.

ASSEMBLY

When alerted, those heads of services, whose place of duty is at the EOC, will go there and report to the Director on arrival. Where a head of service's place of duty is other than the EOC, his representative will report to the Director. All operational instructions from the Director will be given to service heads or their representatives at the EOC.

MUNICIPAL SERVICES

Police and Fire Departments have a 24 hour duty system and are alerted separately under existing arrangements which do not require to be changed as they do not conflict with this emergency plan.

FAN-OUT INSTRUCTIONS

When in an emergency situation the activation of the EOC is necessary, personnel will be notified via the Fan-out Chart at the Annex "A".

On receipt of an "EMERGENCY" call, the recipient will put the Standing Operating Procedures (SOP) of this group into practice.

5.

If he is to notify another person on the Fan-Out Chart and cannot reach that person, he must assume the responsibility for alerting the next in line. For example, if number 4 cannot reach Number 6, Number 4 must call Number 8, and report to the Director on arrival at the EOC that Number 6 has not been alerted.

NOTE: Pertinent Telephone Numbers are listed in Appendix 1 to Annex A.

**Village of Cambridge-Narrows
Emergency Contact List**

Organization	Contact Name	Telephone Number	email address
Village of Cambridge-Narrows	Office Mayor Blair Cummings	488-3155 488-8908 home 488-2253 work 432-0183 cellular 488-2517	office@nbnet.nb.ca cummings@nbnet.nb.ca
	Deputy Mayor John T Nisbet	488-3425	tnisbet@nbnet.nb.ca
	Councillor Judith B Jones	488-2609	eugenebelyea@bellaliant.net
	Councillor Nancy McConnachie		nancylyn@hotmail.com
Cambridge-Narrows Fire Dept.	Fire Chief Paul Beale	488-9190 home 262-4130 cellular 488-2274 Fire Hall 433-3046 461-6392	cnfdchief@yahoo.com
Office of the Fire Marshal	Dallas Boudrea	453-2044 444-5329	
RCMP	Emergency District Office	357-4300	911
Dept. of Transportation	Hwy Supervisor Bert Ferris Dist. Supervisor Cyril McDonald	327-0815 339-7105	
Saint John Ambulance	Emergency Provincial Office	1-800-357-9355	911
Canadian Red Cross		458-8445 or 1-800-588-4881	

Organization	Contact Name	Telephone Number	email address
Hospitals	Oromocto Public Hospital DECH Sussex Health Centre Saint John Regional	357-4700 452-5400 432-3100 648-6000	
Local Doctor Office	Dr. Diane Stackhouse (Cambridge-Narrows) Dr. Gregory Haines (Gagetown)	488-2240 office 488-2181 home 488-2313 office 488-2974 home	
Department of Natural Resources	Atlantic Division Forestry	452-3500 362-2750	
Poison Control		911	
Dangerous Good/Hazardous Materials		613-996-6666	
Canadian Coast Guard		1-800-565-1633	
NB Power		1-800-442-4947	
Worksafe New Brunswick		1-800-442-9776	
School District # 17	Ed Hogan, Transport Manager	357-4256 451-5931 cellular 1-506-558-0628 pgr.	
Mill Cove Nursing Home	Paul Mills, Director	488-3033	
Service Organizations	Anglican Church Women Grand-Washademoak Legion Jemseg Lions Club	488-2835 362-2947 362-2930	

Organization	Contact Name	Telephone number	email address
Churches/Ministerial Aid	Good Shepherd (Anglican) Rev. Brenda McKnight	488-2872	
	The Narrows United Church Rev. Jennifer Brown	488-1942	
	Jemseg Baptist Church Rev. Daniel Walton	488-3009	
	St. Patricks Catholic Church Father Peter Stephen	488-1188	

Media Contact List

DAILY NEWSPAPERS

Daily Gleaner

984 Prospect Street West
P.O. Box 3370
Fredericton N.B. E3B 5A2
Phone : (506) 452-6671
Fax : (506) 452-7405
Email : news@dailygleaner.com
Language : English/Anglais
Web Site : <http://www.canadaeast.com>

Telegraph Journal - Fredericton Bureau

984 Prospect St.,
Fredericton N.B. E3B 5A2
Phone : (506) 455-3445
Fax : (506) 451-7800
Email : newsroom@nbpublish.com
Language : English/Anglais
Web Site : <http://www.canadaeast.com>

The Saint John Telegraph Journal

210 Crown St.
P.O. Box 2350
Saint John N.B. E2L 3V8
Phone : (506) 632-8888 (General)
Fax : (506) 633-6758
Email : newsroom@nbpublish.com
Language : English/Anglais
Web Site : <http://www.canadaeast.com>

Times-Transcript

939 Main St.
P.O. Box 1001
Moncton N.B. E1C 8P3
Phone : (506) 859-7149 - (506) 450-4132
(Legislative Reporter)
Fax : (506) 859-4904 - (506) 450-3926
(Legislative Reporter)
Email : news@timestranscript.com
Language : English/Anglais
Web Site : <http://www.canadaeast.com>

L'Acadie Nouvelle - Bureau de Fredericton

Press Gallery
P.O. Box 6000
Fredericton N.B. E3B 5H1
Phone : (506) 450-6103 (bureau) - (506) 470-2413 (cellulaire)
Fax : (506) 460-1993
Email : fredericton@acadienouvelle.com
Language : French/Francais

WEEKLY NEWSPAPERS

Kings County Record
593 Main St.
Sussex N.B. E4E 7H5
Phone : (506) 433-1070
Fax : (506) 432-3532
Email : kcr@nbnet.nb.ca
Language : English/Anglais

Post-Gazette

291 Restigouche Rd.
Oromocto N.B. E2V 2H5
Phone : (506) 357-9813
Fax : (506) 357-5222
Email : oropost@nbnet.nb.ca
Language : English/Anglais

TELEVISION

ATV-ASN (CTV) Fredericton Bureau

Legislative Press Gallery, Departmental Building
Fredericton N.B. E3B 5H1
Phone : (506) 459-1010
Fax : (506) 451-6671
Email : atvnews@ctv.ca
Language : English/Anglais
Web Site : <http://www.ctvnews.com>

CBC-TV (Fredericton)

1160 Regent St.
P.O. Box 2200
Fredericton N.B. E3B 5G4
Phone : (506) 451-4044
Fax : (506) 451-4003
Email : canadainow@fredericton.cbc.ca
Language : English/Anglais, French/Francais
Web Site : <http://cbc.ca/>

Global Television - Fredericton Bureau

634 Queen St.,
Fredericton NB E3B 1C3
Phone : (506) 450-4343 ---- (Cell 506 - 444-1617)
Fax : (506) 457-0213
Language : English/Anglais
Web Site : <http://www.canada.com>

Rogers Television (Fredericton)

377 York St.
Fredericton N.B. E3B 5B1
Phone : (506) 462-3679
Fax : (506) 452-2846
Language : English/Anglais

Web Site : <http://www.rogerstelevision.com>

COMMUNITY NEWSPAPERS

Grand Lake Mirror

656 Main St.
P.O. Box 445
Chipman N.B. E4A 3N4
Phone : (506) 339-6529
Fax : (506) 339-6904
Language : English/Anglais

The Hampton Herald The River Valley Viewer The Sussex Herald The Valley Viewer

563 Main St.,
Hampton N.B. E5N 6C2
Phone : (506)832-5613
Fax : (506)832-3353
Email : tnherald@nbnet.nb.ca
Language : English/Anglais

RADIO STATIONS

Fredericton:

CBZ-CBC

1160 Regent St.
P.O. Box 2200
Fredericton N.B. E3B 5G4
Phone : (506) 451-4000
Fax : (506) 451-4170
Email : infoam@fredericton.cbc.ca
Language : English/Anglais, French/Francais
Web Site : <http://cbc.ca/>

Capital FM (CIBX-FM)

206 Rookwood Ave.
Fredericton N.B. E3B 2M2
Phone : (506) 450-7633
Fax : (506) 452-2345
Language : English/Anglais

CKHJ & CFX (FOX)

206 Rookwood Ave.
Fredericton N.B. E3B 2M2
Phone : (506) 453-9020
Fax : (506) 452-2345
Language : English/Anglais

CIXN-FM (Joy FM)

60 Bishop Dr.
Fredericton N.B. E3C 1B2
Phone : (506) 454-9600
Fax : (506) 443-1990
Email : joyfm@nbnet.nb.ca
Language : English/Anglais
Web Site : www.joyfm.ca

CJPN-FM

715, rue Priestman
Fredericton N.B. E3B 5W7
Phone : (506) 454-2576
Fax : (506) 453-3958
Email : cjpn@nbnet.nb.ca
Language : French/Francais
Web Site : <http://www.centre-sainte-anne.nb.ca>

CHSR 97.9 FM

College Hill Road, Room 223, SUB/UNB
P.O. Box 4400
Fredericton N.B. E3B 5A3
Phone : (506) 453-4985
Fax : (506) 453-4999
Email : chsrpd@unb.ca
Language : English/Anglais
Web Site : <http://www.unb.ca/chsr/>

CKTP - 95.7 FM

120 Paul St.,
Fredericton NB E2A 3V8
Phone : (506) 474-1636
Language : English/Anglais

Saint John:

CBD-CBC

560 Main, Hilyard Place
Suite 200, P.O. Box 2358
Saint John N.B. E2L 3V6
Phone : (506) 632-7710
Fax : (506) 632-7761
Email : sjinfoam@saintjohn.cbc.ca
Language : English/Anglais, French/Francais
Web Site : <http://www.cbc.ca>

CHSJ/CHWV

58 King St.
P.O. Box 2000
Saint John N.B. E2L 3T4
Phone : (506) 648-3000; cell (506) 333-7943
Fax : (506) 644-3485
Email : news@radioabl.com
Language : English/Anglais

CIOK-FM/K-100

226 Union St.
Saint John N.B. E2L 1B1
Phone : (506) 658-5100
Fax : (506) 635-2636
Email : mbsnews@nb.aibn.com
Language : English/Anglais

CFBC & CJYC-FM

226 Union St.,
Saint John N.B. E2L 1B1
Phone : (506) 658-5111
Fax : (506) 635-2636
Email : mbsnews@nb.aibn.com
Language : English/Anglais

Sussex:

CJCW (590 AM)

6 Marble St.,
P.O. Box 5900
Sussex N.B. E4E 5M2
Phone : (506) 432-2529
Fax : (506) 433-4900
Email : cjcw@nbnet.nb.ca
Language : English/Anglais

Moncton:

CFQM-FM/CKCW/CHOY

1000 St. George Blvd.
Moncton N.B. E1E 4M7
Phone : (506) 858-1039
Fax : (506) 858-1209
Email : news@radiomoncton.com
Language : English/Anglais
Web Site : <http://www.radiomoncton.com>

NEWS FOR WIDE BROADCAST

Broadcast News

Legislative Press Gallery, Departmental Building
Fredericton N.B. E3B 5H1
Phone : (506) 457-0746
Fax : (506) 457-9708
Language : English/Anglais
Web Site : <http://www.cp.org>

Canadian Press (Fredericton)

Legislative Press Gallery, Departmental Building
Fredericton N.B. E3B 5H1
Phone : (506) 455-9493
Fax : (506) 457-9708
Language : English/Anglais
Web Site : <http://www.cp.org>

Canadian Press (Halifax)

P.O. Box 37, Station M
Halifax N.S. B3J 2L4
Phone : (902) 422-8496
Fax : (902) 425-2675
Email : halifax@cp.org
Language : English/Anglais
Web Site : <http://www.cp.org>

VILLAGE MAINTENANCE - DOT
STANDING OPERATING PROCEDURES

1. All staff on hearing of an alert, will immediately contact their supervisor and carry out any instructions they receive. If the supervisor cannot be contacted, staff will go to their normal place of employment for instructions.
2. The Road Department (DOT) will provide:
 - I) Barricades and Flashers at the site as requested by the RCMP and / or Fire Dept.
 - ii) Municipal vehicles and DOT equipment together with operators / drivers as requested.

They will control sandbagging, pumping and snow clearing operations as applicable to the situation requirements.

They will arrange for clearance of debris as required.

3. The Building Inspector and a Councillor will give advice to the EOC regarding the structural safety of all buildings affected by the incident.

They will arrange for, or conduct, such tests as are necessary to determine the degree of hazard existing in buildings from explosives, inflammable or toxic agents in conjunction with other agencies involved.

VILLAGE MAINTENANCE PLAN**ROLE**

1. To operate a maintenance service and equipment in support of emergency responses.

ORGANIZATION

2. The Councillor in charge of roads and the Maintenance Foreman will assume the overall road departmental authority. The Building Inspector and a Councillor will assume the overall authority for all buildings. All staff will be available for work whwn required.

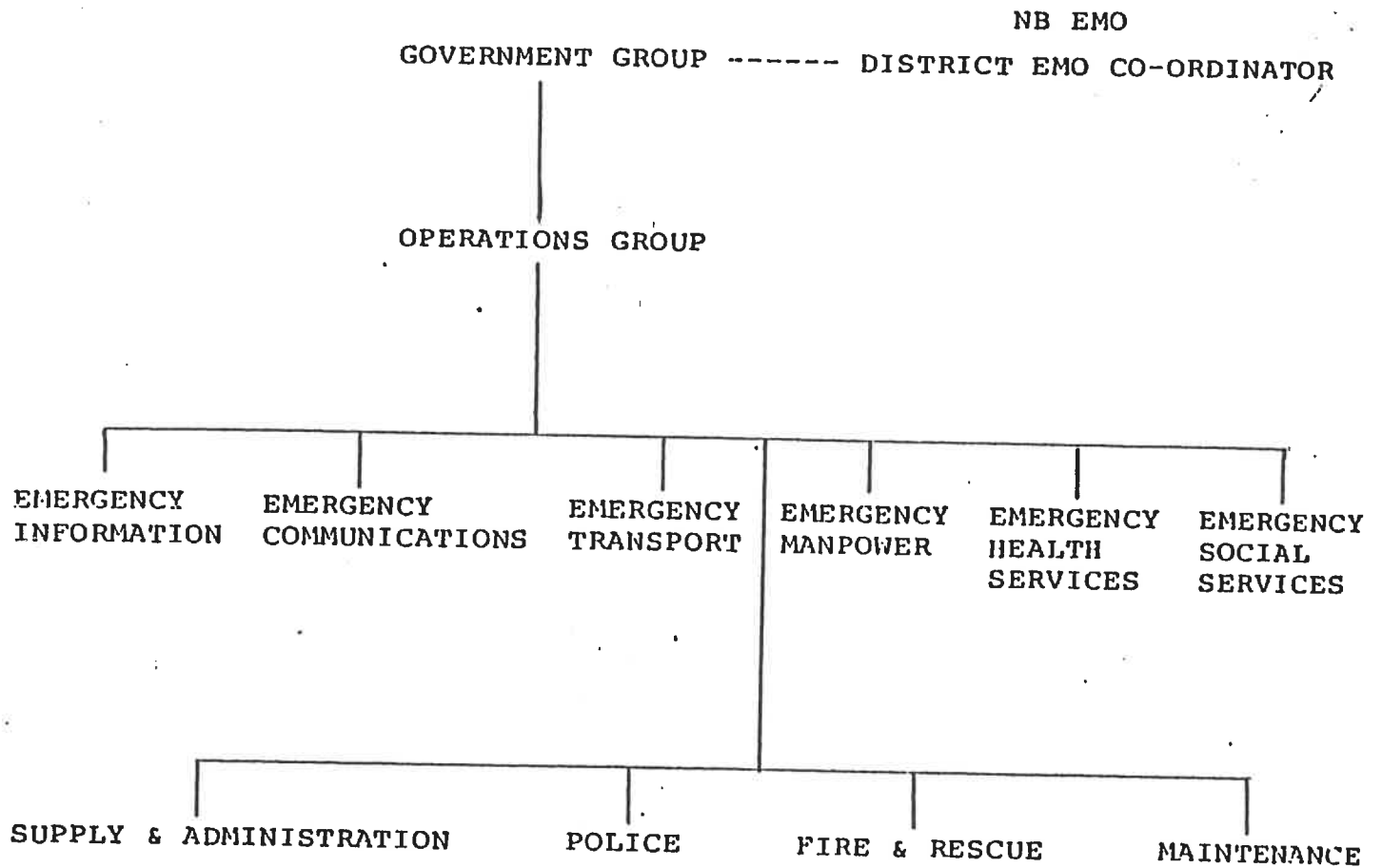
METHOD

3. On notification of an emergency situation, the Foreman will go to the EOC for briefing and will himself then go to the scene and find out how his services can be of assistance. After making initial arrangements, he will report to the Director at the EOC and will then return to the Village Office or the scene from where he will provide any assistance required. Requests for assistance will be passed to him via radio communication.
4. Standing Operating Procedures are to Appendix 1.

***** Need lists of Fire Dept. Inventory
Need list of St. John Ambulance inventory - equipment & supplies in Ambulance
Need list of District 17 Bus Drivers & phone numbers

EMERGENCY OPERATIONS CENTRE

ORGANIZATION CHART



CAMBRIDGE-NARROWS EMERGENCY OPERATIONS CENTRE

MANNING CHART

GOVERNMENT GROUP:

MAYOR
DEPUTY MAYOR
COUNCILLOR(S)

PROVINCIAL EMO
DISTRICT
CO-ORDINATOR

OPERATIONS GROUP:

DIRECTOR
DEPUTY DIRECTOR
STENO
MESSENGER

MUNICIPAL SERVICES:

POLICE
FIRE & RESCUE
MAINTENANCE

EMERGENCY COMMUNICATIONS:

COMMUNICATIONS OFFICER
RADIO OPERATORS
TELEPHONE OPERATORS
MESSENGERS

EMERGENCY TRANSPORT:

TRANSPORT OFFICER

EMERGENCY INFORMATION:

INFORMATION OFFICER
CLERK TYPIST

SUPPLY AND ADMINISTRATION GROUP:

SUPPLY OFFICER/ADMINISTRATION OFFICER
CLERKS/TYPISTS

EMERGENCY HEALTH SERVICES:

PUBLIC HEALTH OFFICER, DEPT. OF HEALTH

EMERGENCY SOCIAL SERVICES:

E.S.S. ADMINISTRATOR, DEPT. OF SOCIAL SERVIC

EMERGENCY MANPOWER:

APPOINTED VILLAGE VOLUNTEER