

**EMERGENCY
PLAN
FOR THE
TOWN OF
PORT McNEILL**

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EMERGENCY PLAN FOR THE TOWN OF PORT McNEILL

MAYOR'S INTRODUCTION

The protection of life, property and the environment and the alleviation of suffering and hardship caused by disasters are fundamental responsibilities of Municipal Government. Your Municipal Officials are cognizant of these responsibilities and are determined that they shall be met.

Floods, fires, earthquakes, plane crashes and other major disasters occur at unexpected times and places throughout the world. Some of these happen every year in British Columbia and we may expect them to occur in the future.

Response to disaster conditions of any type requires careful planning and organizing, proper management of our resources and a continuing training effort. This Emergency Plan, prepared by our Emergency Program Staff, is designed to provide for the use of public and private resources as necessary to cope with a wide variety of emergency situations.

Although this plan is one step toward preparedness, continued awareness, training and personal readiness, particularly on the part of government employees, is necessary if we are to respond effectively under the varying conditions of disaster. Equally important is the understanding, support and co-operation of our citizens.

Gerry Furney
Mayor
Town of Port McNeill
March 7, 2007

PORT McNEILL EMERGENCY PROGRAM COMMITTEE TELEPHONE LIST

Mayor - Gerry Furney	Business 956-3333	Residence 956-4217
Alternate –		
- Jan. to June – Aaron Frost	Cell 230-0799	Residence 956-4662
- July to Dec. - Shelley Downey	Cell 949-1064	Residence 956-2473
Administrator – F. Albert Sweet	Business 956-3111	Residence 923-4840
Deputy Administrator – Sue Harvey	Business 956-3111	Residence 956-2982
Coordinator – Chuck Lok	Cell 230-0264	Residence 956-3888
Deputy Administrator – Sue Harvey	Business 956-3111	Residence 956-2982
Police - Sgt. Phil Lue	Business 956-4441	Residence
Fire Chief - Larry Bartlett	Business 949-0825	Residence 956-4933
Deputy Chief – Chris Walker	Business 956-5000	Residence 956-2588
Public Works – Glen Boyd	Business 956-3111	Residence 956-4204
Alternate – Marisa Smith	Business 956-3111	Residence 956-2495
E.S.S. – Diane Forsberg	Business	Residence 956-3672
Alternate – Cori Neilson	Business	Residence 956-2254
B.C.A.S. – Roy Tufnail	Business 956-4254	Cell 902-9724
Alternate -	(Pagers) 830-1397	949-5497
	(FAX) 956-4874	
Public Health – Pam Rardon	Business 956-4700	Residence 956-4727
Alternate – Kate Green	Business 956-4700	Residence 956-4239
Chief, S.A.R. – Richard Gerstmar	Business 956-5041	Residence 956-2344
Alternate -	Business	Residence
Transportation – Mt. Waddington Regional	Business 956-3151	Residence
Alternate Transit	Business	Residence
Vancouver Island	Business 956-3655	Cell 902-9262
Health Authority	Local 27	
Area Director- Alison Mitchell		

SCOPE

This emergency plan provides the framework for emergency prevention, response and recovery activities. All emergency plans of municipal departments, supporting agencies and the private sector shall form part of this plan.

From time to time special contingency plans may be issued under the Scope of this document. They will detail functions and responses to special circumstances requiring greater detail than can be given treatment in this plan, e.g. Tsunami Warning Systems where applicable.

This plan provides for the concept of operations, organization and responsibilities, direction and control and co-ordination necessary to provide for effective response to any given emergency situation which may cause damage of sufficient severity and magnitude of this municipality to warrant execution of all or part of this plan.

PART I - GENERAL - THE PORT McNEILL EMERGENCY PROGRAM

1. The Port McNeill Emergency Program (P.M.E.P.) is the collective title of the organization, plans and procedures established within the Municipality for combating major emergencies and disasters. It encompasses all municipal departments and volunteer services registered with the program. The Emergency Program Coordinator is responsible for the planning and development of the P.M.E.P.
2. The aim of the P.M.E.P. is to provide for continuity of government and the preservation of life and property through a coordinated response by elected officials, municipal departments, volunteer services and such outside agencies as may be able to assist during a major emergency or disaster.

ENABLING LEGISLATION

1. Emergency powers are vested in the Municipality in the following Acts:
 - a) the Emergency Program Act - RSBC 1979, Chapter 106;
 - b) The Municipal Act - RSBC 1979, Chapter 290.
2. Port McNeill Emergency Measures Bylaw, No 448, 1996, attached as Annex "A", outlines the administration, powers, duties and responsibilities pertaining to the P.M.E.P.

THE EMERGENCY PROGRAM GUIDE

1. The purpose of this Guide is to provide general direction and a framework within which municipal officials can formulate responses to deal with peacetime emergency situations. At a future date the Guide may be expanded to encompass wartime contingencies and planning.
2. Part I of the Guide provides a general outline of the P.M.E.P. and its operation during major emergencies/disasters.
3. Part II contains contingency plans for specific emergency situations that might occur in Port McNeill and for which preparedness is considered prudent.
4. Part III outlines the emergency roles, organization and resources of key municipal departments and the volunteer services.
5. Part IV contains information on emergency assistance available from neighbouring municipalities, higher levels of government, commercial and outside volunteer agencies.
6. The Emergency Program Co-ordinator is responsible for preparing and updating the Guide. Amendments, other than minor changes such as names, appointments, addresses and telephone numbers, must be approved by the Emergency Program Committee.

THE EMERGENCY PROGRAM CO-ORDINATOR

1. During a major emergency/disaster the Emergency Program Co-ordinator will direct the activities of the municipal volunteer services and serve as an advisor to the Emergency Program Committee.
2. At other times, the Co-ordinator will perform the following functions:
 - a) act as head of the Emergency program;
 - b) advise the Mayor, Council, Municipal Administrator and Emergency Program Committee on all matters relating to the P.M.E.P.;
 - c) prepare and update the Emergency Program Guide;

- d) stimulate and co-ordinate the emergency planning of departments/ services;
- e) prepare an annual budget and estimate of expenditures for the operation and maintenance of the P.M.E.P.;
- f) select and process candidates for federal and provincial emergency planning courses;
- g) co-ordinate the equipping and training of the municipal volunteer services;
- h) conduct studies and exercises to keep the P.M.E.P. in a tested state of readiness; and
- i) act as point of contact with the Provincial Emergency Program (P.E.P.) and other agencies concerned with emergency planning and operations.

DEFINITIONS OF AN EMERGENCY, MAJOR EMERGENCY AND DISASTER

1. An **emergency** is a critical situation that requires immediate action but than can be dealt with by the implementation of routine departmental policies and procedures. It will usually involve one or two departments, e.g. Police and Fire Departments attending at the scene of a fire. When more than one department is involved the department with the primary operational responsibility (lead agency) will effect co-ordination, including the release of public information, through the Emergency Program Committee.

2. A **major emergency** is a critical situation that requires a substantial commitment of all the emergency response resources of the municipality. Call-out procedures will be initiated to assemble or place on stand-by all or some of the following:

- a) Mayor and Council;
- b) Emergency Program Committee;
- c) Emergency Operations Centre (EOC) staff;
- d) Municipal employees; and
- e) Volunteer services.

3. A **disaster** is a critical situation that has exceeded the emergency response resources of the municipality. All of the organizations in paragraph 2 above will be called out and consideration will be given to declaring a State of Emergency.

DECLARATION AND TERMINATION OF A STATE OF EMERGENCY

1. A State of Emergency confers extraordinary powers on the authority issuing the declaration. It may be declared by:

- a) the Federal Government under the powers contained in the War Measures Act or other Acts of Parliament;
- b) the Provincial Government under the powers contained in the War Measures Act or other Acts of the Legislature; and
- c) The Mayor or Council under the powers contained in the Emergency Program Bylaw.

2. If a State of Emergency is declared by the Mayor or Council, the Ministry of Public Safety and Solicitor General shall be advised as quickly as possible through the Provincial Emergency Program (P.E.P.). The notification should include the time that the declaration was made, the nature of the emergency situation and any other pertinent information. It must be followed up in writing.

3. Once a State of Emergency has been declared it will remain in effect until terminated by the responsible authority.

4. Under a State of Emergency the following extraordinary powers accrue to the Mayor:
 - a) he may acquire by purchase or otherwise, any foodstuffs, water supplies, land, buildings, vehicles, equipment or other materials if such action is deemed necessary for the safety, health or welfare of the public; and
 - b) he may authorize an employee of the municipality to demolish or remove any privately owned wall, building, structure or works made unsafe by an emergency or disaster.

OPERATIONAL FRAMEWORK

1. During a major emergency/disaster the Emergency Program Committee with the Mayor as Chairman, will provide overall co-ordination and direction of operations.
2. Departments/Services will operate in accordance with normal policies and procedures but with special emphasis on the emergency roles outlined in Part III of this Guide.
3. Decisions affecting the conduct of operations made by the Emergency Program Committee will be passed to the heads of departments/services for implementation. Normal chains of command will not be bypassed.
4. The Emergency Program Committee must be kept fully informed of all major occurrences and activities undertaken by department/services. To this end, departments/services will be required to pass Situation Reports to the Operations Officer of the EOC, who will, in turn, pass the information to the Committee.
5. The Emergency Program Committee will remain assembled until the emergency situation is thoroughly under control. The Committee may disperse temporarily and reassemble as circumstances dictate.

CALL-OUT PROCEDURES

1. Only the Mayor/Acting Mayor or P.M.E.P. Co-ordinator can approve a call-out of the P.M.E.P.
2. It is expected that the initial reports of a major emergency/disaster will be received by the Police, Fire or Public Works Departments.
3. The recipient of the initial report will advise the most senior member of his department that can be reached.
4. The senior member of the department receiving the report will consider whether or not instructions should be issued to call-out or place on stand-by all or some of the following:
 - a) Mayor and Council;
 - b) Emergency Program Committee;
 - c) The EOC staff;
 - d) Municipal employees; and
 - e) Volunteer services.
5. The Mayor will be contacted by the senior department member to appraise him of the situation along with a recommendation on whether or not to institute call-out/stand-by procedures. If the Mayor cannot be reached, the Acting Mayor and P.M.E.P. Co-ordinator will be contacted.
6. If called out, Council will assemble in the Council Chambers, the Emergency Program Committee and EOC staff at the EOC, and municipal employees/volunteer services personnel at their normal places of duty.
7. Detailed call-out procedures are attached as Annex B.

EMERGENCY ROLES OF THE MAYOR AND COUNCIL

1. The Mayor as Chief Executive Officer of the Municipality and Chairman of the Emergency Program committee bears the ultimate responsibility for the effectiveness of the emergency measures planned and undertaken within the Municipality.
2. The Mayor, in addition to performing his normal role with Council, will act as Chairman of the Emergency Program Committee. The Mayor also has authority to request assistance from neighbouring municipalities under the terms of Disaster Mutual Aid Agreements.
3. Council may be called upon to declare a State of Emergency and to authorize the expenditure of special funds to meet the exigencies of the emergency situation.

THE EMERGENCY PROGRAM COMMITTEE

1. The Emergency Program Committee is composed of the following:
 - a) Chairman - Mayor
 - b) All Councillors
 - c) Municipal Administrator
 - d) Emergency Program Co-ordinator
 - e) Deputy Emergency Program Co-ordinator
 - f) Public Works Foreman
 - g) Fire Chief
 - h) R.C.M.P.
 - i) Area Director, Vancouver Island Health Authority
 - j) Director, Social Services
 - k) Director, Transportation
 - l) Search and Rescue Co-ordinator.
2. If the Committee is required to remain in session for a protracted period of time or if members of the committee are not available, they may be replaced by deputies.
3. The Committee is responsible for the periodic review and updating of emergency planning within the Municipality. During a major emergency/disaster the Committee will:
 - a) direct and co-ordinate the overall emergency response operations within the municipality;
 - b) resolve conflicts concerning the application of limited resources to a variety of concurrent situations;
 - c) formulate policy for the release of information to the public;
 - d) make recommendations to Council on the enactment of emergency legislation and the allocation of funds to meet the requirements of the emergency situation; and
 - e) maintain a record of all major decisions and actions and the time at which they were made.

HEADS OF DEPARTMENTS AND SERVICES

1. Heads of department/services detailed in the next section will ensure that departmental emergency plans are prepared and distributed to key personnel within their organizations and the Emergency Program Office.

2. During a major emergency/disaster, heads of departments/services will:
 - a) ensure that their department's emergency plan has been implemented and that a clear chain of command exists;
 - b) designate on site/field commanders to take charge at the site of major operations;
 - c) ensure that provision has been made for their department to function on a 24-hour basis if it appears that this will be required;
 - d) advise the Emergency Program Committee of any requirements for special funds to meet the emergency situation;
 - e) advise the Resources/Transportation Officer in the EOC of requirements for resources beyond the capability of their department to obtain on its own; and
 - f) ensure that the Operations Officer in the EOC is receiving up-to-date Situation Reports on actions being taken by their department.

DEPARTMENT/SERVICE EMERGENCY PLANS

1. The following departments/services will prepare separate emergency plans containing information and directions special to their departments and supplementary to that contained in this Guide:

- a) Police
- b) fire
- c) Public Works
- d) Search and Rescue
- e) Social Services
- f) health services
- g) communications
- h) Emergency Operations Centre

2. Departments/service emergency plans shall contain the following information:

- a) call out instructions;
- b) key contacts and telephone numbers;
- c) line diagram showing the organizational structure of the P.M.E.P.;
- d) organization and functions of the EOC and Emergency Program Committee;
- e) emergency roles of the department/service
- f) the contingency plans contained in Part II of this Guide;
- g) instructions for passing Situation Reports to the EOC/
- h) information on requesting and controlling the expenditure of special emergency funds; and
- i) other contingency plans, information and procedures deemed necessary by the particular department/service concerned.

3. Three copies of each plan shall be forwarded for retention to the Emergency Program Office.

SITUATION REPORTS (SITREPS)

1. The Emergency Program Committee cannot function unless it receives accurate and timely information. It is vital, therefore, that department/services submit SITREPS to the EOC Operations Officer whenever there has been a significant occurrence.

2. SITREPS can be telephone or delivered by hand.

3. SITREPS should contain:

- a) up-to-date information on the emergency situation;

PART II - SPECIAL CONTINGENCY PLANS

INTRODUCTIONS

1. Emergency situations can rarely be predicted in advance but some have a greater likelihood of occurrence than others. To assist in identifying those situations most likely to occur in Port McNeill, a list of 32 potential emergencies were probability-rated by employees. The ratings were then submitted to the Emergency Program Committee for further refinement, taking into account not only the probability of occurrence but also potential severity and lack of established plans and procedures for dealing with each situation. The committee selected six emergency situations that it considered should receive special attention. These were as follows:

- a) earthquake;
- b) dangerous goods spill;
- c) aircraft crash;
- d) major power blackout;
- e) oil spill; and
- f) major snowstorm.

2. The remainder of Part II contains contingency plans for each of the above situations. The "potential actions to be taken" in each plan are not listed in order or priority. Many actions will be concurrent.

EARTHQUAKE

Introduction

1. Earthquakes are unpredictable and strike without warning. Magnitude, the amount of energy released, is measured by the Richter Scale. Intensity, the amount of damage caused, is measured by the Mercalli Scale.
2. According to the Mercalli Scale, an earthquake of Intensity VIII will result in the following:
 - a) slight damage to specially designed structures;
 - b) considerable damage to ordinary buildings including partial collapse;
 - c) great damage to poorly built structures;
 - d) fall of smokestacks, chimneys, columns, walls and monuments; and
 - e) heavy furniture overturned.
3. No single department can be designated as the lead agency for dealing with an earthquake. All departments will be involved in combating a variety of occurrences.

Potential Effects

1. Deaths, injuries, trapped and missing persons.
2. Evacuation and relocation of people and livestock.
3. Damaged structures and overpasses, reservoirs, water towers, fuel storage tanks, etc.
4. Damaged and collapsed buildings.
5. Landslides, ground cracks and soil liquefaction.
6. Settling, buckling and cracking of road surfaces.
7. Damage sewer and water lines.
8. Ruptured gas lines and the escape of gas.
9. Power failure due to the breaking of underground conduits, downed lines and transformers.
10. Disruption of telephone communications due to damage of equipment at exchanges, shearing of cable ducts, toppling of poles and overloading of circuits.
11. Fires in dwellings, buildings and fuel storage tanks, etc.
12. Oil and dangerous goods spills.
13. Public health problems.

Potential Action to be Taken	Committee involved in all Agencies Responsible
1. Take action to deal with any immediate life-threatening situations.	R.C.M.P., Fire

Potential Action to be Taken**Agencies Responsible**

2. Clear routes for emergency vehicles

R.C.M.P., Public Works

3. Arrange evacuation of severe casualties, treatment of the slightly injured and disposal of the dead.

VIHA, B.C.A.S., R.C.M.P.
Coroner, Transportation

4. Assess the number of dead, trapped or missing persons.

R.C.M.P., Fire, E.S.S.

5. Evaluate the nature and extent of physical damage.

Public Works

6. Determine the adequacy of resources available. Request outside assistance from PEP, if required.

EOC

7. Conduct rescue operation for trapped persons.

Fire, Public Works, R.C.M.P.

8. Eliminate hazards from damaged utilities.

B.C. Hydro, R.C.M.P.,
Public Works

9. Fire suppression.

Fire, R.C.M.P.

10. Deal with dangerous goods and oil spills.

Fire, Public Works

11. Establish perimeters, control points and the signing of hazardous areas.

R.C.M.P., Public Works

12. Establish Emergency Welfare Reception Centres

E.S.S.

13. Establish a Public Information and Citizen Inquiry Service

EOC, E.S.S.

14. Undertake repair and salvage operations.

Public Works

15. Advise utility companies of priorities for the restoration of services - power, water, gas, sewage and telephones.

EOC

16. Arrange for the collection and distribution of potable water and food supplies.

EOC, Public Works, E.S.S.

17. Combat potential public health problems.

Vancouver Island Health Authority

Potential Action to be Taken**Agencies Responsible**

18. Inspect damaged buildings and structures. Sign or demolish those considered unsafe.

Public Works

19. Consider requesting Provincial disaster assistance funding.

Mayor and Council

DANGEROUS GOODS SPILLS

Introduction

1. The responsibility to contain and clean-up a spill of dangerous goods rests with the spiller. The municipality may provide advice and will monitor the situation to ensure that an adequate job is being done. If, however, the spiller is unknown or is incapable or unwilling to take prompt action, the municipality will arrange for the work to be done with costs to be recovered from the spiller. The municipality will undertake the immediate containment and clean-up of any spill if there is a threat to life, property or the environment.

2. Dangerous goods are those substances detailed in the Department of Transport "Transportation of Dangerous Goods Act", Chapter 36, Statutes of Canada 1980.

3. The Fire Department is the lead agency for dangerous goods spills.

Potential Effects

1. Deaths and injuries.
2. Release of dangerous gases.
3. Explosions.
4. Contamination of soil and water.
5. Disruption of traffic and business activities.
6. Evacuation and relocation of people and livestock.

Potential Action to be Taken
Agencies Responsible

1. Determine nature of substance spilled and possible effects.

Fire

2. Repair or cut-off source of spill.

Fire, Public Works

3. Divert traffic and clear routes for emergency vehicles.

R.C.M.P., Public Works

4. Establish Command Post

R.C.M.P., Fire, VIHA

5. Arrange evacuation of casualties and disposal of the dead.

VIHA, B.C.A.S., Coroner, R.C.M.P., E.S.S.

Potential Action to be Taken	Agencies Responsible
6. Advise Provincial Emergency Program and request assistance, if required.	EOC
7. Warn adjacent municipalities that may be affected.	EOC
8. Establish frozen area and inner perimeter, restricted area and outer perimeter, and control points.	R.C.M.P., Public Works
9. Eliminate potential ignition sources.	BC Hydro, Fire, Public Works Harbour Master
10. Contain spilled material and protect sewers and drainage systems.	Public Works, Fire
11. Establish a Public Information and Citizen Inquiry Service	EOC, Public Information Service, ESS
12. Establish Emergency Welfare Reception Centres	ESS
13. Evacuate people and livestock	RCMP, BC Fire Commissioner, EOC, ESS, Transportation
14. Secure site for subsequent investigation.	ESS, RCMP
15. Patrol evacuated areas	RCMP
16. Clean-up and dispose of spilled material	Spiller, Public Works, BC Waste Management
17. Cost recovery from responsible party	Municipal Solicitor

AIRCRAFT CRASH

Introduction

1. This plan is based on a "worst case scenario" for an aircraft crash, that occurring in an urban area.
2. The Police Department is the lead agency for aircraft crashes.

Potential Effects

1. Deaths and injuries
2. Explosion
3. Fire
4. Disruption of traffic
5. Disruption of communications and utilities

6. Evacuation of people
7. Special problems associated with military nuclear cargoes.

Potential Action to be Taken	Agencies Responsible
1. Divert traffic and clear routes for emergency vehicles	RCMP, Public Works
2. Arrange evacuation of casualties and disposal of the dead	RCMP, VIHA, B.C.A.S., Coroner, ESS
3. Establish Command Post	RCMP, Fire, VIHA
4. Establish frozen area and inner perimeter, restricted area and outer perimeter and control posts	RCMP, Public Works
5. Fire suppression and rescue	Fire, B.C.A.S.
6. Eliminate hazards from damage utilities	BC Hydro, Public Works
7. Establish a Public Information and Citizen Inquiry Service	EOC, ESS
8. Establish Emergency Welfare Reception Centres	ESS
9. Evacuate people	RCMP, EOC, ESS, BC Fire Commissioner, Transportation
10. Restore utilities and communications	Public Works, BC Hydro, Telus
11. Protect property and valuables	RCMP
12. Secure site for investigation	RCMP, Transport Canada
13. Dispose of nuclear cargo	Transport Canada, Department of National Defence
14. Inspect damage structures and buildings. Sign or demolish those unsafe	Public Works
15. Undertake repair and salvage operation	Public Works

MAJOR POWER BLACKOUT

Introduction

1. A major power blackout could last for several days, especially if the submarine cable system to Vancouver Island was affected.

2. BC Hydro is responsible for the restoration of power. The municipality can assist only indirectly by such actions as clearing fallen trees from routes used by Hydro repair crews.

Potential Effects

1. Health problems especially if weather conditions are severe.
2. Disruption of traffic due to the loss of traffic lights
3. Disruption of utilities
4. Closure of schools and businesses
5. Persons trapped in elevators
6. Failure of sewer pump stations
7. Loss of water pressure due to failed water booster pumps

Potential Action to be Taken	Agencies Responsible
1. Establish headquarters for the restoration of power	BC Hydro
2. Restore traffic control	RCMP, Public Works
3. Submit list of priorities for the restoration of power to BC Hydro	EOC
4. Establish a Public Information and Citizen Inquiry Service	EOC, Public Information Service
5. Assist BC Hydro repair crews	Public Works
6. Allot auxiliary power, lighting and heating to points of need	EOC, Public Works
7. Provide assistance to the aged, infirm and home-care patients	Vancouver Island Health Authority, Hospital Auxiliary
8. Provide auxiliary power generators for sewer and water	Public Works

OIL SPILLS

Introduction

1. The responsibility to contain and clean-up an oil spill rests with the spiller, with the municipality monitoring and providing advice as required. If, however, the spiller is unknown or if the spiller refuses or is incapable of taking action, the municipality will arrange for the work to be done with the costs to be recovered from the spiller. The municipality will also intervene in any situation where there is a threat to life, property or the environment.
2. In the case of any oil spill, it is important to determine quickly which level of government - Federal, Provincial or Municipal - has jurisdiction over the spill. Jurisdictional responsibility determines who will deal with the spiller, who will organize and fund response activities and who will take action to recover expenditures.
3. The Federal Government has jurisdiction over the following:
 - a) spills on, from or to Federal property;
 - b) spills from aircraft and ships on coastal waters and shorelines up to high tide line;

- c) marine mystery spills; and
- d) land to marine spills.

4. The Provincial Government has jurisdiction over spills on upland areas of the Province outside incorporated areas (municipalities).
5. Municipalities have jurisdiction over those spills occurring within municipal boundaries that are not under the jurisdiction of the Provincial or Federal Government.
6. The Provincial Emergency Program (PEP) maintains records on all spills occurring within the Province and should be informed of any spill, regardless of its size. PEP will refer spill information to other levels of government and will assist municipalities in obtaining specialist advice, assistance and clean-up recovery equipment.
7. This plan is concerned only with spills of heavy combustible oils such as crude or heavy fuel oil. Flammable petroleum products such as gasoline or kerosene come under the category of dangerous goods spills.
8. The lead agency for dealing with oil spills is the Engineering Department. Should an oil spill evolve into a situation where there is an accumulation of gases and the danger of an explosion or fire, the Fire Department will assume the role of lead agency.

Potential Effects

1. Soil, water and shoreline pollution
2. Damage to fish and wildlife
3. Damage to property
4. Fire and explosion
5. Health hazards
6. Evacuation of people and livestock
7. Damage to sewer and drainage systems

Potential Action to be Taken

Agencies Responsible

- | | |
|--|-------------------------------|
| 1. Determine type of produce and quantity spilled | Public Works, Fire Department |
| 2. Assess danger of fire or explosion | Public Works, Fire Department |
| 3. Stop source flow and commence containment to prevent spread | Public Works |
| 4. Determine whether spiller is able and willing to undertake clean-up | Public Works, Council |
| 5. Determine whether jurisdiction is Federal, Provincial or Municipal | Public Works/Town Clerk, EOC |
| 6. Determine resources required and request any necessary assistance from outside agencies through PEP | Public Works, EOC, PEP |
| 7. Advise PEP and Ministry of Water, Land and Air Protection of any danger to fish and wildlife | Public Works, EOC |

Potential Action to be Taken	Agencies Responsible
8. Assess whether there are any health or environmental hazards	VIHA, PEP
9. Establish a Public Information and Citizen Inquiry Service	EOC
10. Complete containment action and commence recovery of spilled material	Public Works
11. Dispose of recovered oil, oil soaked soil and debris	Public Works, EOC, PEP, BC Waste Management 7 Mile Waste Disposal
12. Restore spill site	Public Works
13. Cost recovery from responsible party	Council

MAJOR SNOWSTORM

Introduction

There is a distinct shortage of snow removal equipment in Port McNeill. The restoration of traffic routes and services can therefore be expected to take much longer than in most other parts of the country. The lead agency for dealing with snowstorms is the Public Works Department.

Potential Effects

1. Cessation of air, road and ferry traffic.
2. Blockage of roads and streets by drifted or piled snow and abandoned vehicles.
3. Stranded and missing people.
4. Difficulty in transporting drugs, medical supplies, food, fuel and specialist personnel to points of need.
5. Disruption of utilities due to frozen or ruptured water lines and downed power/telephone lines.
6. Disruption of ambulance, police, fire and other municipal services.
7. Closure of schools and businesses.
8. Inability of hospital and other institutional employees to get to and from work.
9. Shortages of food and fuel.
10. Inability of farmers to obtain food for livestock and to deliver produce to markets.

Potential Action to be Taken	Agencies Responsible
1. Snow removal from roads, streets and around fire hydrants and essential public buildings	Public Works, Ministry of Transportation, Private Contractors
2. Modify call-out procedures to include pick-up of essential employees unable to make their own way to work	RCMP, Dept. Heads (Transportation)
3. Request and organize vehicles with oversnow capacity	EOC, PEP

Potential Action to be Taken

Agencies Responsible

4. Search for stranded and missing persons

RCMP, Rescue Service

5. Establish a Public Information Citizen Inquiry Service

EOC

6. Provide accommodation and feeding for stranded persons

ESS

7. Transport food, fuel, pharmaceutical supplies, medical personnel and repairmen to points of need

EOC, Public Works, Rescue Service, RCMP, Transportation

8. Transport hospital and other institutional employees to and from places of work

EOC, Rescue Service, RCMP, Public Works

9. Transport emergency patients to hospitals

RCMP, VIHA, B.C.A.S., Transportation, Public Works

10. Provide auxiliary power and heaters to points of need

EOC, RCMP, Rescue Service, Public Works

11. Restore Utilities

BC Hydro, BC Telephone, Public Works

12. Clear catch basins and blocked ditches Public Works, Fire Department

PART III - DEPARTMENTAL EMERGENCY SERVICES/RESPONSIBILITIES

RESPONSIBILITIES RELATED TO TYPES OF EMERGENCIES

The attached Chart (Chart A) provide an indication of the departments and agencies within the Town of Port McNeill likely to become involved in specific types of emergencies listed in this plan.

ORGANIZATIONS AND RESPONSIBILITIES

Each department and supporting agency, forming part of the administration of this municipality, has responsibility to provide the services outlined. Responsibilities for functions related to emergencies generally are detailed in Annexes to this plan. A Chart (Chart B) depicting the organization of this municipality at the control level is attached.

Each department and supporting agency, charged with a responsibility as outlined in this plan, is responsible for the development of an internal plan designed to facilitate response to any emergency situation affecting this Town. The internal plan shall detail the organization and co-ordination of the assets and services of the department or supporting agency to meet the emergency.

DEPARTMENTAL EMERGENCY SERVICES RESPONSIBILITIES

FIRE

The Port McNeill Volunteer Fire Department has the prime responsibility for fire suppression and control of fires in an emergency. The department may call upon the assistance of other fire departments from Port Hardy or Port Alice under the fire plan for mutual assistance. Within their expertise and resources, the fire department may be called upon to deal with emergency situations which are not fire-oriented, e.g. rescue, flooding, spillage of dangerous chemicals. The fire department may make whatever arrangements are necessary with other agencies, public and private, to assist them in these tasks. (See Annex D)

POLICE

Law enforcement activities are the responsibility of the R.C.M.P. Therefore, it is the responsibility of the local constabulary to enlist the assistance of police reserves or special constables to meet emergency contingencies (See Annex E)

COMMUNICATIONS

Responsibility for establishing an emergency communications network based upon the Town's operational communications rests with the Emergency Program Area Coordinator. He is responsible for ensuring that local communications plans make the most effective use of all the communications available in the Town of Port McNeill. Such plans could include the use of selected channels for local emergency use, the involvement of the broadcasting facilities, radio and television, if required, and the provision of a communications capability at the Municipal Emergency Operations Centre (See Annex F)

TRANSPORTATION

The Town's Coordinator of Emergency Transport will develop plans for the utilization of all local transport assets to assist in an emergency. He will co-opt the assistance of the School Boards, Public Transportation Carriers and private industry in the event large numbers of the population require transportation for evacuation when an emergency affects all or part of the Town. Freight carriers should also be included for the transportation of emergency supplies as required and animal transporters for emergency relocation of animals. (See Annex G)

ENGINEERING (Public Works)

The Town of Port McNeill's Public Works Department will plan and coordinate the local engineering assets for use in an emergency. The Department will also provide inspection services to determine the structural condition of buildings after an emergency, carrying out such repairs as are necessary to public utilities such as water mains, sewers and public roads. The department will also be responsible for debris and wreckage clearance. The engineering department may contract to provide equipment and trained operators to supplement the Town's emergency engineering efforts. (See Annex H)

EMERGENCY HEALTH SERVICES

Vancouver Island Health Authority will develop plans to provide for emergency medical and public health services in the event of an emergency. Such plans will include the arrangements with hospitals, the ambulance service, doctors and nurses, and mortuary service, to respond to an emergency. In addition, it will determine whether or not the emergency is a threat to public health and will provide preventative medical and other such control measures as are necessary. (See Annex I)

SOCIAL SERVICES

The municipality will establish an organization to provide for the mass care and shelter of people in the event of an emergency. This will include registration and inquiry, feeding, housing, clothing and personal services. The municipality will co-opt the assistance of local volunteer organizations, establish emergency social service centres and make arrangements for the activities outlined above with relief agencies, schools and local food suppliers in the development of the plan. (See Annex J)

SUPPLY

The Municipal Administrator is responsible for arranging for the maximum utilization of resources, including availability of those of a specialized nature, needed during an emergency. They will keep an updated inventory of all such resources and arrange for their procurement and distribution on request. They will also plan for the borrowing, rental or purchase of additional emergency resources from local businesses in the event they are needed. (See Annex K)

PUBLIC INFORMATION

The Emergency Program Area Coordinator is responsible for arranging for the dissemination of accurate and timely public information. Dissemination of information should use all media channels available for the purposes of personal safety, survival, advice regarding past, present and potential crisis conditions, minimizing rumours and providing information on assistance available. (See Annex L)

RESCUE

The Emergency Program Area Coordinator is responsible for arranging for the provision of a rescue capability in the Town. The rescue organization will include those services as are familiar or trained in rescue operations including fire, police, volunteers, search and rescue units, medical, first aid teams and ambulances. All aspects of rescue should be considered, e.g. building collapse, lost people, vehicle entrapment, water (lake, river), mountains, etc.

Arrangements will be made for the training and education of professional and volunteer rescue personnel and for the deployment of composite units of rescue personnel. (See Annex M)

PART IV - ASSISTANCE AVAILABLE FROM OUTSIDE AGENCIES

Neighbouring Communities

Provincial Agencies

The Provincial Emergency Program
B.C. Coroners Service
Vancouver Island Health Authority
B.C. Ambulance Service
Ministry of Public Safety and Solicitor General
B.C. Radiation Protection Service
Ministry of Water, Land and Air Protection
B.C. Fire Commissioner
Ministry of Human Resources

Federal Agencies

Emergency Preparedness Canada
Environment Canada
Employment and Immigration Canada
Canadian Transport Emergency Center (CANUTEC)
Department of National Defence

Commercial Agencies

Transportation Emergency Assistance Plan (TEAP)
Chlorine Emergency Plan (CHLOREP)
B.C. Telephone Company (Telus)

Volunteer Agencies

St. John Ambulance

NEIGHBOURING MUNICIPALITIES

1. On (date) the municipalities of Port McNeill, Port Alice and Port Hardy signed a Disaster Mutual Aid Agreement.
2. Under this agreement the senior elected representatives of any of the above municipalities may request the senior representatives of the others to provide employees, volunteer members of the emergency program, equipment, supplies or other property to assist in combating a disaster in which their own resources would be inadequate to cope with the situation.
3. Resources provided are on a cost recovery basis.
4. Each Municipality has provided the others with a list of major equipment resources. Copies of the lists are held by the P.M.E.P. Coordinator.

PROVINCIAL AGENCIES

The Provincial Emergency Program (PEP) (www.pep.bc.ca)

1. PEP, a branch of the Ministry of Public Safety and Solicitor General, is responsible for coordinating the response of the Provincial Government to emergencies occurring within British Columbia.
1. 2. The Headquarters is at 455 Buleskine Road, Victoria, and telephone (250) 952-4913. The Vancouver Island Region Office is at 455 Buleskine Road, Victoria, Phone (250) 952-5848, and Fax (250) 952-4983. 24 hour Number 1-800-663-3456 to report an emergency
2. Requests for provincial, federal or international emergency assistance should be directed to the Regional Office, or, if that office cannot be immediately contacted, direct to the Headquarters which has a 24 hour duty officer.
3. PEP supports the activities of the Municipal Volunteer Services. Volunteers registered with the Program receive an identification card and when called out for authorized training or operations are covered by Workers' Compensation Board provisions and may be entitled to mileage and other costs. When volunteers are called out for training or operations, the Regional office should be notified so that they can assign a Task Number signifying approval and authorization for the volunteers to participate and receive compensation coverage. If a Task Number has been assigned it also constitutes authority to recruit and register volunteer workers at the scene of an emergency who will also be entitled to Workers' Compensation Board coverage.

B.C. Coroner's Service

1. In the event of an emergency involving fatalities, the B.C. Coroner's Service will dispatch available personnel and equipment as follows:
 - a) body bags to hold remains prior to removal to a morgue;
 - b) tags for identification of deceased;
 - c) vehicles to transport the deceased to a morgue or temporary morgue;
 - d) wooden pallets on which bodies may be stored in a temporary morgue;
 - e) forklift and operator to remove pallets and bodies from vehicles into a temporary morgue;
 - f) odontologists to determine identification through dental examination;
 - g) pathologists to perform postmortems and obtain toxicological specimens;
 - h) a morgue detail to record and secure valuables of deceased persons; and
 - i) complete registration of death.

2. It is essential that obviously deceased persons not be moved until the pathologist attending the scene has given his approval.
3. The Port McNeill Coroner's Office is located at the Hospital. The Port McNeill Coroner may be contacted at 956-4461 or at home 956-3789. The Regional Coroner Pacific may be contacted at 387-5255.

Emergency Health Services

1. The Vancouver Island Health Authority and B.C. Ambulance Service are responsible for providing mass casualty and health care services during major emergencies.
2. B.C. Ambulance Service controls and directs the Provincial Ambulance.
3. Locally, Vancouver Island Health Authority is chaired by the Area Director. In a major emergency/disaster, the Area Office is responsible for:
 - a) directing first aid and the sorting of casualties;
 - b) ascertaining the ability of our hospital to accept casualties;
 - c) advising hospitals of the numbers/types of casualties they may expect;
 - d) arranging with hospitals for Triage Teams to go to the site of operations;
 - e) directing the transfer of casualties to hospital; and
 - f) coordinating emergency medical activities with the on-site commander.

Ministry of Human Resources

1. The Ministry of Human Resources will provide assistance to disaster victims who do not have immediate access to assets, income or useable credit cards to meet the cost of food, clothing, shelter or any other feasible service required to meet their immediate needs.
2. Upon activation of the Emergency Welfare Reception Centre, the Ministry, through its Area Manager and District Supervisor, will provide staff and Disaster Welfare Centre Kits to Reception Centres to render income assistance.
3. Emergency Social Services Information, in Victoria 1-800-585-9559.

Radiation Protection Service

1. The Radiation Protection Service, a branch of the Ministry of Health, works closely with the Atomic Energy Control Board to exercise supervision over the use of radioactive materials in regard to such matters as the operation of nuclear facilities, licensing, storage, shipping, etc.
2. The Service can be called upon to provide the following assistance:
 - a) general information;
 - b) inspection of premises or containers;
 - c) investigation of loss or theft of radioactive materials;
 - d) emergency assistance in regard to incidents involving the use of radiation emitting devices and radioisotopes.
3. The Radiation Protection Service is located at 828 West 10th Avenue, Vancouver, B.C. Telephone (604) 874-2331

Waste Management Branch

1. The Waste Management Branch of the Ministry of Water, Land and Air Protection will respond on request to any oil spill or dangerous goods incident within the Province. They will provide advice on the containment and disposal of recovered oil, dangerous goods and debris from spills. If requested, they may assume responsibility for disposal.
2. The assistance of Waste Management Branch should be requested through the Provincial Emergency Program. 1-800-663-3456
3. The Branch is located in Nanaimo. Telephone (250) 751-3100.

Fish and Wildlife Branch

1. If there is a perceived danger to fish and wildlife resulting from an oil spill or other occurrence, the Fish and Wildlife Branch of the Ministry of Water, Land and Air Protection should be advised through the Provincial Emergency Program. 1-800-663-3456
2. The Branch is located in Nanaimo. Telephone (250) 751-3100.

British Columbia Fire Commission

1. The Fire Commissioner has authority to order an evacuation of a building or area under the Fire Services Act of British Columbia, Section 25, Subsection 1, which states: "If an emergency arising from a fire hazard or risk of explosion causes the Fire Commissioner to be apprehensive of imminent and serious danger to life and/or property, or of a panic, he may immediately take the steps he thinks advisable to remove the hazard or risk. He may evacuate a building or an area and may call upon police and fire prevention authorities having jurisdiction to assist him".
2. The Regional Fire Commissioner's Office is at Victoria. Telephone (250) 755-2400. If this number cannot be reached there is a 24-hour Duty Office in Vancouver, telephone (604) 660-9000. *Check numbers*

FEDERAL AGENCIES

Emergency Preparedness Canada

1. Federal participation in an emergency situation arises when a Province requests federal assistance, or when matters within federal jurisdiction are involved, e.g. oil spills at sea or drought that affects a number of Provinces and the national economy.
2. Each province has an Emergency Planning Canada Regional Director who acts as a facilitator in an emergency, monitoring and coordinating federal support if needed.
3. Emergency Planning Canada also administers Disaster Financial Assistance arrangements for the federal government when the effects of a disaster place an undue burden on the province.
4. The B.C. Regional Director is located at 816 Government Street. Telephone (250) 388-3621
Check numbers

Environment Canada

1. The Environmental Protection Service, a branch of Environment Canada, is the federal agency responsible for dealing with environmental emergencies other than marine/ship oil spills, which are the responsibility of the Canadian Coast Guard.

2. If a polluter cannot be identified or is unable to initiate effective counter-measures, the federal government will assume responsibility and initiate legal proceedings to recover costs for the following spills:

- a) spills from shore based facilities to marine waters;
- b) marine "mystery" spills; and
- c) potential land to air/water incidents that may have national or international implications.

3. Federal government policy is that a municipality should not expect to recover costs for clean-up operations of a spill under federal jurisdiction unless the municipality has an unequivocal statement from an authorized federal spokesman, that reimbursement will be forthcoming from the federal department concerned.

4. The Environmental Emergency Branch of the Environmental Protection Services has established the National Emergency Equipment Locator System (NEELS) in which spill clean-up equipment in Canada is listed in a computer by type and location. NEELS provides a list of all equipment within a certain mileage range of a spill, together with its location and the name of the contact that has control of the equipment. This information can be obtained in a matter of seconds. Use of the system through the Environmental Protection Service is free of charge.

5. The Environmental Protection Service is located in Vancouver. Telephone 1-800-663-3456

Employment and Immigration Canada

1. At the request of the province or municipality, Employment and Immigration Canada may provide the following services and facilities:

- a) an Emergency Volunteer Manpower Recruiting Centre to recruit, register, hold, control and allocate volunteers for the use of Emergency Services;
- b) the use of Canada Employment Centre Offices to:
 - i) locate specialist personnel (volunteer or paid);
 - ii) undertake post-emergency assessments of the capability of employers in the disaster area to resume normal operations and re-employ former workers, and to assess the capability of employers in other locations to absorb displace workers;
 - iii) act as a command post or communications centre for use by local emergency services; and
 - iv) provide staff to assist in the registration and reception of evacuees.

2. The Vancouver Island District Office is located at 1111 Blanshard Street, Victoria, telephone (250) 388-3113. Canada Employment Centre. The North Island Regional Office is located at 8755 Granville Street, Port Hardy. Telephone 949-7474. *Check numbers*

CANADIAN TRANSPORT EMERGENCY CENTRE (CANUTEC)

1. CANUTEC is operated by the Transport of Dangerous Goods Branch of Transport Canada. It will provide immediate advice on dealing with any incident involving dangerous goods resulting from a spill, leak, fire or human exposure.

2. CANUTEC operates 24 hours a day, seven days a week, including holidays. Call collect to Ottawa, (613) 996-6666. *Check numbers*

DEPARTMENT OF NATIONAL DEFENCE

1. The Attorney General of B.C. may request the federal government to call out the Canadian Forces in aid of the Civil Power to assist in dealing with civil disaster, riots or insurrection.

2. The province may also request the use of military personnel and/or equipment to assist in combating other types of emergency situations, e.g. floods or snowstorms. The request should be directed to the Commander, Pacific Region, who, if the request is approved, will require the province to sign an agreement to meet incremental costs associated with the operation, i.e. costs over and above normal expenditures such as pay.

3. Headquarters Pacific Region is located at the Dockyard, Canadian Forces Base, Esquimalt. Telephone Director, Regional Operations at (250) 380-2656. *Check numbers*

COMMERCIAL AGENCIES

TRANSPORTATION EMERGENCY ASSISTANCE PLAN (TEAP)

1. TEAP has been established by the Canadian Chemical Producers Association (65 member companies) to provide technical information to workers at the site of a transportation mishap involving chemicals and to alert shippers to the emergency situation.

2. TEAP also has emergency response teams that can be dispatched to the scene of a chemical transportation emergency. Team response is obligatory when requested by a participating company. Teams may also be requested by an official of CANUTEC.

3. During the course of an emergency, a TEAP Regional Response Centre, along with CANUTEC, will continuously monitor the situation and provide advice as appropriate.

4. The Regional Response Centre for B.C. is Occidental Petroleum Ltd., North Vancouver, who provide 24 hour coverage, 7 days per week. Telephone (604) 929-3441. *Check numbers*

CHLORINE EMERGENCY PLAN (CHLOREP)

1. CHLOREP is operated by the Chlorine Institute (35 member companies) to provide advice and response team, if required, to any incident involving chlorine.

2. CHLOREP can be contacted through Occidental Petroleum, North Vancouver, 24 hours per day, 7 days per week, at (604) 929-3441 or through CANUTEC or the Federal Environmental Protection Service. *Check numbers*

Telus

1. To ensure the continuance of telephone communications for Emergency Services in situations where usage is so heavy that the extra load on switching equipment threatens to endanger the use of all lines or where service has been disrupted due to extensive equipment damage, Telus has instituted a system of Line Load Control and Emergency Restoration (LLC & ER).

2. Under this system, selected federal, provincial, municipal and industrial agencies have compiled and forwarded lists of key telephone numbers to receive priority in the restoration of services when there has been damage to exchanges, trunks, loops, terminals, etc. Similar, and in many cases identical, lists have been forwarded indicating telephone numbers to be protected when overload conditions occur or are imminent. Under overload conditions, exchanges will progressively deny service on non-protected lines until dependable service is assured on those lines left in service.

3. The Emergency Program Office has provided Telus (through PEP) with a list of priority telephone numbers for this municipality. At the request of Telus the list is classified as CONFIDENTIAL. It will be updated periodically by Telus through PEP.

ST. JOHN AMBULANCE

1. The Port Hardy St. John Ambulance may provide individual members to work under the direction of medical and B.C.A.S. staff.

Check if applicable

PORT McNEILL EMERGENCY PROGRAM GUIDE

PART V

ANNEXES A – Q

ANNEX A

TOWN OF PORT McNEILL

BYLAW NO. 448

A Bylaw to provide for the development and implementation of emergency plans.

WHEREAS the Council must establish and maintain an emergency management organization to develop and implement emergency plans,

AND WHEREAS the Port McNeill Town Council wishes to provide a comprehensive management program to prepare for, respond to and recover from emergencies and disasters,

NOW THEREFORE, the Town Council in open meeting assembled enacts as follows:

SECTION 1 - CITATION

1.1 This Bylaw shall be cited as the Emergency Measures Bylaw No. 448, 1996.

SECTION 2 - INTERPRETATION

2.1 In this bylaw:

- a) "Council" means the Town of Port McNeill Municipal Council;
- b) "declaration of a state of local emergency" means a declaration of Council or the Mayor that an emergency exists or is imminent in the municipality;
- c) "disaster" means a calamity that:
 - i) is caused by accident, fire, explosion or technical failure or by the forces of nature, and
 - ii) has resulted in serious harm to the health, safety or welfare of people, or in widespread damage to property;
- d) "emergency" means a present or imminent event that:
 - i) is caused by accident, fire, explosion or technical failure or by the forces of nature, and
 - ii) requires prompt coordination of action or special regulation of persons or property, to protect the health, safety or welfare of people or to limit damage to property;
- e) "Port McNeill Emergency Coordinator" means the person appointed by the Council as head of the Town of Port McNeill Emergency Management Organization;
- f) "Mayor" means that member of Council who is head and chief executive officer of the municipality;
- g) "Municipality" means all of the area within the boundaries of the Town of Port McNeill;
- h) "Port McNeill Emergency Coordinator" means that person appointed under Section 3.2;

- i) "Port McNeill Emergency Management Organization" means the Emergency Executive committee, Emergency coordinator and such other persons appointed and functional groups established and which are charged with emergency preparedness, response and recovery measures.

2.2 This bylaw shall be construed in accordance with the Emergency Program Act, RSBC, 1993, Chapter 41 and all Regulations made thereunder. In this bylaw, "Act" means the Emergency Program Act.

SECTION 3 - ADMINISTRATION

3.1 An Emergency Executive Committee shall be composed of:

- a) a Council member (Committee Chairperson);
- b) the Principal Administrative Officer of the municipality;
- c) Emergency Coordinator;
- d) heads of selected functional departments or their designates as determined by the Council, and
- e) such other members that the Council may determine.

3.2 The Council shall appoint a Port McNeill Emergency Coordinator to facilitate emergency preparedness, response and recovery measures.

3.3 Subject to the approval of the Council, the Emergency Executive Committee may:

- a) Make and amend its terms of reference, policies and procedures;
- b) enter into agreements with regional districts or other municipalities for the purpose of emergency assistance or the formulation of coordinated emergency preparedness, response or recovery, and
- c) enter into agreements with individuals, bodies, corporations or other non-government agencies for the provision of goods or services.

SECTION 4 - DUTIES AND RESPONSIBILITIES OF THE COUNCIL

4.1 The Port McNeill Emergency Executive Committee shall prepare and present to the Council for annual review and approval:

- a) a list of hazards to which the municipality is subject and which also indicates the relative risk of occurrence;
- b) plans respecting the preparation for, response to and recovery from emergencies and disasters, which include:
 - i) a periodic review and updating of plans and procedures for that review;
 - ii) a program of emergency response exercises;
 - iii) a training program;

- iv) procedures by which physical and financial emergency resources or assistance may be obtained;
- v) procedures by which emergency plans are to be implemented;
- vi) warning procedures to those persons who may be harmed or suffer loss in an emergency or impending disaster;
- vii) procedures to coordinate the provision of food, clothing, shelter, transportation and medical service to victims of emergencies and disasters, whether that provision is made from within or outside of the municipality; and
- viii) procedures to establish the priorities for restoring essential services provided by the municipality, or recommend priorities to other service providers, that are interrupted during an emergency or disaster.

SECTION 5 - POWERS OF THE COUNCIL

- 5.1 The Council or the Mayor or the Emergency Coordinator may, whether or not a state of local emergency has been declared, cause the emergency plan to be implemented.
- 5.2 The Council by bylaw or resolution, or the Mayor by order, may declare a state of local emergency when the extraordinary power or authority enabled by Section 12 of the Act is required to effectively deal with an emergency or disaster in any part of the municipality.
- 5.3 Upon a "declaration of a state of local emergency" being made, Council or the Mayor shall:
- a) forward a copy of the declaration to the Attorney General; and
 - b) cause the details of the declaration to be published by a means of communication that the Council or Mayor considers most likely to make the contents of the declaration known to the majority of the population of the affected area.
- 5.4 After a declaration of a state of emergency is made under section 5.2 in respect of all or any part of the municipality, and for the duration of the state of emergency, the Council or Mayor may do any or all acts considered necessary and implement procedures that the Council or Mayor considers necessary to prevent, respond to or alleviate the effects of an emergency or a disaster, including any or all of the following:
- a) acquire or use any real or personal property considered necessary to prevent, respond to or alleviate the effects of an emergency or disaster;
 - b) authorize or require any person to render assistance of a type that the person is qualified to provide or that otherwise is or may be required to prevent, respond to or alleviate the effects of an emergency or disaster;
 - c) control or prohibit travel to or from any part of the municipality;
 - d) provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and coordinate emergency medical, welfare and other essential services in the municipality;
 - e) cause the evacuation of persons and the removal of animals and personal property from any part of the municipality that is or may be affected by an emergency or a disaster and make arrangements for the adequate care and protection of those persons, livestock, animals and personal property;

- f) authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program or if otherwise considered by the Council or Mayor to be necessary to prevent, respond to or alleviate the effects of an emergency or disaster;
- g) cause the demolition or removal of any trees, structures or crops if the demolition or removal is considered by the Council or Mayor to be necessary or appropriate in order to prevent, respond to or alleviate the effects of an emergency or disaster;
- h) construct works considered by the Council or Mayor to be necessary or appropriate to prevent, respond to or alleviate the effects of an emergency or disaster;
- i) procure, fix prices for or ration food, clothing, fuel, equipment, medical supplies or other essential supplies and the use of any property, services, resources or equipment within any part of the municipality for the duration of the local state of emergency; and
- j) authorize the Emergency Coordinator to exercise, in any part of the municipality affected by a declaration of a local state of emergency, those specific powers enabled in Section 5.4 and assumed by the Council or Mayor.

5.5 The Council or Mayor must, when of the opinion that an emergency no longer exists in the municipality to which a declaration of local state of emergency was made:

- a) cancel the declaration of a state of local emergency in relation to that part
 - i) by bylaw or resolution, if cancellation is effected by the Council; or
 - ii) by order, if the cancellation is effected by the Mayor; and
- b) promptly notify the Minister of the cancellation of the declaration of a state of local emergency.

SECTION 6 - LIABILITY

6.1 As enabled by the Act, no persons, including, without limitation, the Council, the Mayor, members of the Port McNeill Emergency Management Organization, employees of the Town of Port McNeill, a volunteer and any other persons appointed, authorized or requested to carry out measures relating to emergencies or disasters, is liable for any loss, cost, expense, damages or injury to persons or property that result from:

- a) the person in good faith doing or omitting to do any act that the person is appointed, authorized or required to do under this bylaw, unless, in doing or omitting to do the act, the person was grossly negligent; or
- b) any acts done or omitted to be done by one or more of the persons who were, under this bylaw, appointed, authorized or required by the person to do the acts, unless in appointing, authorizing or requiring those persons to do the acts, the person was not acting in good faith.

SECTION 7 - CITATION AND BYLAW RECISION

7.1 This bylaw may be cited as the "Town of Port McNeill Emergency Measures Bylaw No. 448, 1996".

7.2 Bylaw No. 343, 1987, Emergency Program Bylaw is hereby rescinded.

Read a first time the 19th day of March, 1996.

Read a second time the 19th day of March, 1996.

Read a third time the 19th day of March, 1996.

Reconsidered, finally passed and adopted the ____ day of _____, 1996.

Mayor

Municipal Clerk

Certified to be a true copy of Bylaw No. 448 as adopted.

Municipal Clerk

(This is a copy of the original Bylaw which was duly signed and sealed as required.)

ANNEX B

EMERGENCY SERVICES PLANS

CALL OUT INSTRUCTIONS

GENERAL

1. If a major emergency or disaster should occur during non-working hours, it may be necessary to call out or place on standby, the following elements of the Emergency Program:

- a) elected officials;
- b) the Emergency Program Committee;
- c) the Emergency Operations Centre staff;
- d) Municipal employees; and
- e) the Volunteer Services.

2. Only the Mayor, Acting Mayor, P.M.E.P. Coordinator or Deputy Coordinator can approve the call out.

SEQUENCE OF EVENTS

1. It is anticipated that the initial reports will be received by the Police, Fire or Public Works Department. The person receiving the reports will advise the Municipal Office who will contact the Emergency Program Coordinator and the Mayor or Acting Mayor.

2. On receipt of approval, the Municipal Office will contact and direct that call out or standby instructions be issued to all or some of the following:

- a) Mayor or Acting Mayor - If it has not been possible to contact the Mayor or Acting Mayor previously and the call out has therefore been approved by the P.M.E.P. Coordinator, the Municipal Office should attempt to contact the Mayor or Acting Mayor to apprise him of the situation and request that he notify Council to assemble at the Council Chambers or go on standby, as appropriate. If the Mayor or Acting Mayor still cannot be reached, the Municipal Office should notify Council members directly.

Mayor – (Town Office 956-3111) Also see contact list

- b) Acting Mayor – see schedule #

- c) The Emergency Program Coordinator or Deputy Emergency Program Coordinator should be contacted to call out, or place on standby, those members of the Volunteer Services that he thinks may be required, i.e. Emergency Operations Centre staff, Communications Service, Search and Rescue Service, Welfare Service, Health Service and Public Information Service.

Emergency Program Coordinator – see Contact List

Deputy Emergency Program Coordinator – see Contact List

- d) The Municipal Administrator or Alternate should be contacted to call out, or place on standby, those Municipal Employees that may be required.

Municipal Administrator – 956-3111 or Contact List

Alternate - 956-3111 or Contact List

- e) The Public Works Department should be contacted to call out, or place on standby, members of the Public Works Department that he thinks may be required.

Public Works - 956-3111 or Contact List.

- f) The RCMP should be contacted to call out, or place on standby, those members of the RCMP that may be required.

Commanding Officer, telephone 956-4441 or Contact List Schedule.

- g) The Fire Chief or Deputy Chief should be contacted to call out, or place on standby, those members of the Fire Department that he thinks may be required.

Fire Chief – see Contact List

Deputy Chief – see Contact List

(NOTE: Special call out instructions for members of the Emergency Program Committee are not necessary as all members of the Committee will be contacted through one of the groups above.)

CALL OUT PROCEDURES

The person making the call from the Municipal Office should use the following format when contacting the persons mentioned in the preceding paragraph:

This is of the P.M.E.P. We have an emergency situation as follows: (Brief Description). The Mayor/Acting Mayor/P.M.E.P. Coordinator (as appropriate) has ordered a call out of Port McNeill Emergency program personnel to deal with the situation. Please notify those that you are responsible for that they are to report for duty immediately or please notify those that you are responsible for that they have been placed on standby until further notice. Hang up now and call me back immediately at 956-3111 to authenticate this call.

PLACES OF DUTY

1. Council, less members of the Emergency Program Committee, will assemble at the Council Chambers.
2. The Emergency Program Committee, communications service, will assemble at the Emergency Operations Centre.
3. All others will assemble at their normal work places.

ANNEX C

Resource Directory

RCMP Phone Numbers	956-4441 956-4442 956-4443	
	Residence	Business
Tow Trucks		
Port McNeill Autobody		956-3434
Twin Peaks Autobody		956-2605
Kingcome Towing		956-3958
Ambulance		911
Fire Department - Port McNeill		911
Hospital		956-4461
Fire Department - Nimpkish/Hyde Creek		911
Ambulances		
Port McNeill		911
Western Forest Products – Englewood Div. (Woss/Beaver Cove)		281-2300
Western Forest Products – Port McNeill Div.		956-5200
Answering Service		
Pioneer Answering Service		949-3002
Bus Service		
Port McNeill Stage & Limo		956-4432
School District No. 85		949-6618
Vancouver Island Coach Lines		956-4432
Mt Waddington Transit services		956-3151
Canadian Coast Guard		
Air and Marine Emergencies		1-800-567-5111
Coroner (Regional)		250 952-4150
Cranes/Bulldozers		
WFP (Woss)		281-2300
WFP (Beaver Cove)		928-3031
Lemare Lake Logging	956-4715	956-3123
Dentist		
Dr. D. Baird	956-3707	956-4244
Department of Highways		
Foreman		949-6666

	Residence	Business
Divers Top Island Econauts		956-3525
Doctors Dr. Granger Avery	956-3953	956-3377
Drug Store Ron Downey	956-2473	956-3126
Emergency Coordination Centre	Satellite #	1-866-430-3513
Express Agents Pacific Coastal Airlines Reservations Port McNeill Stage & Limo		949-6477 1-800-663-3721 956-4432
Fire Department Fire Chief Larry Bartlett Assistant Chief Chris Walker	956-4933	949-0825 956-2588
First Aid Personnel		
Forest Fire Reports Ministry of Forests Jack Dryburgh, District Manager	1-800-663-5555 956-3138	956-4416 956-5000

	Residence	Business
Helicopter Services		
Canadian Helicopters		956-4428
West Coast Helicopters		956-2244
Prism Helicopters		956-2777
VIH Helicopters		
Highway Transportation		
Shoprite		956-3323
Island Foods Ltd.		956-3328
Overland Freight	956-4282	956-3141
Hospitals		
Alert Bay - St. George's Hospital		974-5221
Port Hardy Hospital		949-6161
Port McNeill & District Hospital		956-4461
Port McNeill Medical Clinic		956-3377
Immigration Authorities - Nanaimo		
Immunization Centres - see Hospitals		
Lawyers		
Leslie Fillingham		956-4451
Jeffrey Jones & Company - Jeff Jones	973-6413	956-3358
Nowosad & Company - Dan Nowosad	949-6010	956-3228
Logging Companies		
Western Forest Products Ltd.		956-5200
Mayor		
Gerry Furney	956-2446	956-3333
Medical Storages - see Hospitals		
Meteorological Services		
Port Hardy		949-6559
Military		
Comox-Lazo		339-2211
Morgues		
Campbell River District Hospital		287-7111
Motels/Hotels		
Dalewood Inn		956-3304
Haida-Way Motor Inn		956-3373
McNeill Inn		956-3466
Black Bear Resort Ltd.		956-4900

	Residence	Business
Municipal F. Al Sweet, Administration Glen Boyd, Public Works	974-8337	956-3111 956-3111
Newspaper North Island Gazette Ltd.		949-6225
Nurses - see Hospitals		
Office Space Regional District of Mount Waddington North Island College		956-3301 956-4144
Pest and Rodent Control PCO, Victoria		475-1222
Police Alert Bay Detachment Port Alice Detachment Port Hardy Detachment Port McNeill Detachment		911 974-5544 284-3353 949-6335 956-4441
Power Squadron		
Public Health Pam Rardon Kate Green	956-4727 956-4239	956-4700 956-4700
Public Works - see Municipal Works		
Pumps - see Forest Service		
Radiation Monitor CFB Comox		339-2211
Rescue Equipment, Jaws of Life		911

	Residence	Business
Search and Rescue Richard Gerstmar	956-2344	956-5041
Sonar Side Scan Equipment CFB Comox		339-2211
Taxi Port McNeill Stage & Limo		956-4432
Tow Trucks - see R.C.M.P.		
Truck Companies - see Highway Transportation		
Utilities Companies Town of Port McNeill Superior Propane B.C. Hydro & Power Authority Telus		956-3111 1-800-424-8807 949-6341 Operator
VIR PREOC	Satellite #	881-65-149-4673 881-65-149-4674
Welding CLN Machining & Fabricating Ltd. Micron Machine Works		956-2200 956-4504
X-ray Machines - see Hospitals		
Zeballos Village Area Fire Department - Emergency Number Village Clerk	761-4325	761-4323 761-4229

ANNEX D
EMERGENCY SERVICE PLANS
FIRE SERVICE

Role:

1. To provide fire suppression and fire control in an emergency including determination of availability of water supplies apart from the regular hydrant system.
2. To coordinate the use of mutual aid, provincial, federal and private sector fire service support when required.
3. To provide both prime and support fire fighting functions in, but not limited to, the following types of emergencies:
 - earthquakes
 - explosions
 - aircraft crashes
 - industrial emergencies
 - forest fires
 - hazardous material spills
 - urban fires
 - floods
4. To provide a rescue service in cooperation with other municipal departments and agencies.
5. To prepare a fire emergency response plan as part of the Town's emergency plan.
6. To provide assistance in determination of availability of water supplies in the event of a drought, or water contamination.

ANNEX E

EMERGENCY SERVICES PLAN

POLICE SERVICE

Role:

1. As an extension of their normal functions, in an emergency the police will extend its law enforcement, traffic and crowd control, rescue communications, warning and alerting services, to meet the needs of the emergency.
2. To coordinate the use of auxiliary police, special police, mutual aid, provincial, federal and private sector police service support when required.
3. Provide police services as required, but not limited to, the following emergencies:

earthquakes	explosions
floods	hazardous materials
mud slides	aircraft crashes
avalanches	extreme weather
forest fires	industrial emergencies
civil disturbances	power outages
oil spills	
urban fires	
4. To prepare an emergency police response plan for the Town indicating the functions, responsibilities and operational procedures of the police agencies.

ANNEX F
EMERGENCY SERVICE PLANS
COMMUNICATIONS

Role:

1. To coordinate the use of all communications facilities in the Town so as to provide for effective response by all departments to the emergency.
2. To develop an effective warning and alerting system for the public and response agencies.
3. To provide dedicated and support communications to meet, but not limited to, the following potential emergencies:

earthquakes	explosions
floods	hazardous materials
mud slides	aircraft crashes
avalanches	extreme weather
forest fires	industrial emergencies
civil disturbances	power outages
oil spills	
urban fires	

4. To coordinate the use of mutual aid, provincial, federal and the private sector communications service when required.
5. To arrange through a communications planning committee for the development of a communications plan for the Town indicating resources, frequencies and organization necessary and the departments and agencies involved, e.g. police, rescue, hospitals, social services, transportation, etc.

ANNEX G

EMERGENCY SERVICE PLANS

TRANSPORTATION

Role:

1. To arrange for the use of all passenger, freight and livestock transportation facilities. To develop an inventory of the property of the Town as well as private enterprise which may be available and committed in an emergency situation.
2. To coordinate the use of mutual aid, provincial, federal and private sector transportation facilities when required.
3. To develop transport arrangements to respond to, but not limited to, the following emergency situations:
 - earthquakes
 - floods
 - mud slides
 - avalanches
 - forest fires
 - civil disturbances
 - oil spills
 - urban fires
 - explosions
 - hazardous materials
 - aircraft crashes
 - extreme weather
 - industrial emergencies
 - power outages
4. Develop a transportation plan, which will provide for the coordination of all transport and transport systems as part of the municipal plan.

Personnel:

Communications Coordinator

Coordinator - _____
Telephone: (bus.) 956-____ (home) 956- __

Assistant Coordinator - _____
Telephone: (bus.) 956-____ (home) 956- __

Review this section

ANNEX H

EMERGENCY SERVICE PLANS

PUBLIC WORKS

Role:

1. To provide for the inspection and repair of buildings and public utilities, such as water mains, sewers, public roads, public buildings, affected by the emergency situation.

2. To coordinate the use of mutual aid, provincial, federal and the private sector engineering services when required.

3. To provide engineering resources in the event of, but not limited to, the following emergencies:

earthquakes

floods

mud slides

avalanches

forest fires

civil disturbances

oil spills

urban fires

explosions

hazardous materials

aircraft crashes

extreme weather

industrial emergencies

power outages

4. Develop an Engineering Emergency Response Plan, which will indicate the need for coordination with other municipal departments, local industry and indicate the resources available.

**ANNEX H-1
WATER SUPPLY**

Emergency Response Plan for Town of Port McNeill Water Works System

LIST OF POTENTIAL EMERGENCY SITUATIONS

The following is a list of potential emergency situations, which could make the water unsafe, prevent the flow of water, or pose a health risk:

- Contamination of source (ie. Leakage of gas or other hazardous material into the water table)
- Loss of source
- Flooding (danger to Well No. 2 near a watercourse)
- Broken water main
- Pump failure
- Power failure
- Fire (forest fire in watershed, or firefighting with system water)
- Earthquakes

NOTIFICATION TO HIGH RISK FACILITIES OF A WATER SYSTEM FAILURE:

In the event of a water system failure the following must be notified immediately:

- | | |
|--|---------------|
| • Port McNeill & District Hospital | 956-4461 |
| • North Island Secondary School | 956-3394 |
| • Cheslakees Elementary School | 956-3411 |
| • Sunset Elementary School | 956-4434 |
| • North Island College | 956-4144 |
| • Huckleberry House Pre-school & Daycare | 956-3974/3975 |
| • I.G.A. Plus | 956-4404 |
| • Super Valu | 956-2881 |
| • Port McNeill Dental Clinic | 956-4244 |
| • Port McNeill Arena | 956-3522 |
| • Black Bear Resort | 956-4900 |
| • Haida-Way Motor Inn | 956-3373 |
| • Dalewood Inn | 956-3304 |
| • Bo-Banees Café | 956-2739 |
| • Gus's Pub | 956-3554 |
| • Sportsman Restaurant | 956-4113 |
| • McNeill's & McNeill Inn | 956-3446 |
| • M & Y Restaurant | 956-4151 |

High priority shall be given to contacting the above if a water system failure occurs during the operating hours (days) of any of the above. (eg. on weekends, the schools and dental clinic are closed).

**ANNEX H-1
WATER SUPPLY**

EXAMPLES OF POTENTIAL EMERGENCY SITUATIONS AND POSSIBLE RESPONSES:

CONTAMINATION OF SOURCE - SPILLS, VEHICLE ACCIDENT

Actions:

- Shut down pump.
- Notify Health Unit.
- Notify all users.
- Contact government agencies (see below) for advice and assistance.
- Contact Volunteer Fire Department for public service announcement (via loudspeakers on fire trucks).
- Contact local media for public service announcement.
- Arrange alternate source if necessary - e.g. Bottled water, bulk hauler, storage tank.

Contacts: Town of Port McNeill Public Works, Environmental Health Officer, Provincial Emergency Program, R.C.M.P., Ministry of Environment, and Department of Fisheries

LOSS OF SOURCE - (e.g. intake damaged, water table dropped)

Actions:

- Ensure pump is shut off (to protect pump).
- Notify all users
- Contact government agencies (see below) for advice and assistance.
- Arrange alternate source - e.g. another well, bottled water, bulk hauler, storage tank.

Contacts: Town of Port McNeill Public Works, Environmental Health Officer

FLOOD CONDITIONS:

Actions:

- Notify all users regarding the potential for water contamination, loss of pump, power, etc. Users should be advised to store some drinking water in advance, and to boil any suspect water for two minutes or disinfect with chlorine when flood conditions exist.
- Phone government contacts (see below).
- Contact Volunteer Fire Department for public service announcement (via loudspeakers on fire trucks).

**ANNEX H-1
WATER SUPPLY**

FLOOD CONDITIONS (CONT'D):

- Contact local media for public service announcement.
- Arrange alternate source if possible - e.g. bottled water, bulk hauler, storage tank.

Contacts:

- Local Environmental Health Officer, Port McNeill Emergency Program Co-coordinator, Provincial Emergency Preparedness, and Ministry of Environment.

BROKEN WATER MAIN:

Actions:

- Shut pump off.
- Call for repairs (see Contact Phone Numbers List)
- Notify all users of interruption of service.
- Arrange alternate source if necessary - e.g. bottled water, bulk hauler.

Contact:

- Town of Port McNeill Public Works, (see Contact Phone Numbers)

PUMP FAILURE:

Actions:

- Notify all users of interruption of service.
- Call for repairs: see Contact Phone Numbers
- Advise local Public Health Office (if interruption not short-term).
- Arrange alternate source if necessary - e.g. bottled water, bulk hauler.

Contact:

- Town of Port McNeill Public Works, (see Contact Phone Numbers).

POWER FAILURE:

Actions:

- Call BC Hydro
- Start backup generator (see Procedure for Generator)
- Notify all users about interruption of service if backup not capable of maintaining supply.

ANNEX H-1 WATER SUPPLY

POWER FAILURE CONT'D:

- Arrange alternate source if necessary - e.g. bottled water, bulk hauler.

Contact:

- Town of Port McNeill, Local Health Unit.
- Advise local Public Health Office.

FIRE (Forest Fire in watershed, or firefighting with system water):

Action:

- Notify all users of potential need for high volume of water with which to fight a fire.
Request users to conserve water.

Contacts:

- Port McNeill Volunteer Fire Department, Ministry of Forests - Fire Suppression, Town of Port McNeill Public Works, Port McNeill Emergency Plan Co-coordinator

EARTHQUAKE:

Action:

- Take action to deal with any immediate life-threatening situations.
- Clear route to water wells for emergency vehicles.
- Clear area around any remaining water storage tanks for possible use.
- Evaluate the nature and extent of physical damage to systems.
- Eliminate hazards from damaged water system.
- Undertake repair and salvage operations.
- Advise Hydro Utility Company of priority to re-establish service for the restoration of water distribution.
- Arrange for the purification of existing water and distribution to those in need.

Contact:

- Town of Port McNeill Public Works, Fire Department, Provincial Emergency Program Coordination Center, Local PEP Coordinator, Emergency Social Services Coordinator, Local Environmental Health Office, Media, R.C.M.P., BC Hydro

**ANNEX H-1
WATER SUPPLY**

BACKUP GENERATOR

**STANDARD OPERATING PROCEDURE FOR SWITCHING TO ALTERNATE POWER SUPPLY
- NUMBER 3 WELL:**

STARTUP

1. Move portable generator from Public Works Yard to Number 3 Well.
2. Disconnect main hydro in well house.
3. Change selector from hydro to generator.
4. Plug in #3 Well cable to wall receptacle
5. Start generator - allow 2 minutes for warm-up.
6. Switch on #3 Well power switch inside generator.
7. Switch on generator main switch inside well house.

SHUTDOWN PROCEDURE

1. Switch off generator main switch inside well house.
2. Switch off #3 Well power switch inside of generator.
3. Turn generator off.
4. Unplug #3 well cable from wall receptacle.
5. Change selector from generator to hydro.
6. Re-connect main hydro in well house.
7. Move generator back to Public Works Yard.

**ANNEXT H-1
WATER SUPPLY**

LOCATION OF RESOURCES IN THE EVENT OF ANY EMERGENCY:

PERSONNEL:

In the event of an emergency, the most senior employee of the Town's Public Works Department who is available (Public Works Foreman) will assess the emergency and determine what action is required.

The Public Works Foreman will delegate a member of staff to commence contacting individuals on the "Contact Phone" list.

It is critical that in addition to arranging with all necessary contractors, that the Mayor and Councillor in charge of Public Works be notified of any emergency. They field many calls from the general public and must be kept informed.

If an emergency occurs during regular working hours, the Staff at the Town Office must be informed, they will also be providing information to the general public and media. Should an emergency occur outside of normal working hours, the Corporate Administrator must be notified.

WATER MAIN PLANS:

All water main plans are located in at least three places:

- Town Office Public Works Office, 1775 Grenville Place
- Public Works Yard-Office, 681 Tower Street
- Pickup truck operated by the Public Works Foreman, 681 Tower Street or 2511 Cassiar Place.

These plans show the location of every water line within the Town Boundaries, their "shutoffs" and fire hydrants.

CONTACT LIST:

The Contact Phone Number list contained within this Plan is also located:

- At the Town Office, 1775 Grenville Place
- At the Public Works Office, 681 Tower Street
- In the Port McNeill Emergency Plan, 1775 Grenville Place
- At the Fire Hall, 2705 Haddington Crescent

**ANNEX H-1
WATER SUPPLY**

LOCATION OF TOOLS & MAINTENANCE EQUIPMENT:

Tools, equipment and repair parts necessary in the event of an emergency are stored at the Public Works Yard, 681 Tower Street.

Electricians, Pump Repair Companies and Machining Companies who are available to aid the Town in the event of an emergency will provide specialized equipment.

ANNEX I

EMERGENCY SERVICES PLAN

HEALTH AND MEDICAL SERVICES

Role:

1. To provide arrangements for the medical and public health services in the event of an emergency.
2. To coordinate the use of mutual aid, provincial, federal and private sector health and medical services when required.
3. To provide public health and medical services in the event of, but not limited to, the following emergency situations:

earthquakes	explosions
floods	hazardous materials
mud slides	aircraft crashes
avalanches	extreme weather
forest fires	industrial emergencies
civil disturbances	power outages
oil spills	
urban fires	
4. To prepare a public health plan and medical response plan as part of the Town's Emergency Plan.

ANNEX J

EMERGENCY SERVICES PLAN

SOCIAL SERVICES

Role:

1. To provide the following services for persons in need following an emergency situation in the Town of Port McNeill or for persons evacuated to the Town from other disaster areas:

lodging	feeding
clothing	registration and inquiry
personal services	

2. To coordinate the use of mutual aid, provincial, federal, volunteer and private sector support when required.

3. To provide all or some of the services indicated in (1) above in, but not limited to, the following types of emergencies:

earthquakes	explosions
floods	hazardous materials
mud slides	aircraft crashes
avalanches	extreme weather
forest fires	industrial emergencies
civil disturbances	power outages
oil spills	
urban fires	

4. To develop a Social Services Plan for the Town, involving all volunteer and church agencies, and using the local schools and civic centres, the resources of other departments and private businesses, including hotels and motels.

ANNEX K
EMERGENCY SERVICE PLANS

SUPPLY SERVICE

Role:

1. Responsible for making arrangements to purchase or rent supplies needed by municipal services to meet their emergency response needs.
2. To coordinate the use of mutual aid in regard to provincial, federal and private sector supplies required to meet the emergency.
3. To develop a plan for obtaining supplies required in an emergency and coordinating the plan with the Town's transportation plan to ensure prompt delivery where required.

Personnel:

Supply Coordinator
Municipal Administrator
Telephone: (bus) 956-3111

Facilities:

Town
Departments with relevant resources

ANNEX L

EMERGENCY SERVICE PLANS

INFORMATION SERVICE

Role:

1. To develop a capability to distribute emergency information of direct concern to the public affected by the emergency and to the public at large.
2. Coordinate the resources for the agencies capable of disseminating information: local newspapers, radio and television stations and possible printing and distributing services.
3. The preparation of press releases, organizing press conferences and producing information bulletins in the event of any emergency.
4. To prepare a Public Information Plan as part of the Town's Emergency Plan.
5. To coordinate public information distribution with provincial, federal and private sector officials as required.

ANNEX M

EMERGENCY SERVICE PLANS

RESCUE SERVICES

Role:

1. To provide rescue capabilities that are capable of any type of search and rescue, e.g. lost people, vehicle entrapment, building collapse, inland water, mountain.
2. To coordinate the use of mutual aid, provincial, federal, volunteer and private sector rescue services as required.
3. To respond to, but not limited to, the following types of emergencies as required:

earthquakes	explosions
floods	hazardous materials
mud slides	aircraft crashes
avalanches	extreme weather
forest fires	industrial emergencies
civil disturbances	power outages
oil spills	
urban fires	
4. To develop a municipal plan for rescue to include coordinating of all agencies having rescue capabilities, public and private; coordination with hospitals, ambulance service, doctors, nurses, etc.

ANNEX N

EMERGENCY PREVENTION

CONCEPTS

Emergency prevention is the key to long-term reduction of loss of life and property damage. Prevention is the process of aligning land use and construction practices with the characteristics of the environment that include natural and man-made forces capable of causing great property damage and human suffering.

Hazard Risk Analysis is the first stage in a program of emergency prevention. Hazard Risk Analysis is the process of identifying the types and magnitude of hazards this Town is susceptible to, as well as assessing the probability of occurrence over a significant length of time. Coupled with engineering data, we can then project the probable property damage, injury and loss of life expected from a given magnitude disaster occurring in a specific place and time.

Developing Risk Standards is the second stage in a program of emergency prevention. Risk Standards are the degree of hazard risks that are acceptable (or unacceptable) by the Town.

The third stage in an emergency prevention program is the integration of Risk Standards into the development approval process of the Town, including as applicable, the Community planning process, permit and environmental review, zoning and subdivision bylaws, fire, safety and building codes.

RESPONSIBILITIES

The following emergency prevention responsibilities are therefore to be included in the plans for each municipal department with relevant emergency planning responsibilities:

1. identifying hazard risks;
2. develop risk standards;
3. integrate hazard considerations into construction codes;
4. integrate hazard considerations into the community planning process; and
5. integrate hazard consideration into the permit review process.

ANNEX 0

DAMAGE ASSESSMENT

OPERATIONAL CONCEPTS

Damage assessment is the responsibility of each department having involvement in this plan.

Damage assessment information regarding the severity and magnitude of an emergency will provide the Emergency Program Executive Committee with an indication of the need for assistance from the provincial government.

In Some instances such as catastrophic earthquake the request for provincial assistance would be automatic, but in other cases where the damage may be slow to occur as in a flood situation, damage assessment or the potential for damage will be a continuing process to pinpoint needs.

Damage assessment is also required in the recovery phase in order to develop priorities for rehabilitation and the needs of individuals and areas within the Town of Port McNeill.

Damage assessment will therefore be broken down into damage to the public sector and damage to the private sector.

RESPONSIBILITIES

In the event of a major emergency when provincial and federal aid is sought and provided, the Town will be required to provide damage assessors with damage information by listing and mapping areas of damage to private property and public facilities separately.

It is expected that the following municipal departments will form part of the damage assessment team:

- engineering
- fire
- transportation

with assistance from other departments and agencies as required.

Municipal damage assessors will work with the provincial and federal assessors in the development of a summary report to serve as the joint official damage report.

ANNEX P

REPORTING TO PROVINCIAL AGENCIES

Certain incidents must be reported to authorities of the provincial government, even though they may be handled by local authorities entirely:

Report to Regional Manager - Provincial Emergency Program Phone 1-800-663-3456
- VIR PREOC (satellite) 881-65-149-4673/4674

1. any oil, gasoline or diesel spill;
2. any spill or hazardous materials or chemicals;
3. any fire in a building in which radioactive material is stored;
4. any accident involving a vehicle or train carrying radioactive materials;
5. any theft or loss of radioactive materials;
6. any exposure of personnel to radioactive material;
7. any pesticide spills; and
8. any requests for disposal of hazardous chemicals or pesticides.

Report to Fire Commissioner's Office - 251-3131 *Check Number*

1. any fire of suspicious origin; and
2. any fire involving loss of life.

ANNEX Q

ANIMAL CARE

Emergency situations of many kinds will affect our animal population. The following plans will provide assistance in overcoming most problems.

FARM ANIMALS

Evacuate only as a last resort and only with consultation of the Livestock Branch, Ministry of Agriculture and Foods. Any assistance required regarding the effects of a given emergency on livestock can also be obtained from the Livestock Branch. In the event emergency feeding requirements become essential, your Municipal Farmer's Association will coordinate these activities by getting feeding formulas registered on an ongoing basis.

DOMESTIC ANIMALS

People that are evacuated are requested not to take domestic animals unless going to stay with friends or relatives. In times of prolonged evacuation, the Municipal Pound in conjunction with the Social Services Officials will undertake regular feeding of all pets. Registration forms are available from evacuation centres.

ANNEX R

BRITISH COLUMBIA TSUNAMI WARNING PLAN (TIDAL WAVES)

GENERAL

1. In the event of a Tsunami Warning by the Pacific Tsunami Warning System (Hawaii, U.S.A.) they will notify the British Columbia Provincial Emergency Program Coordinator (PEP).
2. PEP in turn notifies R.C.M.P. HQ in Vancouver, who will broadcast the warning to all coastal R.C.M.P. Detachments.

THE LOCAL PLAN

1. When Port McNeill R.C.M.P. receive the Tsunami Warning, R.C.M.P. will contact those agencies and industries in our local area, as per attached distribution list. The agencies/industries will in turn disseminate this information via their own communications networks to employees and interested parties in their respective fields.
2. If contact cannot be established through company networks, this problem should be referred back to the R.C.M.P. for attempts at alternate means. By involving companies and other agencies in the dissemination process, this information can cover the widest possible area, in the least amount of time.

It will be the responsibility of the police to notify residents adjacent to the water of the Tsunami Warning. This includes Beach Drive, Hyde Creek and Nimpkish Heights' area. Assistance may be required from PEP volunteers or the Fire Department.