



SAINT JOHN

City of Saint John

Municipal Emergency Response Plan

**Saint John Emergency Management Organization
City of Saint John P.O. Box 1971
Saint John, NB E2L 4L1**



**EMERGENCY MANAGEMENT ORGANIZATION
GESTION DES SERVICES D'URGENCE**

October 25, 2023

SAINT JOHN EMERGENCY RESPONSE PLAN



MUNICIPAL EMERGENCY RESPONSE PLAN

FORWARD

Saint John Common Council adopted the city's original *The City of Saint John Municipal Emergency Response Plan* (MERP) in 1998 and its most recent update in 2021. As part of the adoption of the updated MERP, Common Council, in concert with the Public Safety Committee, adopted the Safety and Continuity Management Program of Plan / Do / Check / Act, and a Service Review Schedule which include a regular review of the MERP.

The Saint John Emergency Management Organization (SJEMO) in the winter of 2015, adopted the Incident Command System (ICS) as the emergency management framework for managing large scale incidents. The following Municipal Emergency Response Plan follows the nationally recognized Incident Command System.

GUIDING PRINCIPLES

In Canada, municipalities are responsible for the first response to emergencies within their boundaries, supported by the provincial government if the scale of the emergency exceeds municipal capabilities.

SJEMO has adopted the following guiding principles to ensure the highest standard of municipal response.

- *SJEMO activation* – The Saint John Emergency Management Organization is mobilized when an emerging incident is beyond the scope, capacity and capability of primary response agencies and requires coordination of resources.
- *Partnerships* – All members of the community have a role to play in emergency management. Emergency preparedness starts at the level of the individual and households and includes private sector businesses; industrial partners; volunteer and non-government organizations and academia. Effective partnerships with the emergency management organization and first response agencies must be based on effective collaboration, coordination, and communication.
- *Continuous Improvement* – SJEMO aspires to be better today than it was yesterday and better tomorrow than it is today. Through a vigorous and systematic after-action review process following any incident, SJEMO aims to learn from any gaps and improve emergency preparedness, emergency response and measurement of success.
- During emergency mitigation SJEMO will follow ICS identifying Problems and Priorities; setting objectives; establishing strategies and dispatching resources to carry out the necessary tasks with a positive perspective. All ideas and viable solutions will be explored. (See PPOST)

COMPANION PLANS (not accompanying the MERP)

- Evacuation Plan
- Pandemic Plan
- Flood Mitigation Plan
- Emergency Social Services Plan
- Communication Plan – Including Crisis Communication Plan

AMENDMENTS TO MUNICIPAL EMERGENCY RESPONSE PLAN (Proprietary)

- All Hazards Municipal Response Actions including Site Specific Emergency Response Plans

AUTHORITY

This plan is adopted by Council, under the authority of the *New Brunswick Emergency Measures Act*; and The City of Saint John By-Law Number EM-7, A By-Law to Formulate Plans in the Event of An Emergency, also known as the *Saint John Emergency Measures By-Law*, originally enacted by Common Council on September 12, 2005 (See Appendix A and B).

Responsibility for the management of municipal emergency operations rests with the Mayor and Council. Council is the ultimate authority for decision-making during an emergency while delegating operational decisions to the Saint John Emergency Management Organization Director.

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The EMO (Emergency Management Organization) Director is responsible for coordinating the efficient emergency response operations in the community on behalf of the Mayor and Council. The Director may activate the Emergency Operations Center partially or fully, depending on the magnitude of the emergency.

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PART 1 – GENERAL INFORMATION

Introduction

Purpose

The purpose of this Municipal Emergency Response Plan (MERP) is to outline procedures to be followed by local government to provide a prompt and coordinated response to an emergency, and activities that support emergency preparedness. The MERP addresses incidents that may cause damage of a magnitude warranting activation of the Emergency Operations Centre (EOC).

Scope

The scope of this plan includes officials and staff of the municipality of Saint John and assisting agencies within the boundaries of The City of Saint John. It also provides for support of neighbouring jurisdictions under provincial or federal authority if called upon to do so. The MERP **does not** address emergencies which are normally handled at the scene by the appropriate first responding agencies.

Vision

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

Mission

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

LIST OF AMENDMENTS:

| AMENDMENT NO. | DATE | BY WHOM AMENDED | DATE AMENDED |
|----------------------|-------------|-------------------------|---------------------|
| 01 | 2021-08-04 | Public Safety Committee | 2021-09-20 |
| 02 | 2023-10-25 | Public Safety Committee | |

Copies of the complete Municipal Emergency Response Plan and any amendments to be provided to the following Distribution List by title or equivalent:

- | | |
|---------------------------------|---------------------------------------------------|
| Mayor and Council | Commissioner of Human Resources |
| Chief Administrative Officer | Manager of Supply Chain Management |
| General Council | Commissioner of Growth and Community Services |
| Common Clerk | Commissioner of Public Works and Transportation |
| Fire Chief / Director of EMO | Commissioner of Utilities and Infrastructure |
| Police Chief | Chief of Staff and Chief Financial Officer |
| Director of External Relations | Operations Manager, Stormwater Rural |
| Manager of EMO | |
| Other Stakeholder agencies: | |
| Saint John Energy | NBEMO Saint John Transit Horizon Health |
| Red Cross | Salvation Army Industrial Stakeholders |



| | |
|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. General Information | |
| 1.1 | Background |
| 1.1.1 | <p>Emergency situations, at times, generate confusion with respect to roles, responsibilities, and jurisdictions. By means of the following Municipal Emergency Response Plan, needless duplication of effort or waste of resources will be reduced. MERP was developed using the Incident Command System and was refined with the CSA (Canadian Standards Association) Z1600-17 Emergency and Continuity Management Program.</p> <p>MERP is divided into three colour-coded parts.</p> <ol style="list-style-type: none"> a. Part 1 (Green): General Information. b. Part 2 (Yellow): Municipal Response/Actions; and c. Part 3 (Red): Roles and Responsibilities during Activation. |
| 1.2 Areas of Influence and Interest | |
| 1.2.1 | <p>In the event of an emergency, delineating areas of influence and interest is critical to managing and coordinating, limiting disruption, and ensuring that only the resources required during the emergency are used. As defined:</p> <ol style="list-style-type: none"> a. The Area of Influence is tied to jurisdictions and the requisite authorities to commit the necessary resources to influence the outcome of an emergency. b. The Area of Interest is defined by defined by geography, connectivity, and time. The Area of Interest is further defined by actual or potential events, normally situated outside the area of influence, which may impact the region. |
| 1.3 Phases of an Emergency | |
| 1.3.1 | <p>An emergency will normally graduate through four distinct phases. They are:</p> <ol style="list-style-type: none"> a. The Warning Phase consists of actions taken to counter and curtail the effects of the incident. These include alerting the public and Municipal authorities and preparing resources. b. The Impact Phase refers to the event itself. c. The Response Phase, which may overlap the Impact Phase, covers the period during which the emergency is brought under control. d. The Recovery Phase is the clean-up period used to return the community to normal. |
| 1.4 Graduated Response | |
| 1.4.1 | <p>A graduated response allows for the control and coordination of resources assigned to deal with an emergency. It allows for the use of only those resources, human and material, necessary to meet the requirements of that emergency and speaks to attempting to deal with an emergency at the lowest</p> |



level practicable. In keeping with this concept, the response at the Municipal level will be tailored to meet the circumstances of a given emergency.

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|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.5 | Levels of Responsibility |
| 1.5.1 | <p>The municipal level of emergency management falls into a graduating system of increased responsibility, areas of influence and interest that are based on the various levels of government authority in the Province of New Brunswick as follows:</p> <ol style="list-style-type: none"> a. Individual – Individuals are responsible for themselves and their immediate family and include household and neighbourhood preparations such as the 72 Hour Emergency Preparedness Kit. b. Municipal/Local Authority Response – Municipal level resources managed by local Mayors and Councils, and Local EMO. c. Regional – Regional level resources coordinated by the NB EMO Regional Emergency Management Coordinators (REMC) and Regional Emergency Action Committees (REAC). d. Provincial – Government of New Brunswick resources managed by the Department of Justice and Public Safety (JPS) and NB EMO. e. National – Government of Canada resources managed by Public Safety Canada. |
| 1.6 | Levels of Response |
| 1.6.1 | <p>A graduated response will focus efforts to ensure the lives and welfare, and property of citizens and the environment are at the forefront of response actions. As such, the following levels of response will be used:</p> <ol style="list-style-type: none"> a. Individual Response – Assist municipal and local authorities in identifying the emergency. b. Municipal or Local Authority Response – Municipal authorities are responsible for dealing with the emergency. c. Regional Response - When the capacity of the local authority is exceeded or is likely to be exceeded, a regional response is activated through the REMC. d. Provincial Response - When a regional response is insufficient, the REMC will request assistance from the Provincial Emergency Action Committee (PEAC). e. National Response - If additional response is required, federal support and assistance will be arranged by the PEAC. |
| 1.7 | Authority – Minister of Justice and Public Safety |
| 1.7.1 | <p>In accordance with the Emergency Measures Act, the Minister of Justice and Public Safety is responsible for emergency declarations, executive coordination, and assigned executive powers. The Minister advises the Premier and Executive Council on emergency management and security matters, and coordinates the assistance provided by:</p> <ol style="list-style-type: none"> a. Department of Justice and Public Safety, Deputy Minister. b. Police, Fire and Emergency Services Division, Assistant Deputy Minister. |



- c. Executive Director Emergency Services.
- d. Director Office of the Provincial Security Advisor; and
- e. Director Emergency Measures Organization.

The Minister shall coordinate emergency measures plans within the province and may delegate powers vested in him by or under the Emergency Measures Act. Subject to the approval of the Lieutenant-Governor in Council, the Minister may:

- a. Enter into agreements with the Government of Canada (GoC), the government of a province or territory of Canada or the government of a state of the United States of America, or an agent of any of them, with respect to emergency measures plans.
- b. Enter into agreements with the GoC and the Workplace Health, Safety and Compensation Commission for the administration and payment of compensation benefits to persons engaged in training or carrying out duties related to a state of emergency or a state of local emergency; and
- c. Acquire by purchase or lease of real and private property for the purposes of administering the NB EMO.

The Minister may:

- a. Divide the Province into districts and sub-districts for the purposes of the Emergency Measures Act.
- b. After consultation with a municipality, designate the boundaries of the municipality to include areas adjacent thereto.
- c. Require municipalities to prepare emergency measures plans, including mutual assistance programs, and to submit them to the Emergency Measures Organization for review for adequacy and integration with the Municipal Emergency Response Plans.
- d. Establish procedures for the prompt and efficient implementation of emergency measures plans; and
- e. Require any person to develop emergency measures plans in conjunction with the Emergency Measures Organization or the municipalities to remedy or alleviate any hazard to persons, property or the environment that is or that may be created:
 - 1. By a condition that exists or may exist on that person's property.
 - 2. By that person's use of property.
 - 3. An operation in which that person is or may be engaged; or
 - 4. By a process that that person is or may be utilizing.

1.8 States of Emergency: New Brunswick Emergency Measures Act

1.8.1

The Minister of Justice and Public Safety may at any time, when satisfied that an emergency exists or may exist, declare a *state of emergency* in respect to all or any area of the province for a maximum of **14 days**. The mayor of a municipality may, under similar circumstances, declare a State of Local Emergency (**SOLE**) in respect of that municipality or part of that community for a maximum of **7 days**.

When a state of emergency or a state of local emergency has been declared under this Act, the Minister or the municipality shall immediately cause the details of the declaration to be



communicated or published by those means that the Minister or municipality considers the most likely to make the contents of the declaration known to the civil population of the area affected.

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

- a. To cause an emergency measures plan to be implemented.
- b. To acquire or utilize or cause the acquisition or utilization of any private property by confiscation or by any means considered necessary.
- c. To authorize or require any person to render the aid that the person is competent to provide.
- d. To control or prohibit travel to or from any area or on any road, street, or highway.
- e. To provide for the maintenance and restoration of essential facilities, the distribution of essential supplies and the maintenance and coordination of emergency medical, social, and other essential services.
- f. To cause the evacuation of persons and the removal of livestock and movable property threatened by a disaster or emergency, and plan for the adequate care and protection of them.
- g. To authorize any person properly identified as authorized by the Minister, by the Emergency Measures Organization or by the municipal emergency measures organization to enter any building or on any land without warrant.
- h. To cause the demolition or removal of any building, structure, tree, or crop if the demolition or removal is necessary or advisable for the purposes of reaching the scene of a disaster, of attempting to forestall its occurrence or of combatting its progress.
- i. To procure or fix prices for food, clothing, fuel, equipment, medical or other essential supplies and the use of property, services, resources, or equipment; and
- j. To order the assistance, with or without remuneration, of persons needed to carry out the provisions mentioned in this section.

And in addition, the Minister may authorize or require a municipality to cause an emergency measures plan for the municipality, or any part of the municipality, to be implemented.

1.9 Saint John Emergency Management Organization (SJEMO)

When a substantial municipal involvement is indicated or when there is a need to coordinate a municipal response, SJEMO will be activated.

1.9.1 When credible information supports the need for a coordinated municipal response, SJEMO may be assembled by the EOC coordinator or designate at any time before or during an emergency. The SJEMO will use the following activation levels:

- a. **Level 1 (Green):** Enhanced Monitoring: Continuous monitoring by all SJEMO members of an emergency that may require immediate municipal response.
- b. **Level 2 (Yellow):** Partial Activation: Once notified, selected SJEMO members may be called in to assist in supporting ongoing efforts towards an emergency.

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- c. **Level 3 (Red)**: Full activation: All SJEMO members are to report to the EOC or as directed.

The EOC will be managed by the SJEMO Manager or his/her designate. The precise municipal representation in the EOC will depend on the nature and scope of the emergency. It may also include provincial, federal, or other agency representatives, as necessary.

SJEMO will:

- a. Assess a potential emergency within three risk areas:
 - **natural hazards** – the risks associated with natural (geological, meteorological, or biological) hazards (e.g., earthquake, landslide, flood, drought, pandemic influenza, foot and mouth disease, insect infestation).
 - **intentional human actions** – the risks associated with chemical, nuclear, or other hazards, resulting from deliberate actions (e.g., terrorism, sabotage); and
 - **unintentional human actions** – the risks associated with chemical, nuclear, or other hazards resulting from accidents (e.g., hazardous material spill or release, explosion/fire, water control structure/dam/levee failure).
- b. Prepare or review contingency plans and procedures.
- c. Consider the deployment of resources and Incident Commanders to an emergency.
- d. Monitor operations, provide direction to departments, regions, Incident Commanders.
- e. Provide situation updates and making recommendations to the Director; and
- f. If the emergency escalates to the point where further powers are required, the Municipal EM Coordinator may recommend to Mayor and Council that a State of Local Emergency be declared in accordance with the Emergency Measures Act (R.S.N.B. 2011, c. 147) and the municipal by-law (EM-7).

1.10 Emergency Operations Center (EOC)

When a substantial Municipal response is required, SJEMO will be activated and report to the EOC or other assigned location(s). The EOC shall contain the necessary working accommodations and communications to enable proper coordination. In addition to the EOC, departmental operation centres or other designated facilities may be established to control and direct departmental operations.

1.10.1

When required, the following activation levels will be used to notify members of SJEMO. The alert will come from the SJEMO Director or designated alternate. The levels are:

- a. **Level 1 (Green)**: Enhanced Monitoring: Continuous monitoring by all SJEMO members of an emergency that may require immediate Municipal assistance.
- b. **Level 2 (Yellow)**: Partial Activation: Once notified, selected SJEMO members may be called to assist in supporting ongoing efforts towards an emergency.
- d. **Level 3 (Red)**: Full Activation: All SJEMO members are to report to the EOC or as assigned (which could include remote location(s)).



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| 1.11 | Activation Timeline (Municipal Activation Timeline link) |
| 1.11.1 | <p>Irrespective of the emergency, when activated, the EOC will use the attached timeline to ensure interoperability within the municipality and with those attending in a mutual aid capacity.</p> <p>In addition, NB EMO is available 24 hours a day, 365 days a year. As part of their normal duties, the NB EMO staff will monitor events that may impact New Brunswick.</p> |
| 1.12 | Local Service Districts (LSDs) |
| 1.12.1 | <p>The Department of Environment and Local Government (DELG) Local Service Managers (LSMs) are members of the REAC. They will monitor, and if necessary, coordinate with the REMC for all emergency planning and operations for LSDs.</p> <p>On occasion, municipalities may be requested to support operations in neighboring LSDs. As such, the City of Saint John will be prepared to assist. Cost capture will be initiated upon receipt of any request.</p> |
| 1.13 | Emergency Communications - / Crisis Communication |
| 1.13.1 | <p>The City of Saint John will use the following communications platform:</p> <ol style="list-style-type: none"> a. Operational Communications: Routine communications will use the most efficient means available with due regard to maintaining records of decisions and actions taken. Depending on the nature of the emergency or immediacy of the communication, other means may be required: <ol style="list-style-type: none"> 1. <i>Trunked Mobile Radio (TMR)</i> will allow all agencies to communicate verbally via a mutual aid channel designated by Provincial Mobile Communications Center (PMCC). Such a channel should be requested by the responding agency and maintained for the duration of the event, with additional channels designated, as necessary. PMCC should record all communication on this system. 2. <i>Social Media</i>, the City's website, cloud-based platforms, and other technology may be used to connect the EOC to a REOC (Regional Emergency Operations Centre) to simultaneously exchange information such as event logs, imagery, and detailed maps. When available, these should be linked to ensure maximum awareness between various agencies contributing to the response. Data must be captured and recorded at scheduled intervals and during significant events. 3. <i>Telephone:</i> With reduction of the traditional land line within the municipal organization and the increased use of cellular communications, cellular communication will be the most popular method of rapidly connecting two individuals. Vulnerabilities include downed lines or cell towers, loss of voice quality, restriction of information sharing and poor record keeping. |



4. *Virtual*: With the increased use of virtual meeting platforms such as ‘Teams’ or ‘Zoom’, it has become easier and more efficient to hold virtual briefing meetings. Vulnerabilities of this method include no data connection or poor connection quality.

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

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

1.14 Non-Governmental Organizations (NGOs) / Volunteer Agencies

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

Many volunteer agencies are prepared to offer their services in an emergency. These volunteers should be encouraged. Where appropriate, a memorandum of understanding or a letter of intent should be prepared and signed by municipal authorities and the volunteer agency.



These memoranda or letters should specify the forms of assistance to be provided and the arrangements, including financial, for its provision. These formal arrangements are useful to ensure the coordination of volunteer activity. Procedures for obtaining and rendering assistance are to be set out in Municipal Emergency Response Plans. Volunteer agencies will, depending on their assigned task, be allotted to the appropriate emergency response departments who will control and coordinate the volunteer agency response.

The following is an example list of NGOs and assisting agencies:

| AGENCY | FORMS OF ASSISTANCE | DEPARTMENT |
|--------------------------------------------------|----------------------------------|---------------------------------|
| Emergency Measures Communication Group (EMCG) | Communications | NB EMO |
| Civil Air Search and Rescue Association (CASARA) | Air Searches & Air Support | DND and NB EMO |
| NB Ground Search & Rescue | Ground Searches | RCMP & NB EMO |
| Canadian Red Cross | Welfare, Registration & Inquiry | Emergency Social Services (ESS) |
| Salvation Army | Social Services & Food Services | Emergency Social Services (ESS) |
| St. John Ambulance | Medical | Emergency Social Services (ESS) |
| RCMP Auxiliary Police | Law & Order | RCMP & NB EMO |
| Point Lepreau Wardens Service | Notification and Traffic Control | NB EMO |

1.14.1

1.15 Mutual Aid and Request for Assistance (RFA)

1.15.1

The municipality may become overwhelmed at any time during an emergency. Therefore, additional resources from neighbouring jurisdictions may be required. Mutual Aid arrangements as well as arrangements with local volunteer agencies may be utilized.

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

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

1.16 Termination of Operations / Recovery

1.16.1

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



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

1.16.2

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

- a. Impact on Life / Social Effects:
 - (1) Loss of life.
 - (2) Injury to persons and animals
 - (3) Stress and psychological trauma.
 - (4) Focus on the short term, foregoing long-term goals and opportunities.
 - (5) Delay of programs that serve on long-standing social needs; and
 - (6) Gaps in community economic classes tend to widen.

- b. Physical Effects:
 - (1) Damage to buildings, commercial structures, and community facilities.
 - (2) Alteration of the landscape, such as in landslide or major flood; and
 - (3) Environmental contamination by chemicals or pollutants.

- c. Economic Effects:
 - (1) Loss of business.
 - (2) Loss of jobs; and
 - (3) Reduced cash flow within the community.

1.16.3

The following are possible participants during the recovery phase of an emergency:

| Potential Participant | Services they may be able to provide: |
|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Animal Care Groups | <ul style="list-style-type: none"> • Provide advice on animal care and temporary shelter for animals |
| Banks and Credit Union | <ul style="list-style-type: none"> • Provide financial support to residents and businesses. |
| NB Housing | <ul style="list-style-type: none"> • Provide temporary shelter during reconstruction. |
| Canada Post | <ul style="list-style-type: none"> • Temporary Mail delivery services |
| NB Social Services | <ul style="list-style-type: none"> • Ongoing financial assistance for homeless in the long term • Additional assistance for persons already on assistance. |
| NB Health Authorities | <ul style="list-style-type: none"> • Provide advice on disease prevention during clean-up • Provide advice on drinking water and septic system safety • Arrange for inspections • Provide advice on medical and mental health issues |
| Employment and Social Development Canada | <ul style="list-style-type: none"> • Employment Insurance |

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| | Insurance Corporations | <ul style="list-style-type: none"> • Vehicle and Property Damage Claims • Cash advance for people with damage to homes and vehicles. | | |
| | Local Government | <ul style="list-style-type: none"> • Public Information • Debris removal • Inspection Services and Building Permits | | |
| | School Boards | <ul style="list-style-type: none"> • Identifying needs to change school season or school location, etc. | | |
| | Utility Companies | <ul style="list-style-type: none"> • Electrical power, gas, telephone, cable, and internet services • Information for safe re-entry • Site inspection and reconnections | | |
| | Volunteer Services Agencies | <ul style="list-style-type: none"> • Distribution of support • Debris removal • Clean-up • Temporary Shelter • Rent or Income financial assistance. | | |
| | Fundy Solid Waste | <ul style="list-style-type: none"> • Debris removal | | |
| 1.16.4 | An After-Action Review (AAR) to evaluate the effectiveness of the emergency response will be conducted within 14 days of the termination of the operation. The proceedings will be chaired by the Director of SJEMO or designate and attended by the emergency response personnel involved in the emergency. | | | |
| | After-Action Review: At the conclusion of an emergency, an After-Action Review (AAR) will be completed using the following example: (Example) | | | |
| | | Sustain | Remarks | Points to improve |
| | Business cycles were completed. | This should continue for further activations. | No phones during the business cycle. | Remind everyone that phones are to be turned o |
| 1.17 | Plan Audits | | | |
| 1.17.1 | An annual review of MERP will be conducted to ensure contact information remains valid within the attached annexes. In addition, MERP will undergo a rewrite if the standard operating procedures are deemed to have significantly changed. | | | |
| 1.18 | Training and Exercises | | | |
| 1.18.1 | <p>Training: SJEMO will utilize methods such as tabletop exercises, simulations, seminars or full-scale exercises internally and/or in conjunction with external agencies annually to ensure interoperability and proficiency.</p> <p>Recall Exercise: Using the SJEMO fan-out, SJEMO will initiate a recall twice a year to confirm that the contact information for public contacts, emergency contacts, City departments and external agencies are kept up to date.</p> | | | |

SAINT JOHN EMERGENCY RESPONSE PLAN



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| 1.19 Budget | |
| 1.19.1 | The Saint John Emergency Management Organization budget is part of The City's annual budget and is reviewed and approved by Council annually. |
| 1.20 Definitions | |
| 1.20.1 | Act (The Act) <i>New Brunswick Emergency Measures Act.</i> |
| 1.20.2 | All-Hazards Emergency Management Planning An approach that recognizes that the actions required to mitigate the effects of emergencies are the same, irrespective of the nature of the event, thereby permitting optimization of scarce planning, response, and support resources. It employs generic methodologies, modified as necessary by circumstances. |
| 1.20.3 | Assembly area Designated area for evacuees to gather for processing and transport |
| 1.20.4 | Asset Assets include but are not limited to information in all forms and media, networks, systems, materiel, real property, financial resources, employee trust, public confidence, and international reputation. |
| 1.20.5 | Business Continuity Plan A plan to minimize potential losses and maintain viable recovery strategies for services, operations, or government following a disruptive event. |
| 1.20.6 | By-Law Refers to the <i>Saint John Emergency Measures By-Law</i> |
| 1.20.7 | CANUTEC Canadian Transport Emergency Centre operated by the Transportation of Dangerous Goods (TDG) Directorate of Transport Canada. The Directorate's overall mandate is to promote public safety in the transportation of dangerous goods by all modes |
| 1.20.8 | CASARA Canadian Air Search and Rescue Association. |
| 1.20.9 | CMRA Canadian Marine Rescue Auxiliary. |
| 1.20.10 | Critical Service A service which, if compromised, in terms of availability or integrity would result in a high degree of injury to health, safety, security or economic well-being of the population or effective functioning of Government and must be continuously delivered. |
| 1.20.11 | Concept of Operations Concept of operations provides a framework to operationalize horizontal management and an effective governance structure and delineates clear roles and responsibilities of the principal committees and individuals central to each phase of the incident management process. |
| 1.20.12 | Critical Infrastructure Critical infrastructure refers to processes, systems, facilities, technologies, networks, assets, and services essential to the health, safety, security or economic well-being of the population and the effective functioning of government. Critical infrastructure can be stand-alone or interconnected and interdependent within and across provinces, territories, and national borders. Disruptions of critical infrastructure could result in catastrophic loss of life, adverse economic effects, and significant harm to public confidence. |

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| 1.20.13 | Department | Department of the Government of New Brunswick and includes a crown agency, corporation, board, or commission established by the Government of New Brunswick. |
| 1.20.14 | DAAF | Department of Agriculture, Aquaculture and Fisheries. |
| 1.20.15 | DH | Department of Health |
| 1.20.16 | DHR | Department of Human Resources. |
| 1.20.17 | DTI | Department of Transportation and Infrastructure. |
| 1.20.18 | DEECD | Department of Education and Early Childhood Development. |
| 1.20.19 | DELG | Department of Environment and Local Government. |
| 1.20.20 | DNRED | Department of National Resources and Energy Development |
| 1.20.21 | Designated Alternate | An individual to whom responsibility and authority for a particular function, normally performed by another individual, has been officially delegated. |
| 1.20.22 | Director | Director of New Brunswick Emergency Measures Organization. |
| 1.20.23 | Disaster | An emergency that overwhelms the community's normal resources and coping ability and therefore requires extraordinary measures including outside help. |
| 1.20.24 | EMCG | Emergency Measures Communication Group |
| 1.20.25 | Emergency | A present or imminent event which requires prompt coordination of action or regulation of persons or property to protect life safety, property, the environment or the health and welfare of the population. |
| 1.20.26 | Emergency Management Unit (EMU) | A territorial unit corresponding to part of the municipality identified for purposes of emergency and evacuation planning, and recognized for its demographic, environmental and logistical characteristics. |
| 1.20.27 | Emergency Operations Center (EOC) | An Emergency Operations Centre is a pre-designated facility staffed by an established and recognized team of people who are responsible for providing direction, coordination, communication, and support during emergency operations. The EOC may be set up at any other suitable location. |
| 1.20.28 | Emergency Response Plan | A plan, program or procedure prepared by the province or a municipality that is intended to mitigate the effects of an emergency and protect life safety, property, the environment or the health and welfare of the population in the event of such an occurrence. |
| 1.20.29 | Emergency Shelter | A publicly operated facility providing temporary or transitional accommodation. |
| 1.20.30 | Emergency Site Manager (ESM) | Emergency Site Manager, a person designated to provide the required direction and coordination of the on-site emergency response by participating agencies. |
| 1.20.31 | Emergency Social Services (ESS) | Emergency shelter services provided in an emergency either by the Canadian Red Cross, Salvation Army, or Department of Emergency Social Services (ESS): Services include registration and inquiry, Lodging, feeding, clothing, and personal services. |

SAINT JOHN EMERGENCY RESPONSE PLAN



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| 1.20.32 | Hazard Identification and Risk Assessment (HIRA) | An assessment of the relative risk of occurrence and the potential impact on people and property of the emergencies or disasters that could affect all or part of the jurisdictional area for which the authority has responsibility. |
| 1.20.33 | Incident | An incident is an abnormal situation that demands a response for which regular municipal standard operating procedures and resources are sufficient. |
| 1.20.34 | Incident Action Plan (IAP) | A directive for managing each operational period during an emergency. It defines the goals, objectives, resources, and direction for response during each operational period and serves as the accountability document for the emergency organization. It is also a tool for coordinating multi-agency response. |
| 1.20.35 | Incident Command System (ICS) | A standardized on-site management system designed to enable effective, efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. |
| 1.20.36 | IRCS | Integrated Radio Communications System |
| 1.20.37 | JPS | Department of Justice and Public Safety |
| 1.20.38 | Liaison Officer | Representative from another agency who serves as a point of contact on-site. |
| 1.20.39 | Minister | Minister of Justice and Public Safety charged with the administration of the Emergency Measure Act. |
| 1.20.40 | Municipal Emergency Management Council Committee | Includes the members of Council appointed as per the Saint John Emergency Measures By-Law. |
| 1.20.41 | Mutual Aid / Mutual Assistance Agreement | A pre-arranged agreement entered into by two or more entities whereby the parties to the agreement undertake to render assistance to one another. |
| 1.20.42 | NB EMO | New Brunswick Emergency Measures Organization as established by the Emergency Measures Act. |
| 1.20.43 | NB GSAR | New Brunswick Ground Search and Rescue. |
| 1.20.45 | NEA | National Emergency Agencies. |
| 1.20.46 | PEOC | Provincial Emergency Operations Centre (Fredericton) |
| 1.20.47 | PELT | Department of Post-Secondary Education, Training and Labour |
| 1.20.48 | PIO | Public Information Officer, responsible for all official communication with the public and the media on behalf of the city. |
| 1.20.49 | PLGS OEC | Point Lepreau Generating Station Off-Site Emergency Centre. |
| 1.20.50 | PSEPC | Public Safety and Emergency Preparedness Canada. |
| 1.20.51 | Reception Center | A location where evacuees are received, documented, assessed for personal needs, and referred |

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| 1.20.52 | REOC | Regional Emergency Operation Centre. |
| 1.20.53 | Risk | The combination of the likelihood and the consequence of a specified hazard being realized; refers to the vulnerability, proximity, or exposure to hazards, which affects the likelihood of adverse impact. |
| 1.20.54 | Risk Assessment | The concept of risk is defined as a product or process which collects information and assigns values to risks for the purpose of informing priorities, developing, or comparing courses of action, and informing decision making. |
| 1.20.55 | Risk Management | The use of policies, practices, and resources to analyze, assess and control risks to health, safety, environment, and the economy. |
| 1.20.56 | Shelter-In-Place | Staying put and taking shelter rather than evacuating |
| 1.20.57 | Situational Awareness | Situational awareness is being aware of one's environment and circumstances to understand how events and actions will affect objectives. |
| 1.20.58 | SNB | Service New Brunswick |
| 1.20.59 | State of Emergency | State of emergency declared by the Minister in accordance with the <i>Emergency Measures Act</i> . |
| 1.20.60 | State of Local Emergency | State of emergency declared by a municipality pursuant to subsection 11(2) of the <i>New Brunswick Emergency Measures Act</i> or renewed pursuant to Section 18(2) of the Act. |
| 1.20.61 | Standard Operating Procedures (SOP) | Standard Operating Procedures (SOPs) are a set of instructions constituting a directive, covering those features of operations, which lend themselves to a definite, step-by-step process of accomplishment. |
| 1.20.62 | PWT | Provincial Transportation and Infrastructure Department. Resource for infrastructure failure including Cyber and structural. Saint John Public Works and Transportation Department which deals with roadway maintenance, traffic management, storm water management, solid waste collection, transit, parking, and parks and recreation. |
| 1.20.63 | Threat | The presence of a hazard and an exposure pathway; threats may be natural or human-induced, either accidental or intentional. |
| 1.20.64 | Threat Assessment | The process of identifying or evaluating entities, actions, or occurrences, whether natural or human activity, which has or indicates the potential to harm life, information, operations and/or property. |
| 1.20.65 | Trunked Mobile Radio (TMR) | A computer-controlled two-way radio system that allows sharing of few radio frequency channels among a large group of users. |
| 1.20.66 | Unified Command | An arrangement under ICS, which enables multiple agencies to respond jointly to an incident under a single common command structure, with each agency retaining control of its own resources and command structure. |

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| 1.20.67 | Vulnerability | The conditions determined by physical, social, economic, and environmental factors or processes, which increase the susceptibility of an organization or community to the impact of hazards. |
| 1.20.68 | Vulnerability assessment | A process for identifying physical features or operational attributes that renders an entity, asset, system, network, or geographic area susceptible or exposed to hazards. |
| 1.20.69 | Warning Order | An official communication warning the public of the possibility of an impending evacuation; shelter in place order or other emergency order. |

PART 2 HAZARD IDENTIFICATION AND RISK ASSESSMENT

| | |
|------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2. Hazard Identification and Risk Assessment (HIRA) | |
| 2.1 | Risk = Likelihood x Consequence |
| 2.2 | Likelihood / Frequency - L |
| 2.2.1 | <p>Based on the number of occurrences within the City of Saint John:</p> <ol style="list-style-type: none"> 1. Rare: Less than 1% chance in any year; Occurs every 100 years or more 2. Very Unlikely: 1-2% chance in any year; Occurs every 50-99 years 3. Unlikely: 2-5% chance in any year; Occurs every 20-49 years 4. Probable: 5-20% chance in any year; Occurs every 5-19 years 5. Likely: Over 20% chance in any year; Occurs ≤ 5 years 6. Certain: Almost 100% chance in any year; The hazard commonly occurs annually |
| 2.3 | Consequences Rating - C |
| 2.3.1 | <p>Based on the severity of each consequence the impact was rated as follows:</p> <ol style="list-style-type: none"> 1. None: Rated as Zero (0) 2. Low: Rated as One (1) 3. Medium: Rated as Two (2) 4. High: Rated as Three (3) |
| 2.4 | Consequence Categories |
| 2.4.1 | <p>The following consequences were considered in the risk assessment of each potential Hazard:</p> <ol style="list-style-type: none"> 1. Fatalities: Potential number killed because of the hazard 2. Injuries / Illness: Potential number injured or ill because of the hazard 3. Psychosocial: Potential number of people traumatized 4. Social Connections: Potential impact on formal or informal networks of support including family and community support. 5. Evacuation or Shelter-In-Place: Potential for formal evacuation, shelter-in-place orders, or people stranded. 6. Property Damage: Potential for direct negative consequences of a hazard on buildings, structures and other forms of property including crops. 7. Critical Infrastructure Service: Potential for negative impact of a hazard on processes, systems, facilities, technologies, networks, assets, and services essential to the health, safety, security, or economic well-being of Canadians and functioning of government. 8. Environmental Damage: Potential negative consequences of a hazard on the environment, including soil, water, air, plants, and animals. 9. Economic: Potential negative consequences of a hazard on commercial, industrial, or regional economies. |

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10. **Reputational:** The perception of one or more organizations or jurisdictions, in the minds of its stakeholders, the public and others who are vital to its success.

| 2.5 HIRA Total Risk Score Ranges – Likelihood x Consequence | |
|-------------------------------------------------------------|-----------|
| Total Risk Score | Category |
| 0 – 30 | Very low |
| 31 – 60 | Low |
| 61 – 90 | Moderate |
| 91 – 120 | High |
| 121 – 150 | Very high |
| 151 - 180 | Extreme |

| 2.6 Hazard Summary with Applicable Action(s) | | | | | | |
|----------------------------------------------|--------------------------------------------------|----------------------------------------------------------------------------------------|------------|-------------|------------------|---------------|
| | Hazards | Brief Description | Likelihood | Consequence | Total Risk Score | RISK Category |
| 2.6.1 | CBRNE | When chemical, biological, radiological, nuclear, or explosive hazards may be present. | 5 | 19 | 95 | HIGH |
| 2.6.2 | Flood | Accumulation of water beyond its normal confines such as a lake, or over land areas. | 5 | 19 | 95 | HIGH |
| 2.6.3 | Extreme Weather (Blizzard/ Ice Storm/ Hurricane) | Severe storm with high winds, and heavy snow. | 6 | 15 | 90 | MODERATE |
| 2.6.4 | Complex Structure Fire | A fire involving buildings or structures within a municipality. | 4 | 22 | 88 | MODERATE |
| 2.6.5 | Forest/Wildland Fire | Uncontrolled fire occurring in nature. | 4 | 20 | 80 | MODERATE |
| 2.6.6 | Extreme Temperature (Heat/Cold) | Temperature which is considered extreme and unusual in the area in which it occurs. | 6 | 12 | 72 | MODERATE |

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| 2.6.7 | Power Outage | An interruption of normal sources of electrical power. | 6 | 12 | 72 | MODERATE |
| 2.6.8 | Landslide/ Erosion/ Earthquake | Erosion is a physical process by which shorelines and/or roads are altered. Landslide is when large snow/mud mass slides down a hillside. Earthquake is a sudden release of stored energy that radiates seismic waves. | 5 | 13 | 65 | MODERATE |
| 2.6.9 | Public Health/ Pandemic | Diseases that impact humans or animals. | 5 | 13 | 65 | MODERATE |
| 2.6.10 | Cyber Attack | An offensive maneuver that targets computer information systems, networks, infrastructures, or smartphones. | 5 | 12 | 60 | MODERATE |
| 2.6.11 | Active/ Violent Threat | The use of physical force with intent, effect, or reasonable likelihood of causing pain, harm, injury or damage to any person or property. | 3 | 19 | 57 | LOW |
| 2.6.12 | Communication Failure | Widespread breakdown of normal communication capabilities. | 5 | 10 | 50 | LOW |
| 2.6.13 | Air Quality | When outside air quality is threatened or compromised. | 5 | 10 | 50 | LOW |
| 2.6.14 | Aviation Incident | An accident associated with the operation of an aircraft. | 3 | 16 | 48 | LOW |
| 2.6.15 | Port/ Marine | An incident involving the port or marine vessel or equipment, including cranes that could affect the safety of operation or individuals. | 3 | 14 | 42 | LOW |
| 2.6.16 | Potable Water | Water system that serves a major residential development becomes compromised. | 4 | 10 | 40 | LOW |
| 2.6.17 | Civil Disorder/ Mass Gathering | When many people are involved and are set upon a common aim. A public event which gathers more than 500 persons indoors or outdoors. | 3 | 13 | 39 | LOW |

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|---------------|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------|---|----|----|------------|
| 2.6.18 | CI Failure (Transportation / Engineering) | Structural or safety related issues related to critical infrastructure include rail, bridges, roads. | 2 | 18 | 36 | LOW |
|---------------|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------|---|----|----|------------|

Reference: NB EMO National Disaster Data Bank

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2.6.1 CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR, OR EXPLOSIVE (CBRNE)/HAZARDOUS MATERIALS

| | |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Hazard Description | <p>Protective measures taken in situations in which chemical, biological, radiological, nuclear, or explosive hazards may be present. Unintentional or intentional (CBRNE)</p> <p>A violent and destructive shattering or blowing apart of something caused by a bomb detonation, gas explosion or industrial accident.</p> <p>Diseases that impact humans and animals.</p> <p>Removing and destroying or storing damaged, unwanted domestic, agricultural/industrial products and substances.</p> <p>Any substance or material that could adversely affect the safety of the public, handlers or carriers</p> |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| | |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| Potential Impacts | Life Safety / Losses to local economy / Municipal Services / Jurisdictional Issues / International Implications / Environmental Impact / Transportation |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|

| | |
|-----------------------|-----------|
| HIRA Total Risk Score | 95 - HIGH |
|-----------------------|-----------|

Immediate Actions (IA)

| | |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Municipal Actions | Municipal first responders' assessment and IAP creation. Possible EOC activation (advise REMC change in status). Public Communication. Notify OFM. Notify DELG. |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|

| | |
|--------------|------------|
| REMC Actions | Monitoring |
|--------------|------------|

The following actions may/may not occur; lead agency's procedures take precedence.

| Suggested Agencies | Possible Actions | Remarks |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>INTERNAL</p> <ul style="list-style-type: none"> • SJ Fire Dept. • SJ Police Force / RCMP • IT Department • Communications • Growth & Community Development • Parks & Rec • Public Works and Transportation • Finance <p>EXTERNAL</p> <ul style="list-style-type: none"> • Ambulance NB | <ul style="list-style-type: none"> • Issue public warnings <ul style="list-style-type: none"> ○ City Communication Plan ○ Use of Alert Ready (if applicable) • Heavy HAZMAT deployment • Isolation / Containment • Evacuation/ shelter in place • Comfort shelters or reception centres • Coordinate with disposal providers | <p>Resource Needs Assessment</p> <ol style="list-style-type: none"> 1. Identify resources required 2. Identify resources at hand 3. Identify resources lacking 4. Mutual Aid request (PSCC) 5. Request Regional Assistance (NBEMO) 6. Request Provincial Assistance (NBEMO) 7. Request National Assistance (NBEMO) 8. Request Federal Resources (CBRNE) |

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • NBEMO • Public Health • Horizon Health • Saint John Energy • DELG • Fire Marshall • CANUTEC • Carrier / ERAC • RCMP CBRNE Team • PLNGS • Red Cross • Emergency Social Services (ESS) NB Power • Enbridge Gas • Liberty Gas • Horizon Health | <ul style="list-style-type: none"> • Liaise with carriers • ERAC implementation | <p>Emergency Response Guide through Transport Canada: tc.canada.ca</p> <p>Canutec online contact information: 1-888-CANUTEC (226-8832)</p> <p>Public Health Guide</p> |
| <p>All ICS Forms</p> <p><u>Additional Instructions</u></p> <p>A. Chemical spill (water or land)</p> <ol style="list-style-type: none"> a. Check radar for precipitation b. Check current temperature c. Check current short-term predictions for sudden changes in temperature or wind: www.Spotwx.com <p>B. Hazardous Material Release (airborne)</p> <ol style="list-style-type: none"> a. Check radar for precipitation b. Check current temperature c. Check current short-term predictions for sudden changes in temperature or wind www.Spotwx.com <p>C. The HYSPLT model can be used to give a first guess of where the material will go READY Current Meteorology (noaa.gov)</p> <ol style="list-style-type: none"> a. Select one starting location b. Select Ensemble for type of trajectory c. For meteorology select NAM CONUS d. Enter coordinates of the release e. Select the latest model run f. Under display option select Google Earth g. Click Request Trajectory | | |

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2.6.2 FLOOD

| | |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Hazard Description | <p>The accumulation of water beyond its normal confines such as a lake, or over land.</p> <p>A sudden and destructive rush of water caused by heavy rainfall.</p> <p>The spontaneous release of water from a barrier built to hold back the flow of water.</p> <p>An abnormal rise of water generated by a storm, over and above the predicted astronomical tides.</p> |
| Potential Impacts | Critical Infrastructure / Life Safety / Losses to local economy / Municipal Services / Jurisdictional Issues / Environmental Impact / Transportation |
| HIRA Total Risk Score | 95 - HIGH |

Immediate Actions (IA)

| | |
|-------------------|----------------------------------------------------------------------------------------------------------------------|
| Municipal Actions | Municipal assessment and IAP creation. Possible EOC activation (advise REMC change in status). Public Communication. |
| REMC Actions | Monitoring |

The following actions may/may not occur; lead agency's procedures take precedence.

| Suggested Agencies | Possible Actions | Remarks |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>INTERNAL</p> <ul style="list-style-type: none"> • SJ Fire Dept. • SJ Police Force • Growth & Community Services • GIS • Public Works & Transportation • Communications <p>EXTERNAL</p> <ul style="list-style-type: none"> • Ambulance NB • NBEMO • Saint John Energy • GNB Transportation & Infrastructure • Education • Horizon Health | <ul style="list-style-type: none"> • Issue public warnings with pre-determined messages (if applicable) • Use of emergency alert (if applicable) • Possible Evacuations • Be prepared to open comfort centres or reception centres • Stage emergency response resources in areas may be isolated • Close roads or reroute • Coordinate with neighbouring jurisdictions • Shut down vulnerable power grid • Relocate hazardous materials | <p>NBEMO River Watch</p> <p>River watch end when water level in Jemseg is at 3.6m</p> <p>Resource Needs Assessment</p> <ol style="list-style-type: none"> 1. Identify resources required 2. Identify resources at hand 3. Identify resources lacking 4. Mutual Aid request (PSCC) 5. Request Regional Assistance (NBEMO) 6. Request Provincial Assistance (NBEMO) 7. Request National Assistance (NBEMO) |

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <ul style="list-style-type: none"> • Emergency Social Services (ESS) • Red Cross • DELG • Canadian Coast Guard • | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|

Additional Instructions:

– Refer to previous spring freshet notes, policies, & IAP's

Precipitation over the next 72 hours. <http://www.cocorahs.org/Canada.aspx>

Real-time water levels from hydrometric water stations. [Real-Time Hydrometric Data - Water Level and Flow - Environment Canada \(ec.gc.ca\)](http://www.ec.gc.ca/real-time-hydrometric-data)

Check cumulative precipitation using surface observation networks including Coco Rahs.
Check model predictions for precipitation accumulation and intensity over the next 72 hours

Storm Surge

- To assess the risk of storm surge you will need tide information (times and magnitudes), storm surge modeling and wave modeling
- Tides can be obtained at the <https://tides.gc.ca/en/stations/65>
- Storm surge estimate will be obtained through Environment Canada warnings or more detailed modelling provided in special briefing packages
- Check the Environment Canada Wave Model to see if there are any large waves approaching the time of peak water level.
- Use the tide times and the storm surge model to find the predicted peak water level (consider wave setup) – this will be the water level from chart datum
 - **Total Water Level (CD) = (Tide) + (Predicted Storm Surge) + (Wave Setup)**
- Optional: In some cases, you may want to convert the predicted water level relative to chart datum to the water level relative to CGVD28 which is the reference level for heights in Canada.

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2.6.3 EXTREME WEATHER (BLIZZARD / ICE STORM / THUNDERSTORM / HURRICANE)

| | |
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| Hazard Description | Severe winter storm with low temperatures, high winds, and heavy snow. |
| Potential Impacts | Critical Infrastructure / Life Safety / Losses to local economy / Municipal Services / Jurisdictional Issues / Environmental Impact / Transportation |
| HIRA Total Risk Score | 90 - MODERATE |

Immediate Actions (IA)

| | |
|-------------------|--------------------------------------------------------------------------------------------------------------------|
| Municipal Actions | Municipal assessment and IAP creation. Possible EOC activation (advise REMC change in status) Public Communication |
| REMC Actions | Monitoring |

The following actions may/may not occur; lead agency's procedures take precedence.

| Suggested Agencies | Possible Actions | Remarks |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>INTERNAL</p> <ul style="list-style-type: none"> • SJ Fire Dept. • SJ Police Force • Public Works and Transportation • Growth & Community Services • Arbourists • Communications <p>EXTERNAL</p> <ul style="list-style-type: none"> • Ambulance NB • NBEMO • Education • Horizon Health • Red Cross • Saint John Energy • Enbridge Gas • Liberty Gas | <ul style="list-style-type: none"> • Issue weather warnings • Use of emergency alerting system (if applicable) • Monitor power outages • Be prepared to open comfort or reception centres • Tree Removal • Re-open roads | <p>Proactive messages re.72 Hour kit during monitoring phase</p> <p>Resource Needs Assessment</p> <ul style="list-style-type: none"> • Identify resources required • Identify resources at hand • Identify resources lacking • Mutual Aid request (PSCC) • Request Regional Assistance (NBEMO) • Request Provincial Assistance (NBEMO) • Request National Assistance (NBEMO) |

Additional Instructions: All ICS Forms - <http://www.icscanada.ca/en/Forms.html>

- The Canadian Hurricane Center (CHC) will provide the best information on how an approaching tropical cyclone may affect Canada www.hurricanes.ca
- Latest hurricane bulletins if CHC website has not been updated <http://kamala.cod.edu/offs/CWHX/wocn31.chunk.html>
- The National Hurricane Center in Miami also has lots of information on tropical cyclones including forecasts, probability maps and reference information. <http://www.nhc.noaa.gov/>

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- Sea Surface Temperature (SST) anomaly map shows difference in water temperature compared to average in the Atlantic http://www.nhc.noaa.gov/tafb/atl_anom.gif
- Website showing the range of storm tracks <http://derecho.math.uwm.edu/models/>
- Blizzard warning issued when winds of 40 km/h or greater are expected to cause widespread reductions in visibility to 400 metres or less, due to blowing snow, or blowing snow in combination with falling snow for at least 4 hours.
- City of Saint John Winter Storm Management:
<https://saintjohn.maps.arcgis.com/apps/webappviewer/index.html?id=3268e3816a8140d6bee904fd8db6ef5>

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2.6.4 COMPLEX FIRE (STRUCTURE / INDUSTRIAL)

| | |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Hazard Description | A fire involving multiple buildings or structures within a municipality. A fire involving heavy industry facilities and equipment. |
| Potential Impacts | Critical Infrastructure / Life Safety / Losses to local economy / Municipal Services / Jurisdictional Issues / Environmental Impact / Transportation |
| HIRA Total Risk Score | 88- MODERATE |

Immediate Actions (IA)

| | |
|-------------------|-------------------------------------------------------------------------------------------------------|
| Municipal Actions | Municipal first responders report on CI impacts. Municipality may consider EOC activation. Info REMC. |
| REMC Actions | Monitoring |

The following actions may/may not occur; lead agency's procedures take precedence.

| Suggested Agencies | Possible Actions | Remarks |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>INTERNAL</p> <ul style="list-style-type: none"> • SJ Fire Dept. • SJ Police Force • Saint John Transit • Public Works and Transportation • Communications <p>EXTERNAL</p> <ul style="list-style-type: none"> • Ambulance NB • Saint John Energy • Enbridge Gas • Liberty Gas • Horizon Health • Emergency Social Services (ESS) • Red Cross • Fire Marshal / Mutual Aid • Salvation Army • Neighbouring Fire Departments including KV Fire, Grand Bay Westfield, and Simonds | <ul style="list-style-type: none"> • Issue public warnings with pre-determined messages (if applicable) • Use of emergency notification system (if applicable) • Possible Evacuations • Be prepared to open comfort centres or reception centres. • Saint John Transit for transit bus for shorter term shelter. • Salvation Army may be an option for rehab support for First Responders including food. | <p>Resource Needs Assessment</p> <ul style="list-style-type: none"> • Identify resources required • Identify resources at hand • Identify resources lacking • Mutual Aid request (PSCC) • Request Regional Assistance (NBEMO) • Request Provincial Assistance (NBEMO) • Request National Assistance (NBEMO) |

Additional Instructions: [All ICS Forms](#)

SAINT JOHN EMERGENCY RESPONSE PLAN



2.6.5 FOREST FIRE / WILDFIRE

| | |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Hazard Description | An uncontrolled fire occurring in nature. |
| Potential Impacts | Critical Infrastructure / Life Safety / Losses to local economy / Municipal Services / Jurisdictional Issues / Environmental Impact / Transportation |
| HIRA Total Risk Score | 80 - MODERATE |

Immediate Actions (IA)

| | |
|-------------------|-------------------------------------------------------------------------------------------------------|
| Municipal Actions | Municipal first responders report on CI impacts. Municipality may consider EOC activation. Info REMC. |
| REMC Actions | Monitoring |

The following actions may/may not occur; lead agency's procedures take precedence.

| Suggested Agencies | Possible Actions | Remarks |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>INTERNAL</p> <ul style="list-style-type: none"> • SJ Fire Dept. • SJ Police Force • Public Works & Transportation • Growth & Community Services • Facility Management • Communications • <p>EXTERNAL</p> <ul style="list-style-type: none"> • Ambulance NB • Saint John Energy • Education • Horizon Health • Emera Pipeline • Irving Oil • Department of Natural Resources & Energy Development • DELG • Red Cross • Neighbouring Fire Departments for mutual aid assistance. | <ul style="list-style-type: none"> • Issue public warnings with pre-determined messages (if applicable) • Use of Emergency Notification (if applicable) • Possible Evacuations • Be prepared to open warming centres or reception centres • Communications – public updates | <p>Resource Needs Assessment</p> <ul style="list-style-type: none"> • Identify resources required • Identify resources at hand • Identify resources lacking • Mutual Aid request (PSCC) • Request Regional Assistance (NBEMO) • Request Provincial Assistance (NBEMO) • Request National Assistance (NBEMO) |

Additional Instructions:

All ICS Forms: <http://www.icscanada.ca/en/Forms.html>

Forest Fire

- http://weather.gc.ca/ensemble/naefs/produits_e.html
- If an actual fire has broken out, is short-term forecasting tools like www.spotwx.com to get a detailed view of various weather parameters over time
- If dealing with smoke from a nearby fire, the HYSPLT model can be used to give a first guess of where the smoke will go
- <http://ready.arl.noaa.gov/hypub-bin/trajtype.pl>
 - 1) Select one starting location
 - 2) Select Ensemble for type of trajectory
 - 3) For meteorology select NAM CONUS
 - 4) Enter coordinates of the fire
 - 5) Select the latest model run
 - 6) Under display option select Google Earth
 - 7) Click Request Trajectory
- Public Site: http://weather.gc.ca/firework/index_e.html
- For a more complete set of products: <http://collaboration.cmc.ec.gc.ca/cmc/air/firework/>
 - 1) Smoke may also be confirmed using visible satellite imagery

SAINT JOHN EMERGENCY RESPONSE PLAN



2.6.6 EXTREME TEMPERATURES (HEAT/COLD)

| | |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Hazard Description | Heat/Cold which is considered extreme and unusual in the area in which it occurs. When Environment and Climate Change Canada (ECCC) issues a heat warning or extreme cold warning. |
| Potential Impacts | Critical Infrastructure / Life Safety / Losses to local economy / Municipal Services / Jurisdictional Issues / Environmental Impact / Transportation |
| HIRA Total Risk Score | 72 - MODERATE |

Immediate Actions (IA)

| | |
|-------------------|-------------------------------------------------------------------------------------------------------|
| Municipal Actions | Municipal first responders report on CI impacts. Municipality may consider EOC activation. Info REMC. |
| REMC Actions | Monitoring |

The following actions may/may not occur; lead agency's procedures take precedence.

| Suggested Agencies | Possible Actions | Remarks |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>INTERNAL</p> <ul style="list-style-type: none"> • SJ Fire Dept. • SJ Police Force • Communications • Growth • Facility Management • SJ Transit • Communications <p>EXTERNAL</p> <ul style="list-style-type: none"> • Ambulance NB • Horizon Health • Emergency Social Services (ESS) • Red Cross • SJ Energy • NB EMO | <ul style="list-style-type: none"> • Issue public warnings with pre-determined messages (if applicable) • Use of Emergency Notification (if applicable) • Possible Evacuations • Be prepared to open comfort centres or reception centres | <p>Resource Needs Assessment</p> <ul style="list-style-type: none"> • Identify resources required • Identify resources at hand • Identify resources lacking • Mutual Aid request (PSCC) • Request Regional Assistance (NBEMO) • Request Provincial Assistance (NBEMO) • Request National Assistance (NBEMO) |

Additional Instructions: [All ICS Forms](#)

Heat Alert Criteria (per ECCC)

Issued when 2 or more consecutive days of daytime maximum temperatures are expected to reach 30°C or warmer and nighttime minimum temperatures are expected to fall to 18°C or warmer.



Or

Issued when 2 or more consecutive days of humidex values are expected to reach 36 or higher.

Extreme Cold Warning Threshold Criteria (per ECCC)

Issued when the temperature or wind chill is expected to reach minus 35 degrees Celsius for at least two hours.

SAINT JOHN EMERGENCY RESPONSE PLAN



| 2.6.7 POWER OUTAGE | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Hazard Description | An interruption of normal sources of electrical power | |
| Potential Impacts | Critical Infrastructure / Life Safety / Losses to local economy / Municipal Services / Jurisdictional Issues / Environmental Impact / Transportation | |
| HIRA Total Risk Score | 72- MODERATE | |
| Immediate Actions (IA) | | |
| Municipal Actions | Municipal first responders report on CI impacts. Municipality may consider EOC activation. Info REMC. | |
| REMC Actions | Monitoring | |
| The following actions may/may not occur; lead agency's procedures take precedence. | | |
| Suggested Agencies | Possible Actions | Remarks |
| <p>INTERNAL</p> <ul style="list-style-type: none"> • Public Works and Transportation • SJ Fire Dept • SJ Police Force • Growth & Community Services • Facility Management • Communications <p>EXTERNAL</p> <ul style="list-style-type: none"> • SJ Energy • NB Power • Ambulance NB • Horizon Health • Emergency Social Services (ESS) • Red Cross | <ul style="list-style-type: none"> • Issue public warnings with pre-determined messages (if applicable) • Use of Notification system (if applicable) • Possible Evacuations • Be prepared to open comfort centres or reception centres • Coordinate power restoration | <p>Resource Needs Assessment</p> <ul style="list-style-type: none"> • Identify resources required • Identify resources at hand • Identify resources lacking • Mutual Aid request (PSCC) • Request Regional Assistance (NBEMO) • Request Provincial Assistance (NBEMO) • Request National Assistance (NBEMO) |

[All ICS Forms](#)

SAINT JOHN EMERGENCY RESPONSE PLAN



| 2.6.8 LANDSLIDE/ EROSION/ EARTHQUAKE | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Hazard Description | <p>A landslide occurs when a large snow / mud / rock mass slides down a mountain or hillside.</p> <p>An earthquake results from a sudden release of stored energy that radiates seismic waves.</p> <p>Erosion is the physical process by which shorelines and/or roads are altered.</p> | |
| Potential Impacts | Critical Infrastructure / Life Safety / Losses to local economy / Municipal Services / Jurisdictional Issues / Environmental Impact / Transportation | |
| HIRA Total Risk Score | 65- MODERATE | |
| Immediate Actions (IA) | | |
| Municipal Actions | Municipal first responders report on CI impacts. Municipality may consider EOC activation. Info REMC. | |
| REMC Actions | Monitoring | |
| The following actions may/may not occur; lead agency's procedures take precedence. | | |
| Suggested Agencies | Possible Actions | Remarks |
| <p>INTERNAL</p> <ul style="list-style-type: none"> • SJ Fire Dept. • SJ Police Force • Public Works and Transportation • Utilities and Public Infrastructure • SJ Water • Technical Inspections Services • Communications <p>EXTERNAL</p> <ul style="list-style-type: none"> • Ambulance NBNBEMO • Emergency Social Services (ESS) • Red Cross • SJ Energy • Enbridge Gas • Liberty Gas • Fire Marshall • Emera Pipeline • Urban Search & Rescue (USAR) | <ul style="list-style-type: none"> • Depends on severity however consider the following: • Possible Evacuation • Road Closures • Structure Stability • Engineering advice will likely be required • Long term stabilization • Emergency notification • Coordinate with neighbouring jurisdictions • Shut down vulnerable power grid • Relocate hazardous materials • Be prepared to open comfort centres/reception centres | <p>Resource Needs Assessment</p> <ul style="list-style-type: none"> • Identify resources required • Identify resources at hand • Identify resources lacking • Mutual Aid request (PSCC) • Request Regional Assistance (NBEMO) • Request Provincial Assistance (NBEMO) • Request National Assistance (NBEMO) |
| <p>Additional Instructions:</p> <p>http://www.icscanada.ca/en/Forms.html</p> | | |

SAINT JOHN EMERGENCY RESPONSE PLAN



2.6.9 PUBLIC HEALTH PANDEMIC

| | |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Hazard Description | A disease outbreak that has spread across multiple countries and continents and usually impacts many people |
| Potential Impacts | Critical Infrastructure / Life Safety / Losses to local economy / Municipal Services / Jurisdictional Issues / Environmental Impact / Transportation |
| HIRA Total Risk Score | 65- MODERATE |

Immediate Actions (IA)

| | |
|-------------------|-------------------------------------------------------------------------------------------------------|
| Municipal Actions | Municipal first responders report on CI impacts. Municipality may consider EOC activation. Info REMC. |
| REMC Actions | Monitoring |

The following actions may/may not occur; lead agency's procedures take precedence.

| Suggested Agencies | Possible Actions | Remarks |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>INTERNAL</p> <ul style="list-style-type: none"> • SJ Fire Dept. • SJ Police Force • Human Resources • Communications • General Counsel • Procurement <p>EXTERNAL</p> <ul style="list-style-type: none"> • Ambulance NB • Public Health • SJRH • NBEMO • Emergency Social Services (ESS) • Red Cross | <ul style="list-style-type: none"> • Internal and External Communication • Social distancing / Masking • Work from home options • Barriers installed / signage • Scheduling to ensure minimal exposure • Testing procedures • PPE procurement | <p>Resource Needs Assessment</p> <ul style="list-style-type: none"> • Identify resources required • Identify resources at hand • Identify resources lacking • Mutual Aid request (PSCC) • Request Regional Assistance (NBEMO) • Request Provincial Assistance (NBEMO) • Request National Assistance (NBEMO) |

NOTES/ CONSIDERATION

See COVID Business Continuity Plans and Policies for reference.
 Follow Public Health Guidelines
 New Brunswick Pandemic Influenza Plan: http://www2.gnb.ca/content/dam/gnb/Departments/ps-sp/pdf/emo/Pandemic_Planning-e.pdf

SAINT JOHN EMERGENCY RESPONSE PLAN



2.6.10 CYBER ATTACK

| | |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Hazard Description | A cyber attack is any offensive maneuver that targets computer information systems, computer networks, infrastructures, personal computer devices, or smartphones. |
| Potential Impacts | Theft of valuable and sensitive data / Suspension of entire systems /International Implications |
| HIRA Total Risk Score | 60- MODERATE |

Immediate Actions (IA)

| | |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Municipal Actions | Isolate and protect all portals into the cyber system that controls the infrastructure. Provide separate water supply/potable water from another source to bypass. |
| REMC Actions | Monitoring |

The following actions may/may not occur; lead agency's procedures take precedence.

| Suggested Agencies | Possible Actions | Remarks |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| INTERNAL ○ Strategic Services ○ Communications ○ Human Resources ○ Information Technology ○ SJ Fire Dept. ○ SJ Police Force ○ Public Works and Transportation Services ○ SJ Water ○ Technical Inspections Services EXTERNAL ○ Ambulance NB ○ NB EMO ○ SJ Energy ○ Enbridge Gas | <ul style="list-style-type: none"> ● Suspension of employee access to all IT assets ● Collection of all IT assets for the purpose of backup and reset ● Determine source and reach of attack ● Internal and External communication ● Implement business continuity plans | Resource Needs Assessment <ul style="list-style-type: none"> ● Identify resources required ● Identify resources at hand ● Identify resources lacking ● Mutual Aid request (PSCC) ● Request Regional Assistance (NBEMO) ● Request Provincial Assistance (NBEMO) ● Request National Assistance (NBEMO) |

NOTES/ CONSIDERATION

Refer to notes/ policies and actions from the 2020 Cyber Attack for the City of Saint John

SAINT JOHN EMERGENCY RESPONSE PLAN



2.6.11 ACTIVE/VIOLENT THREAT

| | |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Hazard Description | The use of physical force with intent, effect, or reasonable likelihood of causing pain, harm, injury or damage to any person or property A public event which gathers more than 500 persons indoors or outdoors. |
| Potential Impacts | Critical Infrastructure / Life Safety / Losses to local economy / Municipal Services / Jurisdictional Issues / Environmental Impact / Transportation |
| HIRA Total Risk Score | 57- LOW |

Immediate Actions (IA)

| | |
|-------------------|-------------------------------------------------------------------------------------------------------|
| Municipal Actions | Municipal first responders report on CI impacts. Municipality may consider EOC activation. Info REMC. |
| REMC Actions | Monitoring |

The following actions may/may not occur; lead agency's procedures take precedence.

| Suggested Agencies | Possible Actions | Remarks |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>INTERNAL</p> <ul style="list-style-type: none"> • SJ Police Force (Lead) • Saint John Fire • Public Works and Transportation • Communications <p>EXTERNAL</p> <ul style="list-style-type: none"> • Ambulance NB • Red Cross • Public Health • NB Public Safety • NB EMO • KVPF • RCMP | <ul style="list-style-type: none"> • Issue public warnings with pre-determined messages (if applicable) • Use of Emergency notification (if applicable) • Possible Evacuations • Be prepared for mass casualties • Traffic Control | <p>Resource Needs Assessment</p> <ul style="list-style-type: none"> • Identify resources required • Identify resources at hand • Identify resources lacking • Mutual Aid request (PSCC) • Request Regional Assistance (NBEMO) • Request Provincial Assistance (NBEMO) • Request National Assistance (NBEMO) |

SAINT JOHN EMERGENCY RESPONSE PLAN



2.6.12 COMMUNICATION FAILURE

| | |
|-----------------------|-----------------------------------------------------------------------------------------------------------------|
| Hazard Description | Widespread breakdown of normal communication infrastructure/capabilities. |
| Potential Impacts | Critical Infrastructure / Losses to local economy / Municipal Services / Jurisdictional Issues / Transportation |
| HIRA Total Risk Score | 50- LOW |

Immediate Actions (IA)

| | |
|-------------------|-------------------------------------------------------------------------------------------------------|
| Municipal Actions | Municipal first responders report on CI impacts. Municipality may consider EOC activation. Info REMC. |
| REMC Actions | Monitoring |

The following actions may/may not occur; lead agency's procedures take precedence.

| Suggested Agencies | Possible Actions | Remarks |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>INTERNAL</p> <ul style="list-style-type: none"> SJ Fire Dept. SJ Police Force Information Technology Dept. Strategic Services Public Safety and Communication Center (PSCC) City Public Works and Transportation Communications <p>EXTERNAL</p> <ul style="list-style-type: none"> Ambulance NB Saint John Energy Fire Marshall Communications Stakeholders (Bell, Aliant, Rogers) | <ul style="list-style-type: none"> Issue public warnings with pre-determined messages Use of emergency notification system using any available communication methods including HAM Radio; door-to-door or flyers (if applicable) Activate Emergency Management Consultative Group (EMCG) messaging Dispatch liaison representatives to municipal EOCs Use of SIMPLEX radio | <p>Resource Needs Assessment</p> <ol style="list-style-type: none"> Identify resources required Identify resources at hand Identify resources lacking Mutual Aid request (PSCC) Request Regional Assistance (NBEMO) Request Provincial Assistance (NBEMO) Request National Assistance (NBEMO) |

Additional Instructions: [All ICS Forms](#)

SAINT JOHN EMERGENCY RESPONSE PLAN



| 2.6.13 AIR QUALITY | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Hazard Description | If the outside air quality is threatened or compromised | |
| Potential Impacts | Losses to local economy / Municipal Services / Jurisdictional Issues / Environmental Impact / Active Transportation | |
| HIRA Total Risk Score | 50 - LOW | |
| Immediate Actions (IA) | | |
| Municipal Actions | Municipal first responders report on CI impacts. Municipality may consider EOC activation. Info REMC. | |
| REMC Actions | Monitoring | |
| The following actions may/may not occur; lead agency's procedures take precedence. | | |
| Suggested Agencies | Possible Actions | Remarks |
| <p>INTERNAL</p> <ul style="list-style-type: none"> • SJ Fire Dept. • SJ Police Force • Public Works & Transportation • Growth & Community Services • Facility Management • Communications <p>EXTERNAL</p> <ul style="list-style-type: none"> • Ambulance NB • Saint John Energy • Education • Horizon Health • Emera Pipeline • Irving Oil • JDI • Department of Environment & Local Government DELG • Communications • Red Cross | <ul style="list-style-type: none"> • Issue public warnings with pre-determined messages (if applicable) • Use of Emergency Notification (if applicable) • Possible shelter in place • Possible Evacuations • Be prepared to open comfort reception centres | <p>Resource Needs Assessment</p> <ol style="list-style-type: none"> 1. Identify resources required 2. Identify resources at hand 3. Identify resources lacking 4. Mutual Aid request (PSCC) 5. Request Regional Assistance (NBEMO) 6. Request Provincial Assistance (NBEMO) 7. Request National Assistance (NBEMO) |

SAINT JOHN EMERGENCY RESPONSE PLAN



Additional Instructions:

All ICS Forms: <http://www.icscanada.ca/en/Forms.html>

Local Air Quality Health Index for New Brunswick:
https://weather.gc.ca/airquality/pages/provincial_summary/nb_e.html

Wildfire Smoke Prediction System: https://weather.gc.ca/firework/index_e.html

<https://www.elgegl.gnb.ca/AirNB/en/SamplingLocation/Index>

SAINT JOHN EMERGENCY RESPONSE PLAN



2.6.14 AVIATION INCIDENT

| | |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------|
| Hazard Description | An incident or accident associated with the operation of an aircraft. |
| Potential Impacts | Critical Infrastructure / Life Safety / Losses to local economy / Jurisdictional Issues / Environmental Impact / Transportation |
| HIRA Total Risk Score | 42 - LOW |

Immediate Actions (IA)

| | |
|-------------------|-------------------------------------------------------------------------------------------------------|
| Municipal Actions | Municipal first responders report on CI impacts. Municipality may consider EOC activation. Info REMC. |
| REMC Actions | Monitoring |

The following actions may/may not occur; lead agency's procedures take precedence.

| Suggested Agencies | Possible Actions | Remarks |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>INTERNAL</p> <ul style="list-style-type: none"> • SJ Fire Dept. • SJ Police Force • Communications <p>EXTERNAL</p> <ul style="list-style-type: none"> • Ambulance NB • DELG • Transport Canada • Coroner • Fire Marshall • Horizon Health • Public Health • Red Cross • Marine (Port Authority and Canadian Coast Guard) • Airline Carrier • Airport Authority • Canadian Border Security Agency | <ul style="list-style-type: none"> • Assist with casualties • Possible Evacuation • Road Closures • Structure Stability • Establish Temporary Shelters • Joint Rescue Coordination Centre (JRCC) • Sequestering of international passengers | <p>Resource Needs Assessment</p> <ul style="list-style-type: none"> • Identify resources required • Identify resources at hand • Identify resources lacking • Mutual Aid request (PSCC) • Request Regional Assistance (NBEMO) • Request Provincial Assistance (NBEMO) • Request National Assistance (NBEMO) |

Additional Instructions: [All ICS Forms](#)

SAINT JOHN EMERGENCY RESPONSE PLAN



| 2.6.15 PORT/MARINE (CRUISE SHIPS/CRANES) | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Hazard Description | An incident involving the port or marine vessel or equipment, including cranes that could affect the safety of operation or individuals. | |
| Possible Effects | Danger to Public Safety/ Casualties / Deaths / Civil Disorder / Evacuations / Limited Access by First Responders | |
| HIRA Total Risk Score | 42- LOW | |
| Immediate Actions (IA) | | |
| Municipal Actions | Losses to local economy / Limited access by First Responders / Jurisdictional Issues / International Implications / Danger to Public Safety / Casualties / Deaths / Evacuation / | |
| REMC Actions | Monitoring | |
| The following actions may/may not occur; lead agency's procedures take precedence. | | |
| Suggested Agencies | Possible Actions | Remarks |
| INTERNAL ○ SJ Fire Dept. ○ SJ Police Force ○ Public Works and Transportation ○ Saint John Water ○ Communications EXTERNAL ○ Port Saint John ○ NB EMO ○ Department of Justice & Public Safety ○ Atlantic Towing (JDI) ○ Ambulance NB ○ Emergency Social Services (ESS) ○ Red Cross ○ Horizon Health ○ Health Canada | ○ Issue public warnings with pre-determined messages (if applicable) ○ Use of Emergency notification (if applicable) ○ Possible Evacuations ○ Be prepared for mass casualties ○ Traffic Control | Resource Needs Assessment ● Identify resources required ● Identify resources at hand ● Identify resources lacking ● Mutual Aid request (PSCC) ● Request Regional Assistance (NBEMO) ● Request Provincial Assistance (NBEMO) ● Request National Assistance (NBEMO) |
| NOTES/ CONSIDERATION | | |
| The Port is on Federal land. | | |

SAINT JOHN EMERGENCY RESPONSE PLAN



| 2.6.16 POTABLE WATER | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Hazard Description | Water system failure where a large volume of customers is compromised. | |
| Possible Effects | Limited access by First Responders / Danger to Public Safety / | |
| HIRA Total Risk Score | 40 - LOW | |
| Immediate Actions (IA) | | |
| Municipal Actions | Municipal first responders report on CI impacts. Municipality may consider EOC activation. Info REMC. | |
| REMC Actions | Monitoring | |
| The following actions may/may not occur; lead agency's procedures take precedence. | | |
| Suggested Agencies | Possible Actions | Remarks |
| <p>INTERNAL</p> <ul style="list-style-type: none"> • SJ Water • SJ Fire Dept. • SJ Police Force • Public Works and Transportation • Communications <p>EXTERNAL</p> <ul style="list-style-type: none"> • Horizon Health • Public Health • Ambulance NB • Red Cross • Emergency Social Services (ESS) • Department of Environment & Local Government (DELG) | <ul style="list-style-type: none"> • Issue public warnings with pre-determined messages (if applicable) • Use of Emergency notification (if applicable) • • Be prepared to secure, organize, and deliver large quantities of potable water. • Cleanup of system • Hazardous material in supply | <p>Resource Needs Assessment</p> <ul style="list-style-type: none"> • Identify resources required • Identify resources at hand • Identify resources lacking • Mutual Aid request (PSCC) • Request Regional Assistance (NBEMO) • Request Provincial Assistance (NBEMO) • Request National Assistance (NBEMO) |

SAINT JOHN EMERGENCY RESPONSE PLAN



2.6.17 CIVIL DISORDER

| | |
|-----------------------|--------------------------------------------------------------------------------|
| Hazard Description | Civil disorder is when many people are involved and are set upon a common aim. |
| Possible Effects | Casualties / Danger to public health / Deaths / Evacuation |
| HIRA Total Risk Score | 39 – LOW |

Immediate Actions (IA)

| | |
|-------------------|--------------------------------------------------------------------------------------------|
| Municipal Actions | Municipal first responders report on CI impacts. Municipality may consider EOC activation. |
| REMC Actions | Monitoring |

The following actions may/may not occur; lead agency's procedures take precedence.

| Suggested Agencies | Possible Actions | Remarks |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>INTERNAL</p> <ul style="list-style-type: none"> • SJ Fire Dept. • SJ Police Force • Public Works and Transportation • Communications <p>EXTERNAL</p> <ul style="list-style-type: none"> • Ambulance NB • Public Health • Department of Justice & Public Safety • Canadian Armed Forces (CAF) • Department of Natural Defence (DND) | <ul style="list-style-type: none"> • Issue public warnings • Use of emergency notification system (if applicable) • Be prepared to assist isolated communities that are denied emergency services | <p>Resource Needs Assessment</p> <ul style="list-style-type: none"> • Identify resources required • Identify resources at hand • Identify resources lacking • Mutual Aid request (PSCC) • Request Regional Assistance (NBEMO) • Request Provincial Assistance (NBEMO) • Request National Assistance (NBEMO) |

Additional Instructions:

[All ICS Forms](#)

SAINT JOHN EMERGENCY RESPONSE PLAN



2.6.18 CRITICAL INFRASTRUCTURE FAILURE (TRANSPORTATION/ ENGINEERING)

| | |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Hazard Description | Engineering hazards occur when structures used by people fail. A derailment that can result in substantial loss of life and/or risk to the environment. Structural or safety related issues that could force a bridge to be temporarily closed. |
| Possible Effects | Limited access by first responders / Danger to Public Safety /Casualties / Deaths / Evacuation/ Jurisdictional Issues/ Public Messaging |
| HIRA Total Risk Score | 36 - LOW |

Immediate Actions (IA)

| | |
|-------------------|-------------------------------------------------------------------------------------------------------|
| Municipal Actions | Municipal first responders report on CI impacts. Municipality may consider EOC activation. Info REMC. |
| REMC Actions | Monitoring |

The following actions may/may not occur; lead agency's procedures take precedence.

| Suggested Agencies | Possible Actions | Remarks |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>INTERNAL</p> <ul style="list-style-type: none"> • SJ Fire Dept. • SJ Police Force • Public Works & Transportation • Technical Inspection Services • Communications • Saint John Water • GIS <p>EXTERNAL</p> <ul style="list-style-type: none"> • Ambulance NB • Saint John Energy • Red Cross • NB Southern Railway • CN Rail • Emergency Social Services (ESS) • RST • Fire Marshall • Coroner • Transport Canada | <ul style="list-style-type: none"> • Issue public warnings with pre-determined messages • Use of emergency notification system (if applicable) • Liaison • Possible Evacuations • Be prepared to open comfort centres or reception centres • Be prepared for mass containment • Be prepared to assist isolated communities | <p>Resource Needs Assessment</p> <ul style="list-style-type: none"> • Identify resources required • Identify resources at hand • Identify resources lacking • Mutual Aid request (PSCC) • Request Regional Assistance (NBEMO) • Request Provincial Assistance (NBEMO) • Request National Assistance (NBEMO) |

SAINT JOHN EMERGENCY RESPONSE PLAN



| | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <ul style="list-style-type: none"> • Canadian Coast Guard (CCG) Environmental emergencies • DELG • DTI | | |
| <p>Additional Instructions:</p> <p>Emergency Response Guide through Transport Canada: tc.canada.ca</p> <p>Canutec online contact information: 1-888-CANUTEC (226-8832)</p> | | |

PART 3 ACTIVATION LEVELS AND ROLES AND RESPONSIBILITIES

| | |
|----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3. Activation Levels | |
| 3.1 | Activation - Nominal Role / Fan Out Attached as Annex A to Part 1. |
| 3.1.1 | Level 1 – Enhanced Monitoring: Continuous monitoring by all SJEMO members of an emergency that may require immediate regional assistance. |
| 3.1.2 | Level 2 – Partial Activation: Once notified, selected members of SJEMO may be called in to assist with supporting ongoing efforts towards an emergency. Depending on the location of the emergency, the use of a virtual EOC may be a viable option. |
| 3.1.3 | Level 3 – Full Activation: Once notified, all SJEMO members will report to the EOC. This will depend on the location of SJEMO members at the time of notification. |
| 3.2 | Municipal Roles and Responsibilities |
| Emergency Management Council Committee | |
| 3.2.1 | <ul style="list-style-type: none"> a. Provides overall emergency policy and direction to the EOC Director. b. Sets expenditure limits. c. Formally requests outside support/resources (e.g., Provincial and Federal support). d. Authorizes declaration and termination of “State of Local Emergency.” e. Provides direction for emergency public information activities; and f. Acts as a spokesperson for the jurisdiction. |
| Command Staff at Site Responsibilities | |
| Site Incident Commander (may have a deputy if required) | |
| 3.2.2 | <ul style="list-style-type: none"> a. Reports to Municipal Emergency Operations Centre (EOC) Director if activated. b. Responsible for overall management of the incident at the site. c. Ensures planning meetings are scheduled as required. |

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| | <ul style="list-style-type: none"> d. Approves and authorizes implementation of Incident Action Plan. e. Determines incident objectives and strategy. f. Authorizes release of information to media. g. Orders the demobilization of the incident when appropriate. h. May provides advice and information to the executive group as requested; and i. Ensures overall incident objectives are being met by sections. |
| <p>3.2.3</p> | <p>Site Information Officer (may have assistants as required)</p> <ul style="list-style-type: none"> a. Reports directly to the Incident Commander. b. Advises the Incident Commander. c. Develops material for use for both media briefings and public communication. d. Ensures the monitoring of print and electronic media coverage of the event; and e. Oversees the flow of information within the EOC and with all response agencies. |
| <p>3.2.4</p> | <p>Site Liaison Officer</p> <ul style="list-style-type: none"> a. Reports directly to the Incident Commander. b. Serves as the primary contact for agency representatives. c. Advises agencies of operational updates and status; and d. Monitors incident to identify current or potential inter-organizational problems. |
| <p>3.2.5</p> | <p>Site Safety Officer (may have assistants as required)</p> <ul style="list-style-type: none"> a. Reports directly to the Incident Commander. b. Identifies hazardous situations associated with the incident. c. Reviews the action plan for safety implications; and d. Exercises authority to stop and/or prevent unsafe acts. |
| <p>General Staff at Site Responsibilities</p> | |
| <p>3.2.6</p> | <p>Site Operations Section</p> <p>The Operations Section manages all tactical operations. The Section Chief is usually from the lead agency. ie. during a large fire, this section should be managed by the Fire Chief (or designate).</p> <ul style="list-style-type: none"> a. Reports directly to the Incident Commander. b. Manages all tactical operations. c. Assists in development of the operations portion of the incident action plan; and d. Creates branches / divisions, task forces to carry out the strategies in the action plan as required. |
| <p>3.2.7</p> | <p>Site Planning Section</p> <p>The Planning Section collects, evaluates, processes, and disseminates information for use at the incident.</p> <ul style="list-style-type: none"> a. Reports directly to the incident commander. b. Collects and processes information for situational awareness. c. Provides input and supervises the preparation of the Incident action plan. d. Determines need for specialized resources; and |

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| | <p>e. Monitors incident status and informs IC of any changes.</p> |
| <p>3.2.8</p> | <p>Site Logistics Section</p> <p>All incident support is provided through the Logistics Section which ensures that, if resources are required for the operations, they are provided as best possible given timing, circumstances, and other constraints.</p> <ul style="list-style-type: none"> a. Reports directly to the Incident Commander. b. Monitors the resources for continuous operability. c. Requests and releases resources as required; and d. Oversees the demobilization of Logistics Section. |
| <p>3.2.9</p> | <p>Site Finance / Administration Section</p> <p>The Finance / Administration Section manages all financial aspects of the incident.</p> <ul style="list-style-type: none"> a. Reports directly to the Incident Commander. b. Collects all documentation for the incident and provide financial updates as required. c. Ensures procurement procedures for supplies are prepared and completed; and d. Ensures that all personnel time records are accurately completed and inputted. |
| <p>3.3</p> | <p>Municipal Emergency Operations Centre (EOC) Team Member Responsibilities</p> |
| <p>3.3.1</p> | <p>EOC Director</p> <p>Reports to: Emergency Management Council Committee</p> <p>The EOC Director's primary responsibility is to coordinate the efficient response and manage all resources required for the emergency. Responsibilities include:</p> <ul style="list-style-type: none"> a. activating the Emergency Operations Centre if required. b. initiating the EOC fan-out/notification list. c. ensuring key EOC positions are staffed as required. d. ensuring an up-to-date contact list is maintained for fan-out purposes. e. reporting major events to New Brunswick Emergency Measures Organization. f. ensuring the development of an Incident Action Plan. g. ensuring EOC members take prompt and effective action in response to problems. h. ensuring action logs are maintained by all EOC staff. i. requesting expert assistance as required. j. advising Council if there is a need to evacuate a specific area. k. coordinating evacuation with other EOC staff. l. consulting with Health/Social Services Agency Representative on the selection and opening of shelter(s) and or reception centre(s). m. monitoring the capacity of the area resources and if overextended, requesting assistance through mutual aid and EMO, upon approval from Council. n. informing EOC staff of major events as they arise. o. ensuring communications are established. p. ensuring a thorough situation briefing is conducted during shift changes and transfer of command. q. ensuring that a main event log is maintained and safeguarded; and |

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| | <p>r. other duties as required.</p> |
| <p>3.3.2</p> | <p>Liaison Officer Reports to: EOC Director The Liaison Officer acts as the primary point of contact/coordination for outside agency representatives; other EOC's and volunteer organizations. Responsibilities include:</p> <ol style="list-style-type: none"> a. contacting outside agency representatives that have not acknowledged requests to report to the EOC; and ensures required agencies are in the EOC b. briefing agency representatives on their role and position within the EOC. c. acting as a point of contact for volunteers and/ or volunteer organizations. d. providing specific services as requested by EOC Director. e. assisting with coordinating how volunteers and/or volunteer organizations can assist with the response; and f. other duties as assigned by the EOC Director. |
| <p>3.3.3</p> | <p>Risk Management Officer Reports to: EOC Director The duties of the Risk Management Officer are as follows:</p> <p>Risk Management – Monitors the safety of the EOC and that good risk management practices are applied throughout the response organization. Protects the interests of all EOC participants, agencies, and organizations by ensuring due diligence in information collection, decision-making, and implementation. Monitors situations for risk exposures and ascertains probabilities and potential consequences of future events. Identifies and analyses liability and loss exposures.</p> <p>Safety – The Risk Management Officer maintains link with Safety Officers as applicable and provides advice on safety issues. The Risk Management Officer has the authority to halt or modify all unsafe operations within or outside the scope of the EOC Action Plan, notifying the EOC Director of actions taken. It should be noted that while the risk management officer has responsibility for safety, it is recommended that a safety specialist be appointed who is familiar with all aspects of safety and relevant legislation.</p> <p>Security – The Risk Management Officer ensures that appropriate security measures have been established to allow for only authorized access to the EOC facility and documentation.</p> |
| <p>3.3.4</p> | <p>Information Officer Report to: EOC Director The duties of the Information Officer are as follows:</p> <ol style="list-style-type: none"> a. maintaining an up-to-date list of all media services in the area. b. implementing a crisis communication plan to support the incident action plan. c. leading an Emergency Public Information Team (if required). d. establishing a media-briefing centre; e. keeping the public informed of significant developments occurring during the emergency. f. briefing the media periodically. |

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| | <ul style="list-style-type: none"> g. maintaining a log of all actions taken. h. briefing the EOC Director during planning meetings. i. ensuring that replacement is thoroughly briefed during shift changes; and j. other duties as assigned by the EOC Director. |
| <p style="text-align: center;">3.3.5</p> | <p>Operations Section Chief</p> <p>Reports to: EOC Director</p> <p>The Operations Section focuses on the current operational period by liaising with and supporting the Incident Management Team in accordance with the incident action plan. Responsibilities of the Operations Section Chief include:</p> <ul style="list-style-type: none"> a. gaining and maintaining situational awareness. b. consulting with the EOC Director to determine who will be in the Operations Section. c. receiving information from the Operations Section and forward to the appropriate people including the Duty Officer. d. ensuring situation reports are disseminated to the Operations Section. e. briefing the EOC Director during planning meetings on the current situation. f. consulting with EOC Director, after planning meetings, on the appropriateness of the incident action plan. g. leading the operations section to achieve the objectives established in the incident action plan. h. keeping the EOC Director and the Information Officer updated; and i. other duties as assigned by Operations Section Chief. |
| <p style="text-align: center;">3.3.6</p> | <p>Planning Section Chief</p> <p>Reports to: EOC Director</p> <p>Planning Section Chief oversees the conduct of planning meetings, the development of incident action plans for each planning cycle; and for managing and disseminating information. Responsibilities include:</p> <ul style="list-style-type: none"> a. chairing planning meetings. b. providing leadership to additional planning staff. c. recommending objectives and their priorities to the EOC Director. d. drafting incident action plans for the EOC Director's approval. e. disseminating incident action plans to the EOC team. f. conducting planning for the next operational period; and g. performing other duties as assigned by the EOC Director. |
| <p style="text-align: center;">3.3.7</p> | <p>Duty Officer</p> <p>Reports to: Planning Section Chief</p> <p>The Duty Officer manages and disseminates information. Responsibilities include:</p> <ul style="list-style-type: none"> a. assisting with setting up the EOC. b. assisting with notifying EOC participants. c. opening, maintaining, and displaying a main event log. d. maintaining situational awareness. e. drafting and disseminating situational reports to EOC participants, Emergency Measures Organizations, and other pertinent stakeholders. |

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| | <ul style="list-style-type: none"> f. maintaining a map of the incident indicating the location of incidents and resources, g. providing a briefing of the current situation for the initial planning meeting. h. other duties as assigned by the Planning Section Chief. |
| 3.3.8 | <p>Logistics Section Chief</p> <p>Reports to: EOC Director</p> <p>The Logistics Section provides EOC support such as security, feeding, amenities, backup power, telecommunications, information technology, and mapping. Responsibilities of the Logistics Section Chief include:</p> <ul style="list-style-type: none"> a. maintaining a list of all telecommunications resources in the area. b. providing telecommunications in support of emergency operations. c. ensuring EOC security arrangements are made. d. ensuring EOC has sufficient log sheets, markers, status boards, writing paper, etc. e. preparing meals and sleeping arrangements for EOC participants. f. facilitating mapping requests. g. briefing EOC participants, during planning meetings, on matters of importance. h. working to support the incident action plan and/or fulfill direction given by the EOC Director. i. providing operators for the radio networks and the message centre; j. establishing a back-up network using Amateur Radio systems and assigning frequencies. k. maintaining office machinery, equipment, stationary. l. maintaining a sign-in sheet; and m. ensuring sufficient telephone resources for EOC participants. |
| 3.3.9 | <p>Finance and Administration Section Chief</p> <p>Reports to: EOC Director</p> <p>The Finance and Administration Section concerns itself with the financial aspects of an emergency, including capturing the costs of dealing with an incident, procuring items, dealing with claims and compensation, and recording the work hours of EOC participants. Responsibilities of the Finance and Administration Section Chief include:</p> <ul style="list-style-type: none"> a. ensuring EOC participants sign in and out of the EOC. b. developing a plan for capturing costs dealing with the incident. c. briefing EOC participants during planning meetings on matters of importance. d. procuring of resources for the EOC or for resources requested by the Incident Management Team which have been approved by the EOC Director. e. working to support the incident action plan and/or fulfill direction given by the EOC Director. f. obtaining EOC participants' sign-in/sign-out times during deactivation; and g. assisting with DFAA claims, as required during the recovery phase. |
| 3.4 | Regional REAC/REOC Roles and Responsibilities |
| 3.4.1 | <p>Tasks Common to All:</p> <ul style="list-style-type: none"> a. On arrival, open and maintain departmental log |

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| | <ul style="list-style-type: none"> b. Contact Provincial Emergency Operations Centre (PEOC) – maintain contact. c. Determine capability of department to respond to the emergency; and d. Review departmental emergency response plan or business contingency plan. |
| 3.4.2 | <p>Department of Justice and Public Safety (JPS) – Regional EM Coordinator</p> <ul style="list-style-type: none"> a. Provide regular updates to the PEOC. b. Lead the business cycles relating to REOC activities. c. Coordinate response activities with external agencies. d. Request assistance from province or federal government (as appropriate), through the PEOC. e. Assess emergency needs and establish a strategic direction; and f. Monitor Municipal actions within regions. g. Assume EM coordinator role for unincorporated areas & LSD's |
| 3.4.3 | <p>NB Emergency Public Information (NBEMO-PIO): When required, the Director may appoint a PIO to a REOC.</p> |
| 3.4.4 | <p>Emergency Management Communication Group (EMCG):</p> <ul style="list-style-type: none"> a. Verify that the telecommunications mobilization is complete. b. Report to the REOC on all matters related to telecommunications. c. Commence long-term telecommunications planning in response to this emergency. d. Provide relief radio operators for stations operating under the control of the EMCG e. Establish a telecommunications link with NB EMO/ PLGS Off-Site EOC (if required). |
| 3.4.5 | <p>Office of the Fire Marshall Office (OFM):</p> <ul style="list-style-type: none"> a. Report to the REOC on matters relating to rescue, firefighting, and fire prevention b. Activate Mutual Aid Agreement(s) – Fire – when required. c. Ensure that dangerous goods support services are contacted when required. d. Provide discretionary assistance to the ambulance and police services. e. Obtain updates from Fire Dispatch and the Fire Control Officer (FCO); and f. Assess the need for additional resources and request these through Fire Dispatch. |
| 3.4.6 | <p>Royal Canadian Mounted Police (RCMP):</p> <ul style="list-style-type: none"> a. Respond to immediate police needs arising from the emergency. b. Report to the REOC on matters relating to crowd control, traffic control, protection of life and property, and law enforcement. c. Ensure the protection of public and private property within the emergency area. d. Assist in ground search and rescue (GSAR) operations (if required). e. Liaise with other polices services (as required); and f. Arrange for additional police assistance when required. |
| 3.4.7 | <p>Department of Transportation and Infrastructure (DTI):</p> <ul style="list-style-type: none"> a. Be responsible for the construction, repair and maintenance of all roads, bridges, highways and regional wharves and ferries as may be required during the emergency. b. Assist with the implementation of emergency highway traffic control measures in conjunction with Police services. c. Conduct damage assessment to the regional transportation system, facilities, and infrastructure. d. Inform the REOC immediately upon the closing of any regional roadways or municipal roads that are necessary for emergency response operations, such as evacuation routes, and suggest alternative routes. e. Give priority to maintaining and keeping open regionally controlled roads and assist in keeping municipal roads open that are necessary to support emergency operations. |

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| | <ul style="list-style-type: none"> f. Coordinate the mobilization of contractor equipment/personnel and engineering expertise to keep regional roadways open, g. Expedite the issuing of permits to transportation companies that will engage in common, or contract carrier operations related to the emergency; and h. Provide engineering, architectural contract, and administrative support to emergency construction projects. |
| 3.4.8 | <p>Department of Natural Resources and Energy Development (DNRED):</p> <ul style="list-style-type: none"> a. Responsible for the provision of emergency rescue services (rural) and emergency firefighting assistance (rural). b. Assist in the evacuation and closure of regional Parks as required. c. Be prepared to provide facilities to be used as assembly, relocation, and dispatch areas for emergency response operations, and temporary emergency care and accommodation. d. Implement water control measures as required or if requested; and e. Provide departmental equipment and personnel resources if requested. |
| 3.4.9 | <p>Ambulance New Brunswick (ANB):</p> <ul style="list-style-type: none"> a. Be prepared to provide comprehensive, region-wide ambulance services. b. Coordinate the communication and dispatch systems necessary to meet the requirements during an emergency; and c. Provide regular updates to your PEOC representative. |
| 3.4.10 | <p>Department of Health (DH):</p> <ul style="list-style-type: none"> a. Activate the Provincial Health Plan (if required). b. Coordinate resources across the province to meet the requirements of the emergency, in coordination with the PEOC, other government departments, public and private health practitioners where/when required. c. Be prepared to arrange for the delivery of counselling services and critical stress debriefings to emergency workers. d. Ensure records management protocols are in place for those patients hospitalized for casualties or diseases related to the emergency. e. Arrange for the testing of agricultural and marine products identified as possibly being contaminated. f. Inspect buildings to identify radiological hazards resulting from the emergency. g. Provide and coordinate comprehensive assessments of the health impact, and the ability to continue providing essential health services; and h. Act as the primary department for the liaison with Health Canada, Public Health Agency of Canada Center for Infectious Disease Prevention and Control, other regional health authorities and IEMG Health Officials for consultation and assistance. |
| 3.4.11 | <p>Emergency Social Services (Department of Social Development) (ESS):</p> <ul style="list-style-type: none"> a. Liaise with private social service organizations, including the Canadian Red Cross, during the emergency and act as the link between them and the REOC. b. Be prepared to provide assessments of the impacts of the emergency on the delivery of essential social services, including an evaluation of the need for special assistance to meet unique human service demands. |

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| | <ul style="list-style-type: none"> c. Be prepared to provide psychological support during and immediately after the emergency; and d. Maintain a resource list of housing and accommodations available for displaced persons. |
| 3.4.12 | <p>Department of Education and Early Childhood Development (DEECD):</p> <ul style="list-style-type: none"> a. Responsible for coordinating with administrators of New Brunswick Schools/Community Colleges for the protection of their students during an emergency; and b. Support the establishment of reception centres and shelters for evacuees by allowing the use of buildings under your control for this purpose (only when officially requested). |
| 3.4.13 | <p>Canadian Red Cross:</p> <ul style="list-style-type: none"> a. When requested, establish a reception centre for Registration & Inquiry. b. Assists in reuniting families, and answer inquiries regarding the condition and whereabouts of missing persons (if applicable). c. Provide Emergency Lodging for homeless, and evacuated persons. d. Provide food and meals to those persons without food or the ability to properly prepare food. e. Provide clothing or emergency covering until regular sources of supply are available. f. Provide for the initial reception of evacuees arriving at Reception Centres; inform them of immediate emergency help; offer temporary care for unattended children and dependent elderly; assist with the temporary care of residents from special care facilities; provide or arrange for provision of financial and/or material assistance; and g. Offer immediate and long-term emotional support to people with personal problems and needs created or aggravated by the emergency. |
| 3.4.14 | <p>Department of Agriculture, Aquaculture, and Fisheries (DAAF):</p> <ul style="list-style-type: none"> a. If required, in collaboration with Dept of Health, arrange sampling of locally produced foodstuff and marine products, and delivery of samples to Health Canada (or other). b. Ensure for the disposal of condemned or contaminated foodstuff. c. In the event of an evacuation, help facilitate the movement and welfare of farm animals. d. In collaboration with Public Safety, Fisheries and Oceans, Canadian Coast Guard, and others, arrange for the removal of fishing vessels in any danger area and direct them to safe harbours. e. Contact appropriate Wharfingers to prepare them for the arrival of redirected fishing vessels. f. Be prepared to assist other agencies as required; and g. Provide regular updates to your PEOC representative. |
| 3.4.15 | <p>New Brunswick Power (Saint John Energy):</p> <ul style="list-style-type: none"> a. Direct liaison with PEOC on a continual basis and ensure REOC is fully briefed; and b. Report to the REOC Coordinator on the current departmental staffing and anticipated needs. |
| 3.4.16 | <p>Department of Environment and Local Government (DELG):</p> <ul style="list-style-type: none"> a. Monitor, and coordinate emergency planning and operations for local service districts (LSDs). b. Provide recommendations regarding assistance to individuals affected within the LSDs. c. Coordinate, and monitor extraordinary regional expenditures related to an emergency. d. Facilitate liaison with local authorities and, if required, recommend the appointment of an official administrator to act as council. |

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| | <ul style="list-style-type: none">e. If called upon, support the provision of shelter and accommodation for evacuated people who cannot return to their homes for some time; andf. Provide guidance to assist in the determination of appropriate options for longer-term emergency housing, when required. |
| 4.1 | APPENDIX |
| 4.1.1 | "A" New Brunswick Emergency Measures Act |
| 4.1.2 | "B" The Saint John Emergency Measures By-Law |
| 4.1.3 | "C" Declaration of State of Emergency |
| 4.1.4 | "D" Activation Timeline |
| 4.1.5 | "E" Contact List – To be updated a minimum of once annually in May, to distribution list |

APPENDIX "A"

New Brunswick Emergency Measure Act

Most current to be found on [Government of New Brunswick Web Site](#)

APPENDIX "B"

Saint John Emergency Measures By-Law (www.saintjohn.ca) under [by-laws](#)



Appendix "C" DECLARATION OF A STATE OF LOCAL EMERGENCY

THE CITY OF SAINT JOHN

Section 11 (2) of the Emergency Measures Act

Whereas the area of herein described is or may soon be encountering an emergency that requires the increased powers of the Emergency Measures Act to prevent harm or damage to the safety, health, and welfare of persons, or to prevent damage to property, or the environment.

Emergency Area: Within the area(s) with the boundaries in the City of Saint John, County of Saint John, Province of New Brunswick, as follows:

Describe the boundaries

Nature of the Emergency:

Describe the emergency in detail

AND WHEREAS the undersigned is satisfied that an emergency or threat of an emergency exists in the above-noted municipality.

THE UNDERSIGNED HEREBY DECLARES pursuant to Section 11(2) of the Emergency Measures Act, a State of Local Emergency in the Municipality noted above as of and from _____ o'clock in the forenoon (_____) or afternoon (_____) of the day of _____, AD, 20 ____.

THIS DECLARATION OF A STATE OF LOCAL EMERGENCY shall exist until _____ o'clock in the forenoon (_____) or afternoon (_____) of the day of _____, AD., 20____ or for a maximum of 7 days from the date and time specified above unless the Declaration is renewed or terminated.

DATED at the City of Saint John, County of Saint John, Province of New Brunswick, on the ____ day of _____, AD 20____.

X

Mayor, City of Saint John

NOTE: This declaration is only valid for a maximum of 7 days with a further renewal of 7 days, if required.

Appendix “D” Activation Timeline

City of Saint John Activation Timeline

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| <p>Critical Infrastructure (CI) is defined as those physical and information technology facilities, networks, services, and assets, which, if disrupted or destroyed, would have a serious impact on the health, safety, security, or economic well-being of New Brunswickers or the effective functioning of government. CI impacts that require an immediate assessment in accordance with the recommended Activation Timeline.</p> <p>LOW: Potential, imminent or actual threats, vulnerabilities, or incidents. Active Monitoring is mandatory.</p> <p>MEDIUM: Potential, imminent or actual threats, vulnerabilities or incidents assessed as limited in scope but having impacts on critical infrastructure. Mandatory monitoring is required. An escalation in REOC activation will likely be necessary.</p> <p>HIGH: Potential, imminent or actual threats, vulnerabilities, or incidents where precautions and actions are required immediately.</p> | | | |
| Energy and Utilities – Electrical power, Natural gas, Oil production. | Low: A-1 | Medium: B-1 | High: B-7 |
| Transportation - Roads, Air, Rail, Marine. | Low: B-1 | Medium: D-1 | High: D-7 |
| Information and Communication Technology – Telecommunications. | Low: B-1 | Medium: B-7 | High: C-1 |
| Food - Food safety at production, Sales and use nodes, Distribution. | Low: A-1 | Medium: B-2 | High: C-2 |
| Government - Services, Public facilities, Information, and information networks. | Low: A-1 | Medium: B-1 | High: B-7 |
| Finance - Banking, Securities, Investments, Integrity of electronic banking systems. | Low: A-1 | Medium: A-3 | High: B-1 |
| Health - Hospitals, Healthcare, Blood Supply. | Low: A-1 | Medium: C-1 | High: D-1 |
| Water - Drinking water, Wastewater contamination. | Low: B-1 | Medium: C-1 | High: D-1 |
| Safety - Hazardous substances, Explosives, Nuclear waste, Emergency services. | Low: A-1 | Medium: B-7 | High: C-1 |
| Manufacturing - Chemical and strategic manufacturers. | Low: A-1 | Medium: B-1 | High: C-1 |
| <p>Activation Timeline: Used in conjunction with the graduated response concept, it provides for a common operating tempo between municipalities. With the assistance of the Red Cross, case by case request will be actioned. Note, that should an abnormal number of requests be received from a specific geographic area then in accordance with C-7 of the activation timeline, the requirement for WCs will be assessed.</p> | | | |

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| Ser | Timeline | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|-----|--------------|------------------------------------------------------------------|-------------------------|-------------------------------------|----------------------------------------------------------|----------------------------------------------------------|------------------------------------------------|---------------------------------------------|-----------------------------------------------|
| A | 0 – 12 Hrs. | Initial CI Impact Assessment | Liaise with REMC | Maintain Situational Awareness | Municipal Departments provide updates to EOC Coordinator | MEAC Activation Level 1 | Submit Report to Mayor and Council and NB EMO | | |
| B | 12 – 24 Hrs. | Detailed CI Impact Assessment | Liaise with REMC | Maintain Situational Awareness | Municipal Departments provide updates to EOC Coordinator | MEOC Activation Level 1 | Minor Impacts Case by Case | Municipal Emergency Response Plan Activated | Submit Report to Mayor and Council and NB EMO |
| C | 24 – 36 Hrs. | Final CI Impact Assessment | Liaise with REMC | Municipal EOC Activation | REOC Activation in support of municipal activation(s) | Municipal Departments provide updates to EOC Coordinator | Maintain Situational Awareness | Requirement for WCs/RCs Assessed | Submit Report to Mayor and Council, and NBEMO |
| D | 36-48 Hrs. | Response Activities to Critical Infrastructure | Liaise with REMC | Emergency Managed by Municipalities | Maintain Situational Awareness | Open WCs or RCs as required | Municipal Mutual Aid Requests (if required) | REOC Support to Municipalities / LSDs | Submit Report to Mayor and Council and NB EMO |
| E | 48 – 60 Hrs. | Monitor Critical Infrastructure Recovery Efforts | Liaise with REMC | EOC / WCs / RCs Monitoring | Maintain Situational Awareness | Regional Visits from REMC / NBEMO | Submit Report to Mayor and Council, and NB EMO | | |
| F | 60 – 72 Hrs. | Monitor Final Critical Infrastructure Recovery Efforts | Liaise with REMC | EOC / WCs / RCs Monitoring | Recommend WCs / RCs closures if no longer required | Monitor EOC Deactivations | Submit Report to Mayor and Council, and NB EMO | | |
| G | 72 + Hrs. | Critical Infrastructure Restoration Efforts Ongoing or Completed | Final Liaison with REMC | Submit Final Report to NB EMO | MEOC Deactivation | Disaster Financial Assistance (if applicable) | Conduct an AAR | | |

SAINT JOHN EMERGENCY RESPONSE PLAN



Appendix "E" – Contact List to be updated annually - CONFIDENTIAL

PLANNING P

