

**Town of Trinity
Emergency Management Plan**

Date: November 18, 2013

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Town of Trinity Emergency Management Plan

Approved in Principle:

Town of: _____

Date: _____

Mayor/Chairperson: _____

Approved by Fire and Emergency Services – Newfoundland and Labrador

Director: _____

Date: _____

Adopted by:

Town of: _____

Date: _____

Mayor/Chairperson: _____

Section 1

Plan Maintenance

The Town of Trinity Emergency Management Plan will be maintained by the Emergency Planning Committee and the Town Clerk/Manager.

1. This plan will be reviewed annually and, where necessary, revised by a meeting(s) of the Emergency Planning Committee.
2. The Emergency Management Plan shall be revised subject to the approval of Council and FES-NL prior to adoption by the Council.

REVIEWS

| MONTH | DAY | YEAR | BY |
|--------------|------------|-------------|--------------|
| November | 18 | 2013 | James Miller |
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PLAN REVISIONS

| MONTH | DAY | YEAR | BY |
|--------------|------------|-------------|--------------|
| November | 18 | 2013 | James Miller |
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Town of Trinity Emergency Management Plan

Forward

This Emergency Management Plan describes the basic procedures to be used, and the responsibilities of the various people, agencies and departments in the event of an emergency. It is to be used during any emergency that occurs within the **Town of Trinity**.

This plan recognizes and is coordinated with any other emergency plans currently in effect for example, Police, Fire, Regional Health Authority, etc.

After each test and/or use of the emergency management plan, these procedures will be evaluated to determine areas of weakness. One way to do this is to debrief after each emergency or exercise to determine what revisions and amendments may be required in your emergency management plan. Amendments should be made as required and in accordance with Section 5(6) and (7) of the *Emergency Services Act*.

Town of Trinity Emergency Management Plan

General

The **Town of Trinity** acknowledges its responsibility for emergencies or disasters which could threaten the health, safety and/or well being of persons and the protection of property and the environment.

Purpose

The purpose of this emergency management plan is to clearly establish lines of authority and responsibilities for all concerned during the management of an emergency or disaster in Trinity and to avoid misunderstanding and conflicts which could result when various disciplines are involved at the same time. Coordination and cooperation is the goal of **Trinity's Emergency Management Plan**.

Definitions

Municipality – means a municipality under the *Municipalities Act, 1999*, the City of St. John's, the City of Mount Pearl and the City of Corner Brook and for the purpose of this *Act* includes local service districts and Inuit communities referred to in section 8.2 of the *Labrador Inuit Claims Agreement Act*.

Council – includes the council of a municipality, a regional council, a local service district committee, a regional emergency management committee and an Inuit Community Council created under the Labrador Inuit Claims Agreement as defined in the *Labrador Inuit Claims Agreement Act*.

Emergency – means a real or anticipated event or an unforeseen combination of circumstances which necessitates the immediate action or prompt coordination of action as declared or renewed by the Lieutenant-Governor in Council, the minister, a regional emergency management committee or a council.

Emergency Management Plan – a written and approved plan which is intended to prepare for, respond to, mitigate the effects of and recover from an emergency and to provide for the health, safety, and well-being of persons and the protection of property and the environment. This plan is to be undertaken by the municipality and or region and authorized and prepared pursuant to Section 5 of the *Emergency Services Act*.

Implementation

This Emergency Management Plan has been developed in accordance with the legislative requirements in the *Emergency Services Act*. The following sections of the *Act* outline the roles of the Emergency Planning Committee in the development, adoption, activation and implementation of the emergency management plan for the Town of Trinity.

Section 5 of the *Emergency Services Act* states:

5. (1) The councils of every municipality shall, within 3 years of this Act having come into force, adopt an emergency management plan.
- (2) An emergency management plan shall, before adoption by a municipality, be submitted to the director for review, and a council shall make any changes required by the director so that the plan may be approved by the director before the plan is adopted by a council.
- (3) An emergency management plan may be developed by a committee of a council, or a council may, with the necessary changes, adopt the emergency management plan of a neighbouring municipality with the consent of that municipality.
- (4) An emergency management plan which is adopted by a council under subsection (3) shall be submitted for the approval of the director as required under this subsection as if it had been made by the council alone.
- (5) An emergency management plan shall designate a person to supervise and control the management of the plan.
- (6) Amendments to an emergency management plan shall be submitted to the director for approval before the amendments may be adopted by a council.
- (7) An emergency management plan shall be reviewed by a council and a proposed change to the plan shall be submitted to the director for approval before it may be adopted by a council.

Section 6 of the *Emergency Services Act* states:

6. (1) where an emergency is declared by a municipality, the emergency management plan adopted by the council of that municipality shall be activated.
- (2) An emergency which has been declared by a municipality shall remain in force until it is rescinded by the municipality.
- (3) Nothing in this section prevents the minister from declaring a municipal emergency, whether a municipal emergency has been declared by a council or not, and the minister may, following the declaration of the emergency,
 - (a) authorize the director to implement the municipality's emergency plan; or
 - (b) respond to the emergency in the manner the minister considers appropriate under section 9.

Section 7 of the *Emergency Services Act* states:

7. (1) Two or more councils may join together to form a regional emergency management committee for the purpose of developing a regional emergency management plan.

(2) A regional emergency management plan shall be approved by the director before a council adopts the plan and the requirements of section 5 apply as if the plan had been made by a council alone.

Section 8 of the *Emergency Services Act* states:

8. (1) Where an emergency is declared by a regional emergency management committee, the chairperson of the committee shall declare the emergency for a region or a part of the region, and the regional emergency management plan adopted by the committee shall be activated for that region or part of the region as appropriate.
- (2) An emergency which has been declared by a regional emergency management committee shall remain in force until it is rescinded by the committee.
- (3) Nothing in this section prevents the minister from declaring a regional emergency in all or part of a region, whether a regional emergency has been declared by the regional emergency management committee or not, and the minister may, following the declaration of the emergency
 - (a) authorize the director to implement the regional emergency management plan; or
 - (b) respond to the emergency in the manner the minister considers appropriate under section 9.

Plan Alteration

Where a Council asks the Director of Emergency Services to approve an amendment of a Plan adopted under Section 5 of the *Emergency Services Act*, the Director shall approve the amendment before the Council adopts the amendment.

Authority

The powers and authority of Council, a Chairperson or Mayor in any emergency or disaster occurring within **Trinity** is outlined in the *Municipalities Act, 1999*, relating to the establishment and administration of municipal government in the province.

Section 204 of this *Act* states that a declaration of a “State of Emergency” can be made by Council, Chairperson or Mayor when any of the following circumstances exist in the municipality:

1. a disaster of any kind.
2. a snowstorm or flood.
3. a shortage of water.

When a “State of Emergency” has been declared under Section 204, the Council, Chairperson or Mayor may order under Section 405, of the *Municipalities Act, 1999*, the following:

1. the closing of or the hours of operation of businesses and schools or a class of businesses and schools, in the municipality.
2. the banning or controlling of public gatherings.
3. the evacuation of buildings
4. the restriction or prohibition of the use of vehicles or a class of vehicles on the streets of the municipality, or
5. that children below a stated age or in certain age categories not be permitted on a public road, park or in a place of amusement during prescribed hours, whether alone or in the company of a parent, guardian, or other adult.
6. the restriction or prohibition of the use of water.

Clearly, the **Trinity** Town Council is responsible and will continue to be responsible for all emergency operations should an emergency, which involves the risk of loss of life or property or which threatens the health, safety or well-being of some or all of the residents of the municipality, occur.

Involvement by Provincial Government:

Should implementation of these actions prove insufficient to control the emergency, assistance may be requested from the Provincial Government by contacting Fire and Emergency Services - Newfoundland and Labrador.

Federal Government Assistance

Should assistance or resources be required from the Federal Government Departments or agencies, requests will be directed through Fire and Emergency Services-Newfoundland and Labrador.

Direction and Control

- a) The Town of **Trinity** is directly responsible for the control of all emergency operations within the municipality.
- b) The Emergency Management Coordinator will be responsible to ensure any changes to the operations and maintenance of the plan are communicated to Council and other key stakeholders.

c) An Emergency Council Committee appointed and approved by Council together with the duly appointed Emergency Management Coordinator, will oversee, control and co-ordinate all emergency operations within the municipality.

d) Emergency Council Committee members:

| | |
|---------------------|-------------------|
| Mayor | Jim Miller |
| Deputy Mayor: | Scott Goldsworthy |
| Town Clerk/Manager: | Linda Sweet |
| Councillor 1: | Joan Kane |
| Councillor 2: | Ian White |
| Councillor 3: | Dawne Marolw |

e) Emergency Planning Committee members:

| | |
|--|-------------------|
| Emergency Management Coordinator/Mayor | Jim Miller |
| Deputy Mayor: | Scott Goldsworthy |
| Town Clerk/Manager: | Linda Sweet |
| Fire Chief: | Reg Johnson |
| Police: | |
| Eastern Health Authority Advisor: | |

f) Other agencies, departments and non government organizations you may consider involving in the emergency planning process: Representatives from;

- 1) Government Services Centre
- 2) Transportation and Works
- 3) Health and Community Service
- 4) Natural Resources (Forestry)
- 5) Environment and Conservation
- 6) Advanced Education & Skills

g) Industry:

- 7) NL Power
- 8) Eastlink
- 9) Aliant
- 10) Summer Industry

h) Amateur Radio Paul Burggraaf (Society of NL Radio Amateurs)

i) Other individuals with emergency planning training

Concept of Operation

The Town of **Trinity** will reinforce its authority within its jurisdiction through the Emergency Planning Committee. Problem solving, duty assignment, media relations and public announcements will be discussed and resolved by this committee. From time to time when people with special expertise or knowledge are required to advise the group on any matter associated with the emergency or disaster, they will be invited to attend and perhaps when appropriate, sit as part of the Emergency Planning Committee.

From a practical sense, once formed, the Emergency Planning Committee will continue to manage the emergency until such time as it has ended.

Emergency Operations Center (EOC)

All emergency/disaster operations will be directed by the Committee from the **Bonaventure English Harbour Development Association Building in Trinity**. The **Lions Club in Goose Cove** will be the alternate EOC in the event the Town Office is in the disaster area. Resource personnel involved in the Emergency Operations Center are referred to as the Emergency Operations Control Group.

1. Communications:

- a) The Town Communications will be utilized.
- b) The Amateur Radio Operators (HAMS)
- c) Cellular Phone
- d) Satellite Phone
- e) Fire Department Two Way Radios
- f) RCMP Police Communications
- g) Boat Owner Communications

2. Telephones:

Additional telephones should be available to be installed in the EOC should it become necessary. They will be located at the Fire Department, Lion's Club and Lester-Garland building.

3. Media Coordinator: **Jim Miller**

Members of the press will be accommodated at the Media Center **located Lester Garland House in Trinity**. The Media Coordinator will be responsible for ensuring that media representatives are adequately accommodated and properly briefed with up to date relevant information and will be the only person authorized to communicate with the media, with few exceptions (Deputy Mayor, Fire Chief, etc.). All information distributed to the media, either verbally or written should be consistent.

4. Security/Access:

Security and access to the EOC will be restricted to those persons directly involved with the operation and wearing or possessing approved identification. Emergency pass cards will be assigned to appropriate individuals to allow access to the EOC and other areas in the event of emergency. The security coordinator (**I would like to list a member of the Fire Department**).

5. Parking:

The entrance/exit to the EOC location **at the BEDA building must be kept free of parked vehicles. Parking will be permitted in the Lion's Club parking lot, the side area of the Fire Department and the parking lot in lower historic Trinity.**

Declaration and Termination of State of Emergency

A Council, Chairperson or Mayor, on the advice of the Emergency Planning Committee, may declare a state of emergency. A Council, Chairperson or Mayor, on the advice of the Emergency Planning Committee, may terminate a State of Emergency. All agencies, in particular Fire and Emergency Services-Newfoundland and Labrador, should be informed of these decisions as soon as possible.

In the event that an emergency is declared in an area that is managed by a regional emergency management plan and two or more communities are involved, the Mayor/Chairperson of these communities must sign the declaration of state of emergency and the termination of emergency.

Section 2 – Roles and Responsibilities

Responsibilities of Emergency Management Coordinator

1. Initiating the EOC fan out plan when so directed.
2. Advise council of any changes to operations and maintenance of the plan.
3. Ensure key positions are filled as required.
4. The overall coordination of emergency planning and response.
5. Act on behalf of the Mayor and Council, as instructed.
6. Ensuring that a master event log is maintained identifying the date and time that key decisions are made or major events occur.
7. Request expert assistance as required.

Responsibilities of Town Clerk/Manager

1. Liaise with the Fire Chief on equipment and manpower for pumping operations and emergency water supplies.
2. Liaise with the Public Works Superintendent about the cutting off or restoration of services.
3. Liaise with the Emergency Management Coordinator providing advice as required.
4. Identify/indicate clerical staff to support the Emergency Operations Centre Group.
5. Recording decisions and recommendations and advises of same as directed.
6. Liaise with the Eastern Health Authority and the Department of Advanced Education and Skills about the provision of emergency health services and/or emergency social services.

Responsibilities of Support Staff & Volunteers

1. Supply food for office and field workers by coordinating with the Emergency Operations Centre Group.
2. Issue of emergency passes to disaster area, subject to direction from Police or Fire Chief.
3. Provide administration and clerical support as required.

Responsibilities of Police

1. If first on the scene, notify other first responders and/or Council if necessary.
2. Ensure public order and protection of private and public property against looting.
3. Control traffic where required to facilitate the movement of emergency vehicles both in and out of the emergency area.
4. Alert persons endangered by the emergency and assist in the evacuation of buildings as authorized by the EOC Manager.
5. Consult with the Medical Examiners Office, assist in the identification of deceased persons and the notification of families (Next of Kin).
6. Implement Police contingency plan.

Responsibilities of the Ground Search and Rescue Team (GSAR)

In consultation with the police, GSAR teams can:

1. Undertake a search and rescue response.
2. Provide emergency communications.
3. Assist in evacuations.
4. Assist in the recovery of drowning victims.
5. Assist in other aspects of emergency response.

Responsibilities of the Fire Department

1. The Fire Chief or Assistant Fire Chief will implement the Fire Department Standard Operating Procedures (SOP)
2. The Fire Chief will be responsible for the overall co-ordination of the fire services and will ensure provisions for:
 - a) Search and rescue of trapped or injured persons;
 - b) Equipment and manpower to assist in pumping operations;
 - c) Equipment and manpower to handle accidents involving dangerous commodities;
 - d) Mutual aid from other Fire Departments, see Appendix A signed agreement with the Port Rexton Volunteer Fire Department; and
 - e) Making arrangements for additional fire-fighting equipment and liaising with CANUTEC (National Agency for Dangerous Goods) or Fire and Emergency Services for information and assistance regarding controlling of dangerous goods.

Responsibilities of Public Works Superintendent

1. Under the direction of the Town Clerk/Manager, the Town Superintendent will be responsible for co-ordination of all works services.
2. Implement emergency services, such as water supplies, pumping operations, etc., as designated by the Town Clerk/Manager.
3. Ensure maximum utilization of town equipment and resources.

Responsibilities of Eastern Health Authority

Planning

1. Collaborate in the development of response plans as it relates to Public Health and Environmental Health Emergencies, Mass Casualty Incidents and Psychosocial Emergencies in the community.
2. Provide contact information for use in planning and response initiatives.
3. Participate in exercising municipal plans.

Response

1. Upon request for assistance the Eastern Health Authority (EHA) will activate their appropriate emergency response plan(s). Should an EOC be activated by the municipality, the EHA will assign a medical/health representative to report to the EOC if deemed necessary.
2. The nature and degree of response may vary depending on location. The coordinated response of medical and public health services and facilities within the town or area may include but are not limited to:
 - Medical Services - triage, medical treatment at the emergency site, ambulance transportation, hospitalization, psychosocial support, morgue services, pharmaceutical and medical supplies.
 - Public Health Measures – includes the collection, interpretation and dissemination of information to manage a public health response. This includes infectious diseases, sanitation, monitoring of food and water, pest control, environmental health and other threats to the health of the population. All Public Health emergencies require immediate notification of the Medical Officer of Health and/or designated authority.
3. Identify medical/health emergency telecommunications needs and assist in linking response providers, health facilities, all EOC's and field operation sites.
4. Depending on the nature and duration of an event, communicate with the Department of Health and Community Services (DHCS).
5. Monitor the need for more health assistance and resources that may be available in the local area or region and coordinate request for assistance from other EHA's or DHCS.

Responsibilities of Fire and Emergency Services – Newfoundland and Labrador

Fire and Emergency Services – Newfoundland and Labrador (FES-NL) is tasked with the implementation of an emergency management strategy designed to develop and maintain a modern and robust emergency management system in the province, in collaboration with agency partners and stakeholders, in planning against, preparing for, responding to and recovering from emergencies, disasters and fires.

1. Assist Municipalities, as defined in the *Emergency Services Act*, to meet their legislative requirement to develop an emergency management plan by May 1, 2012, and further more to maintain/update these plans on a regular basis to be approved by the Director of Emergency Services and adopted by the respective municipality(s).
2. Provide assistance to municipalities in Newfoundland and Labrador when an emergency occurs and their capacity to respond has been exceeded.
3. Liaise with other provincial government departments, agencies and the Government of Canada (through Public Safety Canada) to acquire additional resources if needed to respond and recover from an emergency.

Responsibilities of Advanced Education and Skills (Bonavista)

AES has a provincial legislated responsibility to provide Emergency Social Services when individuals, families, and/or municipalities cannot effectively respond and/or when the provincial government needs to respond to ensure the health, safety and well being of its citizens.

The purpose of Emergency Social Services is to meet the survival needs of people following a disaster and provide temporary assistance until regular pre-disaster social services resume operation or until other plans or programs come into operation. Emergency Social Services includes: Reception Center; Lodging; Clothing; Food; Registration and Inquiry; Personal Services, and the care of household pets.

Advanced Education and Skills is accountable for:

1. The operation, direction and supervision of Emergency Social Services.
2. The expenditure of public funds for assistance to any person in need of food, clothing, accommodations or personal services as a result of the emergency.
3. Ensuring the appropriate Memorandum of Understanding is in place should any of the Emergency Social Services be delegated to a partner agency, for example the Red Cross or the Salvation Army.
4. Coordination of volunteer and volunteer agencies wishing to assist in the provision of any of the Emergency Social Services.

To request Emergency Social Services, contact the Regional Director of AES or alternate, or contact Fire and Emergency Services-NL.

Responsibilities of the Department of Environment and Conservation

1. Act as an advisor agency on the cleanup of hazardous materials, contamination of potable water supplies and emergency sewage disposal.
2. To assist in sampling the soil, water, etc., to determine the level or extent of a contaminant for the purpose of detection and eventual cleanup.
3. Advise on the safety of any area contaminated by hazardous materials or sewage in conjunction with the other responsible agencies.

Responsibilities of Service NL

1. Liaise with the town and power utilities to assess electrical safety issues.
2. Liaise with the Department of Environment and Conservation to assess environmental hazards such as spills, chemical and waste disposal and make recommendations and/or orders on remediation and containment.
3. Liaise with the Department of Health & Community Services, the Regional Medical Officer of Health, and the Department of Advanced Education and Skills to:
 - a) Carry out or perform water safety and food safety inspections.
 - b) Assess the suitability of temporary shelter/housing/food/water.
 - c) Implement disease and rodent control measures.
 - d) Ensure the protection of public health.

Responsibilities of the Department of Natural Resources (Forestry)

1. Respond immediately to the report of any fire near the community, fight the fire with all available resources until it is completely extinguished.
2. Provide protection to property, such as homes, when a fire is near or approaching a community. The local Fire Department will respond to fires within the community.
3. Provide sufficient fire-fighting equipment to assist agencies.
4. Establish communications and advise the Emergency Operations Centre Group on possible dangers to the community.
5. Work with the local Fire Department in addressing any needs as a result of a forest fire.

Responsibilities of the Department of Transportation and Works

1. Maintain a fleet of heavy equipment at maintenance depots located throughout the province. These equipment resources are normally utilized in the course of carrying out routine highway maintenance activities, but in the event of an emergency, may be re-deployed as may reasonably be required in order to respond to issues of life safety and infrastructure loss during the emergency.
2. Provide up to date status reports on road closures, damages, etc., to the Emergency Operations Centre Group.

Section 3

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| Potential Hazard: Forest Fires |
|---------------------------------------|

MAJOR CONCERNS: SAFETY OF LIVES AND PROPERTY

| EMERGENCY RESPONSE | ACTION BY |
|---------------------------------------|---|
| 1. Activate Emergency Management Plan | Emergency Council Committee/Town Council |
| 2. Activate EOC | Emergency Management Coordinator Emergency Planning Committee |
| 3. Forest Fire Tactical Operations | Fire Department Department of Natural Resources (Forestry) |
| 4. Evacuation Decisions | Emergency Operations Centre Police Fire Department |
| 5. Relocation/Evacuation | Emergency Operations Centre Department of Advanced Education and Skills (shelter, food, clothing) Services Groups, Police, Non-Government Agencies, Humane Society/SPCA |
| 6. Injuries and Rescue | Eastern Health Authority/Local Health Facility/Local Pharmacy Fire and Rescue Team Ambulance |
| 7. Communications | Amateur Radio Communications Group Fire Department Police Municipal Works Vehicle |
| 8. Public & Media Information | Media Coordinator |
| 9. Instructions to Residents | Emergency Operations Centre Police Fire Department |
| 10. Return to Evacuated Area | Emergency Operations Centre Fire Department Police |
| 11. Damage Assessment | Emergency Operations Centre Fire and Emergency Services Department of Municipal Affairs Engineering Consultant |

| | |
|---------------------|-----------------------------|
| 12. Traffic Control | Police |
| 13. Transportation | Emergency Operations Centre |

Potential Hazard: Flood/Road Closure

**MAJOR CONCERNS: SAFETY OF LIVES, LOSS OF PROPERTY,
DAMAGE TO PROPERTY, TRANSPORTATION PROBLEMS**

| EMERGENCY RESPONSE | ACTION BY |
|--|---|
| 1. Activate Emergency Management Plan | Emergency Council Committee/Town Council |
| 2. Activate EOC | Emergency Management Coordinator Emergency Planning Committee |
| 3. Assess Flood Problem | Emergency Council Committee Engineers Department of Municipal Affairs Department of Transportation and Works |
| 4. Evacuation Decisions | Emergency Operations Centre Police Fire Department |
| 5. Rescue of Stranded People (particular attention to seniors and persons with disabilities) | Fire and Rescue Team Ground Search and Rescue Ambulance Services Police |
| 6. Injuries | Eastern Health Local Health Facility/Ambulance Fire Department |
| 7. Traffic Control | Police |
| 8. Transportation of Furniture and Household goods | Emergency Operations Centre |
| 9. Communications | Amateur Radio Police Fire Department Municipal Works Vehicles |
| 10. Instruction to Residents | Emergency Operations Centre Police Fire Department |
| 11. Relocation/Evacuation | Emergency Operations Centre Department of Advanced Education and Skills (shelter, food, clothing) Service Groups, Police, Non-Government Agencies, Fire Department, Humane Society/SPCA |
| 12. Barricades, Signs, Sandbags, etc. | Emergency Operations Centre Municipal Works, Public Works, Volunteers |

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|--------------------------------|-------------------|
| 13. Public & Media Information | Media Coordinator |
|--------------------------------|-------------------|

Potential Hazard: Ice Storm/Power Outage

MAJOR CONCERNS: CASUALTIES, DEATHS, CONTAMINATION OF WATER SUPPLY, DISRUPTION OF TRAFFIC, EXPLOSIONS AND FIRE, HAZARDS TO HUMANS AND LIVESTOCK, LOSS OF ELECTRIC POWER, INTERRUPTION OF COMMUNICATIONS, EVACUATION.

| EMERGENCY RESPONSE | ACTION BY |
|--|--|
| 1. Activate Emergency Management Plan | Emergency Council Committee/Town Council |
| 2. Activate EOC | Emergency Management Coordinator Emergency Planning Committee |
| 3. Assess Ice Storm/Power Outage Problem | Emergency Management Coordinator NL Power |
| 4. Rescue of Stranded People (particular attention to seniors and persons with disabilities) | Fire and Rescue Team Ground Search and Rescue Team Volunteers Ambulance Services Police |
| 5. Injuries | Eastern Health Authority Local Health Facility/Ambulance Fire Department |
| 6. Traffic Control | Police |
| 7. Communications | Amateur Radio Police, Fire Department Municipal Works Vehicle |
| 8. Instruction to Residents | Emergency Operations Centre Police, Fire Department |
| 9. Relocation/Evacuation | Emergency Operations Centre Department of Advanced Education & Skills (shelter, food, clothing) Service Groups, Police, Non-Service Groups, Fire Department, Humane Society/SPCA |
| 10. Public & Media Information | Media Coordinator |

| |
|------------------------------------|
| Emergency Council Committee |
|------------------------------------|

| Title | Name | Res. Tel. # | Bus. Tel. # | Cell Tel. # |
|--------------------|-------------------|------------------------|------------------------|------------------------|
| Mayor | Jim Miller | 464- 3686 | 464-3599 | 464-7742 |
| Deputy Mayor | Scott Goldsworthy | 464-3891 | | 464-7164 |
| Town Clerk/Manager | Linda Sweet | 464-2085 | 464-3836 | 464-7122 |
| Councillor 1 | Joan Kane | 464-3679 | 464-2042 | 464-7068 |
| Councillor 2 | Dawne Marlow | 464-2551 | | 464-7008 |
| Councillor 3 | Ian White | 464-3040 | 464-3040 | 690-5144 |

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|--|
| Emergency Planning Committee Contact List |
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| Title | Name | Res. Tel. # | Bus. Tel. # | Cell Tel. # |
|--|-------------------|------------------------|------------------------|------------------------|
| Emergency Management Coordinator/Mayor | Jim Miller | 464-3686 | 464-3599 | 464-7742 |
| Deputy Mayor | Scott Goldsworthy | 464-3891 | | 464-7164 |
| Councillor 1 | Joan Kane | 464-3679 | 464-2042 | 464-7068 |
| Councillor 2 | Dawne Marlow | 464-2551 | | 464-7008 |
| Councillor 3 | Ian White | 464-3040 | 464-3040 | 690-5144 |
| Town Clerk/Manager | Linda Sweet | 464-2085 | 464-3836 | 464-7122 |
| Fire Chief | Reg Johnson | 464-2028 | | 464-8270 |

Revised Date November 18, 2013

Resource Group List/Possible EOC Representatives

| Title/Agency | Name of Contact Person | Res Tel # | Bus Tel # | Cell Tel # |
|---------------------------------------|-------------------------------|------------------|-----------------------------|-------------------|
| Fire and Emergency Services | Bill Collins | 729-3890 | 364-9444 | 699-4573 |
| Police | | 468-7333 | | |
| Eastern Health | | | 466-3411 | |
| Dept of Advanced Education & Skills | Joanne Morgan | | | 682-4555 |
| Dept of Advanced Education & Skills | Eric Snook | 468-1909 | 468-5403 | |
| Dept. of Transportation and Works | Supervisor on Duty | | 464-2116 | |
| Dept. of Environment and Conservation | | | 729-2664 1- 800-563-6181 | |
| Canadian Red Cross | | 1-800-222-9597 | | |
| Ground Search and Rescue | Jim Shirran | 468-1256 | 468-2323 | |
| Dept. of Natural Resources (Forestry) | | 1-888-709-3473 | 466-7640 462-3491 | |
| NL Power | Power Outage/Emergency | 1- 800-474-5711 | | |
| | Eric Stevenson | | 464-8301 | |
| Amateur Radio Club | Paul Burggraaf | 729-6851 | | |

| | | | | |
|-----------------------------------|---------------------|----------|----------------------|----------|
| Fire and Emergency Services | Bill Collins | 364-9444 | 729-3890 729-2614 | 699-4573 |
| Service NL | Crystal Vallis-Hart | | 466-4060 | |

Revised Date November 18, 2013

Contact List

| Title/ Agency | Contact Person | Res Tel # | Bus Tel # | Cell Tel # |
|---------------------------------------|----------------------------|----------------------|--------------------------|-----------------------|
| Fire and Emergency Services | Bill Collins | 364-9444 | 729-3890 729-2614 | 699-4573 |
| Mayor | Jim Miller | 464-3686 | 464-3599 | 464-7742 |
| Deputy Mayor | Scott Goldsworthy | 464-3891 | | 464-7164 |
| Town Clerk/Manager | Linda Sweet | 464-2085 | 464-3836 | 464-7122 |
| Water & Sewer Operator | Glen Vokey | 464-2085 | 464-3836 | 464-7214 |
| Fire Chief | Reg Johnson | 464-2028 | | 464-8270 |
| Police | | | 468-7333 | |
| Health Care Facility | | | 464-3721 | |
| Eastern Health Authority | | | 466-3411 | |
| Dept. of Transportation and Works | | | 464-2116 466-4120 | |
| Dept. of Environment and Conservation | | | 729-2664 800-563-6181 | |
| Canadian Red Cross | | 1-800-222-9597 | | |
| Ground Search and Rescue | Jim Shirran | 468-1256 | 468-2323 | |
| Dept. of Natural Resources (Forestry) | | 1-888-709-3473 | 466-7640 462-3491 | |
| NL Power | Power Outage/ Emergency | 1-800-474-5711 | | |
| Amateur Radio Club | Paul Burggraaf | 729-6851 | | |
| CANUTEC | | *666 | 800-387-4999 | |
| Bell Aliant | Jonathan Johnson | 464-2624 | 427-3656 | 464-7032 |

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| Municipality Groups and Facilities Contact List |
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| Title/Agency | Contact Person | Res. Tel # | Bus. Tel # | Cell Tel # |
|---|-----------------------|-------------------|-------------------|-------------------|
| Clergy | | | | |
| Anglican Church | Rev. John Gillam | 464-2122 | 477-2106 | 470-0245 |
| | | | | |
| Service Groups | | | | |
| Lions Club | Joan Kane | 464-3679 | 464-2042 | 464-7068 |
| Parish Hall | Sheila Vokey | 464-3822 | 464-2042 | 464-7005 |
| Canadian Red Cross | | 1-800-222-9597 | | |
| Court House Trinity Historical Society | Jim Miller | 464-3686 | 464-3599 | 464-7742 |
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| Reception Centres | Contact Person | Res Tel# | Bus. Tel# | Cell Tel# |
|--|-----------------------|-----------------|------------------|------------------|
| Bishop White All Grade (Lodging) | Stephanie Gould | 467-5614 | 464-3501 | |
| Riff's (Bedding & Clothing) | Elwood Fisher | | 468-2403 | 468-1264 |
| Wal-Mart (Bedding & Clothing) | Manager on Duty | | 466-3014 | |
| Advanced Education & Skills (Lodging) | Eric Snook | 468-1909 | 468-5403 | |
| Midway Clothing Store (Bedding & Clothing) | Bud Tilley | | 469-3087 | |
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| List of Departments/Agencies/Groups in Receipt of the Emergency Management Plan |
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All are to be notified if changes are made to the Emergency Management Plan.

| Department or Agency | Name of Contact Person | Work Telephone # | Work E-mail Address |
|---|-------------------------------|--------------------------|---------------------------------|
| Fire and Emergency Services | Bill Collins | 729-3703 | billcollins@gov.nl.ca |
| Police | | 468-7333 | |
| Trinity & Area Volunteer Fire Department | Reg Johnson | 464-2028 | |
| Fire Department in Port Rexton Town of Port Rexton | Lloyd Davis Lois Long | 464-2116 464-2006 | portrexton@bellaliant.com |
| Fire Department in Trinity Bay North Town of Trinity Bay North | | 469-2424 469-2571 | townmanager@personainternet.com |

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**List of Available Equipment
During an Emergency**

| Type of Equipment | Owner | Business Tel. # | Home Tel # |
|---|---------------------------|------------------------|----------------------|
| Pertans Diesel Generator 35 kw/240 volts/187 amps | Town of Trinity | 464-3836 | Operators # 464-2085 |
| Trash Pump | Town of Trinity | 464-3836 | Operators # 464-2085 |
| 1978 Ford F350 Fire Truck | Fire Department | 464-3435 | 464-3435 |
| 2012 Ford Truck | Fire Department | 464-3435 | 464-3435 |
| 2000 GMC Fire Tanker | Fire Department | 464-3435 | 464-3435 |
| Excavator/Back hoe/Dump Truck/etc. | Bayview Equipment Rentals | 464-7102 | 464-2137 |
| Vessels | Rick Jones | 464-3439 | |
| Buses | Vardy's | 466-3210 | |
| | Rick Pippy | | 464-3303 |
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Revised November 18, 2013

Declaration of a State of Emergency

Name of Municipality: _____
Address of Municipality: _____

Pursuant to section 204 of the **Municipalities Act, 1999** of the Province of Newfoundland and Labrador, and being satisfied that an emergency exists;

Nature of the emergency:

which endangers or could endanger the health, safety or well being of persons or threatens or could threaten damage to property or the environment within the Municipality;

AND WHEREAS the emergency exists in the area bounded by the following:
(describe boundaries of the emergency)

THEREFORE BE IT RESOLVED THAT pursuant to section 204 of the **Municipalities Act, 1999**, RSNL 1990, Chapter E-8, of the Statutes of Newfoundland and Labrador, the Council of the Municipality noted above hereby declares that a state of emergency exists as of and from _____ o'clock in the morning () or in the afternoon () on the _____ day of _____, 20____, to the _____ day of _____, 20 ____ at _____ o'clock in the morning () or in the afternoon (), unless this Declaration is renewed or terminated in writing by the Council.

IN WITNESS WHEREOF the Council of the _____ has by resolution number _____ carried and declared this state of emergency.

Moved by Councilor _____
Seconded by Councilor _____

Dated this _____ day of _____, 20 ____.

Name – please print

Position

Declaration of a State of Emergency

Name of Municipality: _____
Address of Municipality: _____

Pursuant to section 204 of the **Municipalities Act, 1999** of the Province of Newfoundland and Labrador, and being satisfied that an emergency exists;

Nature of the emergency:

which endangers or could endanger the health, safety or well being of persons or threatens or could threaten damage to property or the environment within the Municipality;

AND WHEREAS the emergency exists in the area bounded by the following:
(describe boundaries of the emergency)

THEREFORE BE IT RESOLVED THAT pursuant to section 204 of the **Municipalities Act, 1999**, RSNL 1990, Chapter E-8, of the Statutes of Newfoundland and Labrador, the Council of the Municipality noted above hereby declares that a state of emergency exists as of and from _____ o'clock in the morning () or in the afternoon () on the _____ day of _____, 20____, to the _____ day of _____, 20 ____ at _____ o'clock in the morning () or in the afternoon (), unless this Declaration is renewed or terminated in writing by the Council.

IN WITNESS WHEREOF the Council of the _____ has by resolution number _____ carried and declared this state of emergency.

Moved by Councilor _____
Seconded by Councilor _____

Dated this _____ day of _____, 20 ____.

Name – please print

Position

Termination of a State of Emergency

Name of Municipality: _____

Address of Municipality: _____

The above noted Municipality declared a State of Emergency on _____, 20____, pursuant to section 204 of the **Municipalities Act, 1999**, a Statute of the Province of Newfoundland and Labrador.

That Emergency is over and the above noted Municipality now wishes to declare the Emergency has ended.

The Council of the _____ of _____, (state the name of the Municipality) hereby declares that the Emergency is terminated in the _____ of _____ (give the location of the Emergency).

IN WITNESS WHEREOF the Council of the _____ has by resolution number _____ carried and declared this state of emergency is over.

Moved by Councilor _____.

Seconded by Councilor _____.

Dated this _____ day of _____, 20_____.

Name – please print

Position

Termination of a State of Emergency

Name of Municipality: _____

Address of Municipality: _____

The above noted Municipality declared a State of Emergency on _____, 20____, pursuant to section 204 of the **Municipalities Act, 1999**, a Statute of the Province of Newfoundland and Labrador.

That Emergency is over and the above noted Municipality now wishes to declare the Emergency has ended.

The Council of the _____ of _____, (state the name of the Municipality) hereby declares that the Emergency is terminated in the _____ of _____ (give the location of the Emergency).

IN WITNESS WHEREOF the Council of the _____ has by resolution number _____ carried and declared this state of emergency is over.

Moved by Councilor _____.

Seconded by Councilor _____.

Dated this _____ day of _____, 20____.

Name – please print

Position