

**TOWN OF
STEADY BROOK**

EMERGENCY

PLAN

TOWN OF STEADY BROOK

EMERGENCY PLAN

FORWARD

This Municipal Emergency Plan describes the basic procedures to be used, and the responsibilities of the various departments and agencies in the event of an emergency that occurs within the Town of Steady Brook boundaries. This plan recognizes and is coordinated with any plans in effect (i.e.) Police/Fire, Regional Health Care etc.

After each test and/or use, these procedures will be evaluated to determine areas of weakness. Changes will be made as required.

Plan Maintenance:

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

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

REVIEWS

| Month | Day | Year | Conducted By |
|----------|-----|------|--------------|
| May | 1 | 2008 | Rob Gosse |
| May | 6 | 2009 | Rob Gosse |
| October | 25 | 2009 | Rob Perry |
| October | 17 | 2010 | Rob Gosse |
| February | 16 | 2011 | Rob Gosse |
| January | 20 | 2012 | Rob Gosse |
| March | 22 | 2012 | Rob Gosse |
| April | 27 | 2016 | Tracy Caines |
| May | 18 | 2016 | Tracy Caines |

PLAN REVISIONS

| Month | Day | Year | Approved |
|---------|-----|------|--------------|
| May | 6 | 2009 | Rob Gosse |
| October | 30 | 2009 | Rob Gosse |
| October | 18 | 2010 | Rob Gosse |
| January | 20 | 2012 | Rob Gosse |
| March | 22 | 2012 | Rob Gosse |
| April | 27 | 2016 | Tracy Caines |
| August | 15 | 2017 | Tracy Caines |
| January | 30 | 2018 | Tracy Caines |

Town of Steady Brook
Disaster Plan

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GENERAL

The Town of Steady Brook acknowledges its responsibility to plan for emergencies or disasters, which could threaten the lives and/or property of some or all of the residents of this municipality.

AIM

The aim of the Steady Brook Emergency Plan is to identify and outline the specific responsibilities of our municipal services, volunteer groups and resources available through the co-ordination and cooperation of all involved agencies should our Town experience or be threatened by an emergency or local disaster.

DEFINITIONS

Emergency - an occurrence which involves the risk of loss of life or property or which threatens the safety, welfare or well being of some or all of the residents of the Town.

Disaster - shall be regarded as an event or series of events which the numbers and or types of casualties cannot be handled by routine procedures in existing emergency response capabilities.

Local Disaster Situation - an emergency other than a war emergency in any area of the province which involves the risk of loss of life and or property or which threatens the safety welfare and well being of some or all of the residents of that area and it appears, to the satisfaction of the Minister, that the emergency cannot be adequately handled by the municipality or other services existing within the area.

Emergency Plan -a written plan of emergency measures to be taken by the municipality, authorized and prepared pursuant to Section 6 of the Province of Newfoundland, Emergency Measures Act to mitigate the effects of an emergency

or local disaster situation.

Act - the Emergency Measures Act of the Province of Newfoundland.

IMPLEMENTATION

This Plan when approved by the Minister of Municipal and Provincial Affairs pursuant to Section 6 (2) of the Act may be implemented:

a) When a state of civil disaster, that applies to our municipality, or a state of war emergency is declared under Section 7 of the Act, a plan adopted by the municipality under Section 6 subsection 1 and approved by the Minister under Section 6 subsection 2 shall then come into operation. (Section 6, subsection 3).

b) When a disaster affecting a municipality occurs, and a state of disaster has not been declared under Section 7, the Minister may, by order, authorize the Council to put into operations the Plan adopted by Council under section 6 subsection 1 (Section 6, subsection 4).

c) When Council declares a state of Emergency.

In addition, this Municipal Emergency Plan, when approved by the Minister of Municipal Affairs, may be implemented pursuant to Section 6 (3), 6(4), 6(5) of the Act.

d) The Mayor or his or her alternate, upon notification of a disaster or pending disaster will request the council staff to contact The Emergency Committee, who will immediately proceed to the Emergency Operation Center.

AUTHORITY - COUNCIL, CHAIRMAN, OR MAYOR

Council or the Mayor may declare that a state of emergency exists under Section 204 of the Municipalities Act 1999 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 of the Municipalities Act 1999, the Council or Mayor may order under Section 405 the following may order:

1. Closure of or hours of operation of businesses or schools;
2. Banning of or controlling of public gatherings;
3. The evacuation of buildings (not dwelling homes);
4. Restrictions of or prohibition of the use of water;
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 or guardian, or other adult.

The Council or Mayor may in addition to the above request the assistance of personnel and equipment not under municipal control on a voluntary basis, e.g., St. John Ambulance, Boy Scouts, Salvation Army, Ground Search and Rescue Teams.

PROVINCIAL GOVERNMENT INVOLVEMENT

Should implementation of these actions prove insufficient to control the emergency, assistance may be requested from the Provincial Government in keeping with the provisions of the Emergency Measures Act. Requests should be made through Fire and Emergency Services, telephone 709-729-3703 available 24 hours.

FEDERAL GOVERNMENT ASSISTANCE

Should assistance or resources be required from the Federal Government Departments or Agencies, requests should be processed through Fire and Emergency Services, telephone 709-729-3703 available 24 hours.

DIRECTION AND CONTROL

Operational Control

- a) The Town Council of Steady Brook is directly responsible for control of all emergency operations within the municipality in close cooperation with Fire and Emergency Services Division of the Department of Municipal Affairs. 709-729-3703.
- b) An Emergency Measures Council Committee appointed or approved by Council together with the duly appointed Emergency Measures Co-ordinator, will oversee, control and co-ordinate all emergency operations within the municipality in close cooperation with the Fire and Emergency Services Division of the Department of Municipal Affairs.
- c) The Emergency Measures Council Committee will have as its members the following:
 - Mayor
 - Members of Council
 - Town Manager/Clerk
- d) The Emergency Planning Committee will include:
 - Chairperson Emergency Planning Committee
 - The Mayor and/or Deputy Mayor
 - The Fire Chief
 - The R.C.M.P. Detachment,
 - The Maintenance Supervisor,
 - The Town Engineer,
 - The Local Medical Advisor,
 - The Department of Human Resources, Labour and Employment Rep.
 - Town Manager
 - Town Clerks,
 - Other invited representative which from time to time may be requested to advise or assist the Committee
- e) The Committee will appoint a Media Co-ordinator if and when necessary.
- f) The appointment of an Emergency Measures Co-ordinator.

The Town Manager or Chair of the Emergency Preparedness Committee will be the Emergency Measures Co-ordinator and will be responsible for the following functions as well as the description of responsibilities as described in the Plan:

Advise Council of any changes to operations and maintenance of the Plan.
The overall co-ordination of all the Town's operations concerned with the disaster

Co-ordinate emergency planning and response.

Directs operations from the Emergency Operations Center (EOC)

Acts on behalf of the Mayor, as instructed.

CONCEPT OF OPERATION

The Town of Steady Brook 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 controlling group. When from time to time people with special expertise or knowledge are required to advise the group concerning any matter associated with the emergency or disaster, they will be invited to attend and perhaps when appropriate, sit as a part of the Committee.

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

This does not necessarily mean that all concerned must be present continuously. It is more appropriate to have scheduled meetings of the group and increase these as required.

As the operation progresses and difficulties are sorted out, daily meetings may be satisfactory.

EMERGENCY OPERATIONS CENTER (E.O.C.)

All emergency/disaster operations will be directed by the Committee from the Town Hall. The Marble Mountain Ski Club will be the alternate E O C in the event the Town Office is in the disaster area.

1. Communications

The RCMP and Fire Department will, when possible, assist with emergency communications by supplying a base station and the portable V.H.F. radios for use by the Committee.

The Amateur Radio Operations (Hams)

Members of HUMBAR are associated with Fire and Emergency Services and will, when required, provide emergency V.H.F. and H.F. radio communications.

2. Telephones

Additional telephones will be installed in the EOC should it become necessary.

The Town Hall telephone is located in the Town Clerk's office under normal conditions.

3 Media Relations

Members of the press will be accommodated when necessary in a room outside the operations area. If required, a telephone will be made available for their use. The Media Co-ordinator will be responsible for ensuring that media representatives are adequately accommodated and properly briefed with up to date relevant information.

4 Security/Access

Security and access to the EOC will be the responsibility of the RCMP and be restricted to those persons directly involved with the operation and wearing or possessing approved identification, which is to be provided to the appropriate individuals.

5 Parking

The entrance/exit to the fire hall doors in the Community Hall must be kept free of parked vehicles. Parking anywhere adjacent to the Community Hall will be permitted.

TERMINATION OF STATE OF EMERGENCY

The Mayor or his/her alternate, on the advice of the Committee, may declare the state of emergency terminated. The Mayor or his/her alternate should inform all agencies, particularly Fire and Emergency Services, as soon as possible.

RESPONSIBILITIES

RESPONSIBILITIES OF MAYOR

Upon notification of emergency, the Mayor shall call the Town Clerk and have them contact the Emergency Committee.

RESPONSIBILITIES OF THE TOWN MANAGER

- a) The Town Manager and/or the Chair of the Emergency Preparedness Committee will be responsible for the overall co-ordination of all the town operations concerned with the disaster;
- b) Liaison with the Fire Chief on the equipment and manpower for pumping operations and emergency water supplies;
- c) Liaison with the Regional Medical Health Advisor on requirements for emergency water supplies and sanitation facilities;
- d) Liaison with the Public Utilities Director relative to the cutting of or restoration of utilities;
- e) Liaison with the Emergency Co-ordinator providing advice as required, records proceedings and maintains EOC situation reports.
- f) Contact Fire and Emergency Services to advise of emergency or pending emergency.
- g) Controlling of funds as necessitated by the emergency.

RESPONSIBILITIES OF THE R.C.M.P.

- a) Implementation of RCMP contingency plan.
- b) Alert the Mayor, Town Council members, and the Emergency Operations Control group.
- c) Control of traffic.
- d) Control and if necessary disperse crowds.
- e) Alerting persons endangered by the emergency and evacuation

- of buildings. Securing of keys when evacuated, if possible.
- f) Protection of property against looting;
- g) The provision of law and order within welfare centers;
- h) The release of public information and instructions to the news media regarding aspects of a police investigation.
- i) Police investigation and identification of deceased persons.
- j) Control traffic where required to facilitate the movement of emergency vehicles both in and out of emergency area.

RESPONSIBILITIES OF THE FIRE DEPARTMENT

- a) The Fire Chief will implement the Fire Department Disaster Plan.
- b) The Fire Chief will be responsible for the overall co-ordination of the fire services and will ensure provision for:
 1. Search and rescue of trapped or injured persons;
 2. Resuscitation equipment and trained manpower;
 3. Equipment and manpower to assist in pumping operations;
 4. Equipment and manpower to handle accidents involving dangerous goods;
 5. Mutual aid from Pasadena/Little Rapids/Corner Brook Fire Depts.
 6. Making arrangements for additional fire-fighting equipment and liaising with CANUTEC (National Agency for Dangerous Goods) or Emergency measures for information regarding controlling of dangerous goods.

RESPONSIBILITIES OF MAINTENANCE SUPERVISOR

- a) Under the direction of the Town Manager, the Maintenance Supervisor will be responsible for co-ordination of all works services.
- b) Implementation of emergency services, such as water supplies, pumping operations, etc., as designated by the Town Manager.
- c) Ensure maximum utilization of town equipment and resources.

RESPONSIBILITIES OF TOWN CLERKS

- a) The Town Clerks will be responsible and will ensure provision for:
 1. Clerical staff to support the Emergency Operations Control group;
 2. The recording of decisions and recommendations and advising of same as directed.
 3. Maintaining a log of the operation.
 4. Supply of food for office and field workers;

5. Issue of emergency passes to disaster area subject to direction from Police or Fire Chief.

RESPONSIBILITIES OF THE LOCAL MEDICAL ADVISOR

- a) The Local Medical Advisor will be the Chief Medical Advisor to the Committee and will ensure provision for:
 1. The coordinated response of all other Medical Public Health services and facilities within the Town or area;
 2. First Aid in the emergency area;
 3. Balanced distribution of casualties to hospitals;
 4. Mass immunization program and dissemination of special instructions to the citizens on public health;
 5. Should be familiar with disaster plan of Western Memorial Hospital;
 6. The determining of potability of water supplies;
 7. ambulance services;
 8. The Medical Health Advisor is to develop emergency plans to cover functions as indicated above.

RESPONSIBILITIES OF THE DEPARTMENT OF HUMAN RESOURCES, LABOUR AND EMPLOYMENT (HRLE)

- a) The District Manager, Department of HRLE, will be responsible for the co-ordination of all social services within the Town and will ensure the provision for shelter, feeding, clothing, registration and inquiry service at the Town Hall and/or Ski Club:
 1. The operation, direction and supervision of reception centers required to provide emergency social services;
 2. The assistance from volunteer agencies within the Town to carry out emergency assistance functions;
 3. The expenditure of public funds for the assistance to any person in need of food, accommodations and clothing as a result of the emergency;
 4. The establishment of reception areas for persons evacuated.
 5. Coordinate with the Canadian Red Cross to provide registration and inquiry services.

RESPONSIBILITIES OF THE COMMUNICATIONS CO-ORDINATOR

- a) The establishment of an Emergency Communications Center, responsible for:

1. The co-ordination of all communications;
 2. Arranging telephone and messenger service as required by the Emergency Operations Control Center;
 3. This includes installation of equipment and provision of persons to operate the equipment;
 4. The provision of a two-way radio communications system to link the Emergency Operations Control Center with the emergency site;
 5. The provision of long range radio communications “ Ham Operators ” to assist the Public Relations Co-ordinator to the release of Public Information.
- b) The Communications Co-ordinator is to develop emergency plan for the above functions.

RESPONSIBILITIES OF THE DEPARTMENT OF ENVIRONMENT

The responsibilities of the Provincial Environment officials in a peacetime emergency will be as follows:

- a) Act as advisory agency on the clean up of hazardous materials, contamination of potable water supplies and emergency sewage disposal;
- b) Arrange to conduct tests to determine the hazard existing in affected areas from above. This includes checking off buildings, contaminated areas, etc., for explosive, inflammable or toxic agents, in conjunction with other responsible agencies;
- c) Advise on the safety of any area contaminated by hazardous materials or sewage in conjunction with the other responsible agencies.

RESPONSIBILITIES OF PUBLIC RELATIONS CO-ORDINATOR

Responsible for the release of public information and instructions to the news media, other than any information regarding any aspect of police investigation. Appointment of news media representation.

RESPONSIBILITIES OF THE DEPARTMENT OF TRANSPORTATION AND WORKS

- a) Co-ordinates the availability and acquisition of all necessary equipment in the area in consultation with the Town Manager;
- b) Responsible for the establishment of any emergency transportation service and for the obtaining of and coordinating all transport facilities, including

- buses and vehicles for possible mass evacuation;
- c) Supply of all transportation for control group members and field workers;
- d) Liaison with Town Supervisor to ensure maximum utilization of Town equipment and vehicles.

RESPONSIBILITIES OF THE DEPARTMENT OF NATURAL RESOURCES (FORESTRY):

- a) Respond immediately to the report of any fire near or in the community, fight the fire with all available resources until it is completely extinguished;
- b) The protection of property, such as homes, is top priority when a fire is near or approaching a community;
- c) Provide sufficient fire fighting equipment to assist agencies;
- d) Establish communications and advise the Emergency Operations Group on possible dangers to the community;
- e) Advise on probable action to avert property damage or injury.

RESPONSIBILITIES OF THE GROUND SEARCH AND RESCUE TEAM:

- a) Assist local police in locating people lost in the wooded areas
- b) To act as an Emergency Response Team to assist the Town during the declared emergency.

During an emergency, the Team is controlled by a Co-ordinator and his/her assistant. The Team is divided into a five- man sub-team, each controlled by a Team Captain. The callout procedure will be by means of fan-out system, with the Co-ordinator notifying each Team Captain who will, in turn notify his members. Each team can be mobilized anywhere from fifteen minute to one hour depending on the amount of prior notice and the nature of the emergency.

PEACETIME DISASTERS**FLOOD****A. Possible Major Effects**

1. Disruption of the community
2. Damage to the property
3. injuries
4. evacuation of some or all homes

B. Potential Actions at the Scene

- | | Contact | |
|--------------------------|---------------------------------------|-------------|
| 1. Initial Flood warning | Donna Thistle, Mayor - | C: 638-0545 |
| | Tracy Caines, - Town Clerk/Manager | C: 640-7431 |

Deer Lake Power Company will advise Steady Brook when:

- a) storage is within one foot of maximum in Grand Lake;
 - b) flow rate into Deer Lake approaches 18,000 CFS.
2. Open and maintain daily or more often, if necessary liaison with Deer Lake with Deer Lake Power Company;

| | |
|----------------|--------------|
| Kevin Goulding | ph. 635-2125 |
| Dean Fisher | ph. 635-2044 |
 3. When the flow rate into Deer Lake reaches 18,000 CFS, the Mayor will:
 - a) call Emergency Committee together;
 - b) warn low lying area residents;
 - c) Department of Environment officials to monitor gauge on Humber village bridge and report to community; as well as to advise of hourly staff readings in Steady Brook.
 4. First Level Action
 - a) call and advise Emergency Measures;
 - b) declare state of emergency;

c) evacuate homes of:

1. Justin McCarthy
2. Maureen Carter 634-1374
3. Darryl Janes 634-5880
4. Steve Butt 632-8239
5. Donna Thistle 638-0545
6. Lori Butt & Andy Kelloway

5. Second Level Action

NOTE: Additional increase of 1.5 feet of water.

a) request Emergency Measures declare "Local Disaster Situation"

b) Evacuate:

1. Falls Avenue - 15 homes
2. Forest Drive - 28 homes (including 7 homes listed in # 4 above)
3. Lower End of Steady Brook - 4 homes

6. Third Level Action

Continuous increase over Second Level;

Entire Community in jeopardy

COMPLETE EVACUATION NECESSARY

Probable Cause: 1. Grand Lake Dam Failure
2. Natural Phenomenon and release of Grand Lake Water Storage.

Considerations: 1. TCH may be flooded to west.
2. Retreat to Marble Mountain Ski Club area may be necessary.
3. Situation will be desperate: Communications with outside would be imperative, particularly during winter or severe weather conditions.

PEACETIME DISASTERS

DANGEROUS GOODS

A. Possible Major Effects

1. Casualties
2. Deaths
3. Contamination of Water Supply
4. Disruption of Traffic
5. Explosions and Fire
6. Hazards to humans and livestock
7. Loss of electric power
8. Interruption of communications
9. Evacuation

B. Potential Actions

- | <u>Potential Actions</u> | <u>Agency Responsible</u> |
|--|---|
| 1. Establish an emergency H.Q. | Local Government |
| 2. Establish adequate communications | Communications Co-ordinator |
| 3. Rescue and Fire Fighting | Fire Department |
| 4. Determine nature and effects of gas | Department of Environment Atlantic Petroleum Association Corner Brook Fire Department Canutec 1-613-996-6666 |
| 5. Warn adjacent areas and define risk | Fire/Police/Environment |
| 6. Evacuate area | Police/Fire Depts. |
| 7. Eliminate further escape of Dangerous Goods | Fire/Industry/ Environment |
| 8. Notify hospitals of casualties including #'s and type | Medical Advisors/Police |
| 9. Establish temporary morgue | Police |
| 10. Establish a news release system including instructions to the public | Local Government |
| 11. Establish welfare services | Social Services |
| 12. Establish traffic control | Police/Co-ordinator |

- | | | |
|-----|-----------------------------|---------------------|
| 13. | Establish evacuation routes | Police/Co-ordinator |
| 14. | Set up an inquiry service | Social Services |

C. Equipment

- | | | |
|----|------------------------------------|--|
| 1. | Ambulances | 911/Police 637-4433 |
| 2. | Fire Fighting and Rescue equipment | Fire 911/Police |
| 3. | Communication equipment | Communication Co-ordinator 632-4275 (cell) |
| 4. | Mobile Public address equipment. | Police |
| 5. | Barricades/Signs | Transportation |
| 6. | Emergency feeding facilities | Social Services 637-2271 |
| 7. | Canadian Red Cross | 634-4626 pager 637-9500 |

EMERGENCY COMMITTEE

| | | Home | Business |
|---|------------------|---------------|----------------|
| Mayor Donna Thistle | Steady Brook | | CELL 638-0545 |
| | | | CELL 632-1365 |
| Town Clerk/Manager | | | |
| Tracy Caines | Steady Brook | | 634-7601 |
| | | | CELL 640-7431 |
| Town Maintenance – | Alex Whithorne | | 634-7601 |
| | | | CELL 630-0215 |
| Chair of Emergency Preparedness Committee | | | |
| Councilor Candace Austin | | | CELL 640-4737 |
| Councilor Co-Chair Yvan Roy-Sutherland | | | CELL 638-1683 |
| Deer Lake Power | | | |
| Kevin Goulding | Deer Lake Power | | 635-2125 |
| Forest Fire Protection Spec. Ext 404 | | | |
| Herb Snooks | Corner Brook | 632-2360 | 637-2691 |
| | | cell 632-0177 | fire# 637-2408 |
| Hospital Asst Exec Director | | | |
| Susan Gilliam | Corner Brook | | 637-5000 |
| | call switchboard | | |
| Human Resources Labour and Employment | | | |
| | Corner Brook | | 637-2308 |
| Medical Health Officer | Dr. Gavin White | 634-0651 | |
| | Corner Brook | 637-5000 | Ext. 5628 |
| | Stephenville | 643-5111 | Ext. 449 |

Fire Chief

Jamie Robertson Steady Brook 638-0376

Deputy Fire Chief

Shawn Leamon Little Rapids 639-9128 cell 638-5747

HUMBAR

Brad Primmer Corner Brook 632-2331 cell 632-4275

Dominic Rousseau Corner Brook 639-9637

Keiran Rousseau Steady Brook 634-6376

RNC Staff Sergeant

Wayne Newell Corner Brook 24 hr line 637-4433

Marble Mountain Development Corp.

Melissa Dwyer 637-7620

Emergency Measures 24 hours

| | | | |
|---------------|-----------|----------|----------|
| | | 709 | 729-3703 |
| | | Fax 709 | 729-3857 |
| Derek Simmons | Pasadena | 686-2367 | 637-7620 |
| Judy Bond | Deer Lake | 635-4153 | |

EQUIPMENT AVAILABLE

| | | |
|--------------------------|--|----------|
| Town of Steady Brook | Fire Truck Loader Chev/ F350 Emergency Response Vehicle 938 Cat Loader | 634-7601 |
| Canadian Helicopters | Helicopter | 686-2095 |
| Universal Helicopters | Helicopter | 686-2821 |
| Marble Mountain Ski Club | Snowmobiles | 639-7600 |
| Algon Park | Truck | 634-6766 |
| Keith Kilpatrick | Truck | 634-5166 |
| Greg Howlett | Truck | 639-1955 |
| Noel Hogan | Truck | 634-2051 |
| Cal Vincent | Truck | 634-2838 |
| Thor Hansen | SUV | 639-9369 |
| Herman Bartlett | SUV | 634-7181 |
| Larry Pittman | Truck | 634-8180 |
| Clem Endicott | Truck | 634-9955 |
| Steve Batstone | Equipment | 639-7727 |

PLACES AVAILABLE FOR EMERGENCY HEADQUARTERS

| <u>PLACE</u> | <u>PERSON TO CONTACT</u> | <u>TELEPHONE</u> |
|-----------------|--------------------------|------------------|
| Town Office | Tracy Caines Town Clerk | 640-7431 |
| | | Off: 634-7601 |
| | | Fax: 634-7547 |
| Marble Mountain | Maintenance Worker | |
| | Alex Whithorne | Cell 630-0215 |
| | | Off: 637-7620 |
| Community Hall | Tracy Caines | 640-7431 |
| | Maintenance Worker | 630-0215 |
| | Alex | |

PLACES AVAILABLE FOR EMERGENCY MUNSTER STATION FOR
RESIDENTS

| | | |
|-----------------|--------------------|---------------|
| Community Hall | Town Office | Off: 634-7601 |
| | Maintenance Worker | 630-0215 |
| | Alex | |
| Marble Mountain | | Off: 637-7620 |
| | | Fax: 634-1702 |
| | | |

HEAVY EQUIPMENT OPERATORS
AND
TRUCK DRIVERS

| | | |
|---------------------------|--------------|----------|
| Stan Layden HE & TD | Steady Brook | 634-7906 |
| Jerry Dawe HE & TD | Steady Brook | 634-6249 |
| Jake Critch HE & TD | Steady Brook | 639-7212 |
| Steve Batstone HE & TD | Steady Brook | 639-7727 |
| Larry Pittman HE & TD | Steady Brook | 634-8180 |

HE - Heavy Equipment
TD - Truck Driver

FOOD SERVICES

| | | |
|----------------------------------|--------------|----------------------|
| George's Gas Bar and Convenience | Steady Brook | 639-3133 |
| Marble Mountain Ski Club | Steady Brook | 637-7600 637-7604 |
| Tim Hortons | Steady Brook | 634-8800 |
| Marble Inn & Cabins (Madison's) | Steady Brook | 634-2237 |
| Gitano's | Corner Brook | 634-5000 |
| Aroma Plus | Corner Brook | 632-2255 |
| Sorrento | Corner Brook | 639-3555 |
| Crown and Moose | Corner Brook | 634-4276 |
| Jackie Tan | Corner Brook | 634-6363 |
| Subway | Corner Brook | 632-7827 |
| Louis Gee's | Corner Brook | 632-8500 |
| Jungle Jim's | Corner Brook | 639-2222 |

REGISTERED NURSES

| | |
|---------------------|----------|
| Donna Byrne, RNA | 634-4807 |
| Mary Robertson, RN | 634-1388 |
| Patricia Belbin, RN | 634-3393 |
| Alfreda Cassell, RN | 634-7503 |
| Sharon Dawe, RN | 634-6249 |
| Olive Park, RN | 634-2371 |
| Elizabeth Dyke, RN | 634-9137 |
| Jocelyn Rose, RN | 639-9318 |
| Pearl Grant, RN | 639-9505 |
| Karen MacKenzie | 634-3561 |
| Kim Dawson | 639-7769 |
| Betty Vincent LPN | 634-2838 |
| Margaret Walsh | 632-7789 |
| Janet Reddy LPN | 634-0605 |
| Angela Brown LPN | 637-0800 |
| Roxanne Lacey | 632-2471 |

DOCTORS

| | | |
|----------------------|----------------------|----------|
| Dr James Partiquin | Optometrist | 634-4786 |
| Dr. Keith Kilpatrick | Dentist | 634-5166 |
| Dr. Steve Joyce | Chiropractor | 634-9636 |
| Dr. Darryl Janes | Dentist | 634-5880 |
| Dr. Ken Jenkins | General Practitioner | 632-7779 |
| Dr. Robert Huxter | General Practitioner | 634-1697 |
| Dr. Scott Mackenzie | Surgeon | 634-3561 |
| Dr. Edwin Mercer | Radiologist | 634-1896 |
| Dr. Stephen Murphy | Internal Medicine | 639-2229 |
| Dr. Gavin White | Radiologist | 634-0651 |
| Dr. Brent Pilgrim | | 632-8400 |
| Dr. Fayez Ballouk | | |
| Dr. Amy Pieroway | | 639-5920 |
| Dr. Karn | | 634-8265 |

MUTUAL AID NEIGHBORING COMMUNITIES

| <u>MUNICIPALITY</u> | | <u>Work</u> | <u>Home</u> |
|---|----------------|-------------|-------------|
| Corner Brook | | | |
| Mayor - Jim Parsons | | 637-1500 | |
| | Mayor's Office | 637-1537 | |
| City Manager – | | 637-1532 | |
| Pasadena | | | |
| Mayor – Gary Bishop | | 686-2075 | |
| Town Manager – Brian Hudson | | 686-2075 | |
| Deer Lake | | | |
| Mayor – Dean Ball | | 635-2451 | |
| Town Manager – Maxine Hayden | | 635-2451 | |
| Massey Drive | | | |
| Mayor – Gordon Davis | | 634-2742 | 634-2214 |
| Deputy Mayor – Gordon Halfyard | | 634-2742 | |
| Town Manager - Rodger Hunt | | 634-2742 | 640-9540 |
| Little Rapids | | | |
| Chair of Local Service District – Butch Vardy | | | |
| Deputy Fire Chief - Shawn Leamon | | 638-5747 | |

Appendix 1

FOREST FIRES**MAJOR CONCERNS: SAFETY OF LIVES AND PROPERTY**

| EMERGENCY RESPONSE | ACTION BY |
|-------------------------------|---|
| 1. Activate Emergency Plan | Emergency Council Committee |
| 2. Fire Fighting | Fire Department Department of Forestry |
| 3. Relocation/Evacuation | Decision by Emergency Council Committee HRLE (shelter, food, clothing) Church Groups, Schools, Services Groups, Police |
| 4. Injuries and Rescue | Medical Advisor - Hospital Fire & Rescue Team St. John Ambulance |
| 5. Communications | Amateur Radio Communications Group Town Fire Dept., Police Fire and Emergency Services Municipal Works Vehicle |
| 6. Public & Media Information | Media Co-ordinator |
| 7. Instruction to Residents | Emergency Council Committee |
| 8. Return to Evacuated Area | Emergency Council Committee |
| 9. Damage Assessment | Emergency Council Committee Fire and Emergency Services |
| 10. Refreshment Centres | HRLE |

Appendix 2

FLOOD

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

| EMERGENCY RESPONSE | ACTION BY |
|--|---|
| 1. Activate Emergency Plan | Emergency Council Committee |
| 2. Assess Flood Problem | Emergency Council Committee |
| 3. Evacuation Decisions | Emergency Council Committee |
| 4. Rescue of stranded people (Particular attention to the elderly) | Fire & Rescue Team Volunteers Ambulance Services |
| 5. Injuries | Medical Advisor - Hospital St. John Ambulance |
| 6. Traffic Control | Police |
| 7. Transportation of Furniture and Household Goods | Transportation |
| 8. Communications | Fire and Emergency Services /Amateur Radio Town Police, Town Fire Dept. Municipal Works Vehicles |
| 9. Instruction of Residents | Emergency Council Committee |
| 10. Refreshment Centres | HRLE |
| 11. Barricades, Signs, Etc. | Town Superintendent/Municipal Works |
| 12. Public & Media Information | Media Co-ordinator |
| 13. Sand Bags | Town of Steady Brook 500 sand bags on hand (storage) |

Appendix 3

DANGEROUS GOODS

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 Plan | Emergency Council Committee |
| 2. Establish an Emergency Headquarters | Municipal Council |
| 3. Establish Communications | Communications Co-ordinator |
| 4. Rescue & Fire Fighting | Fire Department Search & Rescue Team |
| 5. Determine nature of problem | Fire Department CANUTEC Dept. of Environment Fire and Emergency Services |
| 6. Warn adjacent areas and define areas of risk | Fire, Police & Environment |
| 7. Evacuate Area | Emergency Council Committee |
| 8. Eliminate further escape of dangerous goods | Fire Department Shipper of dangerous goods CANUTEC Emergency Measures |
| 9. Notify Medical Facility of casualties including number & type | Medical Advisor at scene |
| 10. Establish temporary morgue | Police |
| 11. Establish news release system including instructions to public | Emergency Council Committee |
| 12. Establish registration and inquiry centers | HRLE |
| 13. Establish Traffic Control | Police |
| 14. Order evacuation | Emergency Council Committee Police |

Appendix 7

SAMPLE DECLARATIONS

SAMPLE DECLARATION FOR STATE OF EMERGENCY

Pursuant to section 204 of the Municipalities Act, and being satisfied, a _____ emergency exists in the Town of Steady Brook which endangers or could endanger the health, safety or welfare of persons or could threaten property within the Town. Therefore be it resolved that the Town of Steady Brook hereby declares a state of emergency as of _____ until _____ (for the following areas), unless this declaration is renewed or terminated by Council.

The Town Council of Steady Brook has by resolution number ___ carried and declared this state of emergency (moved by Councilor ____, seconded by Councilor ____, dated this ____ of ____, 20____).

SAMPLE DECLARATION TO END STATE OF EMERGENCY

The Town of Steady Brook declared a state of emergency on _____ pursuant to section 204 of the Municipalities Act. The state of emergency is over and the Town of Steady now wishes to declare that the emergency has ended.

The Town of Steady Brook hereby declares that the Emergency is terminated in the Town as of _____ (for the following areas).

The Town Council of Steady Brook has by resolution number ___ carried and declared this state of emergency is over (moved by Councilor ____, seconded by Councilor ____, dated this ____ of ____, 20____).

Appendix 8

THE EMERGENCY MEASURES ACT

The Emergency Measures Act, first legislated in 1970 and revised in 1990, provides for the organization an administration of emergency measure in the province. **Sections 6, 7 & 10** pertains to the role of municipalities under the Act. The following passage is **Section 6** of the Act:

6. (1) The council of a municipality may by resolution establish a committee and adopt a plan to deal with all matters relating to emergency measures within the boundaries of the municipality.
- (2) A plan adopted by a council under *subsection (1)* shall be submitted to the minister and shall not be implemented without the minister's approval.
- (3) Where a state of civil disaster that applies to a municipality or a state of war emergency is declared under **section 7** a plan adopted by a municipality under *subsection (1)* and approved by the minister under *subsection (2)* shall then come into operation.
- (4) Where a disaster affecting a municipality occurs and a state of civil disaster has not been declared under **section 7** the minister may, by order, authorize the council to put into operation the plan adopted by the council under *subsection (1)*.
- (5) Where the minister makes an order under *subsection (4)*, a council may put into operation the plan adopted under *subsection (1)* and may then take the action and do the things that are necessary to give effect to the plan.
- (6) Where a council asks the minister to approve an amendment of the plan adopted under *subsection (1)* or the repeal of a part of that plan, the minister may approve or disapprove of the amendment or repeal and the council may amend or repeal a part of the plan if the minister approves.
- (7) A council shall exercise the powers and authority granted to it under this section subject to the Act and the regulations and to all orders made and act and things done but the Lieutenant-Governor in Council and to the direction and supervision of the minister.
- (8) A council may appoint a person to supervise and control, under its direction, emergency measures plans or an organization which it has adopted or established and the person appointed shall cooperate with the minister and with the officers, clerks and other employees appointed under **section 3**.
- (9) A council that establishes a committee under *subsection (1)* may

- (a) by resolution approved by the minister levy, appropriate and expend money that may be required for emergency measures purposes;
 - (b) by resolution authorize the proper officers, on behalf of the council, to enter into contracts and to obtain and distribute equipment, materials and supplies for emergency measures purposes;
 - (c) provide for the health and safety of persons and property within the municipality and provide emergency assistance to the victims of disaster;
 - (d) employ, with or without compensation, workers required in connection with the council's emergency measures; and
 - (e) utilize the council's employees, property or equipment for emergency measures purposes either within or outside the boundaries of the municipality.
7. The Lieutenant-Governor in Council may, by proclamation, declare that a state of civil disaster or a state of war emergency exists or has, for the purpose of this Act, ended in the province or in a part of the province and the proclamation is proof that the state of civil disaster or war emergency exists, has existed or has ended from the date of the proclamation or from an earlier or later date that may be stated in the proclamation.
10. (1) Where an emergency other than a war emergency arises in an area of the province which involves the risk of loss of life or property or which threatens the safety, welfare or well-being of some or all of the residents of that area and where it appears to the satisfaction of the minister that the emergency cannot be adequately handled by the municipal or other services existing within the area, the minister may immediately.
- (a) declare that a local disaster situation exists within the area;
 - (b) designate an officer to take charge of emergency operations within the area, to assess the situation and to report immediately to him or her regarding necessary measures to be taken to deal with the emergency;
 - (c) authorize the officer designated under paragraph (b) to control and co-ordinate the activities of all police, health, welfare, fire and other services in the area, either provincial or municipal, and to engage civilian personnel to assist these services; and
 - (d) authorize the officer to acquire, either by purchase or otherwise and to the extent that the minister may prescribe, supplies and equipment that are necessary to cope with the emergency or to protect the health and welfare of the victims of the disaster.
- (2) The minister shall, as soon as possible after the declaration by him or her of a local disaster situation under paragraph (1) (a), inform the Lieutenant-Governor in Council of

that declaration and report upon the action taken by him or her in connection with the declaration.

Appendix 9**THE MUNICIPALITIES ACT**

Under *The Municipalities Act, Section 204*, pertains to the declaration of a state of emergency within a municipality. The following passage details the contents of **Section 204**;

204. (1) Where, in the opinion of the council or chairperson or mayor, an emergency exists because of

- (a) a disaster;
- (b) a snowstorm or flood; or
- (c) a shortage of water

the council, chairperson or mayor may declare a state of emergency in the municipality or part of the municipality.

And, under *The Municipalities Act, Section 405*, pertains to orders by council when a declaration under **Section 204** has been declared.

405. (1) Where a state of emergency is declared under *Section (204)* the council, chairperson or mayor may order

- (a) the closing of or the hours of operation of a businesses and schools or a class of business and schools, in the municipality;
- (b) the banning or controlling of public gatherings;
- (c) the evacuation of buildings;
- (d) the restriction or prohibition of the use of vehicles or a class of vehicles on the streets of the municipality; or
- (e) the restriction or prohibition of the use of water in the municipality.

(2) Subsections 404 (2) to (6) apply, with the necessary changes, to an order made by a council under subsection (1).

Appendix 10**CANADIAN RED CROSS - RESOURCES****Blood Services**

Supply Hospital with whole blood and blood products.

Registration and Inquiry

When a disaster occurs, people are taken to hospital, and relatives and friends must be notified. Even at the hospital, victims must be registered upon arrival. The Red Cross can inform two functions as part of the Emergency Plan:

- a. Registration of victims at the hospital through their volunteer network.
- b. Tracing of loved one and notification of the status of disaster victims through the tracing and inquiry network - locally, nationally, and internationally.
- c. Co-ordinated in conjunction with Dept. of Human Resources, Labour and Employment.

Equipment Loan Services

Crutches, wheelchairs, etc., can be made available on loan to individual requiring same in times of disaster.

Immediate Relief

A service has been implemented by the Red Cross to provide immediate necessities such as clothes, food and shelter for disaster victims.

Appendix 16

Equipment Available

Town of Steady Brook

- Chainsaws
- Gasoline Pump
- Gasoline Generator
- 2 Diesel Generators
- Backhoe
- 938 Loader
- Toyota/ F350
- Snowmobile
- Repair parts for water/sewer
- 500 sand bags (not filled)
- Hand tools / Small electric tools

West Coast Sand and Gravel

- Trucks
- Backhoes
- Excavators
- Long Boom Excavator

Marine Contractors

- Trucks
- Backhoes
- Excavators
- Tractors
- Pumps
- Repair parts for water/sewer

Midland Construction / West Coast Excavating

- Trucks
- Backhoes
- Excavators
- Tractors
- Pumps
- Repair parts for water/sewer

Marble Mountain Development Corporation

- Snowmobiles
- Chain saws
- Groomers
- Backhoe
- All terrain vehicles
- Repair parts for water/sewer

**TOWN
OF
STEADY BROOK**

NEWFOUNDLAND AND LABRADOR

**EMERGENCY
PLAN**

Revised
May 18, 2016