



THE VILLAGE OF DOAKTOWN MUNICIPAL EMERGENCY RESPONSE PLAN

Updated Mar 2020

This page is intentionally left blank

Forward

The Municipal Emergency Response Plan outlined herein comprises five (5) parts. Part 1: Basic Municipal Emergency Response Plan; Part II: Initiating the Plan, which provides details for exercising the plan and various municipal departments and agencies involved in emergency operations; Part III: Standard Operating Procedures for municipal authorities concerned with emergency response; Part IV: Local Industries and Resources that may be contacted for support in the event of an emergency; and Part V: Appendixes providing forms and policies for declaring a state of local emergency, delegating authority, and other supplementary documents.

This Plan was prepared in conjunction with the Department of Justice and Public Safety New Brunswick Emergency Measures Organization. All appointed and elected municipal officials, employees, and volunteers involved in the Plan must be aware of and prepared to carry out their responsibilities and duties during an emergency situation. The Plan's success and effectiveness depends on their commitment.

Federal, provincial, and volunteer agencies having a role in the Plan must be prepared to meet their responsibilities. They must also be kept informed of any revisions to the Plan.

The Plan is to be exercised annually, in full or in part. The hope is that it will never have to be used in crisis. Nonetheless, being prepared for emergencies may help to reduce injuries, loss of life, and damage to property in the event of a disaster or emergency.

Original Signed by:

Jeff D Porter
Mayor of the Village of Doaktown

Executive Summary

The Village of Doaktown was settled in 1807 by United Empire Loyalists as a base for a growing lumber industry following the American Revolutionary War. Nestled on the banks of the Southwest Miramichi River, Doaktown and the surrounding area is home to around 1300 residents. While the Village is rural, there are small pockets of populated centres throughout.

This Municipal Emergency Response Plan for the Village of Doaktown will lay out the roles and responsibilities of the municipal agencies and people responding to an emergency situation. No two emergencies are alike. First responders must have the ability to be flexible and to change as the situation warrants.

This Plan recognizes and is coordinated with all other emergency plans currently in effect within the community and the province.

The Phases of Emergency Operation are the Warning, Impact, Response, and Recovery Phases. This plan focuses on all four, clearly establishing lines of authority and responsibility for all concerned during the management of an emergency or disaster in the Village of Doaktown. It is important that everyone concerned understands their roles. This avoids misunderstanding and conflicts that could result when various disciplines are involved at the same time. Coordination and cooperation is the goal of this Emergency Plan.

Original signed by:

Arthur Robinson
Municipal EMO Coordinator

Table of Contents

Forward	3
Executive Summary	4
Introduction	10
Declaration of Agreement Emergency Response Plan for the Village of Doaktown	11
Municipal Emergency Response Plan Part I: Basic Plan	12
1. General	12
2. Aim	12
3. Definitions	12
3.1. All Hazards Emergency Management Plan	12
3.2. Disaster	12
3.3. Emergency Response Plan	12
3.4. Emergency	13
3.5. Incident	13
3.6. Mutual Aid Agreements	13
3.7. Standard Operating Procedures	13
5. Direction of Control	14
6. Authority	14
7. Implementation	14
8. Declaring a Local State of Emergency	14
9. Emergency Operations Centre	15
11. Emergency Reception Centres	15

12. Emergency Staging Areas	17
Municipal Emergency Response Plan Part II: Initiating the Plan	17
13. Alerting	17
13.1. Stages of Alert and Assembly	17
13.2. Graduated Response	18
13.3. Phases of Emergency Operations	18
13.4. Levels of Responsibility	18
13.5. Levels of Response	19
13.6. Alerting Procedure	19
14. Mutual Aid Agreements and their Maintenance	20
15. Emergency Response Plan Maintenance	20
16. ICS Organizational Chart (Org. Chart)	21
17. Municipal Call-Out Chart	22
18. Emergency Contact List	23
19. Municipal Emergency Locations	25
20. Regional and Provincial Emergency Contacts	26
Municipal Emergency Response Plan Part III: Standard Operating Procedures	28
21. Mayor	28
21.1. Roles	28
21.2. Responsibilities	28
22. EOC Coordinator	28
22.1. Role	28

22.2.	Responsibilities	28
23.	Incident Commander	29
23.1.	Role	29
23.2.	Responsibility	29
24.	Duty Officer	30
24.1.	Roles	30
24.2.	Responsibilities	30
25.	Safety Officer	30
25.1.	Roles	30
25.2.	Responsibilities	31
26.	Information Officer	31
26.1.	Roles	31
26.2.	Responsibilities	31
27.	Liaison Officer	31
27.1.	Roles	31
27.2.	Responsibilities	32
28.	Operations Section	32
28.1.	Operations Section Chief Role	32
28.2.	Responsibilities	32
29.	Planning Section	32
29.1.	Planning Section Chief	33
29.2.	Responsibilities	33

30.	Logistics Section	33
30.1.	Logistics Section Chief Roles	33
30.2.	Responsibilities	33
31.	Financial/Administration Section	34
31.1.	Roles	34
31.2.	Responsibilities	34
32.	Doaktown Fire Department	35
32.1.	Role	35
32.2.	Responsibilities	35
33.	Police	35
33.1.	Role	35
33.2.	Responsibility	35
34.	Coordinator of Human Resources	36
34.1.	Roles	36
34.2.	Responsibilities	36
35.	Public Works Manager	36
35.1.	Roles	36
35.2.	Responsibilities	37
Municipal Emergency Response Plan Part IV: Community Resources		38
36.	Heavy Equipment	38
37.	Snowmobiles, Boats, and All-Terrain Vehicles	39
38.	Utilities	39

39. Accommodations	40
40. Restaurants	41
Part V: Appendix A: Declaration of Local State of Emergency	42
Appendix B: Delegation of Authority Form	44

Introduction

1. The Village of Doaktown recognizes its responsibilities for planning to meet emergency situations, which may endanger life, property or the environment in this municipality and has concluded mutual aid agreements with the Village of Blackville, the Village of Chipman, the Rural Community of Upper Miramichi, and the Miramichi Valley Firefighters Association. The Village also has a formal agreements with J.D. Irving Ltd.
2. The aim of the Plan is to protect the health, safety, and welfare of the inhabitants of the Village of Doaktown. The Plan is meant to provide a prompt, coordinated, and effective response to emergencies by designating responsibilities, and to know what immediate action are to be taken by individuals, municipal services and/or voluntary agencies in the event of an emergency.
3. This plan is issued by the Mayor and Council of the Village of Doaktown, under the authority of the Emergency Measures Act and the Community Emergency Plan By-Law.
4. The Municipal Emergency Response Plan may be cited as the Emergency Response Plan and describes a level of preparation, planning and response situated between the Provincial All Hazards Plan and the Regional Emergency Response Plan.
5. Chapter E-7.1 Emergency Measures Act assented to on May 13, 2011 is the key piece of legislation upon which the Emergency Measures Plan is based. It provides definitions, makes the Minister of Justice Public Safety responsible for the administration of the Act, establishes the New Brunswick Emergency Measures Organization (EMO), provides guidelines and responsibility for emergency planning, and outlines States of Emergency, Disaster Relief Fund and Liability for Damages.
6. Regulation 84-7 under the Emergency Measures Act (O.C. 84-29) filed on January 23, 1984 details responsibilities for regional government departments and agencies. Regulation 83-71 under the Emergency Measures Act (O.C. 83-377) filed on April 29, 1983, as amended by Regulation 90-166 filed on December 14, 1990 outlines the disaster assistance available to municipalities. This act and these regulations should be read as background to this plan.
7. The plan is designed to provide direction and guidance for dealing with emergencies ranging from a single municipal departmental response to a fully coordinated, collective response by all municipal departments, supported by the provincial government. It may be implemented in whole or in part, depending on the situation.

**Declaration of Agreement
Emergency Response Plan
for the Village of Doaktown**

Approved by EMO

Coordinator Arthur Robinson

Date

Approved by Council

Mayor- Jeff D.Porter

Date

Municipal Emergency Response Plan Part I: Basic Plan

1. General

The Village of Doaktown recognizes its responsibility to plan for peace time emergencies that may endanger lives, property, or the environment, either in this municipality or in others.

Emergency situations can generate confusion with respect to roles and responsibilities and jurisdictions. By means of the following Municipal Emergency Response Plans, needless duplication of effort or waste of resources will be eliminated.

2. Aim

The aim of this Plan is to protect the health, safety and welfare of the inhabitants of the Village of Doaktown. This plan designates the responsibilities and immediate actions to be taken by individuals, municipal services, and volunteer agencies, in the event of a peacetime emergency.

3. Definitions

3.1. All Hazards Emergency Management Plan

An approach that recognizes that the actions required to mitigate the effects of emergencies are essentially the same, irrespective of the nature of the event, thereby permitting an optimization of scarce planning, response and support resources. The intention of all-hazards generic emergency planning is to employ generic methodologies, modified as necessary by particular circumstances.

All-hazards incorporates natural and man-made hazards threats including traditional emergency management events such as flooding and industrial accidents; as well as national security events such as acts of terrorism; and cyber events.

3.2. Disaster

A real or anticipated occurrence such as disease, pestilence, fire, flood, tempest, explosion, enemy attack, sabotage, or release of any commodity which endangers the health, safety, and welfare of the population, property, or the environment.

3.3. 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 to provide for safety, health or welfare of the civil population and the protection of property and the environment in the event of such an occurrence.

3.4. Emergency

A present or imminent event which the municipality believes to warrant prompt, coordinated action (and/or the regulation of persons or property) so as to safeguard the health or welfare of the population, and to protect property and the environment.

3.5. Incident

An incident is an abnormal situation that demands a response for which regular municipal standard operating procedures and resources are sufficient.

3.6. Mutual Aid Agreements

Agreements between communities, departments, or agencies to assist in the event of need.

3.7. Standard Operating Procedures

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.

4. Elements of an Emergency Plan

The Municipal Emergency Response Plan is meant to serve four purpose:

Mitigation

This is the continuous process whereby the Municipality/EMO Coordinator conducts hazard analysis to determine the impact the event(s) will have on their community and operations.

Preparedness

The sooner a potential event is identified the sooner control measures can be put into place at all levels. At the time that a potential event is identified, the Municipality/EMO Coordinator will decide on the need to activate plans. Depending on the type of event, the municipality could be notified by emergency planning representative, emergency response personnel, or NBEMO. Identifying the communication process is crucial in the planning stages.

Response

Once it is apparent that the event significantly impacts persons and/or municipal infrastructure, it will be necessary to enhance the response to deal with the impact as it occurs.

Recovery

Recovery consists of measures and actions taken to repair and restore the community after an emergency. Recovery may also include some mitigative actions. Typically recovery focuses on infrastructure; but depending on the event, the physical and psychosocial effects that arise as a result of an emergency may need to be dealt with as well.

5. Direction of Control

The Municipal Mayor and Council in conjunction with the Municipal Emergency Measures Organization (EMO) Coordinator are granted authority by provincial and municipal acts and by-laws for the control of all the operations mentioned within this plan. When necessary, the operations of the municipality will be coordinated with the Regional and Provincial Emergency Operations Centres.

In the event that the incident scope becomes too complex or is beyond the expertise of existing authorities, another Incident Commander may be called in to manage the incident. This could require a formal delegation of authority. See Appendix B for the form to officially delegate authority.

6. Authority

This plan is authorized under New Brunswick Emergency Measures Act, dated May 11, 2013.

and

the Village of Doaktown Community Emergency Planning Bylaw 2017-03

7. Implementation

This plan may be implemented in full or in part by the Municipal EMO Coordinator, the Mayor or the Deputy Mayor when required to combat an emergency or to provide coordinated assistance to the Village of Doaktown.

8. Declaring a Local State of Emergency

The EMO Coordinator and elected officials will review the need to make a “Declaration of a State of Local Emergency” if and when those extraordinary powers will be required to deal with specific aspects of the response. The “Declaration” will be made as described under the *Emergency Measures Act*, dated May 13, 2011, and a copy will be sent by the municipality to the New Brunswick Emergency Measures Organization for approval by the Minister of Justice and Public Safety. A state of local emergency should only be declared if one or more of the following criteria are met:

- i. to acquire or utilize or cause the acquisition or utilization of any personal property by confiscation or by any means considered necessary
- ii. to cause the evacuation of persons and the removal of livestock and personal property threatened by a disaster or emergency, and make arrangements for the adequate care and protection of them;
- iii. if the emergency is beyond the scope of the municipality and additional resources are required.

See “Appendix A” for the Declaration of Local State of Emergency Form.

9. Emergency Operations Centre

All disaster/emergency operations will be controlled and coordinated from the Municipal Emergency Operation Centre (MEOC).

The primary Municipal Emergency Operation Centre (MEOC) is on the second floor of the Doaktown Fire Department, located at 328 Main Street, Doaktown.

The alternate MEOC location is the Atlantic Salmon Museum , 263 Main Street Doaktown.

Or another determined location.

10. Municipal Emergency Action Committee

The Emergency Action Committee (EAC) consists of at a minimum the:

- 10.1. EMO Coordinator and/or alternate
- 10.2. Two Council Members
- 10.3. Duty Officer
- 10.4. Doaktown Fire Department Representative
- 10.5. The NBEMO Regional Emergency Management Coordinator acts as an advisor to the EAC.

The EAC meets on a regular basis to monitor the Village of Doaktown Emergency Response Plan, coordinate emergency field exercises, review their performance, and discuss any other issues related to emergency preparedness and response. In the event of an emergency, the EAC will assemble to implement the plan.

The level of response depends on the nature of the situation and the level of threat. At the onset of operations the EMO Coordinator will determine the level of response necessary, implement the applicable emergency plans and activate the Emergency Operations Centre (EOC), which may be assembled, in whole or in part, to coordinate the municipal response.

11. Emergency Reception Centres

In the event that residents are evacuated from their homes they will proceed to the Emergency Reception Center(s) for information, essentials, and lodging.

The primary Emergency Reception Centres are:

- 11.1. For residents located on the South Side of the Village, Prospect Place Arena, 22 Prospect Street, Doaktown.
- 11.2. For residents located on the North Side of the Village, Our Lady of Annunciation Catholic Church, located at 714 Main Street, Doaktown.

The secondary Emergency Reception Centres are:

- 1.1. 2 For residents located on the South Side of the Village, Royal Canadian Legion Branch#23 located at 8 Dr Hamilton Dr Doaktown NB E9C 1B8.
- 1.2. 1 For residents located on the North Side of the Village, Abundant Life Church, located at 583 Main Street Doaktown .

Or another designated Emergency Reception Centre depending on the needs of the particular emergency.

2. Emergency Staging Areas.

In the event that the EMO Coordinator determines more resources are required, responding personnel and equipment shall report to designated Staging Areas.

Staging Areas are set up at the incident where resources can wait for a tactical assignment.

All resources in the Staging Area are assigned and ready for deployment. Out-of-service resources are **NOT** located at the Staging Area.

The primary Emergency Staging Areas are:

- 2.1. The parking lot to the South of the Doaktown Fire Department and Public Works Department building, located at 328 Main Street, Doaktown.
- 2.2. The B & L Restaurant, located at 593 Main Street, Doaktown

The secondary Emergency Staging Areas are:

- 2.3. 4 Riverview Drive, Doaktown. (The Intersection of Riverview Drive and the Hazelton Road, at the mail boxes).
- 2.4. Parkers' Country Diner, 202 Main Street, Doaktown.

Or another designated Emergency Reception Centre depending on the needs of the particular emergency.

Upon arrival at the Emergency Staging Area, all personnel and equipment shall log in with the Staging area Manager(s). They will be informed of where their assistance is required, provided with maps and/or other pertinent information, and ordered to proceed to the area as per the request.

Municipal Emergency Response Plan Part II: Initiating the Plan

3. Alerting

3.1. Stages of Alert and Assembly

Anyone learning of an emergency should immediately contact 911.

The Public Service Answering Point (PSAP) ascertains details of the event, and contacts the Emergency Service Providers.

If the EMO Coordinator or Alternative EMO Coordinator decides that the emergency should be handled through the EOC, then the Phases of Emergency Operations should be adopted.

3.2. Graduated Response

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 incident, and speaks to attempting to deal with an emergency at the lowest level practicable. In keeping with this concept, the response at the municipal level will be tailored to meet the circumstances of a given emergency.

3.3. Phases of Emergency Operations

An emergency will normally graduate through four distinct phases. They are the Warning Phase, the Impact Phase, the Response Phase, and the Recovery Phase.

The *Warning Phase* consists of actions taken to counter and curtail the effects of the incident. These include alerting the public, local and regional authorities, and preparing resources.

The *Impact Phase* refers to the event itself.

The *Response Phase*, which may overlap the Impact Phase, covers the period during which the emergency is brought under control.

The *Recovery Phase* is the clean-up period, used to return the affected communities to normal.

3.4. Levels of Responsibility

The municipal level of emergency management falls into a graduating system of increased responsibility, areas of influence and interest that are based on the different levels of government authority in the Province of New Brunswick. They are as follows:

Individual – Individuals are responsible for themselves and their immediate family and includes household and neighbourhood preparations such as the 72 Hour Emergency Preparedness

Municipal/Local Authority Response – Municipal level resources managed by local Mayors and Councils, and Local Service Managers.

Regional – Regional level resources coordinated by the NB EMO Regional Emergency Management Coordinators (REMC) and Regional Emergency Action Committees (REAC). This includes:

- a) Developing and implementing regional plans and procedures for an integrated regional response to emergencies.
- b) Assuming direction and control as authorized by the Director of NB EMO:
 1. Only when municipal or local authority does not exist;
 2. Only when municipal or local authority requests and the Minister of Justice and Public Safety authorizes direct action;

3. Only when the event is of such magnitude that it is clearly beyond the capability of local authorities; and
4. Only when the action required in dealing with the emergency rests with the province or a department, e.g. large scale health or environmental emergency.

Provincial – Government of New Brunswick resources managed by the Department of Justice and Public Safety (JPS) and NB EMO.

National – Government of Canada resources managed by Public Safety Canada.

3.5. Levels of Response

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:

- 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. Local Service Managers will monitor, and if required, seek support from the REMC.
- c. **Regional Response** - When the capacity of the local authority is exceeded, or is likely to be exceeded, a regional response is activated and involves support provided from the neighbouring municipalities through formal or informal mutual aid arrangements and from regional resources 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.

3.6. Alerting Procedure

When credible information supports the need for a coordinated municipal response, the MEAC may be assembled by the EMO Coordinator or his/her designate via the Emergency Call-Out List in **Section 16** at any time before or during an emergency. The MEAC will use the following activation levels:

- **Level 1: Active Monitoring:** Continuous monitoring by all MEAC members of an emergency situation that may require immediate municipal assistance.
- **Level 2: Partial Activation:** Once notified, selected MEAC members may be called in to assist in supporting ongoing efforts towards an emergency.
- **Level 3: Full Activation:** All MEAC members are to report into the MEOC.

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

The MEAC will:

- a) Assess the emergency situation;
- b) Prepare or review contingency plans and procedures;

- c) Consider the deployment of resources and Incident Commanders to the emergency;
- d) Monitor ongoing operations, provide direction to departments or Incident Commanders;
- e) Provide situation updates with appropriate recommendations to Mayor and Council; and
- f) If the emergency escalates to the point where further powers are required, the Municipal EMO Coordinator may recommend to the Mayor and Council that a SOLE be declared in accordance with the Emergency Measures Act (R.S.N.B. 2011, c.149), and the A Community Emergency Planning By-Law (2018-01).

After receiving a call, an individual initiates the Standard Operating Procedure (SOP). The SOPs for each department or agency involved in the MEAC are provided in *Part III* of this plan.

Consult *Part 3: of the Regional Emergency Response Plan* for a full list of SOPs for all departments involved in the EOC.

4. Mutual Aid Agreements and their Maintenance

The Village of Doaktown has Mutual Aid Agreements with the Village of Blackville, the Village of Chipman, the Rural Community of Upper Miramichi, and the Miramichi Valley Firefighters Association. The Village also has formal agreements with J.D. Irving Ltd.

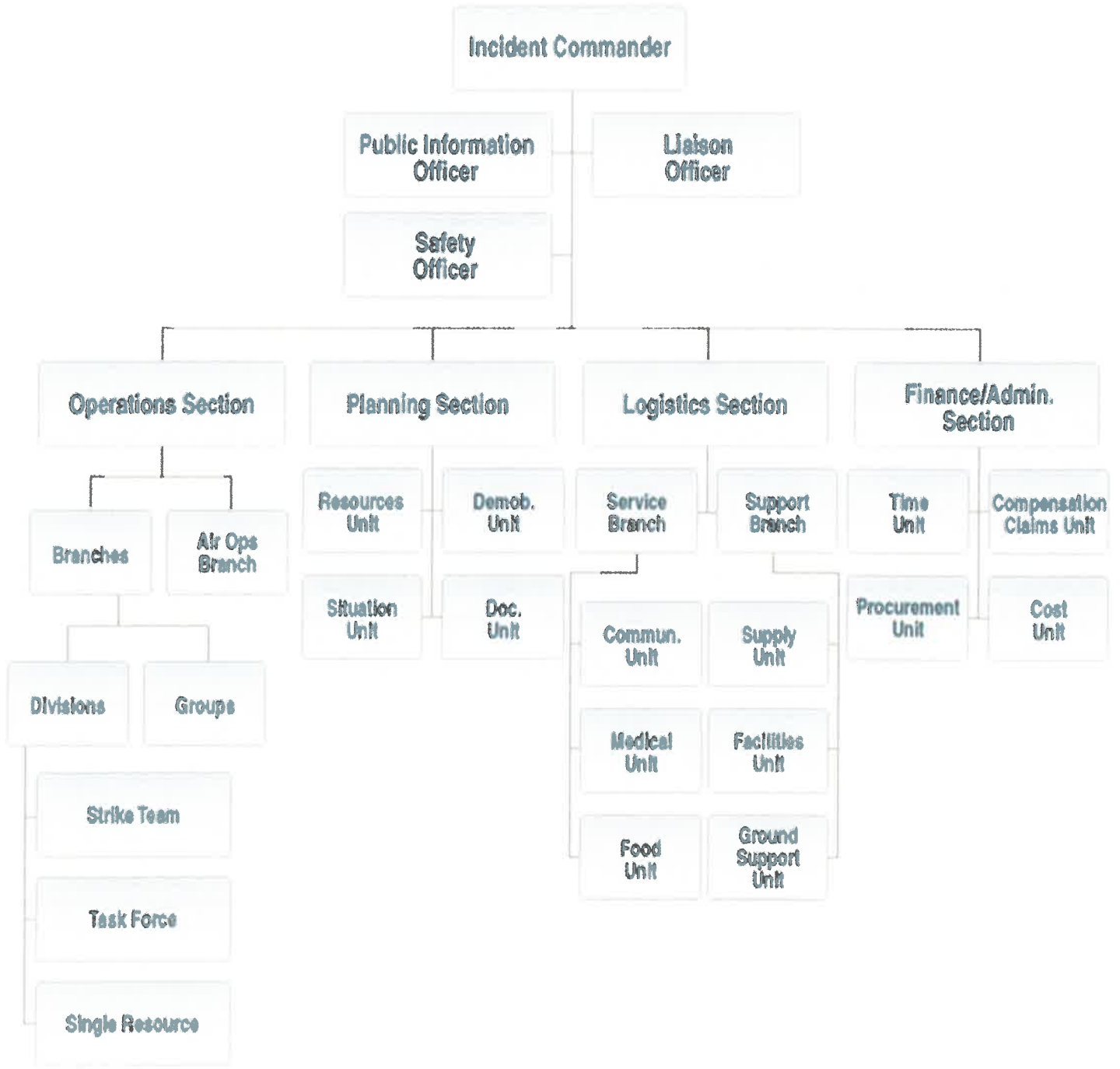
These Mutual Aid Agreements commence on the 1st of January, 2018 and automatically renew on an annual basis.

Maintenance of these Mutual Aid Agreements and the contact list is the responsibility of the EMO Coordinator or his/her delegate to ensure that the (a) Contact Person (b) Title (c) Contact Information are kept accurate and up-to-date. This is performed by implementation of a regular annual review process on or about November 1st of each year.

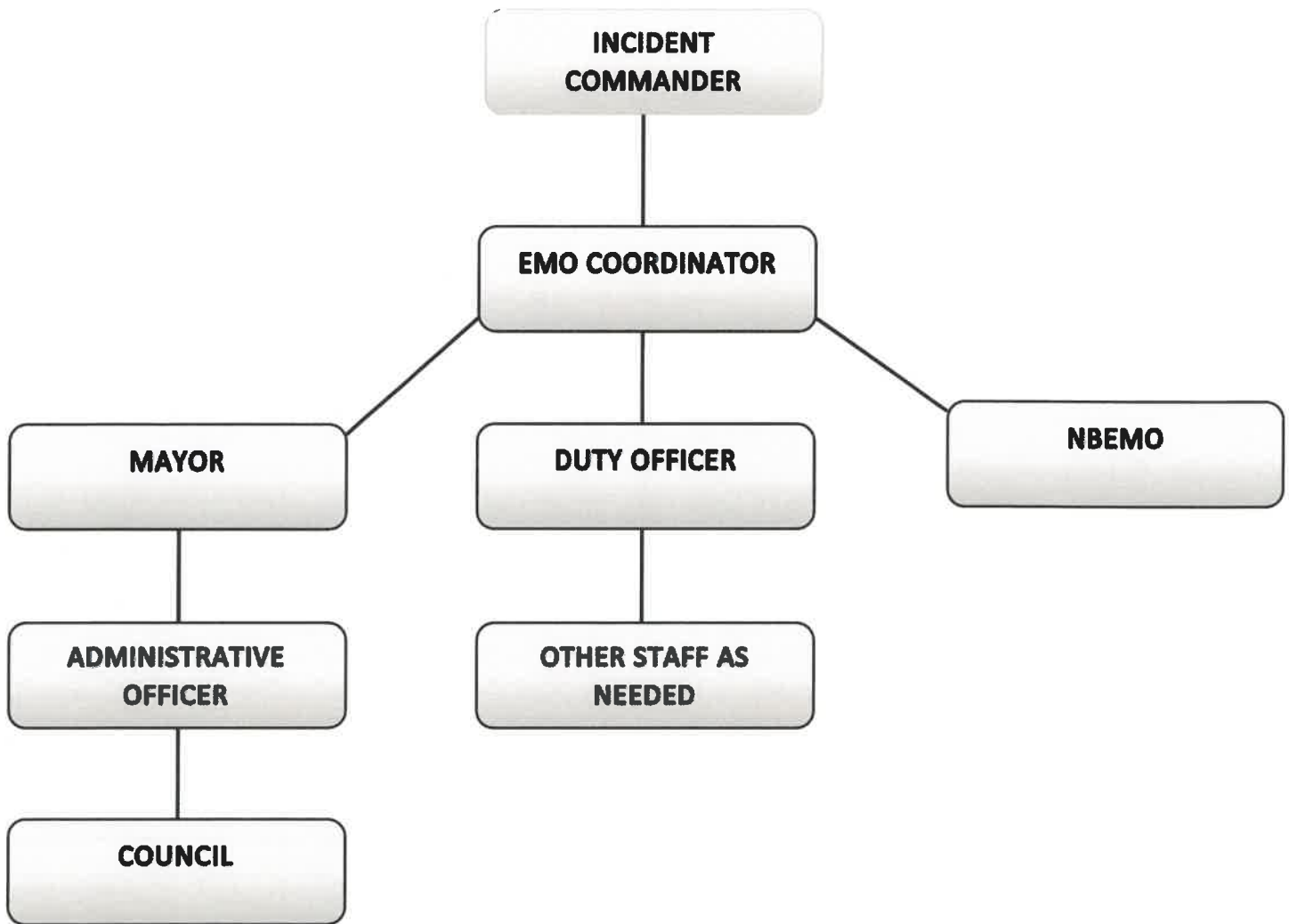
5. Emergency Response Plan Maintenance

Maintenance of the “Emergency Response Plan” is the responsibility of the EMO Coordinator or his/her designate. It is their responsibility to ensure that the (a) Contact Person, (b) Title, (c) Contact Information of the MEOC Group and those associated with an emergency response are kept accurate and up-to-date. This will be performed by implementation of an annual review process on or about November 1st of each year.

6. ICS Organizational Chart (Org. Chart)



7. Municipal Call-Out Chart



Other people in the Emergency Control Group will be contacted when needed, as per **Section 13.2 Graduated Response** policy.

8. Emergency Contact List

<p>Emergency Measures Coordinator & Emergency Operations Centre Coordinator</p> <p>Arthur Robinson Cell: (506) 230-0336 Home: (506) 365-7696</p> <p>Alternate: Kale Robinson Cell: (506) 470-7643</p>	<p>NBEMO Regional Manager for Miramichi Region</p> <p>Peter Kavanaugh Cell: (506) 323-8975</p> <p>Phone: 506-272-2306 EMO Directory: 1-800-561-4034</p>	<p>NBEMO Regional Manager Capital Region</p> <p>Jason Cooling Work: (506) 453-5511 EMO Directory: 1-800-561-4034</p>
<p>Mayor 8 Miramichi Street, Doaktown New Brunswick, E9C1C8</p> <p>Jeff Porter Office: 365-7970 ext. 101 Cell: (506) 365-0033</p>	<p>Duty Officer 8 Miramichi Street, Doaktown New Brunswick, E9C1C8</p> <p>Karen Petitpas Cell: (506) 474-3579</p> <p>Krista Price Lambert Cell: (506) 365-5632</p> <p>Office: (506) 365-7970</p>	<p>Deputy Mayor 8 Miramichi Street, Doaktown New Brunswick, E9C1C8</p> <p>Carl Price Office: (506) 365-7970 ext. 109 Cell: (506) 365-0111</p>
<p>Councillor (EMO) 8 Miramichi Street, Doaktown New Brunswick, E9C1C8</p> <p>Arthur O'Donnell Office (506) 365-7970 ext. 106 Home: (506) 365-2279 Cell: (506) 261-3298</p>	<p>Councillor (Fire) 8 Miramichi Street, Doaktown New Brunswick, E9C1C8</p> <p>Wayne Fowler Office: (506) 365-7970 ext. 111 Cell: (506) 365-0257</p>	<p>Councillor 8 Miramichi Street, Doaktown New Brunswick, E9C1C8</p> <p>Paul Gillespie Office: (506) 365-7970 ext. 108 Cell: (506) 259-7338</p>
<p>Safety Officer</p>	<p>Public Information Officer</p>	<p>Liaison Officer</p>

Operations Section Chief	Planning Section Chief	Logistics Section Chief
<p>Finances Section Chief 8 Miramichi Street, Doaktown New Brunswick, E9C1C8</p> <p>Karen Petitpas Office: (506) 365-7970 ext. 103 Cell: (506) 474-3579</p>	<p>Police (RCMP)</p> <p>Doaktown Detachment 368 Main Street, Doaktown, New Brunswick, E9C1E4 (506) 365-4700</p> <p>SGT.Brent Johnston</p> <p>Blackville Detachment 243 Main Street, Blackville, NB E9B2J1 (506) 843-9400</p>	<p>Doaktown Fire Department 328 Main Street Doaktown, New Brunswick, E9C1E3 (506) 365-7973</p> <p>Chief: Peter Arbeau Cell: (506) 365-0601</p> <p>Deputy Chief: Jeff Nagle</p> <p>Cell: (506) 365-0214</p>
<p>Coordinator of Human Resources</p>	<p>Department of Natural Resources</p> <p>Eric Walls</p> <p>Work: (506) 365-2001</p>	<p>Public Works Manager 328 Main Street Doaktown New Brunswick, E9C1E3</p> <p>Shawn Brown Cell: (506) 365-0138</p>

See Part II of the Municipal Emergency Response Plan for an explanation of the duties for each positions.

MAJOR NOTE: OPERATIONS SECTION, PLANNING SECTION, LOGISTICS SECTION, AND SAFETY OFFICER POSITIONS DO NOT HAVE TO BE FILLED BY ONE SPECIFIC PERSON AT EVERY INCIDENT. THEY CAN BE FILLED BY ANYONE, AS LONG AS THE IC IS CONFIDENT IN THEIR ABILITY TO DO THE TASK. YOU PUT SHOULD PEOPLE WHO WOULD BE GOOD FOR THE POSITION AND INCORPORATE THEM INTO THE EMEGENCY ACTION COMMITTEE. HOWEVER, YOU ARE NOT LIMITED TO THESE PEOPLE. THAT IS ONE OF THE BEST THINGS ABOUT ICS.

9. Municipal Emergency Locations

<p>Emergency Operations Centre (EOC) Doaktown Fire Department 328 Main Street, Doaktown (506) 365-7973</p> <p>Chief: Scott Stewart Home: (506) 365-2476 Cell: (506) 261-1439</p> <p>Deputy Chief: Peter Arbeau Home: (506) 365-7517 Cell: (506) 365-0601</p>	<p>Secondary Emergency Operations Centre (EOC)</p> <p>Atlantic Salmon Museum, 263 Main Street Doaktown. (506)365-7787</p> <p>Karen Swim</p> <p>Home: (506) 365-1105</p>	<p>Emergency Reception Centres</p> <p><u>Southern Reception Centre</u> Prospect Place Arena 22 Prospect Street, Doaktown, (506) 365-7945</p> <p>North Reception Centre: Our Lady of Annunciation Catholic Church, 714 Main Street, Doaktown Phone (506) 365-4642</p>
<p>Secondary Emergency Reception Centres</p> <p>Southern Reception Centre</p> <p>Doaktown Elementary School Gymnasium 430 Main Street, Doaktown (506) 365-2060</p> <p>Sonya O'Donnell-Munn</p> <p>Northern Reception Centre</p> <p>Abundant Life Pentecostal Church, 583 Main Street, Doaktown,</p> <p>Phone: (506) 365-2205 Ron Carroll</p>	<p>Emergency Staging Areas</p> <p>Southern Staging Area</p> <p>Public Works 328 Main Street, Doaktown</p> <p>The parking lot to the South of the Doaktown Fire Hall and Public Works Department building.</p> <p>Northern Staging Area</p> <p>4 Riverview Drive, Doaktown (The intersection of Riverview Drive and Hazelton Road, at the mail boxes).</p> <p>Phone (506) 365-0138</p> <p>Shawn Brown</p>	<p>Secondary Emergency Staging Areas</p> <p>Southern Staging Area</p> <p>Parker's Country Diner</p> <p>202 Main Street, Doaktown Doreene Parker</p> <p>Work: (506) 365-8990 Cell: (506) 365-0392</p> <p>Northern Staging Area</p> <p>B & L Restaurant, 593 Main St, Doaktown</p> <p>Phone (506) 365-7907 Lottie Ann Storey</p>

10. Regional and Provincial Emergency Contacts

<p>Air and Marine Emergencies</p> <p>1-800-565-2582 To call in by cell - *666 Administration – 1-613-922-4624</p>	<p>Blackville Fire Department 54 Main Street, Blackville NB E9B1N4 (506) 843-2238</p> <p>Chief: Garth Underhill Home: (506) 843-2811 Work: (506) 626-3811</p> <p>Deputy Chief: Christopher Sturgeon</p>	<p>Blackville EMO Coordinator</p> <p>Garth Underhill Home: (506) 843-2811 Work: (506) 626-3811</p> <p>Alternative EMO Coordinator</p> <p>Councillor Cindy Ross (506) 843-7972</p>
<p>Canadian Red Cross</p> <p>1-800-222-9597</p>	<p>Canutec</p> <p>1-888-CAN-UTEC (226-8832) OR 1-613-996-9999 OR *666 on a cellular phone</p>	<p>Chipman EMO Coordinator</p> <p>Danny Hargrove (506)326-9198</p> <p>Alternate Tom Gillett Cell: (506) 326-9583</p>
<p>Chipman Fire Department</p> <p>Chief: Barry Armstrong Cell: (506) 327-0673 Home: (506) 339-6040</p> <p>Deputy Chief: Corey Shirley Cell: (506) 327-0109 Home: (506) 339-5920</p>	<p>Community and Social Services</p> <p>Central New Brunswick Self-Help 7 Miramichi Street, Doaktown, NB E9C1C9 (506) 365-4374</p> <p>Bonnie Veno (Manager) Home: (506) 365-4599 Work: (506) 365-4374 Linda Watson Home: (506) 365-4303</p>	<p>Department of Energy and Resource Management Doaktown Detachment 497 Main Street, Doaktown NB, E9C1W3 (506) 365-2001</p> <p>Resource Supervisor, Eric Wall Work: (506) 365-2001</p>
<p>Office of the Fire Marshal Victoria Health Centre, Brunswick Street, Fredericton NB, E3B5H1 Reception: (506) 453-2004</p>	<p>Regional Fire Investigators</p> <p>Regional Fire Investigator (Capital Region): Mark Nowlan Work: (506) 238-0791 Pager: (506) 453-7171</p>	<p>Provincial Hazardous Materials Response Program</p> <p>1-888-CAN-UTEC (226-8832)</p>

<p>PSAP: (506) 623-2124 & (506) 632-2412</p>	<p>Regional Fire Investigator (Miramichi Valley Region): Leon Ross (506) 627-6576</p>	<p>PSAP: (506) 623-2124 & (506) 632-2412 Provincial Hazardous Materials Coordinator: Michael Lewis (506) 238-5973</p>
<p>Upper Miramichi Fire Department 6327, Route 8, Ludlow, NB, E6A1L7</p> <p>Chief: Brian Spencer Home: (506) 369-2619 Cell: (506) 365-0382 Pager: (506) 447-5101</p> <p>Deputy Chief: Douglas Lyons Home: (506) 369-1903 Cell: (506) 365-0284</p>	<p>Upper Miramichi EMO Coordinator</p> <p>Brian Spencer Home: (506) 369-2619 Cell: (506) 365-0382 Pager: (506) 447-5101</p> <p>Alternate EMO Coordinator</p> <p>Dustyn Munn Home (506) 369-2298</p>	<p>Upper Miramichi Municipal Office</p> <p>6094 Route 8, Boiestown, NB E6A1Z5.</p> <p>Mayor: Doug Munn Home: (506) 369-1084 Cell: (506) 478-1002 Office: (506) 369-9801</p> <p>Clerk: Mary Hunter Home: (506) 369-7231 Cell: (506) 365-0873 Office (506) 369-9801</p>
<p>Village of Doaktown</p> <p>8 Miramichi Street, Doaktown, NB, E9C 1C8</p> <p>Mayor: Jeff Porter Cell(506)365-0033</p> <p>Acting Clerk: Karen Petitpas (506)365-7970 ext:102</p>		

Municipal Emergency Response Plan Part III: Standard Operating Procedures

This portion of the Municipal Emergency Response Plan provides planning and operating information for individual people and departments involved in the plan. Included is a description of their roles and responsibilities during an emergency.

11. Mayor

11.1. Roles

The Mayor as head of council is responsible for the emergency within his/her jurisdiction. As such, the Mayor must be prepared to:

11.2. Responsibilities

- a. Once alerted, proceed to the Municipal Office;
- b. Activate the Emergency Response Plan;
- c. Chair meetings of Council;
- d. Make official requests for assistance to other municipalities or the Province as required;
- e. Occupy the executive room located at the primary or the alternate EOC;
- f. Brief councilors on the emergency using reports completed by the EOC Group;
- g. Provide regular updates to council;
- h. If required, and based on the recommendation of the EOC Coordinator, and after discussing with council declare or terminate a state of local emergency;
- i. Inform the Provincial Minister of Public Safety when a declaration is made or is being terminated;
- j. Take the necessary action(s) to meet emergency response requirements;
- k. Approve expenditures to meet the requirements of response activities outside of the approved guidelines and policies;
- l. Arrange a special meeting of Council within five working days;
- m. Maintain a record of decisions made and actions taken in respect to his/her area of responsibility.

12. EOC Coordinator

12.1. Role

The EOC Coordinator has overall responsibility and authority for the operation of the EOC. He/she will assure that the EOC is staffed and operated at a level commensurate with the emergency.

12.2. Responsibilities

- a. Alert the Mayor and the NBEMO Regional Emergency Measures Coordinator of an emergency, or the threat of an emergency, which may involve municipal resources;
- b. Authorize the activation of the Municipal Emergency Response Plan, in whole or in part as required, or upon a declaration of a S.O.L.E. by the Mayor and quorum of Council or Deputy Mayor and quorum of Council;
- c. Notify members of the EOC Group to assemble at the EOC;
- d. Provide regular updates to the Mayor and members of Council on emergency related matters;

- e. Chair business cycles relating to EOC activities;
- f. Establish liaison with NB EMO;
- g. Request assistance from NB EMO as required;
- h. Recommend to the Mayor when a declaration of a S.O.L.E. is necessary;
- i. Arrange for feeding and shift relief of EOC personnel;
- j. Coordinate and direct emergency response and/or support activities within the EOC;
- k. Ensure that situation reports are available, circulated, discussed and displayed within the EOC;
- l. Ensure that the following are advised of emergency response activities under the emergency plan:
 1. Mayor and Council;
 2. Employees of the municipality;
 3. Heads of neighboring municipalities;
 4. Regional Emergency Management Coordinators (REMC); and
 5. The public at large.
- m. Establish and maintain a communication link with the Incident Commander so that timely and accurate operational updates are obtained and provided;
- n. Provide support to the Incident Commander by responding to and facilitating requests from the emergency site;
- o. Ensure a level of service to the unaffected areas of the municipality;
- p. Request assistance from the region/province or federal government (as appropriate), through the REMC;
- q. Identify priorities for the re-establishment of services that have been temporarily suspended or reduced as a result of the emergency;
- r. Assess emergency needs and establish the strategic direction;
- s. Commence long-term operational planning as soon as possible;
- t. Forward a copy of the declaration to the Provincial Minister of Public Safety;
- u. Conduct a debriefing of the EOC Group within 48 hours after termination of the emergency to review the preliminary report on emergency response activities and make recommendations;
- v. Maintain Unit Log.

13. Incident Commander

13.1. Role

The Incident Commander provides overall leadership for the incident response or management of an event.

13.2. Responsibility

- a. Establish clear authority
- b. Ensure knowledge of agency policy.
- c. Ensure incident safety.
- d. Establish an Incident Command Post.
- e. Obtain a briefing from the prior Incident Commander and/or assessing the situation.
- f. Establish immediate priorities.
- g. Determine incident objectives and strategy (ies) to be followed.

- h. Establish the level of organization needed, and continuously monitoring the operation and effectiveness of that organization.
- i. Recommend to the EOC Coordinator when a declaration of a S.O.L.E. is necessary;
- j. Activate Mutual Aid Agreement, or any other agreement, when existing resources are inadequate to meet the demands of the emergency;
- k. Plan meetings as required.
- l. Approve and implement the Incident Action Plan.
- m. Coordinate the activities of the Command and General Staff.
- n. Approve requests for additional resources or for the release of resources.
- o. Authorize the release of information to the news media.
- p. Order demobilization of the incident when appropriate.
- q. Ensure incident after action reports are complete.
- r. Maintain Unit Log

14. Duty Officer

14.1. Roles

The Duty Officer (or their alternate), under the direction of the Incident Commander, is responsible for administration of Council and the Emergency Operations Centre.

14.2. Responsibilities

- a. Activate the organization's Fan-Out List;
- b. Activate the EOC;
- c. Ensure the EOC and equipment are operational and in a state of readiness:
 1. Operations Room;
 2. Communications Centre;
 3. Public Information Centre;
- d. Coordinate all security arrangements within the EOC;
- e. Alert volunteer services and agencies;
- f. Maintain a record of expenditures authorized by the EOC Group;
- g. Provide verbal updates to the EOC Coordinator as required;
- h. Prepare written situation reports as required;
- i. Plan and schedule shift rotations for the EOC; and
- j. Provide support to the EOC Coordinator as necessary.

15. Safety Officer

15.1. Roles

The Safety Officer monitors incident operations and advises Incident Command on all matters relating to operational safety, including the health and safety of emergency responder personnel. The Safety Officer monitors incident operations and advises Incident Command on all matters relating to operational safety, including the health and safety of emergency responder personnel.

15.2. Responsibilities

- a. Participate in planning meetings;
- b. Identify hazardous situations associated with the incident;
- c. Prepare Safety Plans;
- d. Ensure safety messages and briefs are made;
- e. Review the Incident Action Plan for safety implications;
- f. Exercise emergency authority to stop and prevent unsafe acts;
- g. Investigate accidents that have occurred within the incident area;
- h. Assign assistants as needed;
- i. Review and approve the Medical Plan; and
- j. Maintain Unit Log.

16. Information Officer

16.1. Roles

The Information Officer is responsible for interfacing with the public and media and with other agencies with incident-related information requirements. The Information Officer assembles accurate, accessible, and complete information on the incident's cause, size, and current situation; the resources committed; and other matters of general interest for both internal and external audiences. The Information Officer may also perform a key public information-monitoring role, such as implementing measures for rumour control.

16.2. Responsibilities

- a. Determine from the Incident Commander if there are any limits on information release;
- b. Develop accurate, accessible, and timely information for use in press/media briefings;
- c. Obtain Incident Commander's approval of media releases;
- d. Conduct media briefings;
- e. Arrange for tours and other interviews or briefings that may be required.
- f. Monitor and forward media information that may be useful to incident planning.
- g. Maintain current information summaries and/or displays on the incident and provide information of status of incident to assigned personnel.
- h. Make information about the incident available to incident personnel.
- i. Participate in Planning Meetings.
- j. Implement methods to monitor rumour control.
- k. Maintain Unit Log.

17. Liaison Officer

17.1. Roles

The Liaison Officer is Incident Command's point of contact for representatives of other governmental departments and agencies, NGOs, and/or the private sector (with no jurisdiction or legal authority) to provide input on their organization's policies, resource availability, and other incident-related matters.

17.2. Responsibilities

- a. Act as a contact point for Agency Representatives;
- b. Maintain a list of assisting and cooperating agencies and Agency Representatives;
- c. Assist in establishing and coordinating interagency contacts;
- d. Keep agencies supporting the incident aware of incident status;
- e. Monitor incident operations to identify current or potential inter-organizational problems;
- f. Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources;
- g. Provide agency-specific demobilization information and requirements; and
- h. Maintain Unit Log.

18. Operations Section

The Operations Section is responsible for managing operations directed toward reducing the immediate hazard at the incident site, saving lives and property, establishing situation control, and restoring normal conditions. Incidents can include, wildland and urban fires, floods, hazardous material spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, acts of terrorism, war-related disasters, public health and medical emergencies, and other incidents requiring an emergency response.

18.1. Operations Section Chief Role

The Operations Section Chief is responsible for the direct management of all incident-related tactical activities. He/she develops and manages the Operations Section to accomplish the incident objectives set by the Incident Commander.

18.2. Responsibilities

- a. Organize, assign, and supervise the tactical field resources;
- b. Coordinate with Planning Section, and determines tactics that will be used in conformance with incident strategy;
- c. Brief and assign operations section personnel in accordance with incident action plan;
- d. Supervise operations section;
- e. Supervise the execution of the incident action plan for operations;
- f. Determine need and request additional resources;
- g. Review suggested list of resources to be released and initiate recommendation for release of resources;
- h. Maintain close communication with the incident commander;
- i. Report information about special activities, events, and occurrences to incident commander;
- j. Maintain unit log.

19. Planning Section

The Planning Section is responsible for collecting, evaluating, and disseminating operational information pertaining to the incident. This Section maintains information and intelligence on the current and forecasted situation, as well as the status of resources assigned to the incident. The Planning Section prepares and

documents Incident Action Plans and incident maps, and gathers and disseminates information and intelligence critical to the incident.

19.1. Planning Section Chief

The Planning Section Chief oversees all incident-related data gathering and analysis regarding incident operations and assigned resources, conducts Planning Meetings, and prepares the IAP for each operational period. This individual will normally come from the jurisdiction with primary incident responsibility and may have one or more deputies from other participating jurisdictions.

19.2. Responsibilities

- a. Collect and process information about the incident;
- b. Supervise preparation of the Incident Action Plan;
- c. Incorporate Traffic, Medical, and Communications Plans and other supporting material into the IAP;
- d. Provide input to the Incident Commander and Operations Section Chief in preparing the Incident Action Plan;
- e. Conduct/facilitate Planning Meetings.
- f. Reassign out-of-service personnel already on-site to ICS organizational positions as appropriate;
- g. Assemble and disassemble Task Forces and Strike Teams not assigned to Operations.
- h. Establish information requests and reporting schedules for Planning Section Unit;
- i. Determine need for any specialized resources in support of the incident;
- j. Establish special information collection activities as necessary (weather, environmental, toxic, etc);
- k. Assemble information on alternative strategies;
- l. Provide periodic predictions on incident potential;
- m. Report any significant changes in incident status;
- n. Compile and display incident status information;
- o. Oversee preparation of Incident Demobilization Plan;
- p. Maintain Unit Log.

20. Logistics Section

The Logistics Section provides for all the support needs for the incident, such as ordering resources and providing facilities, transportation, supplies, equipment maintenance and fuel, food service, communications, and medical services for incident personnel.

20.1. Logistics Section Chief Roles

The Logistics Section Chief oversees all the support needs for the incident, such as ordering resources and providing facilities, transportation, supplies, equipment maintenance and fuel, food service, communications, and medical services for incident personnel.

20.2. Responsibilities

- a. Provide all facilities, transportation, communications, supplies, equipment maintenance and fuelling, food, and medical services for incident personnel, and all off- incident resources.

- b. Manage all incident logistics;
- c. Provide logistical input to the Incident Commander in preparing the Incident Action Plan;
- d. Brief Branch Directors and Unit Leaders as needed;
- e. Identify anticipated and known incident services and support requirements;
- f. Request additional resources as needed;
- g. Review and provide input to the Communications Plan, Medical Plan, and Traffic Plan;
- h. Supervise request for additional resources;
- i. Oversee demobilization of Logistics Section;
- j. Maintain Unit Log.

21. Financial/Administration Section

A Finance/Administration Section is established when there is a specific need for financial and/or administrative services to support incident management activities. Large or evolving scenarios involve significant funding originating from multiple sources. In addition to monitoring multiple sources of funds, Finances/Administration Section must track and report to the Incident Commander the accrued cost as the incident progresses. This allows the Incident Commander to forecast the need for additional funds before operations are affected negatively, and it is particularly important if significant operational resources are under contract from the private sector.

21.1. Roles

The Finance/Administration Section is responsible for managing all financial aspects of an incident.

21.2. Responsibilities

- a. Manage all financial aspects of an incident.
- b. Provide financial and cost analysis information as requested.
- c. Ensure compensation and claims functions are being addressed relative to the incident.
- d. Gather pertinent information from briefings with responsible agencies.
- e. Develop an operating plan for the Finance/Administrations Section; fill supply and support needs.
- f. Determine need to set up and operate an incident commissary.
- g. Meet with Assisting and Cooperating Agency Representatives as needed.
- h. Maintain daily contact with agency(s) administrative headquarters on Finance/Administration matters.
- i. Ensure that all personnel time records are accurately completed and transmitted to home agencies, according to policy.
- j. Provide financial input to demobilization planning.
- k. Ensure that all obligation documents initiated at the incident are properly prepared and completed.
- l. Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up.
- m. Provide input to the Incident Action Plan.
- n. Maintain Unit Log.

22. Doaktown Fire Department

22.1. Role

The Doaktown Fire Department is responsible for operations during an emergency:

22.2. Responsibilities

- a. Authorize in the absence of the EMO Coordinator the activation or implementation of the Municipal Emergency Response Plan in whole or in part as necessary;
- b. Verify that the departmental mobilization has been completed;
- c. Advise the members of the Command and General Staff on matters relating to rescue, firefighting and fire prevention within the emergency area
- d. Direct and coordinate all firefighting operations as well as search and rescue operations;
- e. Activate Mutual Aid Agreement(s) if/when required;
- f. Ensure dangerous goods support services are contacted if/when required;
- g. Obtain updates from Fire Dispatch;
- h. Assess the need for additional resources, request these through Fire Dispatch; and
- i. Brief the EMO Coordinator on the current departmental staffing and anticipated needs.

23. Police

23.1. Role

The role of the police in an emergency is an extension of their normal function.

23.2. Responsibility

- a. Obtain regular briefings from dispatch;
- b. Verify that the departments emergency mobilization has been completed;
- c. Advising on matters relating to crowd control, traffic control, protection of life and property, and law enforcement;
- d. Ensure that outer perimeter is established at the emergency site;
- e. Ensure that a traffic control system is activated to facilitate the movement of emergency vehicles to and from the outer perimeter, and that access to the emergency area is controlled;
- f. Ensure that a system of crowd control or crowd dispersal is initiated in order to maintain the integrity of the outer perimeter;
- g. Coordinate police activities relating to the evacuation of buildings or areas;
- h. Ensure the protection of public and private property within the emergency area;
- i. Brief the EMO Coordinator on emergency activities and obtaining copies of the Situation Reports;
- j. Respond to immediate police needs arising from the emergency;
- k. Assume a lead agency role in conducting an evacuation and the post-evacuation security;
- l. Contact and assist the coroner (if required);
- m. Assist in ground search and rescue (GSAR) operations;
- n. Issue emergency passes directly to individuals who have a need to be on site (excluding uniformed first responders);
- o. Establish liaison with the Humane Society when required;

- p. Arrange for additional police assistance when required or recommend mutual aid or mutual assistance agreements as required;
- q. Brief the EMO Coordinator on current departmental staffing and anticipated needs;
- r. Temporary Morgue - Should the Coroner determine the need to establish a temporary morgue (in the event of multiple deaths), a location will be identified by the Police Control Officer (PCO) in consultation with the Coroner, the Staging Area Coordinator and the ESM. If a suitable facility is unavailable, a refrigeration truck will be requested by the ESM and the Public Works and Utilities Control Officer (PWUCO). The (insert town/municipality) Police are responsible for:
 - 1. Maintain order at the temporary morgue site;
 - 2. Provide clerical and telephone reception services at the morgue;
 - 3. Guard and escort the bodies; and
 - 4. Participate in the identification process.

24. Coordinator of Human Resources

24.1. Roles

The Human Resources Coordinator will be supported by volunteers within the community who have been trained with regard to their delegated responsibilities.

24.2. Responsibilities

- a. Alert the EOC Coordinator of an emergency or the threat of an emergency which may involve local resources;
- b. Report to EOC and advising members on matters relating to human resources - both employees and volunteers;
- c. Identify the need for volunteer workers and respond immediately to departmental requests for volunteers;
- d. Coordinate departmental requests for volunteers;
- e. Register and maintain a record of individuals employed during the emergency and/or post-emergency phases;
- f. Ensure that each person employed receives an identification card for food, transportation and other purposes;
- g. Arrange for the transportation of volunteer workers to a job site, or from one job site to another; and
- h. Brief the EOC Coordinator on the status of the Human Resources and Volunteer Registration Centre operations.

25. Public Works Manager

25.1. Roles

In the event of an emergency the Director of Public Works and Utilities (PWUC), as a member of the EOC Group under the direction of the EOC Coordinator, is responsible for the emergency response activities listed below

25.2. Responsibilities

- a. Verify that the department's mobilization has been completed;
- b. Brief the EOC Coordinator on the current departmental staffing and anticipated needs;
- c. Brief on matters relating to sewer systems, road conditions, safety, engineering resources, and gas network;
- d. Provide personnel and material resources in support of emergency operations;
- e. Assess waste management needs and arranging for delivery of temporary sanitation facilities;
- f. Provide discretionary assistance in search and rescue under the direction of the Fire Chief;
- g. Ensure that the towns roads are accessible to emergency response services;
- h. Establish priorities for restoration of municipal roads damaged during an emergency;
- i. Establish priorities for restoration of damaged sewer and roads;
- j. Brief members of the EOC Group on matters relating to Doaktown's potable water supply;
- k. Provide potable water and power for residential, commercial and industrial use;
- l. Arrange for an alternate supply of electric power or an alternate source of potable water;
- m. Obtain situation reports from electrical and water supply foremen and briefing the EOC Group;
- n. Arrange for the discontinuance of any utility service when the utility poses a threat to response personnel or nearby residents when authorized by the EOC Group;
- o. Establish priorities for restoration of utilities that were damaged or discontinued;
- p. Establish a long-range utilities service plan that provides for water and electrical requirements in support of emergency operations; and
- q. Establish a long-range utilities service plan that provides a level of service to areas of (insert town/municipality) unaffected by the emergency.

Deputies, Assistants, Branches, Divisions, Groups, Task Forces, Strike Teams, or Units may be incorporated under the appropriate section as needed based on the incident.

Municipal Emergency Response Plan Part IV: Community Resources

26. Heavy Equipment

<p>Betts Equipment Ltd. 420 Main Street, Doaktown NB, E9C1E1</p> <p>Tommy Betts Work: (506) 365-7586 Cell: (506)365-0070</p>	<p>Carroll Enterprise Ltd. 89 Carrolls Crossing Rd, Carrolls Crossing, NB E9C2E9 (506) 365-4575</p> <p>Donnie Carroll: Work: (506) 369-8112</p> <p>Nicole Carroll: Cell: (506)365-0004</p> <p>Keith Carroll: Cell: (506) 365-0002</p> <p>Eddie Carroll Cell: (506) 365-0003</p>	<p>GEL Logging 178 Storeytown Road, Doaktown NB, E9C1R8</p> <p>Gary Long Work: (506) 365-7183 Home: (506) 365-7275</p>
<p>Triple D. Towing Ltd.</p> <p>Douglas Munn:</p> <p>Cell: (506) 365-0284</p>	<p>J. D. Irving Ltd. 120 South Road, Doaktown NB, E9C1H4</p> <p>General Manager: Norm Grantley Work: (506) 365-1172</p> <p>Dry-End Manager: Brad. St. Laurent Work: (506) 365-1050</p>	<p>J. D. Irving Ltd. Woodlands 200 South Road, Doaktown, NB, E9C1H4</p> <p>Luc LeCours Work Cell: (506) 440-1850</p>
<p>SouWest Enterprise Ltd. 185 Main Street, Doaktown, NB, E9C1A7 (506) 365-0313</p> <p>Everett Taylor Home: (506) 365-7703 Work: (506) 365-0313</p>	<p>Tommy Arbeau Trucking Ltd. 8830 Route 8 Nelson Hollow, New Brunswick</p> <p>Tommy Arbeau: (506) 365-7527</p>	

<p>ClayHill Equipment 11 Russell and Swim Street Doaktown NB E9C 1N3</p> <p>Andrew (Drew) Betts Cell: (506) 262-1944</p>	
---	--

27. Snowmobiles, Boats, and All-Terrain Vehicles

<p>DNR Doaktown</p> <p>Eric Walls 365-2001</p>	<p>Public Safety Trail Police</p> <p>Matt Leger (506)380-3183</p> <p>Dean Murdock (506)470-3727</p>	
---	--	--

28. Utilities

<p>Doaktown Independent Grocer 419 Main St, Doaktown, New Brunswick (506) 365-7852</p> <p>Manager: Trevor Price Cell: (506) 365-0389</p>	<p>Doaktown Irving Gas Bar 416 Main St, Doaktown, New Brunswick (506) 365-4666</p> <p>Manager : Tanya Munn Home: 365-7428</p>	<p>Irving Circle K 6138 Route 8, Boiestown, New Brunswick (506) 369-7462</p> <p>Manager: Shelley Hagerman Home: (506) 369-7304</p>
<p>Jerry Bailey Ltd.</p> <p>Doaktown Auto Sales 198 Main Street, Doaktown, New Brunswick (506) 365-2223</p> <p>Owner: Jerry Bailey</p>	<p>Kenneth Robinson Fuel Ltd. 34 Prospect St, Doaktown, New Brunswick (506) 365-2222</p> <p>Manager: Scott Stewart Home: (506) 354-2476 Cell: (506) 261-1439</p>	<p>Robinson's Septic and Waste Removal</p> <p>Owner: Kenny Robinson (506) 365-8952 (506) 365-5750</p>

Stewart Service Station
 605 Main Street, Doaktown
 New Brunswick
 (506) 365-4667

Manager: Billy Stewart:
 Work: (506) 365-4667
 Home: (506) 365-7681

29. Accommodations

<p>Betts Kelly Lodge and Cottages 615 Storeytown Road, Storeytown NB, E9C1T8 (506) 365-8008</p> <p>Keith Betts (506) 365-7602</p>	<p>The Blue House 239 Main Street, Doaktown NB E9C 1A2</p> <p>Kevin & Becky Betts (506) 365-4301</p> <p>Home: (506) 365-7749</p>	<p>Ledges Inn 30 Ledges Inn Lane, Doaktown, NB, E9C1A5 (506) 365-1820</p> <p>1-877-365-1820</p> <p>Caroline Taylor Home: 365- 7703</p>
<p>Miramichi Lodge 56 Riverside Drive, Doaktown, NB, E9C1N2 (506) 365-7278</p> <p>Delmer White Home: (506) 365-7278</p>	<p>Pond's Nature Resort 91 Porter Cover Rd, Porter Cove, NB, E9C2J3</p> <p>Brandy Bruce Office:(506) 369-2200 Cell: (506) 238-4634 Fax : (506) 369-2233</p>	<p>Storeytown Cottages 439 Storeytown Road, Storeytown, NB, E9C1T3 (506) 365-7636</p> <p>Jeremie & Christine Bray (506)365-7636</p>
<p>Wilson's Sporting Camps 23 Big Murphy Lane, McNamee, NB, E9C2P6 (506) 365-7962</p> <p>1-877-365-7976</p> <p>Keith Wilson /Karl Wilson Home: (506) 365-7519</p>		

30. Restaurants**B & L Restaurant**

593 Main Street, Doaktown,
NB, E9C1Y3
(506) 365-7907

Lottie Ann Storey
Home: (506) 365-7353

The Topsy Canoe

6496 Route 8, Boiestown,
NB, E6A1Z7
(506) 369-1127

Douglas Lyons
Cell: (506) 365-0284

Parker's Country Diner

202 Main Street , Doaktown
NB E9C 1B1

Doreen Parker
Work: (506) 365-8990
Cell: (506) 365-0392

Betts' Village Family Restaurant

235 Main Street, Doaktown,
NB, E9C1A9
(506) 365-4301

Kevin Betts
Home: (506) 365-7749

Tim Horton's

300 Main Street , Doaktown NB
E9C 1A9

(506) 365-9082

Pond's Nature Resort

91 Porter Cover Rd, Porter Cove,
NB, E9C2J3

Brandy Bruce
Cell:(506) 238-4634
Work:(506) 369-2200

Wilson's Sporting Camps

23 Big Murphy Lane, McNamee,
NB, E9C2P6
(506) 365-7962

Keith Wilson / Karl Wilson
Home: (506) 365-7519
Fax: (506) 365-7106

Part V: Appendix A: Declaration of Local State of Emergency

DECLARATION OF A STATE OF LOCAL EMERGENCY

VILLAGE OF DOAKTOWN

Section 11 (2) of the Emergency Measures Act

Whereas the area 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;

Within the area (s) with the boundaries of _____

_____ in the (City, Town or Village) of _____, County of _____,

Province of New Brunswick.

Nature of Emergency

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 _____ A.D. 20__.

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

DATED at _____, in the County of _____, Province of New Brunswick, on the _____ day of _____, A.D. 20____.

Name

Position

Appendix B: Delegation of Authority Form

_____ is assigned as Incident Commander on the _____ incident.

You have full authority and responsibility for managing the incident activities within the framework of agency policy and direction. Your primary responsibility is to organize and direct your assigned and ordered resources for efficient and effective control of the incident.

You are accountable to _____ or his/her designated representative listed below.

Financial limitations will be consistent with the best approach to the values at risk. Specific direction for this incident covering management and other concerns are:

_____ will represent me on any occasion that I am not immediately available.

This authority is effective: _____.

Agency Administrator

Incident Commander

Date and Time

Adoption of Agreement
Municipal Emergency Response Plan
For the Village of Doaktown

Adopted by Council



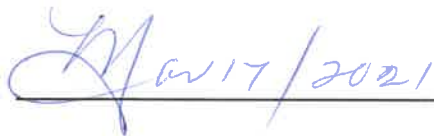
Mayor Jeff D. Porter



Date



Village Acting Clerk Karen A. Petitpas



Date

Corporate Seal