



Kings County Regional Emergency Management Planning Committee (REMPC)

Thursday, September 19, 2019

3:00 p.m.

Municipality of the County of Kings
181 Coldbrook Village Park Drive – Orchards/Vineyards Room

Agenda

- 1. Call to Order**
- 2. Introductions**
- 3. Approval of Agenda**
- 4. Approval of Minutes:**
 - a. Kings County REMPC Meeting, June 20, 2019
- 5. New Business:**
 - a. Kings REMO Status
 - b. Kings REMO – Microsoft Teams
 - c. 2019 Atlantic Hurricane Season Update
 - d. 2019-09-07 Hurricane Dorian After Action Review/Discussion
 - e. EM Support Plans
 - (1) Heat Advisory & Response System (HARS) – Update
 - (2) Hurricane Preparedness & Response Plan (HPRP) – Update
 - (3) Winter Storm Preparedness & Response Plan - Draft
 - f. MOUs/Agreements
 - (1) Draft Emergency Transportation Memorandum of Agreement
 - g. Vulnerable Persons Registry (VPR) - Update
 - h. Community Outreach – Update
 - i. Kings REMO Training
 - (1) Incident Command System (ICS) Training
 - (2) 2019-07-12 ECC Famil Exercise – After Action Report
 - (3) 2019-10 Operational ECC Exercise – Hurricane Scenario



(4) Training Forecast

6. Roundtable Discussion

7. Adjournment

Next Meeting: Thursday, December 19, 2019



ATTENDING

- Dan Stovel, Chair - REMPC
- Andrew Mitton, EMO NS
- David Cunningham, Valley Communications
- Scott Austin, Amateur Radio Club
- Laura McNamara, Canadian Red Cross
- James Redmond, Village of New Minas
- Jeff Skaling, Canning Fire Dept, Chief Officers Working Group
- Deputy Chief Darryl Brown, Kentville Police Service
- Charlene Brown, Kentville – EMO Liaison
- Debbie Mahoney, Dept Community Services
- Andrew Buckle, Kings RCMP
- Lisa Amon, Recording Secretary

ABSENT WITH REGRETS

- Glen Bannon, Kings Transit Authority
- Mike Dickie, NS Health Authority
- Bob Caissie, Acadia University
- David Smith, NS Agriculture
- Cory Isenor, Dept of Lands and Forestry
- Scott Walsh, DTIR
- Greg Wolfe, EHS
- Gerald Toney, Annapolis Valley First Nations
- Amanda Francis, Glooscap First Nations EMO
- Watson Armstrong, Kings County Firefighters Association
- Scott Quinn, County of Kings – EMO Liaison
- Chantal Pineo, Berwick – EMO Liaison
- Blair MacMurtery, Wolfville – EMO Liaison
- Angela Cruickshank, Village of Canning
- Robert Sealby, Village of Greenwood
- Shawn Carey, Village of Aylesford
- Wayne Blenkhorn, Port Williams Village
- Lewis Benedict, Port Williams Village
- Mike McCleave, Village of Kingston

Agenda Item

Discussion and Decisions

- 1. Call to Order**
Chair, Dan Stovel – REMC, called the meeting to order at 7:00pm
- 2. Introductions**
A roundtable of introductions was conducted
- 3. Approval of Agenda**
MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE JUNE 20, 2019 REMPC MEETING AGENDA BE APPROVED AS CIRCULATED
CARRIED
- 4. Approval of Minutes**
a. March 21, 2019
MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE MINUTES OF THE MARCH 21, 2019 REMPC MEETING BE APPROVED AS CIRCULATED
CARRIED
- 5. New Business**
a. 2019 Airshow Atlantic
The [2019 Air Show Atlantic](#) is scheduled to take place in Greenwood, NS August 31 to September 1, 2019. In returning to CFB Greenwood, the airshow organizers recognize the challenges presented by traffic volume at the 2017 airshow. The 2019 airshow is the same weekend as Wharf Rat Rally in Digby – increased traffic volume on the 101.



A significant investment in traffic control and working together with local authorities is being put forward early in the process. Organizers have made a \$10,000 investment in traffic flow control at 5 key points to avoid costly and unsafe backups:

- HWY 101 exit 17E and Maple Street (coming off the Highway)
- Maple Street and Hwy 1 (into Kingston)
- Hwy 1 and Bridge Street (between Kingston & Greenwood)
- Bridge Street and Central Avenue/201 (turning left toward 14 Wing)
- Central Ave and Ward Road (onto Wing property)

RCMP or designates will override the signs and lights to keep traffic flowing so that 90% + of the time vehicles are moving with the direction of ingress or egress as required:

- 0800 to 1300 on arrival
- 1400 to 1700 on departure

b. 2019 Atlantic Hurricane Season

The 2019 Atlantic Hurricane Season is forecast as an 'average' season:

- | | |
|----------------------------------|-----|
| • Named Storms | 15 |
| • Hurricanes (> 119 km/h winds) | 4-8 |
| • Major Hurricanes (Category 3+) | 2-4 |

Lessons from Hurricane Juan, 2003, were reviewed with the Committee:

- A Category 2 hurricane making landfall in NS as one of the most damaging hurricanes in Canada
- Responsible for 8 deaths
- More than 300,000 people without power for up to 10 days
- Telephone services disrupted
- Water infrastructure compromised
- Hospital infrastructure damaged

c. EM Support Plans

**(1) Kings REMO Flood Preparedness and Response Plan (FPRP)
- Update**

REMC reported that as of June 18th, the Kings REMO Regional Flood Preparedness and Response Plan (FPRP) has been approved by all municipal units within Kings County.

ACTION:

- **As of 2019-06-14 the FPRP was electronically distributed to all organizations identified on the Distribution List (Section 6.0) of the FPRP**
- **REMC to coordinate FPRP familiarization training through the REMO quarterly training program**



(2) Kings REMO Heat Advisory & Response System (HARS) - Draft

The Draft Kings REMO Heat Advisory & Response System (HARS) was presented to the Committee for discussion and review. The plan recognizes the need to:

- Identify when health of residents may be threatened
- Communicate with the public
- Communicate and coordinate with Provincial and local agencies;
- Mobilize resources and initiate actions; and
- Employ the Incident Command System (ICS) in organizing a response to an extreme heat emergency

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE REMPC FORWARD THE KINGS REMO HEAT ADVISORY AND RESPONSE SYSTEM, DATED JUNE 2019, TO THE JULY 15TH MEETING OF THE REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE FOR APPROVAL BY MUNICIPAL COUNCILS AS PER THE FOLLOWING SCHEDULE:

2019-09-03 WOLFVILLE COW
2019-09-09 KENTVILLE CAC
2019-09-17 MOK COW
2019-09-17 WOLFVILLE COUNCIL
2019-09-24 BERWICK COW
2019-09-30 KENTVILLE COUNCIL
2019-10-01 MOK COUNCIL
2019-10-08 BERWICK COUNCIL

CARRIED

(3) Kings REMO Hurricane Preparedness and Response Plan (HPRP) - Draft

The Draft Kings REMO Hurricane Preparedness and Response Plan (HPRP) was presented to the Committee for discussion and review. The Plan provides Kings County municipal employees with information and guidelines that may be required in the event of a tropical storm or hurricane.

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE REMPC FORWARD THE KINGS REMO HURRICANE PREPAREDNESS AND RESPONSE PLAN, DATED JUNE 2019, TO THE JULY 15TH MEETING OF THE REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE FOR APPROVAL BY MUNICIPAL COUNCILS AS PER THE FOLLOWING SCHEDULE:

2019-09-03 WOLFVILLE COW
2019-09-09 KENTVILLE CAC
2019-09-17 MOK COW
2019-09-17 WOLFVILLE COUNCIL
2019-09-24 BERWICK COW
2019-09-30 KENTVILLE COUNCIL
2019-10-01 MOK COUNCIL



2019-10-08 BERWICK COUNCIL

CARRIED

d. Kings REMO Training
(1) ICS Training

The following ICS Training will be taking place in Kings County and neighbouring Counties in 2018:

- | | | |
|-----------|-----------|------------------|
| • ICS-200 | Jun 26-27 | Kings County |
| • ECC | Jul 18-19 | Annapolis County |
| • ICS-300 | Sep 13-15 | West Hants |
| • EPI | Sep 25 | Kings County |
| • ICS-300 | Nov 20-22 | Annapolis County |

ICS Forms

The following ICS Forms have been uploaded as new forms to the [ICS Canada Forms Website](#) as of May 2019:

- [ICS-205A](#) Communications List
- [ICS-230](#) Daily Meeting Schedule
- [ICS-232](#) Resources at Risk Summary
- [ICS-233](#) Incident Open Action Tracker Worksheet
- [ICS-234](#) Work Analysis Matrix (Objectives – Strategies – Tactics)
- [ICS-260](#) Resource Order Form

ACTION: REMC updated the Kings REMO ECC ICS Form Binders

(2) 2019-04-26 Flood-Evacuation Exercise After Action Report

The April 26th Flood-Evacuation Preparedness discussion-based exercise After Action Report (AAR) was presented to the REMPC for discussion.

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE REMPC APPROVE AND FORWARD THE APRIL 26th FLOOD-EVACUATION PREPAREDNESS EXERCISE AFTER ACTION REPORT TO THE JULY 15TH REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE MEETING

CARRIED

(3) 2019-07-12 ECC Familiarization Training Exercise

REMC outlined that in keeping with the quarterly training program for the Kings REMO Emergency Coordination Centre staff, the next regularly scheduled exercise will be an ECC Familiarization exercise. This exercise will not be hazard specific but will provide municipal staff the first opportunity to come together in the new Kings County ECC Facility. The exercise is scheduled for Friday, July 12, 2019

ACTION: REMC to provide a 'Situation Manual' to all participants by July 5, 2019



**(4) 2019-10 ECC
Operational Exercise**

In furthering the Kings REMO training program, there will be an 'unscheduled' exercise conducted in October 2019:

- **Date:** October 2019
- **Timeframe:** 3-hour exercise
- **Concept:** No-Notice activation of ECC
- **Scenario:** Hurricane
- **Discussion:**
 - Preparedness - Hurricane impact awareness (Category 2 Hurricane forecast to impact NS)
 - Response - ECC Staffing
 - Recovery - Emergency Shelters (Activation & Staffing)

(5) Training Forecast

Forecast for future Kings REMO Training includes:

- January 2020 Exercise Planning Session
- Spring 2020 Regional Disaster Exercise
 - Flood-Evacuation Scenario
 - Community involvement

**e. Vulnerable Persons
Registry (VPR)**

- 2019-04-15 VPR Approved – REMAC Meeting
- 2019-05-09 Software License Agreement signed (Kings REMO – SSMIC)
- 2019-05-16 Registration Kit documents
- 2019-06-20 Confirmation received from SSMIC that the updated version of VPR software with documentation is ready for Kings REMO
- 2019-09-30 Implementation target

**f. Community Outreach
Update**

REMC updated the Committee on community outreach sessions completed since the last REMPC meeting:

- 2019-03-25 Harbouville Community Centre
- 2019-04-02 Kentville Library Group
- 2019-04-10 South Berwick Women's Institute
- 2019-04-23 Canning Community Group
- 2019-04-24 Centreville Community Hall
- 2019-04-25 Berwick & District Lions Club
- 2019-05-01 Greenwich Women's Association
- 2019-05-08 Coldboock & District Lions Club
- 2019-05-08 AVRCE – Professional Development Session
- 2019-05-14 Port Williams Health Auxiliary
- 2019-05-16 Wolfville & District Lions Club
- 2019-05-24 Berwick Library Community Group
- 2019-06-10 Berwick - Changing Tides Program
- 2019-06-10 New Minas Village Commission



- 2019-06-13 100 Women Who Care

There are additional REMO Community Outreach Sessions being scheduled for 2019.

ACTION: REMPC membership requested to spread the word about Emergency preparedness and let communities/organizations know about the Community Outreach program

6. Roundtable Discussion

Dan Stovel, Kings REMO REMC

- The membership for the REMPC has been updated with the latest addition of Mike Dickie representing the NS Health Authority

Andrew Mitton, NS EMO

- Interviews have been completed for the new position of Operations/Training Coordinator with NS EMO
- NS EMO no longer has a public facing calendar on their website. A work around is being developed and in the interim, a quarterly training update report is being provided to EMCs
- WebEOC implementation has been a 3-year project and administrative training is being started next week for the use of the Emergency Management Software.
- NS 911 Funds Ministerial announcement
- Parade Permits – NS DTIR has made changes to the way in which they approve parades
- Hurricane Brief – Bob Robichaud from Environment & Climate Change Canada will be providing EMCs with a 2019 Atlantic Hurricane season brief on July 3, 2019
- NS EMO Municipal Emergency Program Evaluations will be conducted in November 2019.

Scott Austin, Amateur Radio Club

- The Amateur Radio gear was removed from the old Municipality of Kings office building at 87 Cornwallis Street and is in storage awaiting installation at the new facility.
- The Amateur Radio Field Day will be held at the Water Tower in Port Williams, June 22-23, 2019 and all are welcome to attend

Laura McNamara, Red Cross

- Nova Scotia Red Cross has been busy assisting NB during the recent Flood emergency
- A considerable amount of Spring training has been conducted with the Emergency Management Information System (EMSI)



- Work Force planning has been conducted with the volunteer base to determine the level of experience for all volunteers
- Red Cross is conducting ongoing recruitment

Jeff Skaling, Kings County Chief Officer's Working Group

- The Chief Officer's Working Group has reviewed automatic aid calls for structure fires as part of their regular meeting schedule
- There is an ongoing issue of road closures that is in discussion with NS DTIR. Road closures are not the jurisdiction of Fire Departments and can lead to a serious tie up of volunteer resources should the requirement exist for long-term road closures without the support of NS DTIR

Andrew Buckle, Kings RCMP

- RCMP in agreement with Kings County Fire Departments with regard to the use of Fire Departments and road closures and the issue is an ongoing concern in Kings County

7. Adjournment

- REMC highlighted that future Kings REMO REMPC meetings would be held at the new Municipality of Kings Facility, 181 Coldbrook Village Park Drive and the timing of future meetings would be set for 3:00pm – 4:30pm based on the feedback received from a recent survey

There being no further business, the Chair declared the meeting adjourned at 8:10pm

Approved at the September 19, 2019 Regional Emergency Management Planning Committee Meeting

As recorded by Lisa Amon, Administrative Support to REMPC



Subject: Kings County Regional Emergency Management Organization (Kings REMO)

Background: The four (4) municipalities of Kings County, which includes the Municipality of Kings and the Towns of Berwick, Kentville and Wolfville, undertook a two-year trial of the Kings County Regional Emergency Management Organization (Kings REMO) as of April 1, 2018. The adoption of Kings REMO across all four Kings County municipalities is recommended as of April 1, 2020.

Kings REMO adoption timeline:

Date	Issue
2018-04-01	Kings REMO adopted by Kings County Municipalities under an Inter-Municipal Services Agreement (IMSA), dated 2018-01-16
2018-04-01	Regional Emergency Management Coordinator appointed for a two-year term trial period
2019-08-08	Retention of Kings REMO supported by CAOs
2019-09	CAOs – Mayors meeting to discuss retention of Kings REMO
2019-09-19	Retention of Kings REMO discussed at the September 19, 2019 meeting of the Regional Emergency Management Planning Committee (REMPC)
2019-10-21	Retention of REMO put forward for discussion/approval at the October 21, 2019 meeting of the Regional Emergency Management Advisory Committee (REMAC) <ul style="list-style-type: none"> • Kings REMO Agreement; • Draft letter to Minister Municipal Affairs & Housing for Kings REMO to be considered as one unit under the NS Emergency Management Act, Section 9(b); • Draft Regional Emergency Management Bylaw, to replace following Municipal Bylaws: <ul style="list-style-type: none"> ○ Municipality of Kings Bylaw 61 and Bylaw 89 ○ Town of Berwick EM Bylaw ○ Town of Kentville Bylaw 64 (REMO) and Bylaw 73 (EMO) ○ Town of Wolfville Bylaw 57 (EM) and Bylaw 86 (REMO)
2020-01-20	Regional Emergency Management Advisory Committee meeting: <ul style="list-style-type: none"> • Kings REMO Annual Workplan (2020/2021)
2020-04-01	Kings County Regional Emergency Management Organization (Kings REMO) adopted and current Regional Emergency Management Coordinator (REMC) retained

2019-09-19 Kings REMO REMPC Meeting

5b. Kings REMO – MS Teams

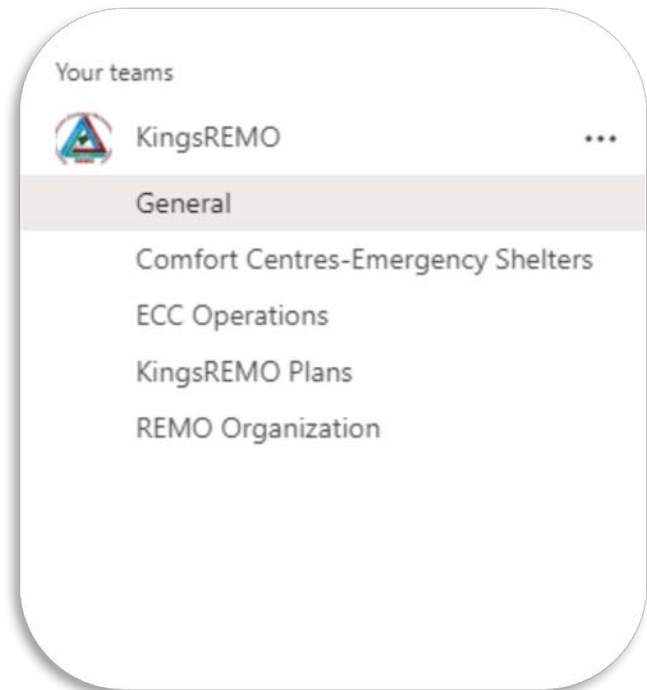
- Microsoft Teams. Teams is a chat-based collaboration tool that provides global, remote, and dispersed teams with the ability to work together and share information via a common space

Files uploaded:

- Regional EM Plan & Support Plans
- Kings REMO Policy – Comfort Centres
- Comfort Centre/Emergency Shelter database
- Community Outreach schedule
- Emergency Email Notification System – contact database
- ECC Operations – Staffing Positions
- REMO Organization
 - REMPC Committee membership
 - REMC – Job Description
 - REMAC Terms of Reference
 - REMPC Terms of Reference

Guests:

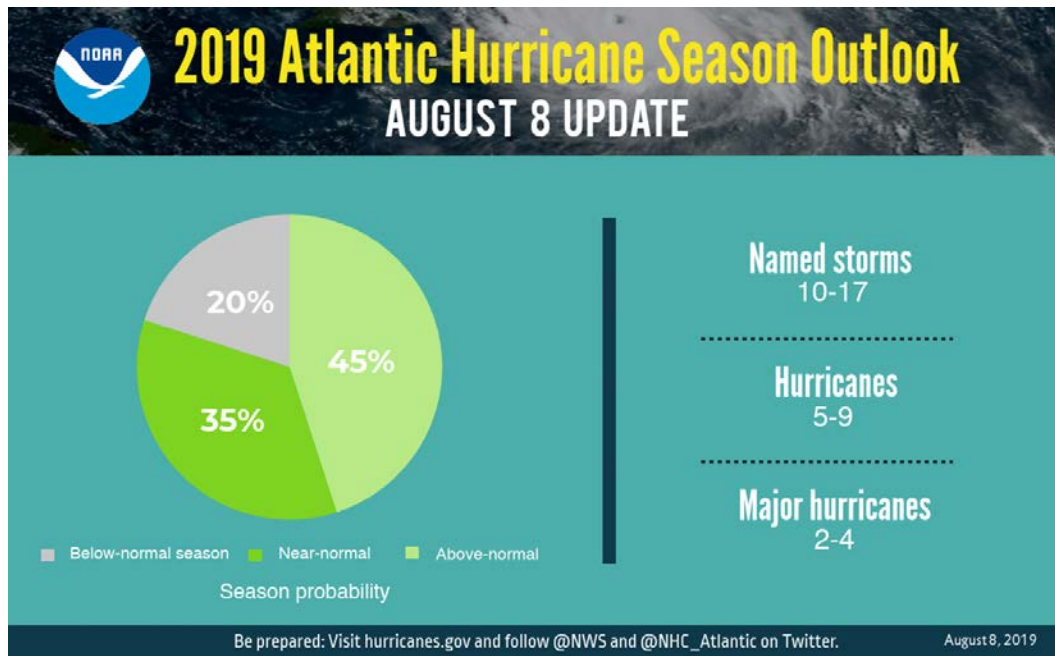
- Fire Departments – Chiefs
- Municipal CAOs
- REMPC



2019-09-19 Kings REMO REMPC Meeting
5c. 2019 Atlantic Hurricane Season Update

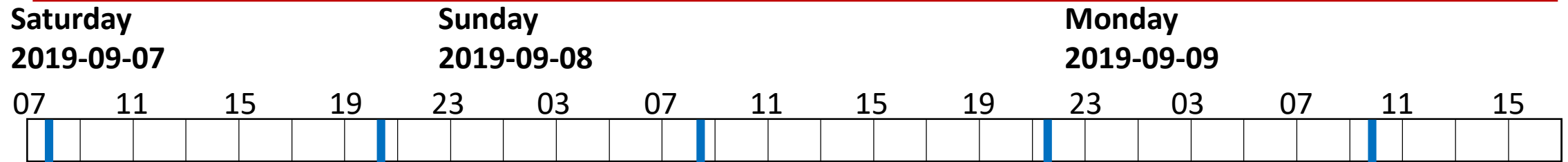
NOAA Increases Chance for Above-Average Hurricane Season

- NOAA forecasters monitoring oceanic and atmospheric patterns say conditions are now more favorable for above-normal hurricane activity since El Nino has now ended.
- Two named storms have formed so far this year and the peak months of the hurricane season, August through October, are now underway.
- Seasonal forecasters with NOAA's Climate Prediction Center have increased the likelihood of an above-normal Atlantic hurricane season to 45% (up from 30% from the outlook issued in May).
- The likelihood of near-normal activity is now at 35%, and the chance of below-normal activity has dropped to 20%.



- The number of predicted storms is also greater with NOAA now expecting 10-17 named storms (winds of 39 mph or greater), of which 5-9 will become hurricanes (winds of 74 mph or greater), including 2-4 major hurricanes (winds of 111 mph or greater).
- This updated outlook is for the entire six-month hurricane season, which ends Nov. 30.

Hurricane Dorian Timeline (Estimate)



Rainfall Across Kings Cty
PCC Activated
Kings REMO ECC Activated

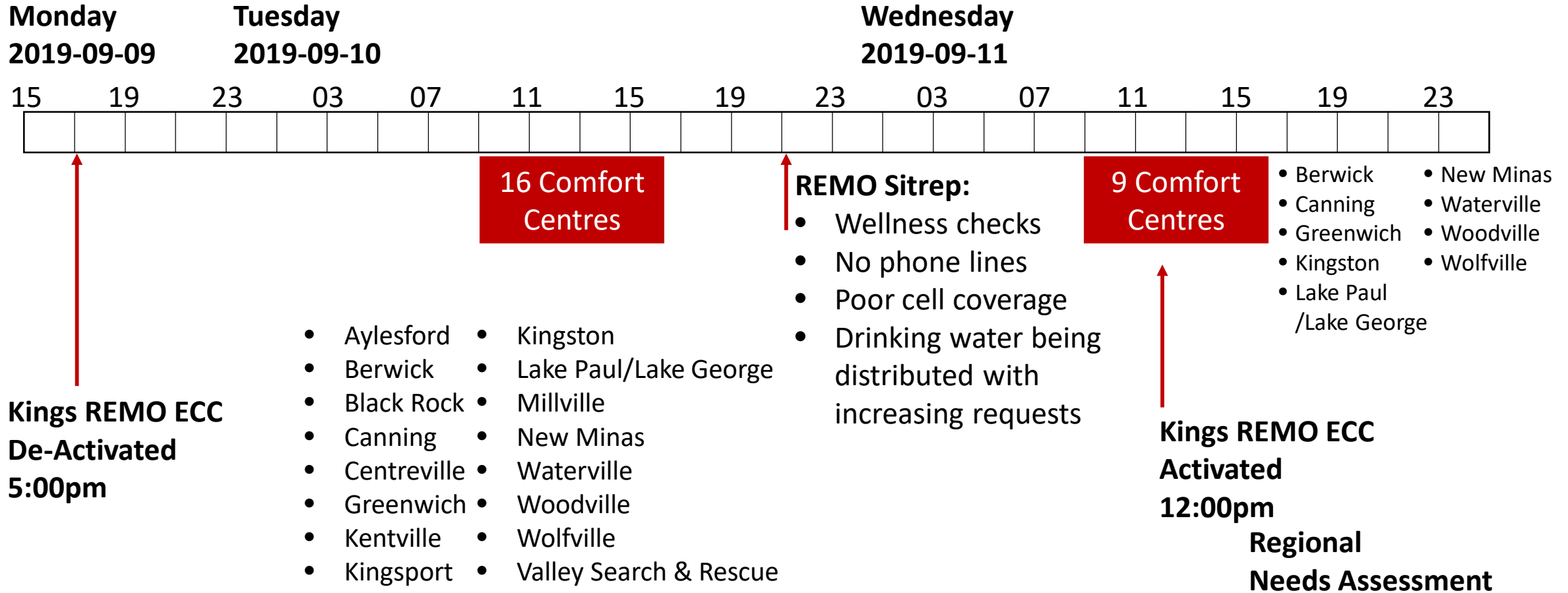
Heavy Rainfall
Emerg Shelter
Rainfall Tapering Off
Strongest Wind Gusts 70-90km/h
Rainfall Wind Warnings Ended

11 Comfort Centres

- **Height of the Storm**
>400,000
customers
without power
- **112mm Rainfall (Kentville)**

Municipal Offices

Hurricane Dorian Timeline (Estimate)





Kings County, NS Winter Storm Preparedness & Response Plan

September 2019



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FOREWORD

The development of a Kings County Regional Winter Storm Preparedness and Response Plan is paramount to public safety in the case of man-made disasters and natural disaster threats. The Kings County Regional Winter Storm Preparedness and Response Plan was prepared in consultation with County and Municipal stakeholders responsible for everyday management throughout Kings County. It serves as Kings County's Emergency Winter Storm Plan to coordinate an integrated approach to Winter Storm response.

As a Supporting Plan to the Kings REMO Regional Emergency Management Plan, the Kings County Regional Winter Storm Preparedness and Response Plan is augmented by the Emergency Coordination Centre (ECC) Operational Guidelines and Evacuation Guidelines in order to provide the level of detail required for a comprehensive emergency response to a flood event.

Kings REMO strives for strong leadership within the emergency management community and is dedicated to continuous improvements and enhancements to this plan, training and exercising throughout the Kings County region. Therefore, this plan is a living document that will be amended as necessary through a planning process that is managed by the Regional Emergency Management Coordinator (REMC) in consultation with emergency management partners throughout the County.

Peter Muttart
Mayor
Municipality of the County of Kings

Don Clarke
Mayor
Town of Berwick

Sandra Snow
Mayor
Town of Kentville

Jeff Cantwell
Mayor
Town of Wolfville

1.0 INTRODUCTION

1.1 Background

Extreme cold and heavy snowfall can immobilize the entire County causing road closures, power outages, disruption in communication services, and no heat for several days, under the most severe circumstances. Severe storms can require persons to abandon their homes and seek shelter.

Winter storms can range from a moderate snow over a few hours to a blizzard with blinding, wind-driven snow that lasts for several days. Many winter storms are accompanied by dangerously low temperatures and sometimes by strong winds, icing, sleet and freezing rain. One of the main concerns is that winter weather can knock out heat, power, and communication, sometimes for days at a time. Heavy snowfall and extreme cold can have serious effects on an entire region. Icy roadways can cause serious accidents.



Winter storms present a different set of challenges relative to other natural disaster types. Heavy snowfall, especially when accompanied by high winds, causes drifting snow and poor visibility. Sidewalks, streets, and highways can become hazardous to pedestrians and motorists. Extreme low temperatures can exacerbate these effects and make infrastructure and isolated populations more vulnerable. Winter storms generally do not cause the same degree of infrastructure damage as other natural disasters and rarely require population evacuations. However, they can be longer lasting and wider in geographic coverage than other types of natural disasters. The uniformity of the damage caused by severe winter storms also has a more disruptive effect on mobility than more localized disruptions from, for example, flooding. Damage to infrastructure can include power outages, while personal safety and mobility impacts include increased accident rates, increased travel times, cold-induced injuries and inability for relief services to respond to vulnerable populations.

This Regional Winter Storm Preparedness and Response Plan is only one part of preparedness efforts that include training, exercises and the debriefing of actual events. As Kings County evolves, so should the Winter Storm Plan, which will be regularly reviewed and adapted. Due to the nature of major emergencies, there may be a need to adapt the plan during a Winter Storm. Therefore, the following plan should not be seen as a final, rigid solution, but rather the foundation for continuous planning efforts

1.2 Authorities

The authority for an evacuation is afforded by the [Nova Scotia Municipal Government Act](#) and the [Emergency Management Act](#).

The legal authority for local authorities to order an evacuation rests within the Nova Scotia Emergency Management Act (1990) Section 14(f) – Protection of property and health or safety

Protection of property and health or safety – Section 14

Upon a state of local emergency being declared in respect to a municipality or an area thereof, the mayor may, during the state of local emergency, in respect of such municipality or an area thereof, do everything necessary for the protection of property and the health and safety of persons therein may:

- a. Cause an emergency management plan or any part thereof to be implemented;
- b. Acquire or utilize or cause the acquisition or utilization of personal property by confiscation or any means considered necessary;
- c. Authorize or require a qualified person to render aid of such type as that person may be qualified to provide;
- d. Control or prohibit travel to or from an area or on a road, street or highway;
- e. Provide for the maintenance and restoration of essential facilities, the distribution of essential supplies and the maintenance and coordination of emergency medical, social and other essential services;
- f. Cause or order the evacuation of persons and the removal of livestock and personal property threatened by an emergency and make arrangements for the adequate care and protection thereof;
- g. Authorize the entry by a person into any building or upon land without warrant;
- h. Cause or order the demolition or removal of any thing where the demolition or removal is necessary or advisable for the purpose of reaching the scene of an emergency, or attempting to forestall its occurrence or of combating its progress;
- i. Order the assistance of persons needed to carry out the provisions mentioned in this Section;
- j. regulate the distribution and availability of essential goods, services and resources;
- k. authorize and make emergency payments;
- l. assess damage to any works, property or undertaking and the costs to repair, replace or restore the same;
- m. assess damage to the environment and the costs and methods to eliminate or alleviate the damage

1.3 References

- [Public Health Agency of Canada – Emergency Lodging Service, 2007](#)
- [Nova Scotia Emergency Management Act](#)
- [Kings REMO Regional Emergency Management Plan, 2018-09](#)
- Kings REMO Regional Emergency Evacuation Plan, 2018-12
- Kings REMO Evacuation Operational Guidelines, 2018-05-01
- Kings REMO Emergency Coordination Centre Operational Guidelines, 2018-05-01
- [Kings County Policy – Comfort Centres/Emergency Shelters](#)

1.4 Purpose

Winter Storm preparedness and response planning is a strategy to minimize loss of life, injury and trauma and to reduce property damage as a result of a significant Winter Storm, as with 'White Juan' in 2003. No one can anticipate every contingency during a winter storm event, but a winter storm preparedness and response plan will help develop appropriate responses for a wide range of occurrences. This Emergency Management Support Plan will enable a quicker, more effective and more efficient response, and lead to a speedier recovery.

The Plan should be activated as soon as it becomes apparent that, due to an emergency of such magnitude as to warrant its implementation, evacuation and relocation of people is necessary.

1.5 Aim and Scope

The primary goal of this Plan is to provide an integrated planning framework that recognizes the role of individual residents, business owners, emergency responders and the Municipalities of Kings County. Together these individuals, groups and agencies represent the first line of defence in responding to a winter storm event within Kings County.

This goal is supported by overarching objective of enhancing public and emergency responder education, emergency preparedness and emergency response policies and procedures. Together these are intended to prevent or reduce loss of life or severe injury and/or damage to property and infrastructure during a major winter storm event within Kings County.



If the need to evacuate and relocate residents of the affected area(s) is apparent, the provisions of the Regional Emergency Evacuation Plan (REEP) shall be implemented. In such events, the Municipality shall discuss the need to declare a State of Local Emergency (SOLE), [Annex A](#), if a mandatory evacuation is needed. If there is a fire or the possibility of fire, the Fire Chief has the authority to declare the mandatory evacuation at the current time there is no advantage to declaring a SOLE.

2.0 CONCEPT OF OPERATIONS (CONOPS)

Emergency response efforts during a winter storm may require coordination of all Municipal Governments within Kings County as well as additional support agencies. The prime requirement for effective communication is the Emergency Coordination Centre (ECC) where authorities can coordinate emergency operations, assistance and resources.



Most emergency incidents require the use of a graduated response based on the extent, size, duration and/or complexity of the event. Initially, at the onset of an emergency, a single or dual response from municipal departments (i.e., Police and Fire) may be sufficient to handle the incident. If the emergency escalates beyond the capability of a single or dual response, additional measures will be implemented as needed. The Kings County Emergency Coordination Centre provides resource-coordination across the County and maintains Situational Awareness through a Current Operating Picture (COP).

2.1 Planning Assumptions

The plan assumes the following:

- Kings REMO and the Emergency Coordination Centre Management Team (ECCMT) will have the primary responsibility for mitigation, prevention, preparedness, response and recovery in a winter storm emergency/disaster situation.
- It is highly probable that with events such as climate change and weather anomalies, Kings County will experience significant winter storm event to some degree in the future.
- Winter storm forecasts provide sufficient time to conduct planning and to prepare in general.
- Despite extensive public messaging, many residents of Kings County often fail to heed warnings to prepare for a storm.
- Residents of Kings County will take active measures to protect personal property.
- Because of the inherent uncertainties associated with any weather forecast, responders generally must assume the worst when it comes to preparing for a storm.
- Storm related traffic congestion, parked vehicles, and abandoned vehicles can impede efforts to clear roadways or restore power

2.2 Plan Limitations

The municipalities of Kings County will endeavor to make every reasonable effort to respond to a winter storm. However, regional resources and systems may become overwhelmed by the magnitude of a storm and its impacts. There is no guarantee implied by this document that a perfect response to a winter storm will be practical or possible.

2.3 Incident Planning

When there is sufficient notice of an incident with the potential to cause significant impacts, the Regional Emergency Management Coordinator (REMC), or designate, will review available information and recommend a course of action to the Emergency Coordination Centre (ECC) Managers (CAOs).

- **Take no action:** Municipal Departments manage the incident without activation of the ECC.
- **Monitor the Incident:** The REMC, or designate, monitors the incident in coordination with affected municipalities. The REMC keeps the ECC Managers fully briefed on the situation. If needed, the REMC will share situation reports and forecasts with stakeholders using existing email distribution groups.
- **Conduct a Planning Meeting:** The REMC may recommend to the ECC Managers the convening of a planning meeting to review a Regional Action Plan and determine when the ECC will be activated and what Emergency Support Functions (ESF) will be involved.

The decision on what action to take is based on the totality of the circumstances, such as the forecast, anticipated impacts, past experience with similar weather events, scheduled events taking place during the storm, and recommendations from those Municipal departments likely to have a role in the response.

Triggers that could cause a planning meeting to be called, include but are not limited to the following:

- When requested by a Municipal department;
- “Weather Advisory” issued by Environment and Climate Change Canada;
- Freezing rain and/or snow anticipated;
- Freezing temps. sustained for 2-days straight (daytime temps. don’t rise above freezing).

2.3.1 Public Messaging

Public messaging is coordinated through the ECC Information Officer. Public messaging topics common to winter storms include:

- Check on your neighbour;
- Shelter and warming center locations and hours of service;
- Extent of damage;
- Safety information; hypothermia, driving, carbon monoxide poisoning, obey road closed and other warning signs;
- What the County is doing to respond to the incident;
- Status of County services, changes in hours of operation for County programs;
- Where to get information and assistance;
- Protect pipes and water services from freezing; and
- Clear storm drains in the event of snow melt or flooding.

2.3.2 Vulnerable Populations

Each storm and subsequent impacts may affect populations differently. For winter storms, populations that are potentially more vulnerable are people who are homeless; are elderly; are receiving medical treatments, such as dialysis; have a disability; rely on in-home case management services; need power for medical or assistive devices; become homebound and unable to go out during prolonged storm conditions; have limited English proficiency and others.

2.4 Winter Storm Hazards/Impacts

- Blizzards - combine strong winds with cold temperatures, and blowing or drifting snow, which reduces visibility to zero.
- Snow storms - a period of rapid accumulation of snow, often accompanied by high winds, cold temperatures, and low visibility.
- Ice Storms - an intense formation of ice on objects by the freezing, on impact, of rain or drizzle. Occurrences of freezing precipitation in Nova Scotia may vary.
- Extreme Cold – prolonged periods of very low temperatures, often combined with high winds

In addition to the direct impacts caused by extreme winter storms – notably the loss of mobility due to the accumulation of snow and ice on roads or from diminished visibility while driving – the operation of the transportation systems can be further compromised by other factors. These factors include failure to provide clear instructions to the public, failure of the public to comply with instructions, and failure to maintain access to transit and to fuel. The transportation system is critical to public safety, especially when the needs of those without basic mobility options are considered.

Cold weather brings with it the potential for freezing temperatures, heavy snowfall and ice incidents that can have multiple impacts on a community. Impacts to drinking water and wastewater utilities may include, but are not limited to:



- Pipe breaks throughout the distribution system, due to freeze/thaw cycles
- Loss of power and communication lines
- Limited access to facilities due to icy roads or debris such as downed tree limbs
- Reduced work force due to unsafe travel conditions throughout the service area
- Source water quality impacts due to increased amount of road salt in stormwater runoff
- Potential flooding risk due to snowpack melt and ice jams (accumulations of ice in rivers or streams)
- Potential surface water supply challenges as ice and frozen slush can block valves and restrict intakes

2.5 Characteristics of Risk

- Access to Food/Water
- Access to source of heat
- Continuity of Government Services, if prolonged
- Ice jams potentially leading to flooding
- Motorists trapped in their cars
- Collapsed buildings
- Major traffic accidents

- Interruption of critical infrastructure systems
- People isolated in their residences
- Fire during winter storms presents a great danger because water supplies may freeze and firefighters may not be able to access a scene
- Alternate heating sources may not be safe or may not be used properly leading to injury or death
- Death and heart attacks may increase due to physical overexertion and the exposure to cold weather

2.6 Planning for Winter Weather

Business owners and/or response teams should incorporate the following concepts into planning for winter weather:

- Monitor news and weather reports on television or the radio (with battery backup)
- Alert employees or others on-site that severe weather is approaching and communicate expectations
- Be aware of the dangers posed by ice and snow falling from equipment and buildings, mediate if possible
- Identify dangers posed by cold weather on exposed piping (hazardous releases, flooding, etc.)
- Prepare and insulate exposed piping
- Contract snow removal services or obtain the necessary equipment (snow shovels, ice scrapers, rock salt, tire chains, etc.)
- Ensure that company vehicles have a full tank of gas and are functioning properly (heater, de-icing fluid, antifreeze levels, windshield wipers)
- Ensure flashlights are in proper working order and have additional batteries on site.
- Monitor ice and snow accumulation on any onsite tanks, sheds, or buildings
- Obtain generators, if necessary, to re-power facilities or necessary equipment
- If appropriate, leave water taps slightly open so they drip continuously to prevent pipes from freezing.
- Understand and implement cold weather response techniques for product spills, as released product may flow under ice or snow.
- Establish and maintain communication with personnel
- Consider limiting vehicle traffic
- Maintain building temperature at acceptable levels and understand safety measures if using space heaters.
- Notify supervisors if facility(s) loose power or is otherwise unable to operate



2.7 Winter Storm Emergency Management

Considerations

- Comfort centres/Emergency Shelters with cots and food supplies
- Need for generators and fuel for essential services
- Need for heating equipment
- Emergency shelter for stranded travellers
- Responding to building collapse emergencies
- Search and rescue
- Drop in/comfort centres (e.g. hot meals and update on emergency situation)



2.8 Winter Storm Emergency Management Priorities

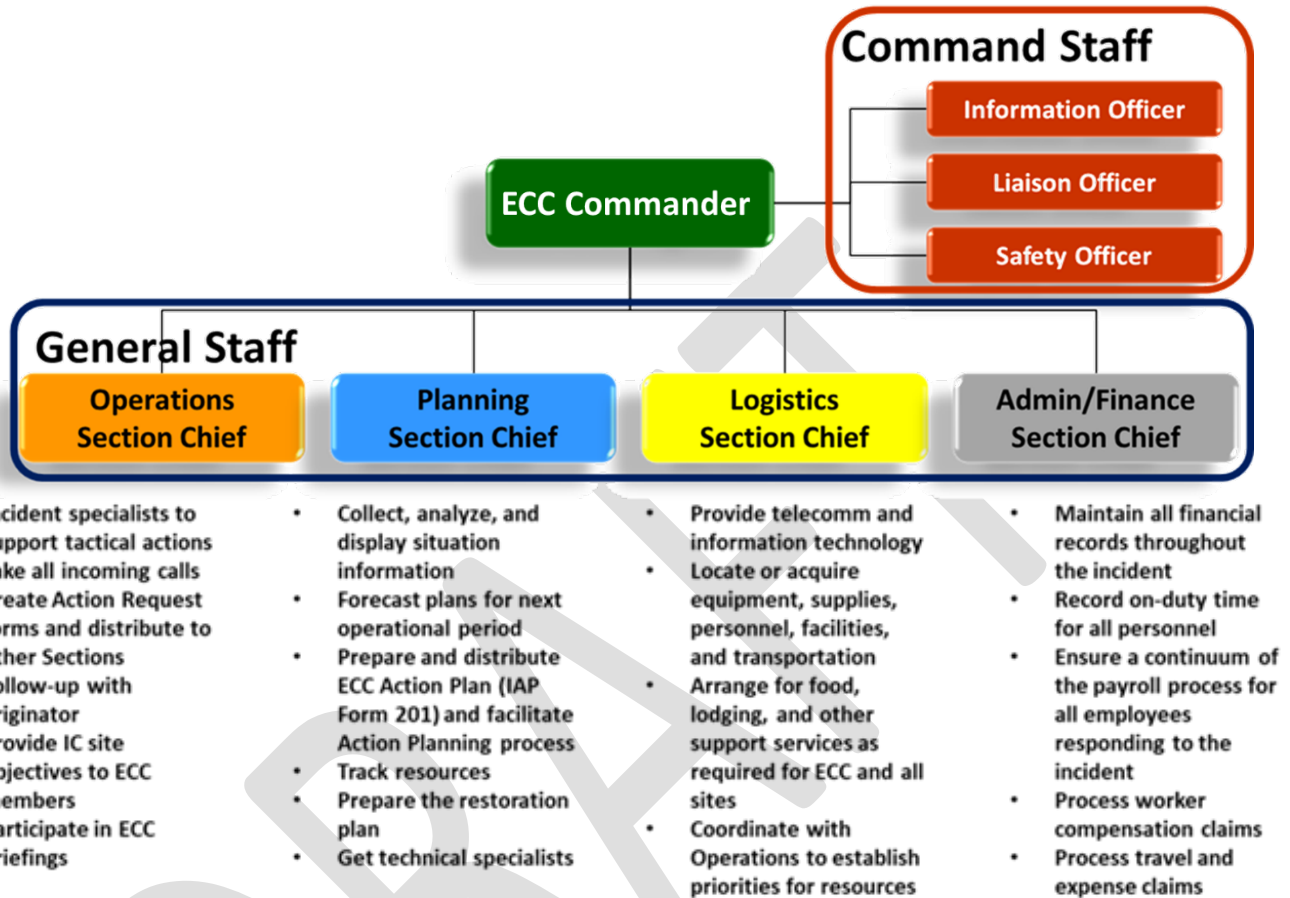
In a winter storm situation, Kings REMO and its partner agencies will focus their efforts on achieving the following objectives:

- Preservation of life and safety of emergency responders, residents and visitors.
- Support for stranded and evacuated persons.
- Protection of the water supply system, sewage treatment and other critical infrastructure of the Municipalities of Kings County.
- Protection of the environment, watercourses and potable water supplies.
- Reducing the economic and social suffering and losses to the residents of Kings County where possible.
- Returning communities to normal through a coordinated recovery process that includes re-entry of displaced persons.
- Reducing the impact to private property where possible and appropriate.



2.9 Winter Storm Organizational Structure

To support a regional winter storm incident within Kings County the Kings REMO Emergency Coordination Centre is structured under the Incident Command System:



2.10 Municipal Public Warning Strategy

As there are limited audible warning systems within the Municipalities of Kings County, the public should be alerted to winter storm conditions through local media (radio, television, newspaper) and social media (Facebook, Twitter). Warnings should also be posted on all Municipal websites and distributed through the Kings REMO Emergency Email Notification System. In extreme circumstances, public warning may also be done through vehicle public address systems and/or door-to-door contact by municipal services and/or volunteers.

2.11 Recovery

The ability to recover from the physical damage, injury, economic impairment and human suffering resulting from a disaster is a critical element of any emergency program. It is essential to recognize that successful recovery planning and activities depend on the rapid start-up of a recovery plan and must begin during the emergency response phase.

Through the implementation of a municipal disaster recovery strategy, Kings County Municipalities will work with their Departments, partner agencies, and volunteer resources to restore critical infrastructure (both public and private), systematically clean up affected areas, and return the community to a state of normalcy.

The prioritization of restoration and clean up efforts will be determined by the Kings REMO ECC Management Team based on a number of influencing factors, with the primary focus being on the protection of public safety.

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3.0 RESPONSIBILITIES

3.1 Federal

The Government of Canada has disaster assistance programs available to respond to the financial needs of provinces and territories in the wake of major natural disasters including the [Disaster Financial Assistance Arrangements](#)

Municipal staff across departments receive regular weather reports, advisories and warnings from Environment Canada weather services. These services are provided by weather meteorologists located in at Nova Scotia EMO Headquarters in Dartmouth, NS.

3.2 Provincial

A number of Nova Scotia government departments and agencies are engaged in winter storm related activities, including:

3.2.1 Department of Municipal Affairs (DMA)

- Provides programs, grants, and funding to municipalities and community groups
- Provides services and guidance to municipalities, towns, and villages in many areas including safety and security, budget planning and finance, and policy and program development
- Helps municipalities across the province govern and provide municipal services in times of emergency and are responsible for the Emergency Management Office and the Office of the Fire Marshal

3.2.2 Nova Scotia Emergency Management Office (NS EMO)(DMA)

- [NS EMO](#) takes an “all-hazards” approach to emergency management that recognizes that mitigation, preparedness, response and recovery can be used to address the impact of disasters.
- [NS EMO](#) regional staff (Emergency Management Planning Officers - EMPO's) work with municipal emergency management coordinators to ensure there are emergency management plans in place for each municipality in Nova Scotia.
- Municipal planning and local knowledge is represented in the development of emergency management plans.
- The [MCCAP](#) process requires municipal emergency management coordinators to work with EMPOs in the development of their respective climate change action plans.



3.2.3 Nova Scotia Department of Transportation and Infrastructure Renewal (NS TIR)

- [NS TIR](#) is responsible for delivering quality public infrastructure for Nova Scotia and deal with approximately 23,000 km of roads, 4,100 bridges, 7 ferries, and 2,400 buildings.
- [NS TIR](#) designs, constructs and operates this infrastructure in accordance with nationally and internationally recognized standards.

- **NS TIR** consults with communities on infrastructure developments. Often this infrastructure is developed or renewed in partnership with the Federal or municipal governments.

3.3 Regional – Kings REMO

Kings REMO will work with partners to determine functional roles and responsibilities. Departments and agencies that may be involved in a response include (but is not limited to) fire, police, emergency medical services, public works, emergency social services, Amateur Radio Emergency Services, volunteer agencies (e.g. Canadian Red Cross, Salvation Army, etc.), provincial ministries (e.g. Lands and Forestry, and Environment), and utility companies. The table below provides a sample of responsibilities that may need to be assigned.

- Health Checks
- Provision and operation of snow removal equipment
- Alternate modes of transportation
- Search and Rescue
- Alternate heat sources
- Health care at comfort centres / emergency shelters
- Set up and operation of comfort centres / emergency shelters

3.3.1 Prevention and Mitigation

Kings REMO is responsible for developing and implementing mitigation strategies to prevent or lessen the severity of winter storms.

These strategies include:

- Coordinating the Kings REMO training program;
- Development and maintenance of the Kings REMO Regional Emergency Management Plan (REMP), and Emergency Management Support Plans
- Developing and circulating public education material concerning winter storm preparedness.

3.3.2 Response / Recovery Responsibilities

When winter storms will occur, the initial responsibility for the welfare of residents is at the Municipal level. As with any emergency, the first priority is responder and public safety. The second priority is the protection and maintenance of public critical infrastructure in order to maintain basic services (hydro, water / wastewater, gas, telecommunication systems, etc.).

When winter storm conditions are present within Kings County, Kings REMO should:

- Activate the Kings REMO Winter Storm Preparedness and Response Plan
- Activate the Kings REMO Regional Emergency Management Plan.
- Convene the Emergency Coordination Centre Management Team
- Appoint an Incident Commander (if not already appointed).
- If necessary, recommend the declaration of a Municipal emergency.
- Direct and control all winter storm response operations in Kings County.

- Coordinate the acquisition of emergency response equipment, personnel and other resources required at the incident site.
- Coordinate assistance to residents displaced by winter storm conditions.
- Disseminate vital emergency information to staff, the media and citizens using appropriate channels.
- Provide information to the public concerning water supply safety, alternative sources of water, and protective actions to be taken.
- Request assistance from agencies not under Municipal control, as required (i.e. Municipal Mutual Assistance Agreements, Red Cross, local industry, etc.).
- Request Provincial assistance to perform specific flood combat / control tasks as may be required.
- Coordinate community disaster financial assistance (Nova Scotia Disaster Relief Assistance Program) as deemed necessary.
- Facilitate arrangements for the inspection of evacuated premises and provide for their orderly re-occupation as appropriate.
- Assist the Provincial authorities with damage estimation and assessment after the winter storm.
- Provide residents and businesses with information on safe handling of items damaged by winter storm conditions.
- Explore mitigation and prevention strategies to reduce the impact of future winter storm events

3.3.3 Regional Emergency Management Coordinator (REMC)

Coordinate winter storm specific education materials for distribution to residents and business owners within identified winter storm damage areas to include:

- The Winter Storm Preparedness and Response Plan;
- Established evacuation routes (minimum of two) from each identified flood damage centre, including locations of a primary and secondary Evacuation Centre / Emergency Shelter;
- Emergency preparedness and response education information for residents and businesses including pre-event, during an event, and post event (including information related to sandbags and building a sandbag dike); and
- Contact information for the REMC.

3.3.4 Site Operations (Incident Commander)

The Incident Commander (IC) assumes responsibility for the overall coordination of all operations at the emergency site and is the point of contact between the ECC Management Team and site operations.

The Incident Commander is responsible for:

- Identifying the impacts from winter storms.
- Prioritizing response activities.
- Evaluating and identifying equipment and resources needed.

3.3.5 Fire Services

- Conduct rescues, as required.
- Rescue / evacuate any persons in danger with minimum delay and provide first aid as necessary.
- Assist Police Services with evacuations in the affected areas as required.
- Control Fires, released chemicals and other hazards.

3.3.6 Kings RCMP/Kentville Police

- Evacuate the affected areas as required.
- Perform traffic and crowd control operations.
- Disperse people not directly connected with the operations who, by their presence, are considered to be in danger, or whose presence hinders in any way the efficient functioning of the flood combat/control operation.
- Secure the affected areas (based on need and availability of staff).
- Provide community security to prevent against looting and other unruly activities.
- Identify and establish detour routes due to high water and maintain proper traffic flow patterns as deemed appropriate.

3.3.7 Infrastructure Services – Water / Wastewater

- Implement actions to protect water and sewer systems and identify threats to drinking water.
- Work with ECC Information Officer to advise the public of protective actions that may be required in the event of damage or concerns related to the sewer systems and/or drinking water sources.
- Request the disconnection or discontinuance of any service that may constitute a public hazard.
- In the event a flood emergency results in the release of untreated or partially treated sewage into lakes and rivers, implement internal procedures and notify the Ministry of the Environment, and the Department of Fisheries and Oceans Canada.

3.3.8 NS TIR & Engineering Departments

- Clear snow-covered roads
- Free obstructions to storm and wastewater drainage
- Coordinate activities of utility companies

3.3.9 Infrastructure Services – Transit

- Provide transportation for residents and emergency responders as required.

3.3.10 Community Development – Social Services

- Provide assistance to residents displaced by flooding as required.

- Coordinate Emergency Shelter operations.

3.3.11 Utilities (NS Power, Berwick Electric, Gas etc.)

- Perform disconnect operations where this is considered necessary and in the interest of public safety.
- Secure services and equipment to ensure continuity of supply.
- Coordinate the priority restoration of affected services as dictated by emergency needs of municipal services and other essential users.
- Assist with clean up and restoration of services.
- Assess ability to resume normal operations.

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4.0 PUBLIC EDUCATION & AWARENESS OF WINTER STORM PREPAREDNESS

Since public awareness of winter storm preparedness and response will contribute to an effective evacuation process, ongoing public awareness and education shall be an integral component of this plan. To this end, this Plan, as part of the Regional Emergency Management Plan, shall be posted on the [Municipality of the County of Kings](#), the Towns of [Berwick](#), [Kentville](#) & [Wolfville](#)'s websites in order that the public may have access to it and printed information shall be provided to residents in historically vulnerable areas. During an emergency evacuation, residents are to be able to access to the local media sources for information and instructions.

As part of Community Outreach, the Kings REMO Regional Emergency Management Coordinator should provide an overview of Emergency Evacuation procedures to members of the community on an ongoing basis.

4.1 Evacuation Warnings

To be effective, Evacuation Warnings/Announcements should have the following characteristics:

- Authority**—Warnings are more credible and more likely to stimulate appropriate public actions if they are issued by a recognised authority.
- Consistency**—To avoid confusion and uncertainty, it is important that consistency be maintained when multiple warnings are issued to the public.
- Accuracy**—Accuracy and currency of information contained in the warning also affect understanding and belief. Errors can cause people to doubt subsequent warnings.
- Clarity**—An unclear warning can cause people to misunderstand or ignore it. Warnings should be in simple language, without the use of jargon.
- Level of Certainty**—Certainty determines the level of belief in a warning and affects decision making by those to whom the warning is given.
- Level of Detail**—Insufficient information creates confusion, uncertainty and anxiety, and public imagination will tend to fill the information void. This can promote rumours, uninformed misconceptions or fears.
- Clear Guidance**— Messages containing clear guidance about protective actions people should take and the time available for doing so are more effective than those which provide no specific instructions.
- Repetition of Warnings**—Where time permits, warnings should be repeated preferably using more than one delivery method. This provides confirmation of the warning message, helps increase

persuasiveness and overcomes the problem of people not responding after hearing a warning only once.

- Impact Areas**—Warning information that clearly states the areas actually or likely to be affected by the event is most effective.
- Methods of Information Dissemination**—Warnings are more effective if a range of methods is used rather than a single method, thereby reaching as many people as possible in the shortest time. Methods need to be chosen to fit the time-frame available and should recognise that some modes are appropriate in reaching many people but with only relatively simple or generalised information (e.g. radio, television) whereas others can provide more specific information to targeted individuals (e.g. telephone, facsimile machine, computer, two-way radio, door-knocking or use of community leaders or wardens). Use of the Standard Emergency Warning Signal (SEWS) “[Alert Ready](#)” can enhance the effectiveness of electronic media warnings by alerting listeners for an urgent safety message to follow.
- Information Dissemination for Special Needs Groups**—Consideration must be given to the specific problems of special needs groups. Dissemination to, and receipt of information by, many of these groups will pose different challenges, for example, language. Neighbours can also help by checking on special-needs people in close proximity.

5.0 PLAN TESTING, REVIEW & MAINTENANCE

5.1 Plan Testing Schedule & Responsibility

The Kings County Regional Emergency Management Coordinator (REMC) is responsible for coordinating the annual testing (in whole or in part) of the Regional Winter Storm Preparedness and Response Plan in order to verify its overall effectiveness and provide training to the emergency personnel. The exercise can take the form of a simple tabletop or a more elaborate functional exercise.

5.2 Plan Review & Maintenance

The Kings County Winter Storm Preparedness and Response Plan will be maintained by the Regional Emergency Management Planning Committee (REMPC) and the Regional Emergency Management Coordinator (REMC).

The FPRP will be reviewed annually and, where necessary, revised by a meeting(s) of the Regional Emergency Management Planning Committee (REMPC) and the Regional Emergency Management Advisory Committee (REMAC). The REMP shall be revised subject to the approval of Municipal Councils.

REVIEWS

MONTH	DAY	YEAR	BY

PLAN REVISIONS

MONTH	DAY	YEAR	CHANGE	APPROVED

6.0 DISTRIBUTION LIST

Distributed electronically:

Municipal Units:

- [Municipality of the County of Kings](#)
- [Town of Berwick](#)
- [Town of Kentville](#)
- [Town of Wolfville](#)

- [Village of Aylesford](#)
- [Village of Canning](#)
- Village of Cornwallis Square
- [Village of Greenwood](#)
- [Village of Kingston](#)
- [Village of New Minas](#)
- [Village of Port Williams](#)

Fire Departments

- Kings County Fire Departments

Regional Emergency Management Planning Committee (REMPC)

- [NS EMO](#) – Western Zone Planning Officer
- [Acadia University](#)
- [Annapolis Valley Amateur Radio Club](#) (AVARC)
- [Annapolis Valley First Nation](#)
- [Annapolis Valley Regional Centre for Education](#) (AVRCE)
- [Brigadoon Village](#)
- Community Services – Kings County
- [NS Department of Lands and Forestry](#)
- [NS Department of Transportation and Infrastructure Renewal](#) (DTIR)
- [NS Emergency Health Services](#)
- Fire Services
- [Glooscap First Nations EMO](#)
- [Kentville Police](#) / [Kings County RCMP](#)
- [Kings Transit Authority](#) (KTA)
- [NS Department of Agriculture](#)
- [NS Health Authority](#)
- [Canadian Red Cross](#)
- [Valley Communications](#)
- [Valley Search and Rescue](#) (SAR)

Annexes

- A [Declaring a State of Local Emergency \(SOLE\)](#)
 - [Form 4 \(Council\)](#)
 - [Form 5 \(Mayor\)](#)
- B [Kings County Comfort Centres/Emergency Shelters](#)
- C [Winter Storm Event – Kings REMO Actions](#)
- D [Winter Storm Checklist](#)
- E [Criteria for Public Weather Alerts](#)
- F [Lessons Learned – Winter Storm Disasters](#)
- G [Winter Storms – Public Service Announcements \(PSAs\)](#)
- H [Winter Storms – Frequently Asked Questions \(FAQ\)](#)
- I [Winter Storms – References \(Federal / Provincial / Regional\)](#)
- J [Abbreviations & Acronyms](#)
- K [Glossary](#)

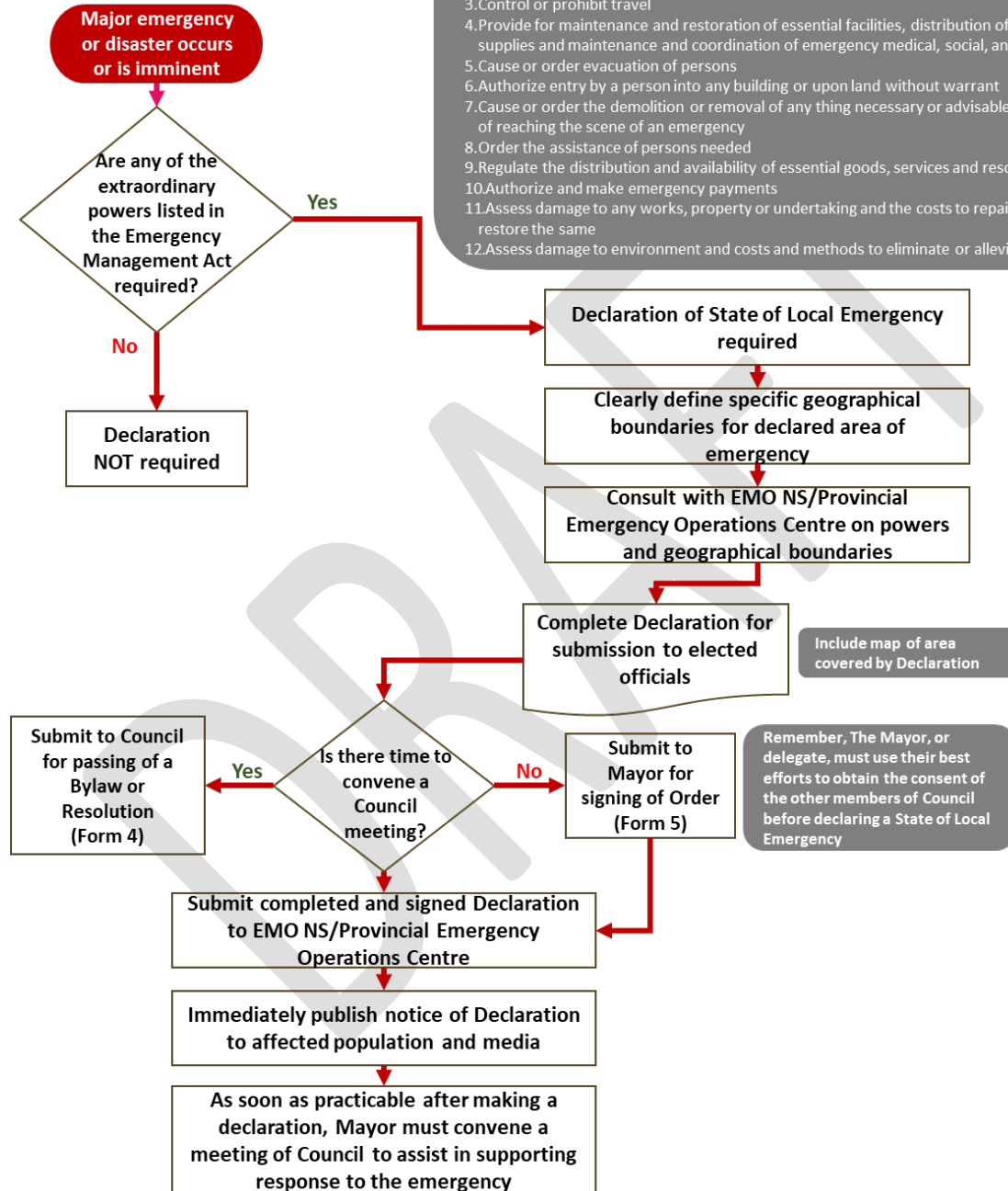
Annex A – Declaring a State of Local Emergency (SOLE)

Declaring a State of Local Emergency

Reference: [Nova Scotia Emergency Management Act](#)
(Section 12 / Section 14 / Section 18)

Emergency Powers in Brief:

1. Acquire or utilize personal property by confiscation or any means considered necessary
2. Authorize or require a qualified person to render aid
3. Control or prohibit travel
4. Provide for maintenance and restoration of essential facilities, distribution of essential supplies and maintenance and coordination of emergency medical, social, and other services
5. Cause or order evacuation of persons
6. Authorize entry by a person into any building or upon land without warrant
7. Cause or order the demolition or removal of any thing necessary or advisable for the purpose of reaching the scene of an emergency
8. Order the assistance of persons needed
9. Regulate the distribution and availability of essential goods, services and resources
10. Authorize and make emergency payments
11. Assess damage to any works, property or undertaking and the costs to repair, replace or restore the same
12. Assess damage to environment and costs and methods to eliminate or alleviate the damage



FORM 4

DECLARATION OF A STATE OF LOCAL EMERGENCY

MUNICIPALITY: _____

Section 12(2) of the *Emergency Management Act*, S.N.S. 1990, c.8

WHEREAS the area herein described is or may soon be encountering an emergency that requires prompt action to protect property or the health, safety or welfare of persons therein;

Emergency Area:

The area general described as:

[Empty rectangular box for describing the emergency area]

Province of Nova Scotia (hereafter referred to as the "Designated Area(s)")

Yes

No

Nature of the Emergency:

[Empty rectangular box for describing the nature of the emergency]

AND WHEREAS the undersigned is satisfied that an emergency as defined in Section 2(b) of Chapter 8 of the Statutes of Nova Scotia, 1990, the *Emergency Management Act*, exists or may exist in the Designated Area(s) noted above;

THE UNDERSIGNED HEREBY DECLARES pursuant to Section 12(2) of the *Emergency Management 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 _____, 20____.

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

DATED at _____, in the Municipality of _____, Province of Nova Scotia, this _____ day of _____, 20____.

Council, Municipality _____

Name _____

Positions _____

[Authorized by Resolution No. _____ dated the _____ Day of _____, 20____.

FORM 5

DECLARATION OF A STATE OF LOCAL EMERGENCY

MUNICIPALITY: _____

Section 12(2) of the *Emergency Management Act*, S.N.S. 1990, c.8

WHEREAS the area herein described is or may soon be encountering an emergency that requires prompt action to protect property or the health, safety or welfare of persons therein;

Emergency Area:

The area general described as:

[Empty rectangular box for describing the emergency area]

Province of Nova Scotia (hereafter

referred to as the "Designated Area(s)")

Yes

No

Nature of the Emergency:

[Empty rectangular box for describing the nature of the emergency]

AND WHEREAS the undersigned is satisfied that an emergency as defined in Section 2(b) of Chapter 8 of the Statutes of Nova Scotia, 1990, the *Emergency Management Act*, exists or may exist in the Designated Area(s) noted above;

AND WHEREAS the Council of the Municipality is unable to act;

AND WHEREAS the undersigned has (check appropriate box)

(a) Consulted with a majority of the members of the Municipal Emergency Management Committee

Yes

No

(b) Found it impractical to consult with the majority of the Municipal Emergency Management Committee

Yes

No

THE UNDERSIGNED HEREBY DECLARES pursuant to Section 12(3) of the *Emergency Management 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 _____, 20____.

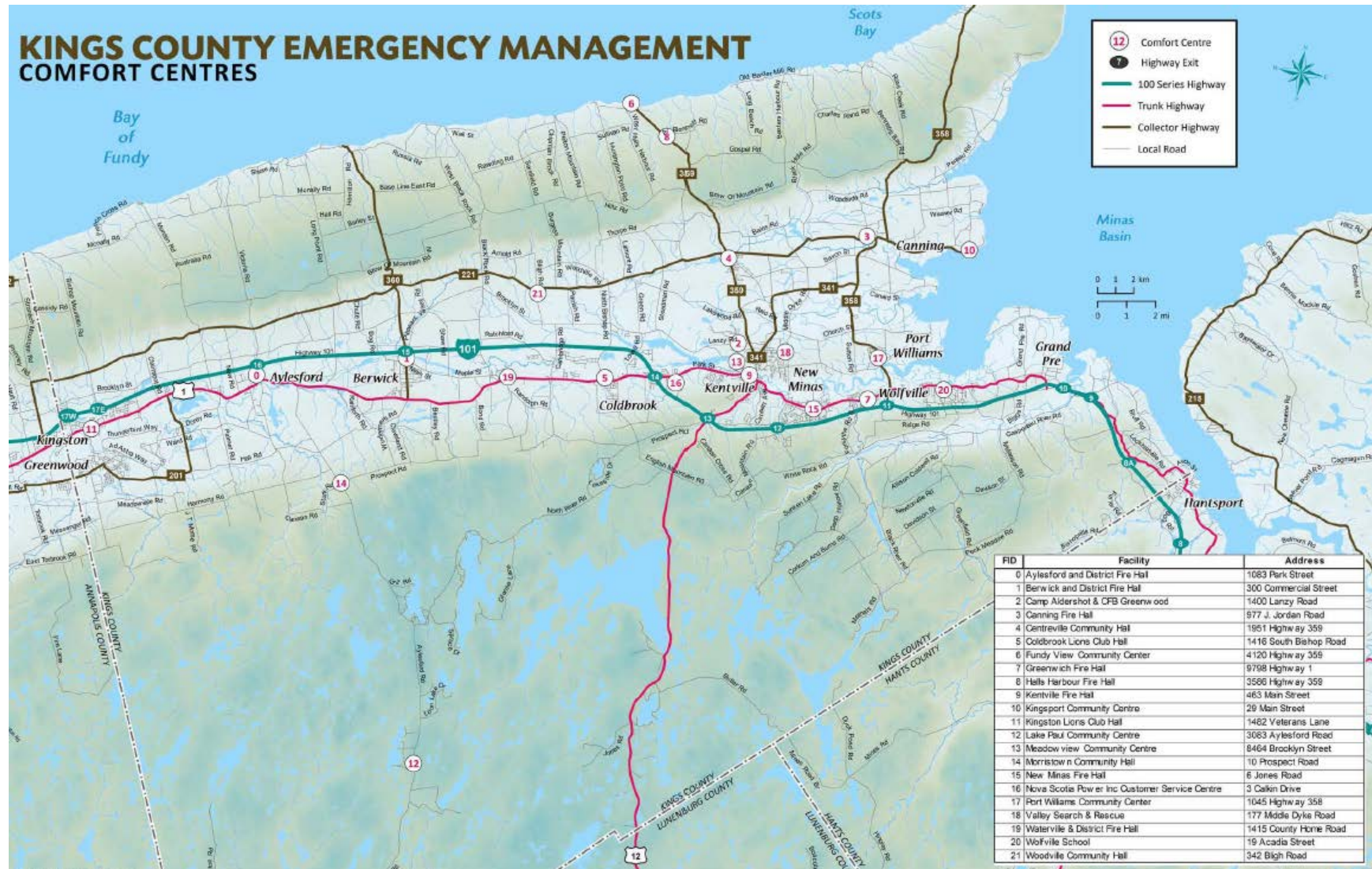
THIS DECLARATION OF STATE OF LOCAL EMERGENCY shall exist until _ o'clock in the forenoon () or afternoon () of the _____ day of _____, 20____, or for a maximum of 7 days from the date and time specified above unless the Declaration is renewed or terminated as provided in Section 20 of the *Emergency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

DATED at _____, in the Municipality of _____, Province of Nova Scotia, this _____ day of _____, 20____.

Mayor's Signature

Municipality of

Annex B – Kings County Comfort Centres/Emergency Shelters



Annex C – Winter Storm Event – Kings REMO Actions

Reference: Kings REMO Regional Emergency Management Plan (REMP), 2018-09

Snow Storm

A. Possible Major Effects	Probability
1. Casualties / Death	High (Numbers increase by Hurricane Category)
2. Disruption of community	High
3. Disruption of utilities	High
4. Damage to property	Light & isolated to extreme
5. Disruption of traffic	High
6. Disruption of communications	Moderate to High
7. Disruption to Hospitals & Social Services	Low to Moderate
8. Disruption to Emergency Providers	Moderate to High
9. Evacuation	Moderate to High

B. Potential Actions at the Scene	Agency Responsible
1. Warning of imminence	Meteorological service/CBC/Other news media
2. Establish an emergency headquarters	Town Council Chambers - ECC
3. Establish adequate communications	Communication Coordinator
4. Establish a control perimeter	Police
5. Establish routes for emergency vehicles	Police
6. Notify hospitals of casualties including number and type	Medical/Police
7. Rescue	Fire/Police/Rescue Services
8. Establish a temporary morgue	Medical Coordinator
9. Establish a news release system	Information Officer (Command Staff)
10. Establish emergency welfare services	Welfare/Social Services/Volunteer Agencies
11. Establish an inquiry service	Welfare/Social Services
12. Eliminate hazards from damaged utilities	Engineering/Utilities
13. Protection of property	Police
14. Provide auxiliary power	Engineering
15. Clear debris	Engineering

C. Equipment	Sources
1. Rescue equipment	Police/EMO
2. Fire equipment	Fire Department
3. Ambulances	Medical/Transportation
4. Road clearing equipment	Engineering
5. Barricades	Engineering
6. Auxiliary generators	Various sources
7. Mobile public-address equipment	Police/EMO/Radio stations/Fire Department
8. Food and lodging	Welfare/Social Services

Annex D – Winter Storm Event Checklist

Pre-Incident Phase

- Arrange for personnel to participate in necessary training and develop exercises relevant to winter storm events in Kings County
- Coordinate the County's preparedness activities, seeking understanding of interactions with participating agencies in winter storm scenarios
- Ensure that emergency contact lists are updated
- Contact supporting emergency response agencies to review and determine whether major developments have arisen that could adversely affect response operations (e.g., personnel shortages, loss of equipment, etc.)
- Annually review and update the Kings REMO Regional Emergency Management Plan and Emergency Management Support Plans
- Familiarize staff with requirements for requesting a State of Local Emergency (SOLE)
- Ensure that supplies, such as communications devices and sandbags, are prepared and ready for use. This includes primary and alternate communications and warning systems
- Identify and review local contractor lists to see who may provide support specific to winter storm response
- Review, revise, and, where necessary, establish mutual aid agreements with local agencies and other County agencies and private contractors relevant to multiple agency response to winter storms

Response Phase

- The Kings REMO ECC Manager will provide overall guidance for the deployment of resources across Kings County
- Activate mutual aid agreements
- Activate the Kings REMO Emergency Coordination Centre (ECC) and implement appropriate staffing plans. Contact appropriate supporting agencies to assign liaisons to the ECC for coordination of specific response activities
- Estimate emergency staffing levels and request personnel support, including specialized staff such as engineers, building inspectors, heavy equipment operators, and/or environmental remediation contractors
- Develop and initiate shift rotation plans, including briefing of replacements during shift changes (set the operational period briefing cycle)
- Submit request for State of Local Emergency (SOLE), as applicable
- Coordinate the evacuation of affected area, if necessary. Assign appropriate agency liaisons to the ECC, as the situation requires
- Support Search and Rescue operations by coordinating resource requests outside of the jurisdiction
- Request the Canadian Red Cross to activate Emergency Shelters and open shelters, if needed
- Formulate Emergency public information messages and media response using “one voice, one message” concept
- Record all ECC activities, completion of personnel tasks, incoming and outgoing messages, and the names of those sending and receiving them. These should be documented in ECC logbooks
- Begin damage assessments in coordination with Public Works Departments

- Assist with coordinating Public Works activities, such as debris removal from:
 - Storm drains
 - Main arterial routes
 - Public right-of-way
 - Dams
 - Other structures, as needed
- Contact local contractors for support, if necessary. Establish contact with private sector partners
- Coordinate with law enforcement agency (Kentville Police and/or Kings RCMP) to provide law enforcement to affected areas (road closures, security, etc.)
- Collect and chronologically file records and bills generated during the incident in order to ensure timely submittal of documents for reimbursement (Finance/Administration Section)

Recovery Phase

- Monitor secondary hazards associated with winter storms (power outages, damage to bridges/roads, impacts to utility lines/facilities) and maintain on-call personnel to support potential response to these types of hazards
- Deactivate/demobilize the ECC. Deactivate mutual aid resources as soon as possible
- Activate and implement applicable mitigation plans, community recovery procedures, and continuity of operations/governments plans until normal daily operations can be completely restored
- Implement revisions to the Kings REMO Regional Emergency Management Plan (REMP) and Supporting Plans based on lessons learned and best practices adopted during response
- Offer recommendations to Municipal Government and Public Works departments for changes in planning, zoning, and building code ordinances
- Participate in After Action Reports and critiques
- Submit valuable success stories and/or lessons learned to NS EMO and other County partners

Annex E – Criteria for Public Weather Alerts

Reference: [Environment and Climate Change Canada](#)

Alert Type	Threshold Criteria
Blowing Snow Advisory	When blowing snow, caused by winds of at least 30km/h, is expected to reduce visibility to 800 metres or less for at least 3 hours
Flash Freeze Warning	When significant ice is expected to form on roads, sidewalks or other surfaces over much of a region because of the freezing of residual water from either melted snow, or falling/fallen rain due to a rapid drop in temperatures.
Freezing Drizzle	When a period of freezing drizzle is expected for at least eight (8) hours.
Freezing Rain	When freezing rain is expected to pose a hazard to transportation or property; Or When freezing rain is expected for at least four (4) hours.
Frost Advisory	Issued during the growing season when widespread frost formation is expected over an extensive area. Surface temperatures are expected to fall near freezing in the overnight period.
Snowfall Warning	When 15cm or more of snow falls within 12 hours or less.
Winter Storm Watch	When conditions are favourable for the development of severe and potentially dangerous winter weather, including: <ul style="list-style-type: none">• A blizzard;• A major snowfall (25cm or more within a 24 hour period); and• A significant snowfall (snowfall warning criteria amounts) combined with other winter weather hazard types such as: freezing rain, strong winds, blowing snow and/or extreme wind chill.
Winter Storm Warning	When severe and potentially dangerous winter weather conditions are expected, including: <ul style="list-style-type: none">• A major snowfall (25cm or more within a 24 hour period); and• A significant snowfall (snowfall warning criteria amounts) combined with other cold weather precipitation types such as: freezing rain, strong winds, blowing snow and/or extreme cold. <p>Blizzard conditions may be part of an intense winter storm, in which case a Blizzard Warning is issued instead of a winter storm warning.</p>

Annex F – Lessons Learned – Winter Storm Disasters

Issue	Lesson Learned
Disaster Management Process	An effective disaster management process should also include a strong commitment to mitigation.
Public Awareness	
Hospital Staffing	Hospitals should look at making accommodations for clinicians and hospital staff to stay overnight at the facility to avoid poor road conditions. This also ensures there will be enough staff on hand in the event of weather-related emergencies.
Travel Bans	Travel Bans can effectively bar citizens from use of roads in ways that assist public works crews and first responders.
ECC Activation	Activate the Emergency Coordination Centre well in advance of any weather system that is forecast to deliver a significant winter storm.
Public Communications	<p>A variety of methods should be employed to communicate with the public about any impending winter storm, including paid ads across broadcast, online and print platforms, face-to-face events and using social media. Public information efforts should ramp up in November of each year.</p> <p>The public should be briefed by various media sources before the incident begins.</p>
Resident’s Safety	Prior to any storm event during which power outages are anticipated, efforts should be made for enhanced public information on generator safety.
Situational Awareness	<p>In many severe weather disruptions, decision-makers can be faced with the problem of obtaining reliable data about real-time conditions that could facilitate timely response and effective recovery actions.</p> <p>Stakeholders from the regional to the local level should make better use of traditional and non-traditional sources of information, including social media analysis to inform preparation, response and recovery strategies.</p>
Commerce Restoration	<p>The imperative to quickly restore commerce is particularly critical in the face of slow-moving long duration weather events. Small businesses are acutely vulnerable to extended disruptions of their businesses.</p> <p>Reenergizing municipal commercial activity is heavily reliant on the restoration of power and communications to the businesses themselves, and the restoration of the transportation system that provides mobility for their work force, supply chains and consumers.</p>

Issue	Lesson Learned
Municipal Services	Dependent on the weather system, municipal services may be limited because many employees may not get to work.

DRAFT

Annex G – Winter Storms – Public Service Announcements (PSAs)

Winter Preparedness & Safety

Preparedness for Winter

Before a winter storm arrives, plan ahead so you can comfortably and safely carry on during the winter season.

- Make arrangements with family members who may be elderly or have limited mobility issues and who do not live with you – help them prepare for winter.
- Get your home winter ready – have your furnace inspected, shut off outside water to protect plumbing and built-in sprinkler systems, and clean the catch basin grates before snow arrives.
- Assess the trees on your property and trim dead branches to reduce the danger of them falling onto power lines or your house during a storm.
- Winterize your vehicle and, when it snows, drive only with good winter tires.
- Make alternate plans for getting to work in the snow.
- Be sure to have warm clothing and solid shoes or boots with good traction.
- Assemble a [basic emergency supplies kit](#) to help your family be self-sufficient for 72 hours.

Planning Ahead

Home

- Have a flashlight, electric lantern, and extra batteries on hand.
- Consider an alternative safe heating system - choose approved heating units that do not depend on an electric motor, electric fan or other electrical device to function. Check with the dealer or manufacturer regarding power requirements and proper operating procedures.
- Use caution and follow directions when operating generators, insuring they are in a proper well-ventilated area.
- Furnace and fireplace maintenance considerations are very important in preparing for winter weather.
- Never use a camp stove, barbecue, or propane or kerosene heater indoors.

Vehicle Preparation

- Colder temperatures demand a lot of your vehicle so it's important to prepare for the winter season. Visit a qualified technician to ensure your vehicle is in good working condition. Prepare a small, portable [Emergency Car Kit](#) to keep in your vehicle to help you in the case of an emergency
- Slow down. Speed limits posted on the highways and on municipal roads are for ideal driving conditions, which are considered to be sunny summer days.
- Look ahead. Leave plenty of space between you and the vehicle ahead of you. Remember to look far ahead as you drive so you can recognize hazards and have plenty of time to respond.
- See and be seen. Turning your headlights on helps with visibility during the dark winter months and during inclement weather. It also helps other drivers see you.

- Get ready. Prepare your vehicle for the tough winter months. Check and make sure that your battery, ignition system, lights, brakes, heating and cooling system and windshield wipers are all in working order.
- Watch the weather. Check the weather before you leave your home. If conditions are bad the safest strategy is to avoid driving. If you must travel give yourself extra time and drive to the conditions.
- Prepare yourself and your vehicle. Always be prepared for winter driving. Wear warm clothes, have a fully charged cell phone with you and equip your vehicle with a winter survival kit.
- Maintain visibility. Clear snow and ice from all windows, lights, mirrors and the roof to help other drivers see you on the road and to assist with your own visibility while driving. After starting your vehicle, wait for the fog to clear from the interior windows before driving so you will have full visibility.

Preparedness Tips in the case of Power Outages

The most common occurrences during a winter storm is often extended periods of power outage mainly due to trees and other debris impacting power lines.

- Residents should have personal preparedness kits made up with up-to-date supplies and be prepared to stay on their own for a minimum of 72 hours. This is the minimum requirement and, more practically, residents should consider being prepared to be on their own for up to a week. Information on preparing a kit, contents etc., can be found [here](#).
- Residents should ensure their insurance coverage is up to date and keep copies of their coverage in their emergency kit.
- While a power outage is not a disaster and generally will not require residents to evacuate their home, residents can further prepare by having a portable generator to power items such as fridges and freezers. However, make sure if you are operating a generator it's placed outside your residence and the exhaust does not enter your home.
- Residents might want to consider maintaining a land line phone - these units do not require power and as long as your phone line is intact, access should be maintained. Cordless phone stop working when the power is out.
- Consider purchasing an external battery device that will charge a couple of smartphones and a tablet in just over an hour. These devices are readily available at most electronic stores for a reasonable cost (\$20-\$100) and are invaluable during power outages.

Personal Winter Safety

Winter storms can create personal safety issues if you are not prepared. Following weather forecasts and paying attention to personal emergency preparedness will reduce any possible impacts to your family and your property.

There are also a number of precautions you can take which will help to comfortably get through the winter season safely:

- Dress appropriately for the inclement weather. Protect exposed skin and help prevent heat loss by wearing a hat, scarf, mittens or gloves.
- Choose well insulated and waterproof footwear that has a thick, non-slip tread sole, a wide and low heel and is light in weight.
- Try not to drive unless you have to and only if you have good snow tires.
- Keep a medical emergency kit in your vehicle.
- Always, walk on the left side of the road facing traffic and pay close attention.
- When you see a snow plow approaching, please move to the inside of the sidewalk, and stay far away from the road when it is passing by.
- Allow extra time to get to your destination whether you are walking, taking transit or driving – slow down.
- Be aware of your surroundings. A covered patch of ice or a pothole filled with snow may cause an unexpected slip or fall.
- Stay at home, unless you absolutely need to travel when weather conditions are bad.
- Run errands during daylight hours whenever possible since it is easier to see slippery spots.
- Be careful when shoveling snow - although there is limited physical action, the strain of shoveling can put a strain on a person's heart. People with a heart condition should use caution. Use a smaller shovel, take your time and see a doctor if you experience discomfort.
- Stay off of the ice on lakes and ponds during the winter as the ice is too thin and poses a safety risk. Ice is not thick enough to support people or animals.
- Students should use caution walking to and from school when it has snowed, and when playing in the snow.

Annex H – Winter Storms – Frequently Asked Questions (FAQ)

Why is predicting the exact amount of snowfall so challenging

Snow forecasts continue to improve, but they remain a challenging task for meteorologists. Heavy snow often falls in small bands that are hard to discern on larger resolution computer models. In addition, extremely small temperature differences define the boundary line between rain and snow.

What should you do before a Winter Storm?

Protecting Your Home

Some major threats to your home are the loss of heat, power and phone service, as well as a shortage of supplies if the weather lasts longer than expected.

Facing the Cold

Those with prolonged exposure or those not dressed appropriately for extremely cold weather are in danger of frostbite and hypothermia.

How to keep your car safe

When the temperature dips, problems behind the wheel include dead car batteries, iced-over windshields, broken car locks and driving with no traction.

What are the Provincial Plowing Service Levels?

Levels of Service	
100-Series and trunk highways, and other high traffic roads	Cleared within 8 hours after snow stops
Secondary routes and other medium traffic roads	Cleared within 12 hours after snow stops
Local paved roads, most subdivision and residential streets	Cleared within 24 hours after snow stops
Gravel roads	Cleared within 24 hours after snow stops

Annex I – Winter Storms - References

Federal

- [Severe Storms – What to Do?](#)
- [Disaster Financial Assistance Arrangements \(DFAA\)](#)

Provincial

- [Nova Scotia – Winter Time website](#)
- [Provincial Plowtracker](#)
- [NS Department of Transportation and Infrastructure Renewal \(DTIR\)](#)

Regional

- [Kings REMO Regional Emergency Management Plan \(REMP\)](#)
- [Kings REMO Policy – Comfort Centres/Emergency Shelters](#)



Annex J – Abbreviations & Acronyms

AREP	Agency Representative
DFAA	Disaster Financial Assistance Arrangements
ECC	Emergency Coordination Centre
ECCC	Environment and Climate Change Canada
ECCMT	Emergency Coordination Centre Management Team
EMO	Emergency Management Office
FPRP	Flood Prevention and Response Plan
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IMT	Incident Management Team
IO	Information Officer
LO	Liaison Officer
LSC	Logistics Section Chief
MAC	Multiagency Coordination (MAC) Group
OSC	Operations Section Chief
PSC	Planning Section Chief
REMAC	Regional Emergency Management Advisory Committee
REMC	Regional Emergency Management Coordinator
REMP	Regional Emergency Management Plan
REMPC	Regional Emergency Management Planning Committee
SO	Safety Officer
UC	Unified Command

Annex K – Glossary

Reference: [Environment and Climate Change Canada – Weather and Meteorology Glossary](#)

Blizzard	A severe weather condition characterized by reduced visibility from falling and/or blowing snow and strong winds that may be accompanied by low temperatures.
Blowing Snow	Snow lifted from the earth's surface by the wind to a height of 2 metres or more.
Flurries	Precipitation in the form of snow from a convective cumulus-type cloud, are known as flurries. They are characterized by the suddenness with which they start and stop, by their rapid changes in intensity, and usually by rapid changes in the appearance of the sky.
Freezing Drizzle	Drizzle that freezes on impact to form a coating of clear ice (glaze) on the ground and on exposed objects..
Freezing Rain	Rain that freezes on impact to form a coating of clear ice (glaze) on the ground and on exposed objects.
Frost	A deposit of ice crystals that forms through a process called sublimation.
Snow	Precipitation of ice crystals, isolated or as part of a cluster, falling from a cloud.
Snow Grains	Minute, white and opaque grains of ice. When they hit hard ground, they do not bounce or shatter. They usually fall in very small quantities, and never in the form of a shower.
Snow Pellets	Snow pellets are brittle and easily crushed; when they fall on hard ground, they bounce and often break up. They always occur in showers. They are often accompanied by snow flakes or rain drops, when the surface temperature is around zero Celsius.
Snow Squall	A moderate to heavy snow flurry, which is driven by strong, gusty winds. Visibility during snow squalls is usually poor
Snowdrift	Sea-ice terminology. Describes an accumulation of wind-blown snow that is deposited in the lee of an obstacle. A crescent-shaped snowdrift, with ends pointing down-wind, is called a snow barchan.
Wind Chill	Chill that results from a specific combination of wind speed and air temperature, expressed by the loss of body heat in watts per square metre (of skin).
Wind Chill Index	Index used to determine the relative discomfort resulting from a specific combination of wind speed and air temperature, expressed by the loss of body heat in watts per square metre (of skin).



Memorandum of Agreement

Emergency Transportation Services

Between: Kings County Regional Emergency Management Organization (Kings REMO)

And Kings Transit Authority (KTA)

1.0 Purpose

The purpose of this Memorandum of Agreement (MOA) is to establish a mechanism whereby through which Kings Transit Authority (hereafter referred to as KTA) agrees to support the Kings County Regional Emergency Management Organization (hereafter referred to as Kings REMO) and work together as cooperating parties during emergency incidents, including aiding in the safe transport of children, the elderly and people with access and functional needs.

2.0 Description

2.1 Kings REMO and the KTA enter into this MOA in good faith for the provision of transportation services to support evacuation orders issued as a result of natural, technological or human-caused disaster. The following is representative of, but not limited to, the principle tasks the KTA might be activated to accomplish:

- a. Transport of first responders or support personnel to emergency sites;
- b. Provision of KTA buses as 'Comfort Buses';
- c. Transport evacuees from at-risk areas to reception centers, shelters or other safe havens;
- d. Modify existing transportation services to better serve the transportation needs of evacuees;
- e. Modify existing transportation policies (e.g. fare policies, pets on vehicles, securement of mobility devices) to better accommodate the needs of evacuees (including people with access and functional needs); and
- f. Return evacuees from safe havens to their residences (re-entry).

3.0 Definitions

3.1. **"Assembly Area(s)"** are local buildings, parking lots, parks where residents affected by an emergency will be instructed to report and from which point they will be transported to a reception centre.

- 3.2 **“Disaster”** is a real or anticipated occurrence such as disease, pestilence, fire, flood, tempest, explosion, enemy attack, sabotage, or release of any commodity which endangers health, safety, and the welfare of the population, property or the environment.
- 3.3 An **“Emergency”** is a present or imminent event in respect of which Kings REMO believes prompt coordination of action or regulation of persons or property must be undertaken to protect property or the health, safety or welfare of the people of Kings County.
- 3.4 An **“Evacuation”** is an operation whereby all or part of a particular population is temporarily relocated, whether spontaneously or in an organized manner, from a sector of the town that has been struck by a disaster or is about to be struck by a disaster, to a place considered not dangerous for their health or safety.
- 3.5 A **“Reception Centre”** is a site where evacuees are received, and from which emergency Social Services (ESS) are administered and provided. The Red Cross usually provides these services.

4.0 Deployment Activity

- 4.1 This agreement may be activated only by notification by the Kings REMO Emergency Coordination Centre (ECC) Manager or his/her designee. Deployment activation, pursuant to this MOA, may occur at any time, day or night, including weekends and/or holidays; including 24/7 continuous service.
- 4.2 Upon acceptance of deployment, the KTA will have equipment enroute to the designated location within 120 minutes from the time it receives the official deployment notification from the Kings REMO ECC Manager or his/her designee. For reimbursement purposes, mission tasking will begin when the KTA’s personnel checks in at the incident Staging Area and will conclude when the deployment authorization has been met or the ECC Manager and/or his designee issues demobilization orders for the resource(s).

5.0 Notification by Kings REMO for Evacuation Support

- 5.1 Kings REMO shall, in the event of an emergency that would require evacuation transportation, make every effort to notify KTA by first notifying Dispatch at 902-678-7310, or the after-hours cell at 902-698-1844 or if he or she is not immediately available, their designate.
- 5.2 Notification shall be made through mutually agreed alerting arrangements of the condition or situation which is perceived to constitute a disaster that would represent a hazard thereby necessitating action by Kings REMO to evacuate residents from an area of Kings County.

6.0 Terms

- a. This agreement shall be in full force and effect beginning the date of signing.
- b. This agreement will be renewed automatically one a year-to-year basis, from date of signing, unless terminated pursuant to the terms hereof

- c. KTA personnel who respond must be in good standing with the company, and up to date on all requisite licensing and permitting
- d. Deployed KTA personnel must abide by all National, Provincial and local laws
- e. All deployed personnel from the KTA will be properly identified by uniform and employer identification card with photo.
- f. The KTA will only deploy staff upon receipt and under the terms of the official deployment notification(s) as described in Section 5.
- g. The KTA must provide detailed records certifying miles and hours of service provided.

7.0 Cost Reimbursement

- 7.1 In the event that this Agreement is activated and KTA assets are deployed, the KTA may invoice Kings REMO based on Nova Scotia mileage rate to cover all reasonable vehicle-related costs:
- a. Fuel
 - b. Maintenance, and
 - c. Wear and tear on vehicles.

8.0 Method for reimbursement

- 8.1 Kings REMO will provide a method for submitting the required information for invoicing as part of the initial notification.
- 8.2 The KTA must submit accurate paperwork, documentation, receipts and invoices to Kings REMO within 30 days after demobilization.
- 8.3 If Kings REMO determines that the KTA has met all requirements for reimbursement, they will reimburse the KTA within 30 days of receiving a properly executed reimbursement request.

9.0 Resource estimates

- 9.1 In order for Kings REMO to properly plan for transportation needs for disaster response, the KTA estimates the following resources could be made available by the KTA:
- a. Available Vehicles:
 - Eight (8) Transit buses;
 - One (1) eight passenger van; and
 - One service truck
 - b. Available Staff:
 - Fifteen (15) bus operators, ad
 - Transit Subject Matter Experts (SMEs) for the Emergency Coordination Centre (24/7 coverage)

10.0 Acceptance Agreement

10.1 A KTA offering to enter into this MOA shall sign two originals of a fully completed MOA and sent both via regular mail.

10.2 As noted, by the signature (below) of the KTA or its authorized agent, the KTA agrees to accept the terms and conditions as set forth in this Agreement, agrees to abide by the requirements for reimbursement and waives the right to file a claim to be reimbursed for any amount above the payment schedule amount, as outlined herein. All amendments of this MOA must be in writing and agreed to by the KTA and Kings REMO.

11.0 Contact Information

Kings Transit Authority

29 Crescent Drive
New Minas, NS
B4N 3G7

Signature of Kings Transit Authority Representative

Glen Bannon, Manager

Printed Name and Title

Date

Kings County Regional Emergency Management Organization

Kings County Regional Emergency Management Organization
181 Coldbrook Village Park Drive
Coldbrook, NS B4R 1B9

Signature of Kings REMO Representative

Mayor Jeff Cantwell, Chair REMAC

Printed Name and Title

Date



Vulnerable Persons Registry

REGISTRATION FORM

Please print and fill out this **confidential** application as accurately as possible.

HOW DID YOU LEARN ABOUT THE VPR? CHOOSE ONLY ONE.

- Community agency (CNIB, Red Cross, etc.)
- Other referral (Medigas, Doctor's office, etc.)
- Online
- Public presentation or event
- Newspaper
- Brochure, poster, newsletter or flyer
- TV Coverage (Shaw, CTV, etc.)
- Social Media (Facebook, Twitter, YouTube, etc.)
- Word-of-mouth (Friend, family or co-worker)

Other:

Personal Information of Applicant

First Name:

Last Name:

Date of Birth:

Sex: Male Female Gender Non-Conforming Prefer not to say

Address:

Unit #:

City/Town:

Access Code*:

Province:

Postal Code:

Home Phone #:

Secondary Phone #:

TTY (Teletypewriter)

TTY (Teletypewriter)

E-mail:

I receive homecare services: Yes No

If Yes, state the Home Care Services that are applicable:

By providing our **access code, you will ensure that first responders can enter into your home or apartment building when needed in an emergency**

Vulnerable Needs of Applicant

Please check all that apply:

- Vision
- Deaf, Deafened or Hard of Hearing
- Mobility
- Bedridden
- Developmental/Intellectual (e.g. Autism Spectrum Disorder, Down Syndrome)
- Cognitive (e.g. Alzheimer)
- Mental Health
- Other, please specify: _____

Life Sustaining Equipment

- Ventilator
- Oxygen
- Dialysis
- Other, please specify: _____

I will not be able to exit my home by stairs

I require electricity for life-sustaining equipment
I require electricity after _____ **(minimum 6)** hour (s) to remain safe

I do not receive 24-hour support at home

I live alone

I currently receive meals from Meals on Wheels

Note: If selected, it will not guarantee meal assistance during large-scale emergencies

I do not have family support locally

I have trouble with speech or language (*e.g. uses an ASL interpreter*)
Please specify: _____

How long can you care for yourself in a large-scale emergency?

(As a guide, think about your day-to-day activities)

- | | |
|--|---|
| <input type="checkbox"/> Less than 6 hours | <input type="checkbox"/> 24 to 48 hours (1-2 Days) |
| <input type="checkbox"/> 6 to 12 hours | <input type="checkbox"/> 48 to 72 hours (2-3 Days) |
| <input type="checkbox"/> 12 to 24 hours | <input type="checkbox"/> Greater than 72 hours (3 Days or more) |

Information Tips (Optional)

Please provide any important additional information that will help first responders assist you during an emergency (for example, use a wheelchair).

Emergency Contact Information

Primary Emergency Contact

First Name:

Last Name:

Relationship (Please check one of the following):

Spouse/Partner

Parent

Son/Daughter

Sibling

Relative

Friend

Other

If other, please specify:

Address:

Unit #:

City/Town:

Postal Code:

Province:

Primary Phone #:

Secondary Phone #:

E-mail:

Secondary Emergency Contact

First Name:

Last Name:

Relationship (Please check one of the following):

Spouse/Partner

Parent

Son/Daughter

Sibling

Relative

Friend

Other

If other, please specify:

Primary Phone #:

Secondary Phone #:

E-mail:

Legal Guardian Information (If applicable)

First Name:

Last Name:

Relationship (Please check one of the following):

Spouse/Partner

Parent

Son/Daughter

Sibling

Relative

Friend

Other

If other, please specify:

Address:

Unit/Apt. #:

City/Town:

Province:

Postal Code:

Primary Phone #:

Secondary Phone #:

E-mail

Six-Month Updates

Select your preferred preferences for your six-month updates.

Please contact: Applicant Legal Guardian Primary Emergency Contact

Choose one of the following update methods:

Phone Mail Online (must include email for above contact) VPR Coordinator's Office

Consent

Please read and sign below for your application to be reviewed:

I allow the Kings County Regional Emergency Management Organization (Kings REMO) to provide the information I included in my VPR registration form to local fire, police and paramedics for use during emergencies. I understand that I rely on electricity for life-sustaining equipment such as oxygen, my information will also be provided to NS Power/Berwick Electric and Canadian Red Cross for use during power outages. I know that it is important for me to ensure that the VPR program has accurate and up-to-date information at all times. I understand that I still need to call 9-1-1 in an emergency and am also responsible for having an emergency plan in place in order to be prepared to remain safe for at least three days. I recognize that the VPR does not guarantee my safety, but is an added safeguard where local emergency service groups will make every effort to increase the possibility of my safety during emergencies.

I understand that if I am approved, my information will be available to authorized local emergency service groups within 45 days of receipt of my application. I also understand that I will be notified of the date on which my information will be made available to those authorized emergency service groups. I further understand that as part of the program, yearly updates are required using whichever method I have selected. I acknowledge that the VPR Coordinator will make every effort over a two-month period to complete an update; however, if unsuccessful the VPR Coordinator can remove me from the VPR and I will be notified accordingly. I know that I can request to be removed from the VPR at any time.

Signature of Applicant/Legal Guardian

Date

Witness Signature (Only if signing with an 'X')

Relationship

Privacy Statement

Kings REMO ensures all internal and external measures are taken to protect your information so only those who need access to your information will be able to do so. Kings REMO will secure your data at all times and with your consent will provide your information only to authorized emergency service groups in order to improve your safety during emergencies.

VPR • Kings REMO • 181 Coldbrook Village Park Drive

Coldbrook, NS • B4R 1B9

902-670-1514

News Release

FOR IMMEDIATE RELEASE
September 30, 2019



Kings County Vulnerable Persons Registry (VPR)

Kings County, NS – The Kings County Regional Emergency Management Organization (Kings REMO) has adopted a Vulnerable Persons Registry (VPR) as of September 30, 2019.

The VPR is a free, voluntary and confidential service aimed at improving the safety of residents living at home who would be at greater risk during emergencies. If you, or someone you know, would like to register with the Kings REMO VPR, you can do so by completing the online form available at: <https://xxxx.ca>, (to be confirmed) by obtaining a printed copy of the VPR Registration Form through any of the four Municipal Offices (Municipality of Kings, Towns of Berwick, Kentville, Wolfville). Any information provided will only be used for the VPR in order to help first responders improve your safety. Please remember that you still need to call 911 in an emergency, and you are responsible for having an emergency plan in place in order to be prepared to remain safe for at least 3 days (72 hours).

Who should register for the Kings REMO VPR? Any Kings County resident without 24-hour support, who experiences severe difficulty with any of the following:

- Mobility
- Vision
- Hearing
- Developmental
- Cognitive
- Mental health

Or

- Any Kings County resident living at home who requires electricity for life-sustaining equipment such as life support, oxygen, dialysis, etc.

By registering with the Kings REMO VPR, emergency response teams will have access to the locations of those who may need unique assistance during an evacuation. Additional information on the Kings REMO Vulnerable Persons Registry is available at: or by contacting the Regional Emergency Management Coordinator at REMO_kingscounty@countyofkings.ca.

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For Additional Information Contact:

Dan Stovel
Regional Emergency Management Coordinator
Kings County, NS
Telephone: (902) 670-1514 / Email: REMO_KingsCounty@countyofkings.ca

2019-09-19 Kings REMO REMPC Meeting

5g. Kings REMO Community Outreach – 2019

Effective 2019-09-19

Kings REMO Community Outreach - Emergency Preparedness Presentation			
Date	Organization	Location	Venue
2019			
2019-01-10	Annapolis Valley Ridge Runners (AVRR)	Waterville	Fire Department
2019-02-07	Port Williams Community Centre	Port Williams	Community Centre
2019-03-08	Port Williams Library Community Group	Port Williams	Library
2019-03-21	Special Care Emergency Preparedness Assoc (SCEPA)	New Germany	Rosedale Home for Special Care
2019-03-25	Harbourville Community Centre	Harbourville	Community Centre
2019-04-02	Kentville Library Community Group	Kentville	Library
2019-04-10	South Berwick Women's Institute	Berwick	Community Centre
2019-04-23	Canning Community Group	Canning	Fire Department
2019-04-24	Centreville Community Hall	Centreville	Community Hall
2019-04-25	Berwick & District Lions Club	Berwick	Lions Club
2019-05-01	Greenwich Women's Association	Greenwich	Community Hall
2019-05-08	Coldbrook and District Lions Club	Coldbrook	Lions Club
2019-05-08	AVRCE - Professional Development Session	Berwick	Berwick School
2019-05-14	Port Williams Health Auxiliary	Port Williams	Baptist Church
2019-05-16	Wolfville & District Lions Club	Wolfville	Lions Club
2019-05-24	Berwick Library Community Group	Berwick	Library
2019-06-10	Village Commission - New Minas	New Minas	Louis Millet Centre
2019-06-10	Changing Tides Program	Berwick	Changing Tides
2019-06-13	100 Women Who Care - Annapolis Valley Group	Kentville	Main St Station
2019-07-25	Fundy View Community Centre	Halls Harbour	Community Centre
2019-09-13	Orchard Valley United Church	New Minas	Orchard Valley United Church
2019-09-26	Sheffield Mills Community Hall	Sheffield Mills	Community Hall
2019-11-27	White Rock Community Hall	White Rock	Community Centre
tbc	Grand View Manor Staff	Berwick	Grand View Manor
tbc	Woodville Community Hall	Woodville	Community Centre
tbc	Wolfville Legion	Wolfville	Legion
tbc	Kings Presbyterian Church	Kentville	Kings Presbyterian Church
tbc	Glooscap First Nation	Glooscap	tbc
tbc	Morristown Community Centre	Morristown	Community Centre
tbc	Centreville 50-Plus Club	Centreville	Community Centre
tbc	Morden Community Centre	Morden	Community Centre
tbc	Kingston Community Group - Library	Kingston	Library
tbc	Kingston Area Seniors Association	Kingston	tbc
tbc	Kentville Business Community	Kentville	tbc

2019-09-19 Kings REMO REMPC Meeting
5h(1). Incident Command System (ICS) Training



ICS-300	Sep 20-22	West Hants
EPI*	Sep 25	Kings County
ICS-300	Nov 20-22	Annapolis County
ICS-300	Nov 26-28	East Hants

- As of August 2019, eBooks available for ICS-200 and 300
Student manuals can be used on laptop or tablet whereby the student can take notes and follow along with the Powerpoint presentations

*EPI – Emergency Public Information



Kings County Emergency Coordination Centre (ECC)

ECC FAMILIARIZATION Discussion-Based Exercise

After Action Review (AAR)

July 12, 2019



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After Action Report (AAR) – Flood-Evacuation Exercise

Exercise Name: ECC Familiarization Discussion-Based Exercise	Exercise Date: 2019-07-12
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Number of Participants/Observers: 19

Departments/Facilities/Agencies Represented:

- Kings REMO (REMC – Exercise Facilitator)
- NS EMO (Western Zone Planning Officer – Exercise Facilitator)
- Municipal Staff
 - Municipality of the County of Kings
 - Town of Kentville
 - Town of Wolfville
- Kentville Police Services
- Fire Services
- Red Cross
- Valley Communications
- Valley Amateur Radio Group

Summary of Feedback (15 Feedback Forms):

Statement	<i>Do not agree</i>	<i>→</i>			<i>Strongly agree</i>
<i>1. The exercise was well structured and organized</i>	1	2	3	4	5
<i>2. The scenario was realistic</i>	1	2	3	4	5
<i>3. The briefing before the exercise was useful and prepared me for the exercise</i>	1	2	3	4	5
<i>4. The Exercise materials (i.e., PowerPoint presentation, Situation Manual) were useful for the discussions.</i>	1	2	3	4	5
<i>5. The exercise allowed us to test our response plans and systems</i>	1	2	3	4	5
<i>6. The exercise improved my understanding of my role and function during an emergency response/ECC activation</i>	1	2	3	4	5
<i>7. The exercise helped me to identify some of my strengths as well as some of the gaps in my understanding of response systems, plans and procedures</i>	1	2	3	4	5
<i>8. At the end of the exercise, I think we are better prepared for activation of the Kings REMO ECC facility</i>	1	2	3	4	5

After Action Report (AAR) – Flood-Evacuation Exercise

Exercise Name:

ECC Familiarization Discussion-Based Exercise

Exercise Date:

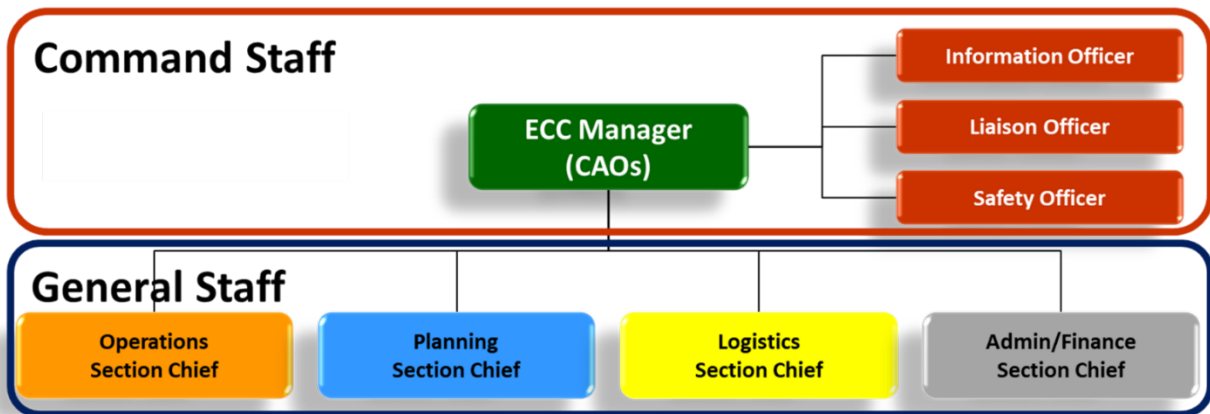
2019-07-12

Exercise Overview

This exercise was held as a Discussion-Based format, Friday, July 12, 2019, at the new Municipality of the County of Kings Facility – Emergency Coordination Centre, 181 Coldbrook Village Park Drive. Exercise play involved municipal staff from the municipalities of Kings County and members of the Regional Emergency Management Planning Committee (REMPC).

The exercise Module questions & answers, at [Annex A](#), were used to guide exercise discussions.

The exercise was structured around the Incident Command System structure for the ECC:



Exercise Objectives

- **ECC Activation:** Through a discussion-based exercise, understand the coordination and communication activities required during the activation of the Kings County regional Emergency Coordination Centre (ECC).
- **ECC Staffing Roles & Responsibilities:** The Kings REMO ECC Command and General Staff will demonstrate an understanding of their role and the relationship with other sections within the ICS structure.
- **Effectiveness of the ECC Facility (Municipality of the County of Kings):** Debrief after the scenario to highlight the strengths and weaknesses of using the Municipality of Kings facility, 181 Coldbrook Village Park Drive, as the Kings County Regional ECC.

What went Well?

1. **ECC Facility** – The Municipality of Kings facility at 181 Coldbrook Village Park Drive was identified as being well suited for support to Kings REMO as an Emergency Coordination Centre (ECC).
2. **Exercise Documentation** – Great documentation provided in advance of the exercise – ‘Situation Manual’. And ECC documentation (ICS Forms & ECC Position Checklists) available to all participants throughout the exercise.
3. **Exercise Participants** – A good breadth of representation from across municipalities and supporting agencies (i.e., Red Cross, Valley Communications, Kentville Police Services, Fire Services, Amateur Radio Group)

Top Areas for Improvement

1. **ECC Facility:**
 - Access – Additional access fobs identified as being required for other municipal staff in case of an ECC activation and after-hours access
 - Power Outlets / Phone drops – phone drops must be made available for each of the Command and General Staff desk positions (5 drops)
2. **Participant Engagement** – Important to keep people engaged and coming together to become more familiar with how the process plays out during an emergency that would necessitate the activation of the Emergency Coordination Centre.
3. **Operational Exercise** – Need to further knowledge level of roles and responsibilities through a more active exercise with real-time operations to fully understand how the staff will function in the ECC.

Corrective Action Plan / Improvement Plan

Corrective Action / Improvement	Responsible Party	Date Due
ECC Access <ul style="list-style-type: none"> • Fobs needed for Municipal CAOs and EMO Liaisons from the Towns of Wolfville, Kentville and Berwick 	REMC	2019-09 REMC to coordinate with MoK access control
ECC Phone Drops <ul style="list-style-type: none"> • Phone drops required for each ICS section area (Command & General Staff) 	REMC	2019-10 REMC to coordinate with MoK IT staff in establishing required phone drops

<p>Exercise Participants</p> <ul style="list-style-type: none"> • Increase level of participation across Kings County municipal staff and investigate the involvement of agencies outside of Kings REMO 	<p>REMC CAOs</p>	<p>Future Kings REMO Emergency Preparedness Training exercises</p>
<p>Increase Level of Discussion</p> <ul style="list-style-type: none"> • Adapt future Discussion-Based exercises to be more participant-led discussion 	<p>REMC</p>	<p>Future Kings REMO Discussion-Based Exercises</p>
<p>Other issues, concerns, challenges, recommendations:</p> <ul style="list-style-type: none"> • Exercise structure: <ul style="list-style-type: none"> ○ Well-paced exercise but future exercises should focus on a specific hazard ○ Background information (Situation Manual) prepared participants to have meaningful discussion • Exercise Program <ul style="list-style-type: none"> ○ Continue to conduct quarterly discussion-based exercises leading up to an actual operational exercise. It is only through staff training that we can be prepared for a real-world emergency. • Kings REMO Resources: <ul style="list-style-type: none"> ○ Great discussion on who does what in an emergency/disaster, providing a good indication of what resources are available across Kings County 		
<p>Next Steps:</p> <ul style="list-style-type: none"> • 2019-09-19 AAR submitted to Regional EM Planning Committee for discussion • 2019-10-21 AAR submitted to Regional EM Advisory Committee for information • Quarterly ECC Training Program – Exercise Staff & Supporting Agencies: <ul style="list-style-type: none"> ○ 2019-10 Operational Exercise <ul style="list-style-type: none"> • Full staffing of ECC (Hurricane Scenario) ○ 2020-01 Exercise Planning session for key stakeholders to prepare for Spring 2020 regional disaster exercise ○ Spring 2020 Regional Disaster Exercise – community involvement <ul style="list-style-type: none"> • Flood-Evacuation scenario 		

Annex A – Scenario Modules – Questions & Answers
Module 1 – ECC Activation

ECC Manager (CAO)

- Outline the process by which you would fully activate the Kings County ECC
Recommendation(s) for activation from Incident Commanders through Kings REMO REMC to ECC Managers (CAOs) – decision made by CAOs

The role of the ECC is to provide a central location from which government at any level can provide interagency coordination and executive decision making in support of the incident response

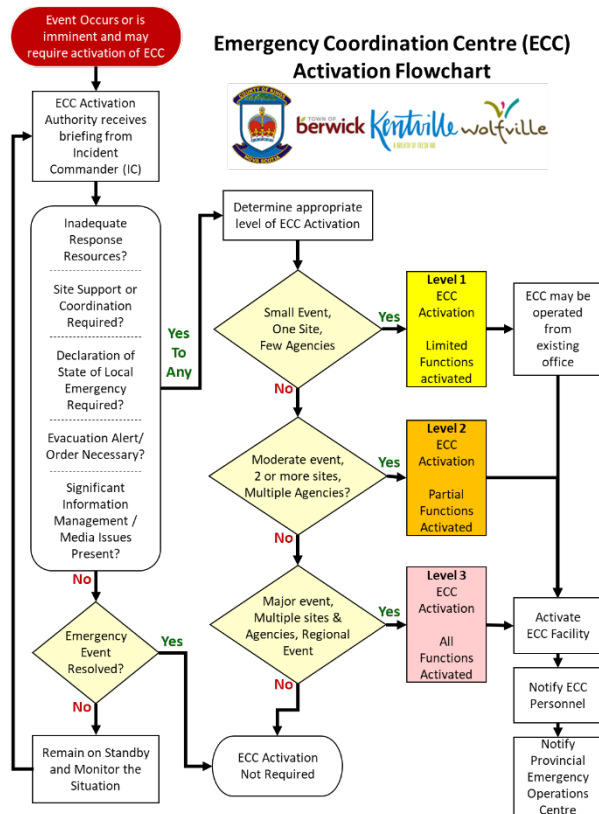
Decisions made at the ECC affect the incident response as well as the public response. The decisions made at the ECC are not tactical decisions, however. Tactical decisions are made by the Incident Commander and the Command Staff at the incident scene

- From initial receipt of “Activate ECC” what is your expected timeline for being fully staffed and ready to operate?

ECC Management Team (Command and General Staff) should be in place as soon as possible to oversee staffing their respective sections, branches, groups, and units as appropriate

Only those ECC functions and positions that are required to meet current response objectives are activated. If staff are not assigned to a function or role, the next available staff position in the ECC organization will assume responsibility for the tasks assigned. If an individual is unsure of which level to activate, the ECC is activated to the higher level since it is easier to scale back staffing than it is to ramp up.

- How are municipal employees and supporting Agencies notified of the ECC activation?
ECC Managers (CAOs) contacted directly by REMC (Telephone / Email / Text message)
ECC Command Staff & Section Chiefs contacted by ECC Managers (CAOs)
Supporting Agencies contacted by REMC



Information Officer

- Public Communication

How will you deal with the crowds and the media?

Working relationships with media will help during an incident. Establish a media contact list with after-business hours contact information. Keep media aware of all preparedness/ awareness campaigns. Invite local media to the Emergency Coordination Center (ECC), JIC, or other areas prior to any incident or planned event to show them the location and to answer questions about how information will be disseminated during an incident or planned event.

Positive media relationships built during normal day-to-day activities will be valuable during emergency situations. Do not wait until an incident to make first introductions to the media.

- How will you warn the public to stay away from the incident?
 - Initial information should include:
 - Actions the public should take
 - Impact of the incident
 - Actions the response agencies are taking
 - Actions businesses should take
 - A summary of the incident, and
 - Overall steps to be taken by the government and by citizens to return to normal after the incident

Safety Officer

- What procedures do you have in place for communicating the situation and safety information to staff?

Communicating how natural disasters will impact schedules can be challenging, especially with larger organizations. No one wants to put their staff in harm's way, but it's important to keep everything running efficiently if possible.

Before an Event

Natural disasters like wildfires, hurricanes and blizzards often give organizations time to prepare in advance. Depending on where an organization is located, plans should be in place for how to deal with different natural disaster scenarios an organization is likely to encounter. Having prewritten messages that explain severe weather is approaching and what impact it will have on day-to-day operations saves time, since administrators don't need to worry about what to say, and instead can focus on other preparations

During an Event

Some events occur suddenly, or the severity of an anticipated event can increase unexpectedly. Messages sent to staff in the midst of a natural disaster should include relevant safety instructions. If offices are already closed, tell staff to staff away and off the roads. For particularly intense situations, it may be beneficial to tell them to listen to government officials about how to best stay safe.

In the case that people are on still on-site when disaster hits, mass notification messages should be broadcast on every channel with instructions for where people should go to stay safe. Having designated safety areas in the event of hurricanes helps direct people out of harm's way.

After an Event

Once a natural disaster event has concluded, an emergency notification system can be used to provide updates about the status of an organization. Letting people know if there will be continued closings, or if buildings have been damaged, lets people know they should stay away. If buildings need to be closed for extended periods of time, an emergency notification system can be used to alert employees, as well as display messages on devices like digital signage to alert others.

On the flip side, emergency notification systems can be used to communicate that it is safe to return and that operations have resumed a normal schedule. Systems that let administrators know when a message had been read by staff members minimizes worry about staff members not showing up for their shifts.

Employee safety begins with real-time communication. Communication empowers employees to make informed decisions.

Websites and hotlines are not real-time or measurable

Liaison Officer

- What regional community partners would be informed that the ECC has been activated?
 - Kings RCMP / Kentville Police Services
 - Fire Services
 - Emergency Social Services
 - Canadian Red Cross
 - NS DTIR
 - NS Dept of Agriculture
 - NS Dept of Lands & Forestry
 - NS Health Authority
 - Amateur Radio Club
 - Valley Search & Rescue

Operations Section

Supporting Agencies / Resources

- Based on the situation, the Operations Section Chief would activate appropriate branches based on functions or geographical assignments. Identify the Branch Directors that may be activated for the ECC?

Fire

Police

Health

Environmental

Engineering

Emergency Social Services

Utilities

Air Operations

Others, as needed

- Identify the output activities of the Operations Section?

Coordination of response operations

Facilitation of resource requests

Provision of current response status

Advise of new incidents

Communication with site(s) (Incident Commanders)

Contribution to briefings & Sitreps

Planning Section

- **Situational Awareness**

How does the ECC build the Current Operational Picture (COP) for county-wide disaster?

At its core, an ECC is an information processing and dissemination mechanism that supports and coordinates operations in the field.

- A Common Operating Picture (COP) is an overview of an incident created by collating and gathering information—such as traffic, weather, actual damage, resource availability—of any type (voice, data, etc.) from agencies/organizations in order to **support decision making**.
- Situational Awareness – being aware of what is happening around you to understand how information, events, and your own actions will impact your goals and objectives, both now and in the near future.

Situational Awareness is the perception of:

- What the incident is doing
- What you are doing in relation to the incident and your objectives

Situational Awareness involves the ability to predict:

- Changes to the incident
- Your future actions

Situational Awareness Skills

- Identify potential/actual problems

- Recognize the need for action
- Do NOT ignore information discrepancies
- Analysis discrepancies before proceeding
- Seek and provide information before acting
- Continue collecting information about the incident and assignments made
- Identify deviations from the expected
- Communicate to all team members
- Assess your own task performance
- Avoid tunnel vision

There are five elements at the crux of proactive SA/COP:

- Define your information requirements
- Determine how to gather information
- Decide who will analyze that information
- Determine how that information will be shared
- Choose the technology that will help communicate and manage the information

- **Incident Action Plan**

Identify the key components of the ECC Incident Action Plan (IAP)

ICS Form-200: Action Plan Cover Page completed by Resource Status Unit Leader:

- Identifies the ICS forms used in the IAP.
- Incident Name
- Date and time of operational period
- Approval signature

ICS Form-202: Incident Objectives completed by the Incident Planning Chief:

- Identifies overall general control objectives for the incident
- May include general weather forecast for the specific operational period

ICS Form-203: Organization Assignment list completed by the Resource Unit Leader:

- Identifies list of assigned personnel for the following
- Incident Command Staff
- Agency representative
- Planning Section
- Logistics Section
- Operations Section
- Financial Section
- Additional Divisions/Groups
- Possible Air Operations

ICS Form-204: Assignment list completed by the Resource Unit Leader or Section Chief and Operations Section Chief:

- Location of Assignments for current operational period
- Operation Personnel Assigned
- Nature of Operations
- Special instructions
- Group communications summary

ICS Form-205: Incident Radio Communication Plan completed by the Communications Unit Leader:

- Basic radio channel utilization
- Channel
- Function
- Frequency/tone
- Assignment

ICS Form-206: Medical Plan completed by the Medical Unit Leader:

- Incident Medical Aid Station
- Ambulance service
- Hospitals
- Paramedic availability
- Medical emergency procedures

Other ICS Forms are utilized in the ICS process for incident management activities but may not be included in the IAP.

Logistics Section

Finance-Admin Section

- **Resources / Volunteers**

How will the services of volunteers be coordinated?

Having a volunteer management plan in place will help to ensure these valuable resources are well placed within the organization

You may receive offers of volunteer help by phone and/or in person. Volunteers tend to converge on operations sites where the media has gathered or at a facility like a Reception Centre or search site. You may want to receive them on site, or have all volunteers directed to call or come to a separate Volunteer Intake Centre

Instead of relying on random offers of volunteer assistance, recruit people with the specific skills you need. If you don't have enough volunteers, reach out for more. Some people are just waiting to be asked. Recruit creatively.

Challenging Volunteer Recruitment issues:

- When there are more offers to help than tasks
- Inappropriate volunteers
- Loss of volunteers

- **Documentation**

What do you do with ECC documentation?

Planning Section maintains all ECC documentation

All completed original forms MUST be given to the Documentation Unit

All ECC activities require some form of documentation and record keeping. There should be prepared forms for each ECC function responsibility. Defining which forms require completion are dependent on the agencies involved and the scope and impact of the emergency.

It is extremely important to accurately document actions taken during emergencies. There must be a documented record of all policy and ECC decisions and direction. Resource requests must also be logged and tracked to ensure the response provided is recorded. Kings REMO requires all positions to keep a personal and functional position log during events. This will assist in tracking and monitoring the effectiveness of the response and of ECC Action Plans. Documentation is also important for tracking expenditures for cost accounting and for requesting provincial and federal assistance.

Demobilization

- It is critical to ensure that all ECC documentation is compiled, properly stored, and readily available after the event.
- Documentation provides the basis for investigations and public inquiries, debriefs and After-Action Reviews and support for financial claims and budgets.
- Documentation may come in various forms including email, electronic files, on-line log entries, faxes, and hard copy including position logs.
- Confidential information needs to be stored securely.
- All documents should be formatted to ensure future accessibility.

Module 2 – Sustained Operations

ECC Manager (CAOs)

- **State of Local Emergency Declaration**

Outline the process for declaring a State of Local Emergency in Kings County?

Form 4 – Municipal Councils can declare a state of local emergency for a maximum of 7 days

Form 5 – Mayors can declare a state of local emergency for a maximum of 7 days

Form 6 – Municipal Councils or Mayors - extend the state of local emergency beyond 7 days

Form 7 – Municipal Councils or Mayors can end the state of local emergency

Declaring a State of local emergency is not required to access disaster financial assistance or other government funding.

A state of emergency provides government with the authority to do whatever is necessary for the safety of people and the protection of property and the environment. More specifically, a state of emergency permits authorities to:

- Control or prohibit travel
- Enter homes and buildings without warrant
- Order evacuations
- Confiscate property
- Order assistance

What citizens need to do during a State of Emergency:

During a state of emergency, citizens need to listen to and follow the instruction given by authorities. They also need to obey any orders given by the Government of Nova Scotia or a municipality. Certain circumstances may require citizens to stay in their homes or to evacuate to a reception centre or shelter.

No price inflation (gouging) allowed on essential items and services:

The Emergency Management Act makes it an offence to inflate (gouge) the price of essential items and services in times of emergencies. These can include things like food, water, clothing, essential equipment and medical supplies.

Contact your local police to report any suspected cases of price inflation (gouging) during times of emergencies. If you feel you've been the victim of price inflation (gouging), you should keep all relevant receipts.

- **Operational Period**

What factors do you take into consideration in establishing the ECC operational period?

An operational period is the period of time scheduled for executing a given set of operational actions as specified in the IAP. The length of the operational period, typically 12 to 24 hours at the beginning of incident requiring extensive response efforts, and

subsequently reviewed and adjusted throughout the life cycle of the incident as operations require. When operations are focused primarily on recovery programs, operational periods are typically a week or longer.

Considerations for length of operational period are such issues as:

- the time until sunset or sunrise (whichever is next)
- the time until the arrival of critical resource support
- the closing of the school day
- high road traffic times
- time of high tide or low tide (whichever is next)
- time of predicted arrival or departure of a hurricane or predicted weather event
- the state of fatigue of crews, including ECC staff

After the ECC is setup, the ECC Manager (CAO) will:

- Facilitate the initial briefing (should be short and outline the situation, 5-7 minutes max), soliciting pertinent details from all ECC members
- Conduct a Planning meeting to:
 - Confirm goals, establish immediate objectives and assign tasks
 - Develop an ECC Incident Action Plan with support of the PSC and OSC
 - Determine and/or confirm notifications that have been or need to be made, and who will make them
 - Confirm information management and documentation processes that will be used by the ECC
- Remind ECC staff to update status boards, as required
 - Provide a time for the next update briefing

- **Elected Officials**

How will you coordinate information sessions for Elected Officials?

Reference: Kings REMO Guide to Emergency Management for Elected Officials, Jan 2019

A coordinated message to the public between elected officials and emergency management is necessary so people do not receive conflicting information.

The roles and responsibilities of Elected Officials do not include attendance at the ECC unless specifically requested by the ECC Manager (CAO). Visits to the ECC by Municipal Mayors will be coordinated by the ECC Manager.

Elected Officials should be prepared to report to the Chair of the Regional EM Advisory Committee credible information that comes in from their constituents.

Refer Calls from the Public

- Emergency communications for Kings County emergencies or disasters are typically released from Corporate Communications and/or the ECC

- It is the responsibility of the Information Officer to release warnings, life safety messages and directions to the media and the public at large. Questions from the public should be directed to the IO within the ECC

Information Officer

- **Communications/Public Awareness**

How are you managing the influx of calls from the public?

Establish an 'Emergency Call Centre' early

- How are you coordinating public messaging to ensure consistency of information across Kings County?

The provision of timely and accurate emergency information to the public is vital to the success of emergency operations. Emergency communications may include alerts and warnings; directives about evacuation, curfews, and other self-protective actions; and information about response status, family members, available assistance, and other matters that impact response and recovery.

The ECC Information Officer will coordinate the distribution of emergency public information, as approved by the ECC Manager.

There are many communication tools to choose from, including in-person events, print and broadcast media, and internet and social media. Each has advantages and limitations depending on your communication objective and the intended audience.

Whatever communication tools are used, your emergency communications must be clear, contain specific and adequate information, be in sync with other information being disseminated, and be accessible to the whole community.

Operations Section

- **Operational Coordination**

How are you communicating across multiple Incident Commanders at the same time?

Set up 'Teleconferences' to relay messages across multiple Incident Commanders

Situational Awareness shared across all of Kings County

- **Emergency Shelters**

Outline the process for activating Kings County Emergency Shelters?

Reference: Kings REMO Policy – Comfort Centres/Emergency Shelters

Kings County Emergency Shelters:

- Canning Fire Hall, 977 J Jordan Rd, Canning NS 40
- Kentville Fire Hall, 463 Main St, Kentville NS 200
- New Minas Fire Hall, 6 Jones Rd, New Minas NS 100

- Louis Millet Centre, 9849 Commercial St, New Minas NS 300
- Waterville Firehall, 1415 County Home Rd, Waterville NS 100
- Wolfville School, 19 Acadia St, Wolfville NS 500

Planning Section

- **Recovery**

What disaster recovery issues need to be explored?

Recovery Operations:

- Assess damage
- Verify facility accessibility and safety
- Identify internal and external recovery team contacts and contractors
- Identify the scope of work for repair
- Development of site-specific plans and schedules for executing repairs
- Restoration of operations
- Institute mitigation measures
- Identify “lessons learned” through post-incident reviews

- **Demobilization**

What information should the Demobilization Plan contain?

The Demobilization Plan establishes specific responsibilities, release priorities and procedures to return operations, facilities and resources to pre-incident status

- General Information
- Responsibilities
- Release Priorities
- Release Procedures

Issues to consider for demobilization include:

- The On-Scene Incident Commander should approve the release or demobilize of response resources prior to initializing the process
- Assign personnel to identify surplus resources and probable resource release times
- Establish demobilization priorities based on the specific incident
- Verify established decontamination procedures and necessary resources are available
- If necessary, develop/communicate a Disposal Plan for the disposal of hazardous materials or wastes, as necessary.
- Identify personnel travel needs and coordinate travel arrangements, as necessary.
- Plan for equipment repair, decontamination, maintenance services, and inspections, as necessary
- Initialize impact assessments and post-incident reviews

- **Resource Tracking**

What challenges do you face in tracking response crews/resources and their progress?

- Resource Tracking is a standardized, integrated process conducted prior to, during, and after an incident by all emergency management/response personnel and their associated organizations
- The Resource Unit Leader's primary responsibility is to track operational resources
- Establish a system for tracking resources: ICS-219 Resource Status Card (T-Card)\
 - Used by the Resources Unit to record status and location information on resources, transportation, and support vehicles and personnel. These cards provide a visual display of the status and location of resources assigned to the incident.

Logistics Section

- **Incident Action Plan**

What input will the Logistics Section have to the Incident Action Plan development?

- Provide input on resource availability, support needs, identified shortages, and estimated time of arrival, for key resources.
- Identify future operational needs (both current and contingency), in order to anticipate logistical requirements.
- Ensure *Incident Telecommunications Plan (IMS Form 205)* is prepared.
- Ensure *Incident Medical Plan (IMS Form 206)* is prepared.
- Assist in the preparation of transportation plan, if required.

- **Resource Procurement**

How would the procurement of additional supplies be coordinated to support sustained operations?

(Are there MOUs/Agreements in place with local suppliers)

Finance-Administration Section

- **Financial Records**

What systems are in place for tracking all financial records throughout a County-wide disaster?

- During an emergency event, the ECC Finance Section has the responsibility for tracking all eligible and approved emergency response costs
- To be most effective, the Finance Section of the ECC should be operating as soon as possible in an emergency that generates municipal response costs
- Cost tracking needs to be in place to capture records showing equipment used, overtime hours worked, emergency supplies purchased and even volunteer labour and equipment donated
- Disaster costs can be broken down into several categories: Supplies, property (infrastructure), personnel costs, debris removal and lost revenue

- **Critical Incident Stress**

What disaster mental health resources are available to ECC Staff, victims and family members?

NS Mental Health Mobile Crisis Team 902-429-8167 / 1-888-429-8167
Regional Support – CMHA Kings County Branch 902-679-7464

Emergencies are stressful. Functioning with heightened levels of adrenaline and other stimulants allows individuals to keep going at an exhilarating pace, amidst constant turmoil and endless secondary crises arising from the primary event. Care of the caregiver is essential to the well-being of each member of the ECC and the entire operation. Please be mindful of this and keep watch on your team-mates for signs of fatigue or extreme stress. If the need arises, peer counselling assistance, critical incident stress debriefing and onward counselling are available.

It is important to understand that stress reaction is completely natural and honourable and not at all to be either feared or felt ashamed of. Also, a stress reaction may be felt suddenly, with no warning and be quite strong. Sudden flares of anger or tears are very usual and healthy responses to stress. Often there are gradual responses to stress or individuals are concerned that they not "appear weak" so push themselves beyond the point where it is wise to continue.

- Nobody is exempt from stress. Those who deny it at the time are setting themselves up for a crash later on or for gradual degenerative emotional health. Personal care of oneself and ones team-mates will go a long way in reducing the effects of stress and of providing meaningful support in times of stress. Physical fitness is important. Balanced diet is also important. Staying away from alcohol, recreational drugs and coffee is strongly recommended during and recently after the period of stress.

Annex B – Kings REMO - ECC Staffing Positions Template

Municipality of Kings				Town of Berwick				Town of Kentville				Town of Wolfville					
	LName	Fname	Position		LName	Fname	Position		LName	Fname	Position		LName	Fname	Position		
Command	Conrod	Scott	ECC Manager	Command	Regan	Don	ECC Manager	Command	Phillips	Mark	ECC Manager	Command	Beaudin	Erin	ECC Manager		
	Frost	Rob	ECC Manager		Payne	Mike	ECC Manager										
			REMO Liaison				REMO Liaison				REMO Liaison				ECMO Liaison		
			Public Info				Public Info				Public Info				Public Info		
			Liaison Officer				Liaison Officer				Liaison Officer				Liaison Officer		
Operations			Safety Officer	Operations			Safety Officer	Operations			Safety Officer	Operations			Safety Officer		
			Section Chief				Section Chief				Section Chief				Section Chief		
			Branch(es)				Branch(es)				Branch(es)				Branch(es)		
			Divisions/Groups				Divisions/Groups				Divisions/Groups				Divisions/Groups		
			Resources				Resources				Resources				Resources		
Planning				Planning				Planning				Planning					
			Section Chief				Section Chief				Section Chief				Section Chief		
			Resources Unit				Resources Unit				Resources Unit				Resources Unit		
			Situation Unit				Situation Unit				Situation Unit				Situation Unit		
			Demobilization Unit				Demobilization Unit				Demobilization Unit				Demobilization Unit		
Logistics			Documentation Unit	Logistics			Documentation Unit	Logistics			Documentation Unit	Logistics			Documentation Unit		
			Technical Specialist				Technical Specialist				Technical Specialist				Technical Specialist		
			Section Chief				Section Chief				Section Chief				Section Chief		
			Service Branch				Service Branch				Service Branch				Service Branch		
Admin Finance			* Supply Unit	Admin Finance			* Supply Unit	Admin Finance			* Supply Unit	Admin Finance			* Supply Unit		
			* Ground Support Unit				* Ground Support Unit				* Ground Support Unit				* Ground Support Unit		
			* Facilities Unit				* Facilities Unit				* Facilities Unit				* Facilities Unit		
			Support Branch				Support Branch				Support Branch				Support Branch		
			* Food Unit				* Food Unit				* Food Unit				* Food Unit		
		* Communications Unit			* Communications Unit			* Communications Unit			* Communications Unit						
		* Medical Unit			* Medical Unit			* Medical Unit			* Medical Unit			* Medical Unit			
		Section Chief			Section Chief			Section Chief			Section Chief			Section Chief			
		Compensation Unit			Compensation Unit			Compensation Unit			Compensation Unit			Compensation Unit			
		Cost Unit			Cost Unit			Cost Unit			Cost Unit			Cost Unit			
		Procurement Unit			Procurement Unit			Procurement Unit			Procurement Unit			Procurement Unit			
		Time Unit			Time Unit			Time Unit			Time Unit			Time Unit			