

**Nova Scotia  
Agricultural  
College**

# **EMERGENCY RESPONSE PLAN**

**( A part of Agriculture & Fisheries' Emergency Preparedness Plan )**

Revised September 2008

**Copy #      issued to:**

# **Nova Scotia Agricultural College**

Founded in 1905, the Nova Scotia Agricultural College is situated on 265 hectares of fertile land in the Village of Bible Hill, just outside Truro, Nova Scotia. It includes Agri-TECH Park, a smaller campus located nearby and 47 primary buildings.

In addition to a variety of Technician and Technology programs, new majors in Agricultural Business, Environmental Sciences and Aquaculture have been added to an already wide range of interchangeable majors and minors leading to the B.Sc.(Agr.) Degree. Environmental Engineering is available as part of a two year engineering program.

Working in cooperation with all aspects of industry, producers and government, the NSAC research department has become the nerve centre of agricultural expertise throughout Atlantic Canada. It is also developing an international reputation through its global outreach programs and exchanges.

A working farm with animals and field crops occupies a large portion of the facility and there are three student residences, occupied by students during the academic year and available for conference use during summer.

Unique to the University is the close working relationship with the Nova Scotia Department of Agriculture and Fisheries. Many of the major divisions of the Department, including Agriculture Services, Fisheries and Aquaculture Services, Legislation and Compliance Services and Industry Development and Business Services, reside on the Bible Hill campus.

There is also an International Centre, a Career Centre, large Athletic complex and soccer field, a Theatre and a Day Care facility.

A major highway, #102, secondary roadways and a railway line are located in close proximity, as well as having emergency services such as the Bible Hill Fire Department, Special Hazards Response Unit and Bible Hill RCMP within walking distance from the University.

The University is an important resource for the Village of Bible Hill, Town of Truro and the County of Colchester.



Nova Scotia  
Agricultural  
College

**Safety & Security**

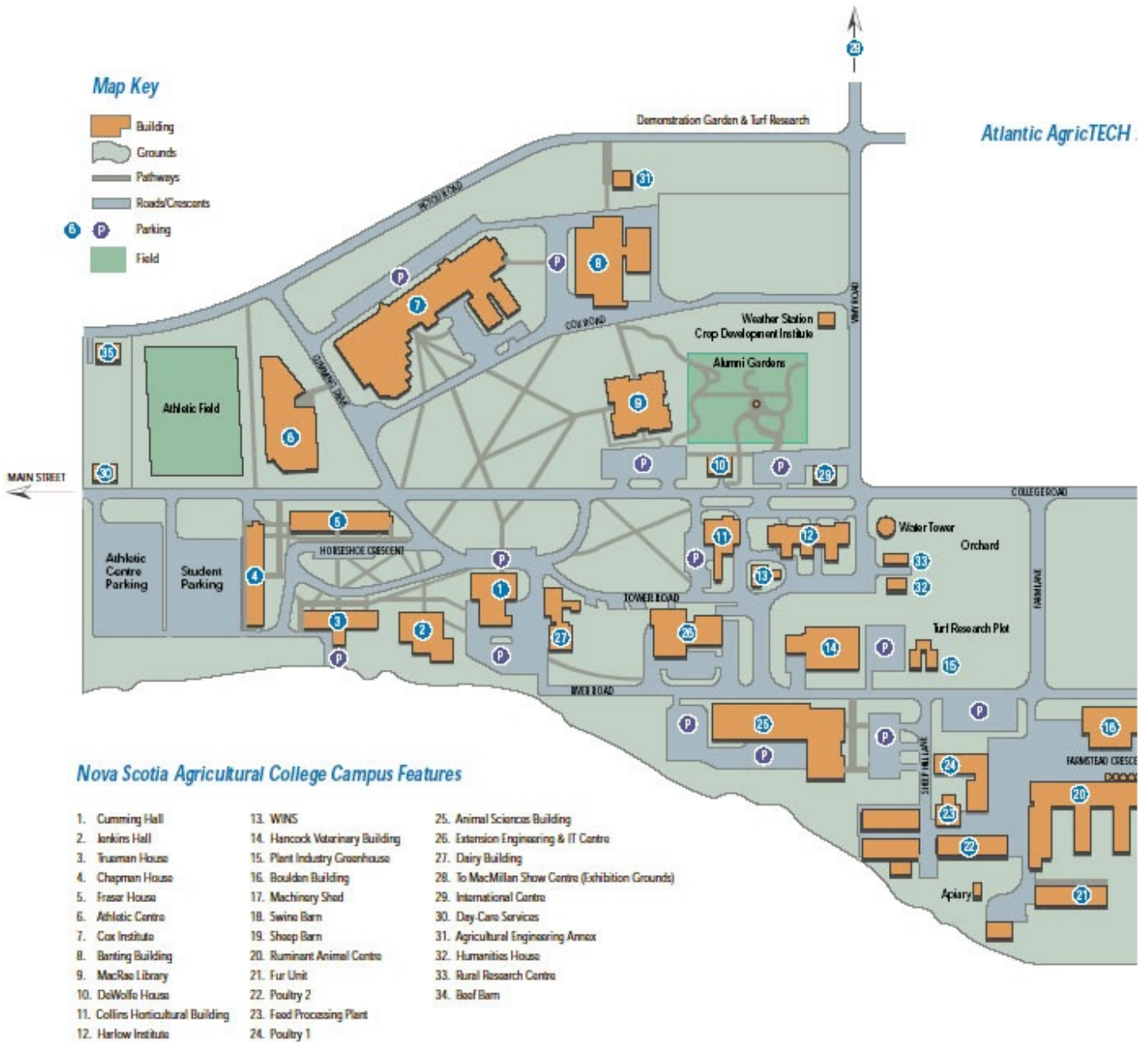
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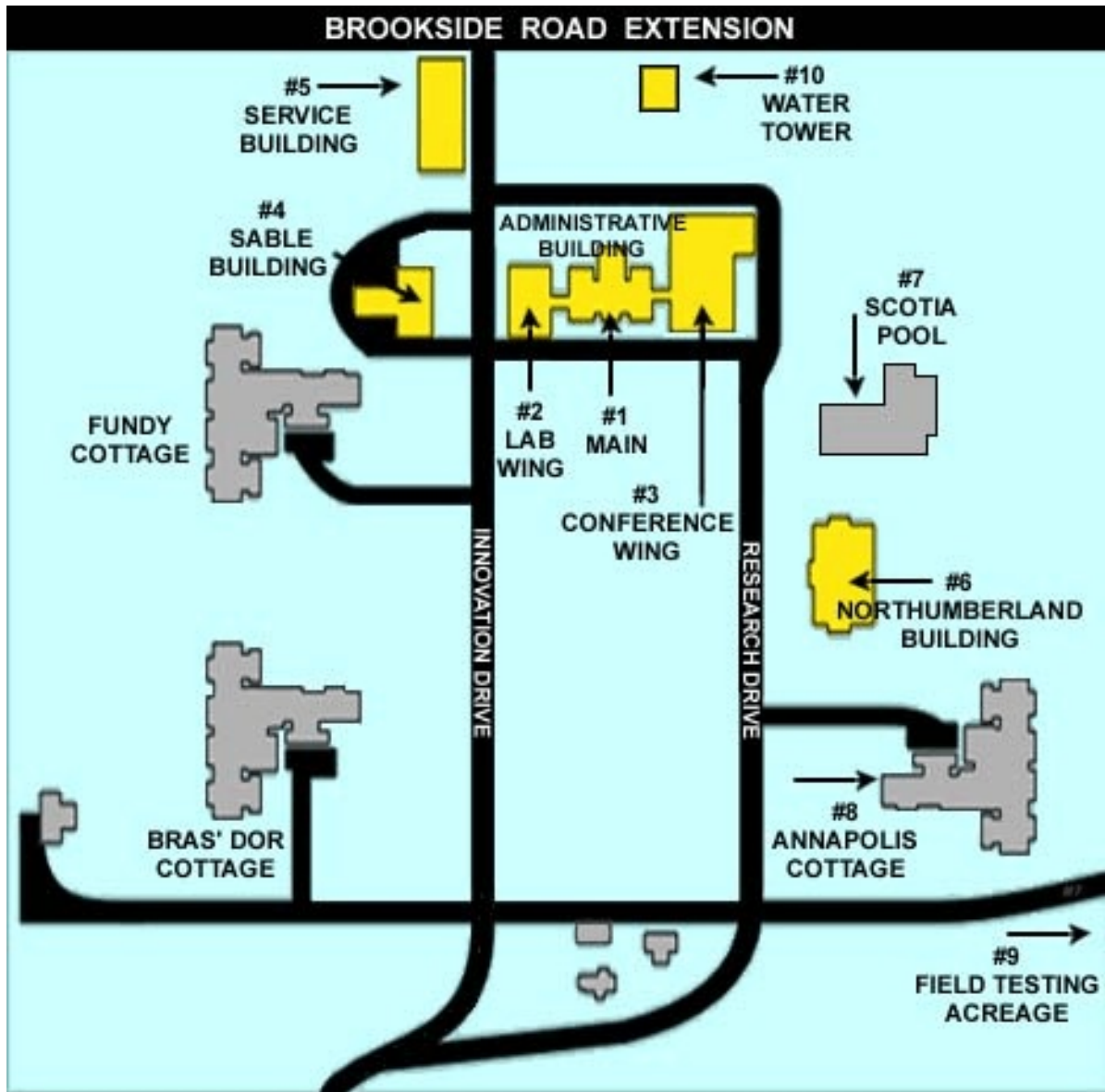
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# CAMPUS MAP



# Agri-TECH Park Map



# **EOC Dairy Building- Floor Plans**

# **EOC Alternate Site Agri-TECH Park**

	<b>DEFINITIONS</b>	
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**Alert-** The process by which the general public learns of a real or potential danger.

**Cordon-** A line of police posts or police lines surrounding a specific area.

**Disaster-** The outcome of an emergency in which the community suffers significant loss or harm.

**Emergency** - An abnormal situation which, to limit damage to persons, property or the environment requires prompt action beyond normal procedures.

**Emergency Site manager (ESM)-** The officer or municipal official designated by municipal authorities to take overall control of the entire task force involved at the site of an emergency.

**Emergency Response Plan** - The formal plan which has been developed as a guide to response personnel and other individuals during an emergency.

**Emergency Operations Director-** The leader in ensuring effective implementation of the emergency response plan during an emergency.

**Emergency Operations Center(EOC)** - An effective gathering place for the Emergency Operations Director and other key people to coordinate emergency operations.

**Emergency Site** - The actual damaged area at the site of emergency.

**First Aid Center** - A temporary location near the emergency site where triage and emergency medical treatment can be effected.

**Incident-** A situation that demands a response to minimize injuries or damage to property or the environment.

## **Definitions Continued**

**Media Center** - A location near the EOC where news and information can be readily available to the public and media.

**Notification-** A process by which actions are taken to inform authorities and stakeholders of a real or potential danger.

**Public Relations Officer** - The person assigned to the EOC to be in charge of the media center and coordinate information activities with media, families and the Emergency Operations Director.

**Radiation Safety Officer** - Refers to the person appointed by the Administration of the University, who by reason of education, training and experience, is qualified to advise others on radiation safety as well as supervise the radiation safety program on campus, (Not currently a member of the Safety & Security Department).

# NOVA SCOTIA AGRICULTURAL COLLEGE

## Emergency Response Plan

### A:Policy Statement:

NSAC assumes the responsibility of managing an organized and coordinated response to address both immediate and long term needs created by an emergency. The objectives are to minimize personal injury, human trauma and property damage; to maintain academic programs; and to keep the University community and the public informed. Clear direction and timely communication should expedite resumption of regular operations.

### B:Policy:

It is the policy of the University to inform, educate, and train the campus community in procedures to be followed in the event of any **declared** emergency.

### “Declared Emergencies” are defined as:

<b>Natural</b>	(e.g. floods, tornados, hurricanes, lightning strikes, etc.)
<b>Technical</b>	(e.g. chemical spills, fire, structural collapse, etc.)
<b>Intentional</b>	(e.g. homicide, suicide, group threat, bomb threat, etc.)
<b>Biological</b>	(e.g. release of infectious agent, communicable disease, etc.)

### The President or designate is responsible for implementing the Emergency Response Plan

In the absence of the President, the first designate is the Vice-President (Administration), the second designate is the Vice-President (Academic).

**The Vice-President (Administration), or in his absence the Vice-President (Academic), will act as the Emergency Operations Director and will maintain the primary responsibility of directing the emergency operations.**

The **Emergency Operations Director** will head the Emergency Groups, whose membership has been pre-determined, but are subject to modifications as deemed necessary by the President. *Designated Emergency Group Members are identified in this manual in section ERP-5.*

	<b>EMERGENCY DECLARATION PROCEDURE</b>	
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## START HERE

1. A significant event is reported to Safety and Security.  
Safety & Security notifies the President or Designate (Vice-President Administration).
2. The President, or his designate, deems the situation an Emergency.
3. Safety & Security activates Emergency Response Plan and notifies the **Emergency Operations Director**, Vice-President Administration or, in his absence, the Vice-President Academic.
4. Safety & Security, under instructions from the Emergency Operations Director, may call in the emergency operations center (EOC) group:

<b>Title</b>	<b>Name</b>	<b>Office</b>	<b>Home</b>	<b>Cell</b>
President	Vacant	893-6720		
Vice-President Administration	Dr. Bernie MacDonald	893-6719	895-8887	897-5655
Vice- President of Academic	Dr. Leslie MacLaren	893-6643	893-3924	893-0953
Executive Director/External Relations	Jim Goit	893-7950	895-7676	899-6693
Safety & Security Coordinator	Elaine Rector	893-4190	895-2704	897-7529
Physical Plant Manager	Phil Talbot	893-6663	897-7263	899-2748
Executive Director, NSDAF	Brian Smith	893-6591	893-7504	899-1977
Public Relations Coordinator	Stephanie Rogers	893-7247	895-5926	N/A
NSDAF Emergency Preparedness	Mike Horwich	893-6541	835-6923	497-6404
RCMP Authority	Staff Sgt. Christsie	893-6820	N/A	N/A
Emergency Health Services Authority	Bud Sanford	893-7533	N/A	758-5588
Bible Hill Fire Brigade Authority	Dwane Mellish	897-4300	897-6633	N/A
Emergency Measures Org. Representative				
Central Zone Controller(Prov)	Dominic Fewer	893-5896	N/A	897-8152
Emergency Measures Org. Representative				
Emergency Coordinator (Col. Co.)	Carl Shaw	897-3182	890-1520	897-3175

5. EOC Group report to EOC located in the Dairy building (Physical Plant Office) (alternate site is the Central Registry area, Administration Building at Agri-TECH Park) and take direction from the Emergency Response Director.

## **EMERGENCY NUMBERS**

Campus Safety & Security (or use emergency button on campus payphones)	<b>9-893-4190</b>
Cell (Coordinator)	9-897-7529
Cell (on-call Security)	9-899-6513
Police/Fire/Ambulance (or 911 from payphones, no coins required)	<b>9 - 911</b>
Special Hazards Response Unit(direct Line)	9-895-4419
Poison Control Center	9-1-800 565-8161
Canutec (transportation spills)	9-1-613-996-6666 (Collect)
Provincial Emergency Program (EMO)	9-1-902-424-5620 (Major disaster)
Emergency Measures Organization- Carl Shaw (Emergency Response Coordinator Col. Co)	9-897-3182 (office) 9-890-1520 (cell) 9-424-5620 (after hours)
Emergency Measures Organization- Dominic Fewer (Central Zone Controller, Provincial)	9-893-5896 (office) 9-897-8152 (cell) 9-1902-424-5620 (after hours)
Dept. of Environment & Labour	9-1-800-952-2687 (Major workplace accidents, fire)
Environmental Emergencies	9-1-800-565-1633
Physical Plant Cell	9-897-5804 (after hours, on-call)
University Farm Cell	9-899-5641 (after hours, on-call)

### **Telephone lines to be 'line load protected' in the event of an emergency:**

Switchboard:	893-6600
Dairy Building EOC:	893-4190 (Security Office) 893-6662 (Physical Plant Supervisor) 893-6663 (Physical Plant Manager) 893-4630 (Physical Plant main office) 893-7915 (Dean of Student Services)
Fax	893-4992 (Physical Plant)
Agri-TECH Park EOC:	893-4145 (Main Registry) 896-7270 (Agri-TECH Park Manager)

(Continued)

## **EMERGENCY DECLARATION PROCEDURE**

Individuals discovering an actual or potential emergency must report it immediately to the University Safety & Security Department at 893-4190 and, if necessary, by dialing (9) 911.

Safety & Security staff will notify the President (or designate) who is responsible for declaring an emergency on campus. The President or designate will assess the required level of response to a reported emergency, based on information from Safety & Security or other responding agencies. Emergencies may require full or partial response according to this general guideline:

### **Level 'A' Response**

Notification of full Emergency Operations Center (EOC) Team in response to a major emergency which has severe or long-lasting effects on Campus resources.

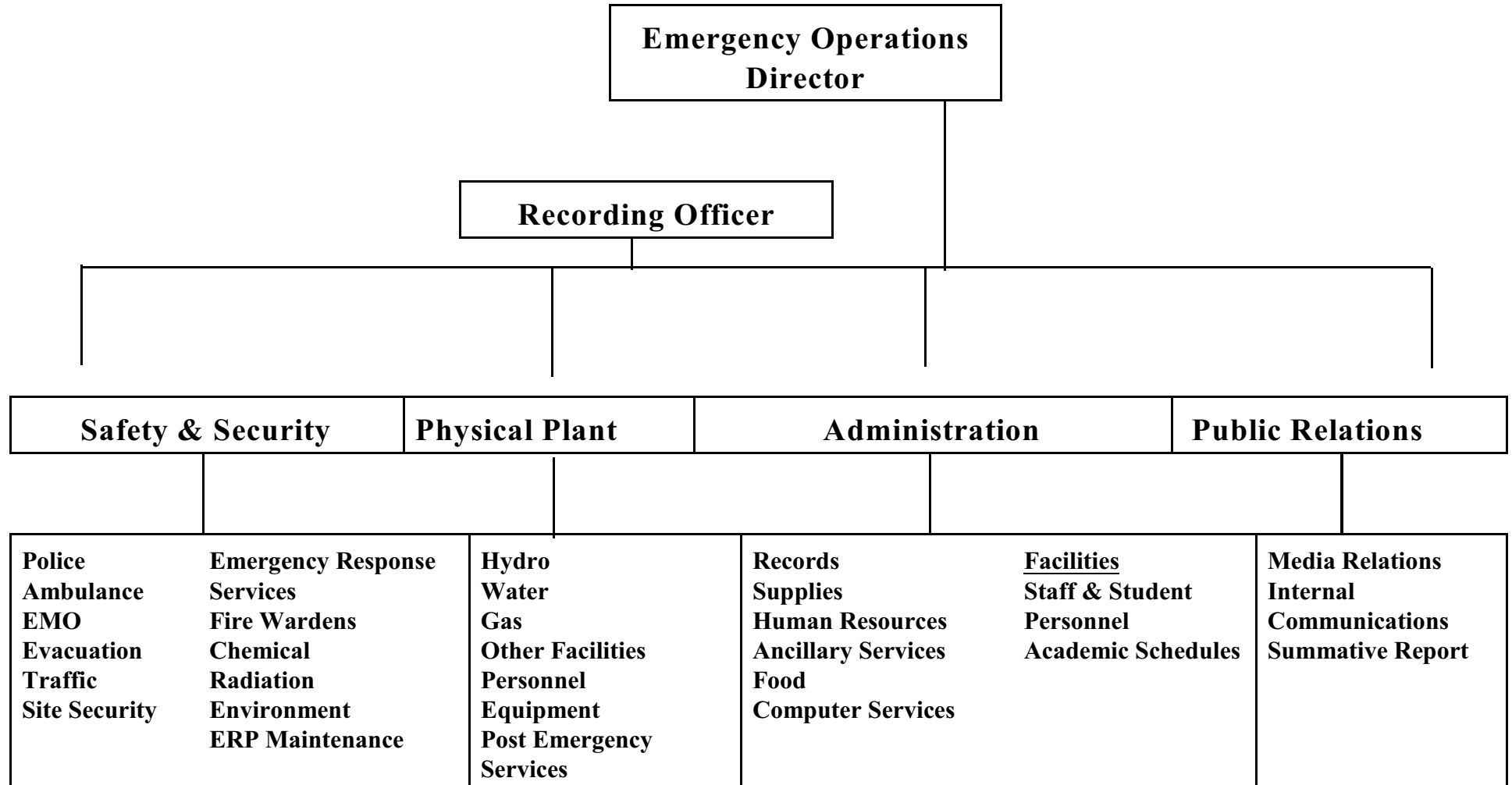
### **Level 'B' Response**

Notification of specific EOC Team members who are required to respond to emergencies which may have less severe and or short-term effects on Campus resources.

Should an emergency occur outside normal working hours, the senior Safety & Security staff member will assume the role of the Emergency Operations Director until senior members of the Emergency Operations Center arrive. He/she will make an immediate decision whether to call in additional off-duty security staff.

Once an emergency is reported, the Emergency Operations Director (VP Administration, or in his absence the VP Academic) will take control of the operation from the Emergency Operations Center. This individual will also be responsible, in consultation with the President, to declare the emergency closed.

**NOVA SCOTIA AGRICULTURAL COLLEGE  
EMERGENCY MANAGEMENT RESPONSE PLAN  
ORGANIZATIONAL FLOW CHART**



	<b>EMERGENCY OPERATIONS CENTER</b>	
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**Primary Location:** Dairy Building Boardroom, 11 River Road

**Alternate Location:** Agri-TECH Park, Main Registry Area, Lower Level, Admin. Building  
90 Research Drive

The EOC is primarily a command post and information center. It provides the facility where key people gather to monitor and record events, as well as providing the direction and resources required by persons working at the actual site of an emergency. Communication is facilitated to and from this central location for a coordinated effort both within and outside the campus.

The Emergency Operations Center (EOC) has been chosen for its strategic location, proximity to EOC staffers' offices, availability of communications, computer and other resources.

	<b>EMERGENCY OPERATIONS DIRECTOR</b>	
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**Responsibilities:**

The Emergency Operations Director (VP Administration, or in his absence the VP Academic) will coordinate and control the functioning of all on-campus emergency resources involved in the emergency by:

1. Establishing an Emergency Operations Center and an alternate location.
2. Directing the response to an emergency.
3. Liaising with Public Relations regarding internal and external communications during an emergency.
4. Declaring that an emergency is over or ‘closed’.
5. Debriefing/ Reporting

Designate in the absence of the Emergency Response Director:

Vice President of Administration, Dr. Bernie MacDonald  
 Vice President of Academic, Dr. Leslie MacLaren  
 Executive Director/External Relations, Jim Goit

Work: 893-6719 Home: 895-8887  
 Work: 893-6030 Home: 893-3924  
 Work: 893-7950 Home: 895-7676

	<b>EMERGENCY GROUPS</b>	
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The Emergency Teams, headed by the Emergency Response authority, or designate, include the following members of the University community:

**6. EOC Group:**

- President or designate
- Vice President of Administration or designate
- Vice-President Academic
- Physical Plant Manager
- Safety & Security Coordinator
- NSDAF Emergency Preparedness Officer
- Public Relations Officer
- Recording Officer

**7. Emergency Response Group:**

- Supervisor, Physical Plant
- Senior Safety & Security On-Duty Staff
- Human Resources Officer
- Senior Administrator of Affected Building
- Others As Deemed Necessary

**8. Emergency Support Group:**

- Finance & Logistics
- Health Services Nurse
- Dean of Student Services
- Students Union President
- Registrar
- Others as Deemed Necessary

	<b>STAFF RESPONSIBILITIES SECURITY</b>	
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Security personnel have a key role in the event of an emergency. Specific duties include:

- Receiving and documenting reports.
- Performing initial assessments.
- Contacting the President (or Designate), the Emergency Operations Director (or Designate) and members of the Emergency Operations Center (EOC).
- Contacting on-campus emergency response personnel.
- Contacting and liaising with off-campus emergency services (Fire, Police, Ambulance) and providing directions and other information.
- Initiate or assist in evacuations of people and animals.
- Traffic control and detours.
- Site Security.
- Communications from site to EOC.
- Make recommendations to Safety & Security Coordinator.
- Contact the Department of Environment & Labour to report incidents of fire that have resulted in injuries at the workplace and all incidents of explosion as required by the Occupational Health & Safety Act.
- The Safety & Security Coordinator will ensure that emergency contact numbers are updated as necessary, under the direction of the NSDAF Emergency Preparedness Officer.

	<b>STAFF RESPONSIBILITIES FIRE WARDENS</b>	
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Chief Fire Wardens, their Deputies and Floor Wardens have been designated in most buildings on campus. Their primary role is to provide a coordinated evacuation of their respective building in the event of fire. Their duties include, but are not limited to:

- Conduct regular informal inspections of fire equipment and procedures, exits and identifying hazards.
- Participate in training and evacuation drills.
- Assume responsibility of their building to ensure successful evacuations during an emergency, until the Fire Department arrives. Move people to a safe area outside when possible, or to a safe area inside, away from fire and smoke to await evacuation by the Fire Department (in the event of a lateral evacuation)
- Shut off main gas supplies; close fire doors and windows if this can be done without risk in the case of fire or explosion.
- Assist other persons requiring extra help leaving the building.
- Provide on-site emergency first aid.
- Record the names and locations of any persons who refuse to leave a building when an alarm sounds or when instructed to evacuate.
- Bomb threat evacuations will proceed in the same way as fire except that all persons will be moved further away from buildings (minimum 600 feet) once the wardens have been notified.

	<b>STAFF RESPONSIBILITIES SWITCHBOARD OPERATOR</b>	
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The Switchboard Operator plays a significant role during day-time operations when the switchboard is functioning. He/she is a coordination point for incoming and out-going communications to the public and on campus.

- Alert Safety & Security.
- Take down essential information and provide continuous contact with the EOC on matters related to the emergency.
- Provide EOC with approved basic information to the public and direct necessary calls to the EOC or appropriate location.
- Remain at switchboard to render assistance during emergencies not involving the building where the switchboard is housed.
- In the event of a threat or bomb threat, complete the ‘Bomb Threat Checklist’ (see PRO - 3) and convey this information to the RCMP, Safety and Security and the EOC if it is in operation.

In the event of an emergency, the Emergency Operations Manager may re-assign staff to assist and/or relieve the Switchboard Operator.

	<b>STAFF RESPONSIBILITIES PHYSICAL PLANT</b>	
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Physical Plant has the resources and expertise to deal with building infrastructure failures, to assess structural damage and to provide hazard removal/area clean-up.

- Provide on-site staff to assess damage and communicate resources required to EOC.
- Assess hazards and make recommendations to EOC on decisions to evacuate.
- Restore power, water, gas, communication and other services.
- Provide stored water to Fire Department.
- Remove hazards where possible and report to EOC for instructions when hazard remains.
- Provide physical barriers/barricades.
- Provide clean-up services and waste disposal.

	<b>STAFF RESPONSIBILITIES FACULTY &amp; STAFF</b>	
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Faculty and staff who are not assigned a specific role within the plan may have a lot to offer during an emergency and should be available to assist if requested by the EOC managers.

- Ensure that all students and staff receive instruction and understand the procedures to follow in the event of an emergency.
- Supervise the orderly evacuation of their rooms or area to the pre-designated assembly area in cooperation with fire wardens.
- Maintain direct control of their class or group, including doing a ‘head count,’ until the emergency is declared over or they are instructed to leave the area.
- Report incidents, persons not accounted for, hazards and other pertinent information to the Building Wardens and other emergency response people.
- Report immediately to a registration area if such an area is established.

	<b>FIRE</b>	
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- Activate the nearest wall-mounted fire alarm.
- Evacuate - do not use elevators - follow instructions from your Fire Wardens.
- **Call 9 - 911 and provide civic address and details of the fire.**
- Call Safety & Security.
- Do not re-enter the building unless directed to do so by Safety & Security, the Fire Warden or Fire Department.

**General Instructions:**

- a. Familiarize yourself (ahead of time) with the location of fire extinguishers and exits.
- b. Attempt to extinguish the fire only if you have a safe means of exit, the fire is sufficiently small to put out with a single extinguisher and there is no risk of smoke inhalation.

If the fire damage is extensive or sufficiently serious, then Safety and Security, once notified, will initiate the emergency response plan.

**For Evacuation, please see Evacuation Section PRO-10**

	<b>EXPLOSION</b>	
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Explosions can occur as a result of many things. In reality, they are a sudden release of stored energy with a violent reaction. Explosions can be caused by chemicals, sudden ignition of flammable liquids, rupturing of compressed gas cylinders, terrorist bombs, aircraft crash, dust, boiler explosion, etc. Whenever an explosion occurs there are often casualties, property damage and flying debris.

**The steps to follow are as follows:**

1. Follow instructions from Fire Wardens and Emergency workers.
2. Evacuate the area and nearby buildings by sounding an alarm.
3. **Call 9 - 911 and notify Safety & Security indication:**
  - the location of the explosion;
  - what happened;
  - what hazardous substances might be involved;
  - how many people are injured;
  - what emergency response services are needed;
  - any additional information that is appropriate.
4. The scene of an explosion will be under the direction and control of the on-site Director once the Emergency Response Plan has been initiated.
5. Safety & Security will call the Dept. of Environment & Labour to report an explosion as required under the Occupational Health & Safety Act.

**For Evacuation Procedures please see PRO-10**

	<b>BOMB THREAT</b>	
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**The procedure given below must be followed whenever a bomb threat has been received:**

- Remain calm and courteous, do not interrupt the caller unnecessarily, but attempt to obtain as much of the information in the checklist as possible.
- If possible have a second person call the RCMP (9 - 911) while the threat is being received. Otherwise press \*57 to trace last call and call the RCMP as soon as the caller has finished.
- Call the Safety & Security Department at local 4190 (they are responsible for the on-site coordination for all emergencies) and advise them of the situation. The Safety & Security person will proceed as if he or she has received the call.
- The President or designate will decide whether the building will be evacuated (usually in consultation with the RCMP). Evacuation will proceed in the same manner as for a fire alarm or other emergency, keeping in mind that incidents of bombings are often followed by secondary explosions caused by additional bombs hidden nearby and calculated to cause additional damage or death.
- The On-site Director (or Security) may order the evacuation of buildings or the campus where lives are considered to be in immediate danger and the President or alternate is unavailable. Where such actions have been taken, the President shall be informed as soon as communication can be established. Evacuation will be done within a 100 yard radius unless a larger area is deemed appropriate.
- **No one may re-enter a building without direct permission from the On-site Director or designate.**
- The all-clear signal shall be given by the On-site Director after consultation with the RCMP and the President.

A Bomb Threat checklist is provided on the next page. Fill out as much of the information as possible at the time of the threat, or as soon as possible afterwards to ensure that events are recalled as accurately as possible.

**ALL BOMB THREATS ARE TO BE TREATED AS THE “REAL THING” UNTIL PROVEN OTHERWISE.**

**For Evacuation Procedures please see PRO-10**

**( See checklist on next page )**

## BOMB THREAT REPORT FORM

**INSTRUCTIONS: BE CALM. BE COURTEOUS. LISTEN, DO NOT INTERRUPT THE CALLER. NOTIFY SUPERVISOR/SECURITY OFFICER BY PRE-ARRANGED SIGNAL WHILE CALLER IS ON LINE.**

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Exact Words of Person Placing Call:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### QUESTIONS TO ASK:

1. When is the bomb going to explode? \_\_\_\_\_
2. Where is the bomb right now? \_\_\_\_\_
3. What kind of bomb is it? \_\_\_\_\_
4. What does it look like? \_\_\_\_\_
5. Why did you place the bomb? \_\_\_\_\_

### TRY TO DETERMINE THE FOLLOWING (CIRCLE AS APPROPRIATE)

**Caller's identity:** Male Female Adult Juvenile Age \_\_\_ years

**Voice:** Loud Soft High Pitch Deep Raspy Pleasant Intoxicated Other

**Accent:** Local Not Local Foreign Region

**Speech:** Fast Slow Distinct Distorted Stutter Nasal Slurred Lisp

**Language:** Excellent Good Fair Poor Foul Other

**Manner:** Calm Angry Rational Irrational Coherent In-coherent Deliberate Emotional Righteous Laughing Intoxicated

**Background Noises:** Office Machines Factory Machines Bedlam Trains Animals Music Quiet Voices Mixed Airplanes Street Traffic Party Atmosphere

**ADDITIONAL INFORMATION:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ACTION TO TAKE IMMEDIATELY AFTER CALL:** Notify your supervisor/security officer as instructed. Talk to no one other than instructed by your supervisor/security officer.

**CALLER'S NUMBER** (if you have caller id) \_\_\_\_\_

**RECEIVING TELEPHONE NUMBER:** \_\_\_\_\_

**PERSON RECEIVING CALL:** \_\_\_\_\_

	<b>CHEMICAL SPILLS</b>	
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**Chemical spills are to be reported to Safety and Security (4190) and/or the Department of Environment & Labour (1-800-565-1633) when there are serious actual or potential consequences to staff or the environment. For information on specific chemical listings call Canutec (1-613-996-6666).**

**The Special Hazards Unit can be mobilized by calling the Bible Hill Fire Department at 911, or calling direct @ 893-4419.**

**Material Safety Data Sheets (MSDS)** are available in laboratory environments and locations on campus where chemicals are frequently used.

**Spill kits are stored in the Emergency Equipment Room (Boiler Plant) for :**

- acids
- hydrocarbons
- petroleum products
- chemicals

Access to these supplies can be gained, in an emergency, by staff with an 'L' building master key.

Additional supplies can be accessed through Safety & Security.

Anyone using these supplies must report the material and quantity used to the Safety & Security Department.

Minor quantities of spill control materials are available in all laboratory areas.

**Significant chemical spills may result in activation of the Emergency Response Plan.**

Consult Safety & Security on hazardous waste disposal.

**For Evacuation Procedures, please see PRO-10**

	<b>WORKPLACE VIOLENCE</b>	
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For general information on response to incidents of Workplace Violence, refer to the Workplace Violence Policy.

**EMERGENCIES INVOLVING WEAPONS**

In the event that a situation develops where one or more persons threatens anyone with any type of weapon (i.e. knife, firearm, club, etc.) the following actions should be taken:

- Call (9)-911.
- Contact Security at 4190 and state the nature and location of the situation and the number of people involved.
- **DO NOT** sound the fire alarm.
- Evacuate the immediate area as soon as possible without exposing yourself to any danger.
- **Do not attempt to confront or disarm the suspect.**
- **Do not place yourself at risk in attempts to pursue, follow or locate the suspect (s).**
- Warn others who may be approaching the area of the danger and to keep away.
- Observe and record events as they happen, including descriptions and direction of travel if the person has left the scene.
- Report to and convey your findings to RCMP and/or Security upon their arrival at the scene and follow their instructions.
- Prolonged incidents will require site security and possible activation of the Emergency Response Plan.

**THREATS (verbal, gestures, direct or in-direct) THAT MAY IMPACT SEVERAL PEOPLE**

All threats, whether involving weapons or not, are to be treated as serious concerns. Report all incidents to Safety & Security. Further information on workplace violence is available from your Occupational Health & Safety Program or the Safety & Security Office.

	<b>NATURAL DISASTERS</b> (hurricane, lightning strike)	
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Naturally- occurring events and storms are often forecast ahead of time, but the results and consequences from them cannot always be completely prepared for.

- Advance notice of impending natural disasters may require pre-emptive activation of the Emergency Response Plan to prepare a course of action that will mitigate damage and/or injuries in the workplace.

Potential hazards to consider are:

- structural damage to buildings (excessive snow loading)
- risk of freezing
- risk of fire (lightning)
- vehicle accidents (travel to work/school)
- power outages
- flooding
- outdoor work-related accidents

	<b>POWER OUTAGE</b>	
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**POWER FAILURE**

Power failures may occur either as a result of a failure of NSAC equipment, or as a result of a failure of NS Power equipment. Unless the weather is extremely severe, the failure of electrical power is more of an inconvenience than an emergency.

The NSAC campus is equipped with emergency generators which will maintain power to designated areas of the campus for an extended period of time. Some of the emergency lighting units situated throughout the campus are of a battery back-up design and will last for a minimum of 20 minutes to a maximum of two hours without recharge.

During this time period, efforts will be made by the Physical Plant Department. If the duration of power outage is lengthy, the Executive will be informed and they will make the determination whether or not to suspend operations until the power supply is returned.

In the event that there is a risk of injury to any person on campus due to the absence of electrical power, the President may issue instructions to suspend operations in those areas.

Any chemistry, radiation, biological or other scientific experiment which is underway at the time of the power failure will be terminated in the most expedient manner without endangering the persons involved. Where the power failure has resulted in contamination or injury to a person, the appropriate response mechanism will be initiated.

Power failures do not render the telephone system inoperative, as it is equipped with a battery back-up system. Certain display type telephones may not function as they normally would without electrical power (i.e. displays and/or ringers may not function).

In the event of an outage:

- Remain calm

If the power will be out for a prolonged period, causing potential for serious damage or injury or the extended disruption to business, then the Emergency Response Plan may be activated at the discretion of the President (or designate).

**Resources Available**

	<b>BIOHAZARDS</b>	
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### **BIOHAZARD RESPONSE**

**Definition:** Biohazard (or Biomedical waste) are classed as:

1. waste generated by human or animal teaching / testing process or care facilities;
2. human anatomical waste;
3. microbiology (cultures, vaccines);
4. human blood and body fluid waste (not including urine, feces, sputum, tears, saliva, or vomit unless bloody);
5. needles, syringes, blades (i.e. sharps);
6. waste from animals infected with diseases communicable to humans (zoonosis).

**Report all incidents to the Safety & Security Department (4190) as soon as possible.** Ensure that an incident report and the necessary WCB claim forms are completed.

Biohazard injuries or infections are normally restricted to individuals and may rarely require activation of the Emergency Response Plan.

The categories are:

- a. Abrasions, cuts or chemical burns with biohazard exposure;
- b. Injection or sharps injury with biohazard exposure;
- c. Biohazard (personal) exposure with no injury;
- d. Injuries (personal) involving animals;
- e. Biohazard Spill Clean-up.

#### **A. Abrasions, Cuts or Chemical Burns with Biohazard Exposure:**

In the event of personal injury, the treatment of the injury must take precedence over spill clean-up or decontamination procedures, even with contaminated persons. Minimize contamination by confining all contaminated persons to a restricted area if doing so does not add to the extent of their injuries, to their suffering or impede the speed of recovery.

## **1. Minor Injuries:**

These injuries normally involve a small cut or break in the skin or a chemical burn with coincident exposure to a biohazard. Persons involved should be advised to:

- a. Contact First Aid Attendant in your area.
- b. Treat immediately, at or near the scene of the accident in the following manner:
- c. Rinse contaminated wound with copious quantities of water from an eye wash or emergency shower and encourage bleeding.
- d. If the wound is on the face, take care not to contaminate the eyes, nostrils or mouth.
- e. Wash the wound with mild soap and lukewarm water. **DO NOT USE** abrasives or brushes which might cause further injury.

## **1. Serious Injuries:**

If more than first aid treatment is required, advise the following steps:

- a. Treat the immediately threatening condition (maintain ABCD's - Airways, Breathing, Circulation, Deadly Bleeding).
- b. Call the first aid attendant in your area or call Safety & Security at 4190.
- c. Advise emergency response personnel of the contamination, nature of injuries and biohazard handling procedures.
- d. Ensure that the biohazardous material does not further contaminate the accident victim by moving away from the area of aerosolization and by removal of contaminated clothing.

## **B. Injection or Sharps Injury with Biohazard Exposure**

- a. Disinfect the puncture area immediately.
- b. Seek immediate treatment at nursing station or hospital emergency department.

## **C. Personnel Biohazard Decontamination Procedures:**

Individual(s) involved directly in the spill should remove garments known or thought to be contaminated and leave the area.

**1. External Exposure:**

- a. Determine the extent of the contamination.
- b. Protective clothing such as a lab coat and gloves, and, if necessary, items of street clothing and shoes should be taken off as close as practical and safe to the affected laboratory area then deposited in a biohazard container if they are contaminated.

**External Exposure (continued):**

- c. If the face, eyes, or other parts of the body have come into contact with the biohazard, go to a washup or shower area and flush the areas with copious quantities of water for several minutes.
- d. Remove contaminated clothing, place in autoclave bag and set aside for autoclaving.
- e. Wash contaminated skin thoroughly with mild soap. Gently work lather into contaminated area for three (3) minutes. Rinse thoroughly.  
Do not use abrasives, strong detergents or brushes. Further agitation could result in injuring or defatting the skin resulting in an internal contamination.
- f. Rinse eyes for 15 - 20 minutes with running water and consult with a physician.
- g. Wash mouth repeatedly with running tap water.
- h. Seek immediate treatment at nursing station or hospital emergency department.

	<b>RADIOACTIVE MATERIALS</b>	
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**RADIOACTIVE MATERIALS**

There are designated NSAC personnel that are trained and qualified to handle radioactive materials or spills involving such substances. Special equipment and procedures are required. The following are important numbers relating to emergencies involving radioactive materials.

<b>Important Contacts</b>			
<b>Radiation Safety Officer (RSO)</b>	Dr. Robin Robinson	Local 6624	Home: 897-0758
<b>Assistant RSO</b>	Anne LeLacheur	local 6626	Home: 895-8202
<b>OH&amp;S Coordinator</b>	Elaine Rector	local 4190	Home: 895-2704

The main concerns for managing this type of emergency are:

1. **protection of personnel** from the radiation hazard, and
2. **confinement of contamination** to the local area of the incident.

All incidents of spills involving suspected radioactive materials must be reported to the Radiation Safety Officer and the Safety & Security Department immediately.

All accidents involving personal injury, no matter how minor in appearance, must be reported to the Radiation Safety Officer, and Safety & Security Department immediately.

For general guidelines refer to the **NSAC RADIATION FUNDAMENTALS & SAFETY MANUAL** available at the Department of Environmental Sciences in Cox Institute rooms 20 and 55, Haley Institute room 212 or Safety & Security Office, Dairy Bldg.

	<b>EVACUATION PROCEDURES</b>	
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In the event an evacuation is required the following procedures should be followed:

**1. Decision to Evacuate:**

- a. The decision to evacuate in a declared emergency will be made by the **Emergency Operations Director**. Circumstances may arise where an evacuation must be conducted **immediately**. This decision will be made by the Manager of the Physical Plant (his/her designate) or Safety & Security Coordinator (his/her designate), or an on-site authority. (Fire Wardens, Managers)
- b. On declaration of the evacuation order, Safety & Security will notify the **Fire Wardens** or other responsible authorities of the affected area and inform them of any changes to the **designated meeting area**.

**2. Fire Wardens or Building Authority:**

- a. When notified of an evacuation order or on hearing a fire alarm, the Fire Warden or Building Authority will ensure the following steps are carried out on notification of an evacuation order:
  - When possible advise the occupants of the reason and need to evacuate.
  - Provide assistance to those who require it.
  - Guide personnel to the nearest exit/waiting area on each floor.
  - Ensure all individuals have been instructed to leave the building.
  - Make every attempt to ensure no one re-enters the building.

**3. Individual Responsibilities:**

- a. When notification to evacuate the premises is received, individuals will leave the premises immediately, close their doors and walk, **not run**, to the nearest exit and stay well clear of the building at the pre-determined gathering area.

**4. Residence Evacuation:**

- a. After the decision to evacuate has been made by the Emergency Operations Director, the following steps will be taken:

**Total Residence Evacuation-** In the event of a total Residence Evacuation, all individuals occupying Residences will relocate at Langille Athletic Center, 20 Cumming Drive, upper east level entrance.

After evacuation is complete, Residence Manager or designate will make decision in conjunction with Emergency Operations Director for short/long term arrangements.

**Evacuation at Fraser House-** If evacuation is determined to be longer than a 15 minute delay, all occupants from Fraser House will relocate at Chapman House Lower Lounge (with adequate supervision).

**Evacuation at Chapman House-** If evacuation is determined to be longer than a 15 minute delay, all occupants from Chapman House will relocate at Trueman House Lounge (with adequate supervision).

**Evacuation at Trueman House-** If evacuation is determined to be longer than a 15 minute delay, all occupants from Trueman House will relocate at Fraser House Lower Lounge (with adequate supervision).

## **Directive for Evacuation in NSAC Residence**

### **Short Term Evacuation - under 6 hours**

### **Long Term Evacuation - in excess of 6 hours**

#### **Short Term Evacuation**

*In the event that all three residence buildings require evacuation:*

Evacuation to the Langille Athletic Centre which has the following resources: barrier free, washrooms, drinking water, snack machines and pay phone available to occupants.

- Campus Security will be at the College Road Crossing directing traffic and will have opened the door to the Athletic Centre

- On the direction of the Emergency Operations Director, all occupants of the residence complex will proceed to the Langille Athletic Centre, Upper Level. Once in the building, the Residence Manager or designate (after communication with the PR representative ) will communicate the process for the next 6 hours and will instruct them when it is safe to return to residence.

#### **Long term Evacuation:**

*In the event that all three residences require long term evacuation:*

All occupants will be bussed to the AgriTECH Park Administration building. Occupants will be dropped off at the gymnasium entry/exit where they will register in the gymnasium. Once all registration is complete the

residence manager or designate will communicate (after consultation with PR representative) the process to occupants who will be assigned to one of three designated areas (Annapolis residence, conference room or the gym).

Arrangements will be made to bring in cots for the gym and conference room.

Arrangements will be made with Chartwells to have food preparation in the Annapolis kitchen.

Arrangements will be made for necessary medications.

There are house phones in all three designated areas.

There are washroom facilities in each designated area.

All three locations are barrier free.

Showers will be made available to all Occupants (Annapolis only).

Included in plan:

Contact numbers - filed in the Residence Office

Registration forms (including site assignment)

Meal schedule

Shower schedule

Provisions for obtaining medications - coordinate with Health Services Dept.

Arrangements for pets.

Contact Numbers:

Judy Smith 893-6661 (w)

899-5086 (c)

759-1100 (h)

	<p><b>BUSINESS DISRUPTION</b></p>	
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Business **resumption** planning allows us to respond more effectively to an interruption of essential business functions and provides guidelines to recover operations, services and programs.

**Clearly define the essential aspects of the business you are in:**

NSAC provides education, research and public service in the agricultural and food industries and related disciplines. The University provides instruction, housing and food services to its students and other clients, and provides care to its plants, animals and microorganisms. The University carries out research and service in its offices, laboratories, library, museums, classrooms and computer facilities. The University maintains and distributes academic and financial records of its students’ achievements.

**Determine the essential activities that must continue in order for your organization to continue functioning and list them in order of urgency and importance.**

1. Care of animals, including fish. (Dr. Tarjai Tennessen)
2. Housing and food services for students. (Melani Lane, Judy Smith)
3. Classroom instruction. (Wayne Paquet, Dr. Leslie MacLaren)
4. Laboratory instruction. (Wayne Paquet, Dr. Leslie MacLaren, Phil Talbot)
5. Registry services. (Wayne Paquet)
6. Financial services. (Bob Mosher)
7. IT services. ( John Sullivan)
8. Library services. (Wayne Paquet)
9. Offices for faculty and staff. (Dr. Leslie MacLaren)
10. Research laboratories. (Dr. Leslie MacLaren, Phil Talbot)
11. Maintenance of plant and microorganism cultures. (Gefu Wang-Pruski, Randy Olson)
12. Museums. (Randy Olson, Alex Georgallis)

**Refer to individual Business Disruption Plans that address these essential activities.**

	<b>FLOOD</b>	
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In the event of a flood warning or actual flood on or near NSAC or AgriTECH Park, the instructions and preparation will be relayed through the NSAC Public Relations Officer.

The President of the University or designate will initiate the appropriate announcements concerning the emergency flood warning and evacuation when and if necessary. This message will be distributed through the NSAC Public Relations Officer.

Any Faculty/Staff/Students who discover a flood problem or potential flood problem, resulting from weather conditions or facilities damage, should follow these procedures:

1. Stay out of the area- **DO NOT ENTER**, until electrical power has been turned off. There is an extreme danger of electrical shock if the water has contacted any electrical devices.
2. Call NSAC Safety & Security (4190). Describe nature of problem with exact location of all areas affected.
3. Post people at all entrances (when possible) to prevent entry by unauthorized personnel.
4. Physical Plant will be responsible for water removal and electrical maintenance.
5. Identify a temporary shelter area for water- soaked materials.
6. **DO NOT** return to building or affected work area until instructed to do so by NSAC Safety & Security or Physical Plant.

In the event of extremely adverse weather conditions please see Storm Emergency Policy/Procedures.

In the event of Evacuation see PRO -10.

	<b>PROFESSIONAL RESOURCES ON-CAMPUS</b>	
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<b>Academic Services:</b> Dr. Leslie MacLaren	893-6643
<b>Administrative Services:</b> Dr. Bernie MacDonald	893-6719
<b>Agricultural Engineering:</b> Kevin Sibley	893-6708
<b>Animal Science:</b> Dr. Tarjei Tennessen	893-6651
<b>Athletics:</b> Judy Smith	893-6661/7915 © 899-5086
<b>Chemists:</b> Robin Robinson, Jeff Hoyle	893-6624
<b>Computers:</b> John Sullivan, Sally Steeves	893-6175/893-7933
<b>Construction:</b> Graham MacCormick/T PW	893-6299
<b>Dairy Services:</b> Loretta Robichaud	893-6534
<b>Engineering:</b> Phil Talbot/Graham MacCormick	893-6663/893-6299
<b>Environmental Sciences:</b> Dr. Glen Stratton	893-6609
<b>Field Crops:</b> Jean Lynds	893-6676
<b>Financial Services:</b> Bob Mosher	893-6599
<b>Fire:</b> Mike Horwich/Bill MacLeod	893-6556/893-6583
<b>Food Inspection:</b> Mike Horwich	893-6541
<b>Food Services:</b> Chartwells Food Service	897-1952
<b>Health Services:</b> Judy Smith	893-6111/7915 © 899-5086
<b>Insects:</b>	
<b>Maintenance Services:</b> Physical Plant Supervisor	893-6662
<b>Office Equipment &amp; Supplies:</b> Carol Adams	893-4367
<b>Plant Science:</b> Dr. Tarjei Tennessen	893-6686
<b>Radioactive Materials:</b> Daryl Mullin/Anne LeLacheur	893-6365/893-6626
<b>Registry Services:</b> Wayne Paquet	893-6723
<b>Residence Services:</b> Melani Lane	893-6671/890-1218
<b>Soil Analysis:</b> Donna MacLennan	893-6565
<b>Veterinarians:</b> , Dr. Lynn Ferns	893-6542/893-6526/893-6524
<b>Water Analysis:</b> Donna MacLennan	893-6565

	<b>HOUSING, MATERIAL &amp; EQUIPMENT RESOURCES ON-CAMPUS</b>	
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**Safety Equipment:** Emergency Equipment Room/Safety & Security/Physical Plant

**Office Supplies & Equipment:**

**Machinery & Tools:** Physical Plant

**Maps & Floor Plans:** Physical Plant

**Heavy Equipment:** Department of Transportation and Public Works

**Farm Machinery & Implements:** NSAC Farm

**Laboratory Equipment:** Plant & Animal Sciences/ Environmental Sciences

**Janitorial Supplies:** Physical Plant

**Electrical Generators & Lighting:** Physical Plant

**Service Vehicles:** Physical Plant

**Plumbing Supplies:** Physical Plant

**Electrical Supplies:** Physical Plant

**Residence Accommodations:** Residence Services \_\_\_\_\_

**Food Preparation Equipment & Supplies:** Chartwells Food Services

**Tables & Chairs:** Physical Plant

**Meeting Rooms:** Residence/Conference Services

**Communications Equipment (radios, telephones, computer links):** Information Technology

	<b>FIRE WARDENS</b>	
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**LIST OF ALL CHIEF WARDENS, DEPUTY CHIEFS AND FLOOR WARDENS AS OF June 2006**  
( CW-Chief Warden DC-Deputy chief FW-Floor Warden)

**TRUEMAN HOUSE**

Jerry Young- CW  
Residence Assistants - FW

**FRASER HOUSE**

Ruth Mitchell - CW  
Residence Assistants - FW

**CHAPMAN HOUSE**

Art Stevens- CW  
Residence Assistants - FW

**FUR UNIT**

Ray MacInnes- CW  
Cindy Crossman- DC

**BANTING BUILDING**

Kevin Sibley-FW  
Peter Havard- FW

**MAINTENANCE SHED**

Eden MacDonald - CW  
Dan MacDougall - DC

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**ATHLETIC CENTRE**

Kent Loughead - CW  
Fred Fergus - FW

**BANTING ANNEX**

Ken Webb - DC

### **HALEY INSTITUTE**

Nigel Firth - CW  
Bruce Ramsey - DW  
Judy Grant - FW  
Paul MacIsaac - FW  
Pam Doyle - FW  
Margie Hartling - FW  
Margot White - Alt

### **BEEF BARN**

Jean Lynds - CW  
Tracy Murdock - DC

### **SHEEP BARN**

Jean Lynds - CW  
Tracy Murdock - DC

### **FEED PROCESSING PLANT**

Mike McConkey- CW

### **POULTRY # 1**

Ron Meekers - CW  
Rowena Currie- DC

### **POULTRY # 2**

Ron Meekers- CW  
Rowena Currie- DC

### **EXTENSION ENGINEERING, IT & CENTRAL HEATING PLANT**

Kevin Craig - CW  
Linda Burchell - FW  
Patrick Cox- FW

### **HANCOCK VETERINARY BUILDING**

Bruce White - CW  
Susan Stewart - FW  
Pam Taylor- FW  
Sheri Morehouse- FW  
Lana McMichael- FW  
Joan Stiles- FW  
Susan Stewart-FW

### **MACHINERY SHED**

Darrell MacRae - CW  
Jeff Kaye - DW

**BOULDEN BUILDING (NO BELLS WHEN CONDUCTING FIRE DRILLS)**

Laurel MacIntosh - CW

Marsha Gratton- FW

**COLLINS HORTICULTURE**

Stuart Gibb - CW

Darwin Carr - FW

Randy Ross - FW

**PLUMDALE BUILDING**

Alden Knight- CW

**COX INSTITUTE**

Anna Fitzgerald - FW

Cindy Smith - FW (on leave)

Anne LeLecheur - FW

Steve Clark - FW

Steve Russell - FW

**DAIRY BUILDING**

Maryanne Lorette - CW

Dawn MacKay - DC

Sandra Murphy - FW

**DEWOLFE HOUSE**

Faye Lennerton - CW

Mike Kittlison - DC

**WOMENS INSTITUTE OF NOVA SCOTIA**

Theresa Osborne - DC

**JENKINS HALL**

Victor McKinnon - CW

Julie Gillis - DC

Elaine Jenkins - Alt

**CUMMING HALL**

Bill Buckler - FW

Lori MacDonald - FW

Tricia Coulter - FW

Theresa Blois - FW

**MACRAE LIBRARY**

Verna Mingo - FW  
Janelle Brenton - FW  
Joanne Campbell - FW  
Sherree Miller - FW

**HARLOW INSTITUTE**

Sean O'Toole- CW  
Kim Harris - FW  
Robin Mahoney - FW  
Margie Johnson - FW  
Beth Hingley - FW  
Darlene Spears - FW

**NSAC DAYCARE**

Joanne Culgin - CW  
Judi Tattrie - DC  
Darlene Densmore - FW  
Karen O'Connell - FW

**HUMANITIES HOUSE**

Lauranne Sanderson - DC

**HUMANITIES ANNEX (PORTABLE)**

Lauranne Sanderson - DC

**RUMINANT ANIMAL CENTRE**

Jean Lynds - CW  
Tracy Murdock - DC

**ADMINISTRATION BUILDING (AGRI-TECH PARK)**

Ken MacAulay - CW  
Laurie Sandeson - DC

**FUNDY, BRAS D'OR, ANNAPOLIS RESIDENCES (AGRI-TECH PARK)**

Ken MacAulay - CW  
Laurie Sandeson- DC

**INTERNATIONAL HOUSE**

Natalie Cole - Alt

**BIO-ENVIRONMENTAL ENGINEERING CENTER**

Bruce Curry - FW  
John McCabe - FW



	<b>EMERGENCY EQUIPMENT ROOM</b>	
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Located at River Road (Central Heating Plant) in the Extension Engineering Building. Developed as a central point for emergency safety equipment that is shared by NSDAF, NSAC and DOT & PW employees.

Inventory List:

- 1 ☞ 4 l. Eye Saline
- 2 ☞ Air Liquid CalGaz ( empty)
- 1 ☞ Box disposable latex gloves
- 3 ☞ Eveready flashlights w/ batteries  
(Intrinsically safe)
- 40 ☞ Disposable Respirator Masks N95 Particulate
- 1 ☞ Pair Industrial Gloves
- 2 ☞ Pairs Cloth Work Gloves
- 1 ☞ Box Respirator Wipes
- 1 ☞ 15 m Extension Cord
- 1 ☞ 30m Extension Cord
- 1 ☞ Box Institutional Can Liners
- 1 ☞ Chem Roll
- 2 ☞ 3 piece Rain Suits
- 1 ☞ Acid Spill Kit
- 3 ☞ Bags Floor Dry
- 3 ☞ Bags Diatomite Safety Absorbent
- 2 ☞ Generator, 1= 9hp 2= 3500
- 4 ☞ Safety Vests
- 1 ☞ Hard Hat (CSA 985-28)
- 2 ☞ Safety Goggles
- 1 ☞ Controlled Descent Rope
- 2 ☞ Sets Double Flood Lights w/ tripods
- 1 ☞ Small Floodlight
- 2 ☞ Output Blower
- 2 ☞ Hoses for Blower
- 2 ☞ Bounty Safety Lines
- 5 ☞ Safety Harnesses CSA Z259; ANSI Z359.1; LM 91455
- 1 ☞ Winch and Tripod
- 1 ☞ Rope Grab
- 1 ☞ Sign Out Book
- 6 ☞ Lanyards, CSA Z259.1; ANSI A1014-1991; ANSI Z359.1-1992
- 1 ☞ MSDS Book
- 1 ☞ Emergency Equipment Room Book
- 1 ☞ Clamp
- 1 ☞ Quick Freeze Machine

**NOVA SCOTIA  
DEPARTMENT OF AGRICULTURE AND FISHERIES**

***EMERGENCY PLAN***

**1.0 Purpose:**

The purpose of this plan is to enable the Nova Scotia Department of Agriculture and Fisheries to respond to emergencies affecting agriculture. Emergencies which affect agriculture may be local, regional, provincial or national in scope.

**2.0 Responsibilities:**

The Department's responsibilities shall include:

- 2.1 advice and assistance on all agricultural matters pertaining to farms, crops, and livestock, including the management of emergency livestock care and feeding
- 2.2 provision of veterinary and food-inspection services, including plant, animal, insect, and disease control
- 2.3 arrangements for the emergency evacuation of livestock
- 2.4 controlling and impounding stray animals and coordinating their disposal as, and if, required
- 2.5 emergency planning for the Nova Scotia Agricultural College campus
- 2.6 provide expertise in feed, veterinary laboratory pathology and other special analysis through NSDAF and Nova Scotia Agricultural College laboratories.

### **3.0 Governance Structure:**

The overall responsibility for the Nova Scotia Department of Agriculture and Fisheries' Emergency Plan rests with the Deputy Minister and senior management of the Department.

The Deputy Minister has designated a Department Emergency Planning Officer (DEPO) and an alternate DEPO to coordinate the activities related to the Department's Emergency Plan. The Department Emergency Plan is developed in close cooperation with the Emergency Measures Organization of Nova Scotia. The DEPO will report to senior management on an annual basis. Any changes to the Department Emergency Plan will be approved at that level.

### **4.0 Personnel:**

The Nova Scotia Department of Agriculture and Fisheries response is provided by the following groups:

#### **4.1 Departmental Emergency Preparedness Officer (DEPO)**

The Deputy Minister of NSDAF has designated a DEPO and alternate to carry out the responsibilities of NSDAF under the Emergency Measures Act. (Appendix 1)

The Emergency Planning Officer shall:

- (a) establish and maintain liaison with the Emergency Measures Organization (EMO) to facilitate the preparation of emergency plans and arrangements;
- (b) coordinate the preparation and maintenance of the emergency plans and arrangements of the Department;
- (c) coordinate the functions to be discharged by the Department in response to an emergency;
- (d) attend and participate in emergency planning committees as convened by the Director of EMO;
- (e) maintain a list of public and private resources that the Department may use in responding to an emergency;
- (f) maintain a system to ensure that the personnel who are necessary to implement the departmental emergency plans are available and can be contacted on a 24-hour basis; and
- (g) ensure that the deputy head is aware of emergency planning issues and activities.

## 4.2 Regional Resource Personnel

County/area offices of the Nova Scotia Department of Agriculture and Fisheries are located in twelve locations throughout the province. Office staff are familiar with local resources that may be required during a local emergency to meet the responsibilities of the Nova Scotia Department of Agriculture and Fisheries in the local area. Requests for assistance in the local area may come from a municipal or other local authority including the EMO zone controller.

In cases where the emergency is larger than a local emergency or requires more than one agricultural region to be involved, the NSDAF DEPO should be contacted by the appropriate authorities. If required, the Nova Scotia Department of Agriculture and Fisheries could make available resource teams with specific expertise related to the emergency.

## 4.3 Provincial Resource Teams

Based on the nature and extent of a specific emergency, provincial resource personnel will be made available. Resource personnel are available to address emergencies relating to veterinary, food inspection services, insect and disease control, emergency evacuation of livestock, and coordinating disposal of stray animals. Provincial Resource Teams (PRTs) will be created from Department specialists to address the needs of a specific emergency. The PRTs will be formed at the request of, and under the guidance of, the DEPO.

## **5.0 Procedures:**

The local Agricultural Representative will respond to a request for assistance from a local authority. When the local Agricultural Representative responds he/she will assess how much demand will be placed on the department and whether extra resources from other areas will be needed. If additional resources are required they will contact their supervisor as well as the NSDAF DEPO to initiate a coordinated response.

If necessary the EMO Zone Controller may contact the DEPO directly and a coordinated response will be initiated from that level.

## **6.0 Resources:**

On a local basis, agricultural representatives will maintain a list of resources available to address emergencies relating to the Nova Scotia Department of Agriculture and Fisheries's primary responsibilities. Specifically these would include, but not be limited to, livestock transporting, emergency housing (e.g. contacts for exhibition grounds), veterinary services, and potential emergency feed sources.

Provincially the Nova Scotia Department of Agriculture and Fisheries has a team of specialists that can be utilized to address specific emergencies within the Nova Scotia Department of Agriculture and Fisheries responsibilities. These resources will be drawn together by Department authorities based on the nature of

the specific emergency and expertise required.

The Nova Scotia Department of Agriculture and Fisheries has access to a range of specialized agricultural equipment located primarily in Truro and Kentville. The Nova Scotia Agricultural College potentially could be used for emergency housing of evacuees during a large emergency. University staff could provide a wide range of technical expertise.

The DEPO will be responsible for ensuring the appropriate lists are kept current. Resource lists will be updated at least annually.

## **7.0 Command Structure:**

When an event is localized, the NSDAF representative shall function as a liaison person to the local Emergency Operations Centre, if required. If the emergency is larger in scope, the representative may have to work in conjunction with a zone controller, or if it is provincial in nature, under the direction of the provincial Emergency Operations Centre (EOC).

In all cases, the command structure will be as defined in the Nova Scotia Emergency Management Manual.

## **8.0 Appendices:**

### **8.1 Provincial Authorities:**

DEPO	-	Mike Horwich	Phone:	(902) 893-6541
			Fax:	(902) 893-6531
			E-Mail:	horwicmf@gov.ns.ca
Alternate	-	Elaine Rector	Phone:	(902) 893-4190
			Fax:	(902) 893-4992
			E-Mail:	erector@nsac.ns.ca
Veterinary	-	Dr.Lyn Ferns	Phone:	(902) 893-6526
			Fax:	(902) 895-6684
			E-Mail:	fernsl@gov.ns.ca
Food	-	Mike Horwich	Phone:	(902) 893-6541
			Fax:	(902) 893-6531
			E-Mail:	horwicmf@gov.ns.ca

8.2 Local Agricultural Representatives

8.3 Nova Scotia Agricultural College Emergency Plan

February 24, 1999

	<b>COUNTY OF COLCHESTER PLAN</b>	
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**COLCHESTER REGIONAL  
EMERGENCY MEASURES ORGANIZATION**

**EMERGENCY EVACUATION GUIDE**

# SECTION 1

## 1.00 INTRODUCTION

The Colchester Region is fortunate in having rail and road transportation that make it a desirable location for industrial development. The increasing concentration of our residents and the increase in industrial development make us more vulnerable for the occurrence of a major emergency. A major incident, whether natural or manmade, may necessitate the evacuation and relocation of nearby residents.

Crisis relocation will result in a tremendous psychological effect for those directly involved, and an adverse economic effect on the community as a whole. The relocation of families for short or long term periods is very stressful and disruptive. The cost of closing down a portion of the Colchester Region even for one day could be measured in terms of hundreds of thousands of dollars. For this reason, a decision to evacuate a large area will be taken as a last resort and only with the approval of the Regional Emergency Measures Advisory Committee. A state of Local Emergency will probably be declared before any large scale evacuation will be implemented.

First response agencies alone cannot be expected to deal with a major emergency, its effects and the evacuation and relocation of residents. An effective response will require the participation and close cooperation between first response organizations, social services and other support agencies as outlined in the Colchester Regional Emergency Measures Plans.

## 1.01 PURPOSE

The purpose of the Colchester Region Emergency Evacuation Guide is to provide, under major emergency conditions, the medium through which evacuation and relocation can be achieved. Every effort will be made to ensure that all evacuees are relocated to facilities within the Colchester area. This philosophy will be extended to hospital patients and residents of other care giving facilities.

## **1.02 AUTHORITY**

The Colchester Region Emergency Evacuation Guide has been prepared in accordance with the requirements of and under the authority of the Regional Emergency Measures By-law, passed Municipality of the County of Colchester, the Town of Truro and the Town of Stewiacke. This guide is also in accord with the provisions of the Province of Nova Scotia, Emergency Measures Act, 1990, c.8, s.1.

The guide will be known as the Emergency Evacuation Guide, part of the Colchester Regional Emergency Measures Plans. It shall be the responsibility of the Regional Emergency Measures Co-ordinator to ensure that the Guide remains current, through periodic updates and for the reproduction and distribution to all plan holders. This guide shall be brought forward at least once a year to the Regional Emergency Measures Planning Committee for review and updating.

## **1.03 IMPLEMENTATION**

This Emergency Evacuation Guide will be implemented as soon as it becomes apparent that, due to an emergency, evacuation and relocation will be necessary for residents within the Colchester region. The type and size of the emergency, the perceived threat to the community and the number of people to be relocated will determine if the guide is implemented in whole or in part. The Regional Emergency Measures Advisory Committee will probably declare a State of Local Emergency before a full scale evacuation will be implemented.

## 1.04 CONCEPT OF OPERATIONS

The purpose of the Colchester Regional Emergency Measures Plan is to provide for a timely response and effective utilization of all necessary service agencies, community organizations and volunteers. This is necessary in order to protect and save lives, minimize damage and loss to public and private property and to protect the environment. In order to achieve this, the Regional Emergency Measures Organization will be the mechanism through which control and co-ordination over response activities will be established and, in addition, a means of ensuring continuous support to response services.

The Emergency Evacuation Guide has been developed as an adjunct to the Colchester Regional Emergency Measures Plan. The Emergency Evacuation Guide has as its first priority the safety, health and welfare of the residents of the Colchester region. Only in the face of a serious threat to the health and safety of the residents of Colchester region will an evacuation of the residents be considered.

The Emergency Evacuation Guide is based on a philosophy of evacuation and relocation of residents within the boundaries of the Colchester Region. The Guide also establishes a mechanism through which control and co-ordination is established as well as ongoing service support throughout the evacuation and relocation process.

It is recognized and accepted that circumstances will dictate, for example, the boundaries of the area to be evacuated, the direction of movement of residents and the location of evacuee centres. The time of day or night could have a bearing on the number of people to be evacuated from a given area. This is the result of a population shift from residential areas to places of work. Although procedures have been established, the widest possible latitude for decision making has been left to the decision makers.

To assist fire, police services and other response agencies who will initiate evacuation, the Colchester Region will be geographically divided into zones. Where possible, natural and manmade barriers will be used for boundaries for each zone. It may not be necessary to evacuate a zone, or it may be necessary to evacuate parts of two adjacent zones, therefore each zone may be divided into two or more sub-zones. Here again use will be made of well known natural or manmade barriers to mark boundaries.

Response officials will use all relevant information in determining zones and zones to be evacuated. This may include:

- ▶ population figures reflecting day/night occupancy;
- ▶ description of boundaries of zones to include natural and manmade barriers;
- ▶ assembly areas in zones;
- ▶ main evacuation routes;
- ▶ potential hazards that may still exist in the zone;
- ▶ special care facilities;
- ▶ approximate number of residents in area;
- ▶ number of schools in area;
- ▶ recreational facilities in the area;
- ▶ fire stations or other emergency facilities in the area.

Each service agency or volunteer group identified in the Regional Emergency Measures Plan has been assigned an emergency role and responsibility(ies). In the Emergency Evacuation Guide, these roles and responsibilities have been reviewed and where necessary amplified.

The region of Colchester to be evacuated will be considered an emergency site and an Emergency Site Manager will be appointed. As a result, some services and organizations such as Police, Social Services and Health may be directing and/or supporting more than one emergency site. All services and organizations must be acutely aware of this fact and at the same time, of the need to supply at least a minimum level of service to the unaffected areas of Colchester Region. This can only be achieved through a high level of co-operation, co-ordination and dedication on the part of everyone concerned.

## 1.05 METHOD OF OPERATION

Should a major incident occur in the Colchester Region, on the advice of the first response agency, the CAO of any of the three municipalities, the Regional Emergency Measures Co-ordinator, or any member of the Regional Emergency Measures Advisory Committee may request that the Regional Emergency Measures Plan be activated. The Director of the Emergency Operations Centre (EOC), along with the Regional Emergency Measures Co-ordinator (REMC) and the Public Information Officer (PIO) will ensure that all members of the EOC are alerted and report to the Emergency Operations Centre. If the need to evacuate and relocate residents of the affected area is apparent, the provisions of the Emergency Evacuation Guide will be implemented. If not, the Emergency Evacuation Guide can be activated at any time. Should there be a need for a compulsory evacuation to be carried out, a “state of local emergency” must be declared.

The police of jurisdiction will have the primary responsibility for implementation of evacuation consistent with their operating procedures. All other services and organizations must be prepared to support the police evacuation activities.

The exception to this is where an emergency site is under the management of a service other than police. In this instance, the Emergency Site Manager has the responsibility for the evacuation of people within the danger area. The police force will assume responsibility for movement of these evacuees as soon as they have been moved beyond the jurisdiction of the Emergency Site Manager. The Emergency Site Manager will advise the Director of the EOC of any evacuation arrangements made and the EOC will ensure that co-ordination takes place through the police and other involved organizations.

Once the decision has been made to evacuate an area of Colchester, the members in the Emergency Operations Centre will determine the following:

- ▶ the boundaries of the area to be evacuated;
- ▶ the main evacuation route(s) to be used and the necessary traffic control points;
- ▶ the assembly areas to be used;
- ▶ the time evacuation will start and who will be evacuated first (staged evacuation);
- ▶ the medical care giving facilities, schools, recreation facilities, etc., within the evacuation area and ensure they are notified if necessary;
- ▶ that all services are alerted to the evacuation, including the provincial EMO;
- ▶ that a news release is prepared for immediate broadcast to the public; and
- ▶ appoint a Police Site Manager to direct the evacuation and relocation.

Schools located within the area to be evacuated will not send students home. School population will be evacuated to relocation centres and from there reunited with their families. A parent(s) or guardian who wishes to remove their child or children from school during an evacuation crisis may do so by making the request in person to school officials and following school board policy.

Designated essential services within the community and some industrial workers may have to remain on the job as

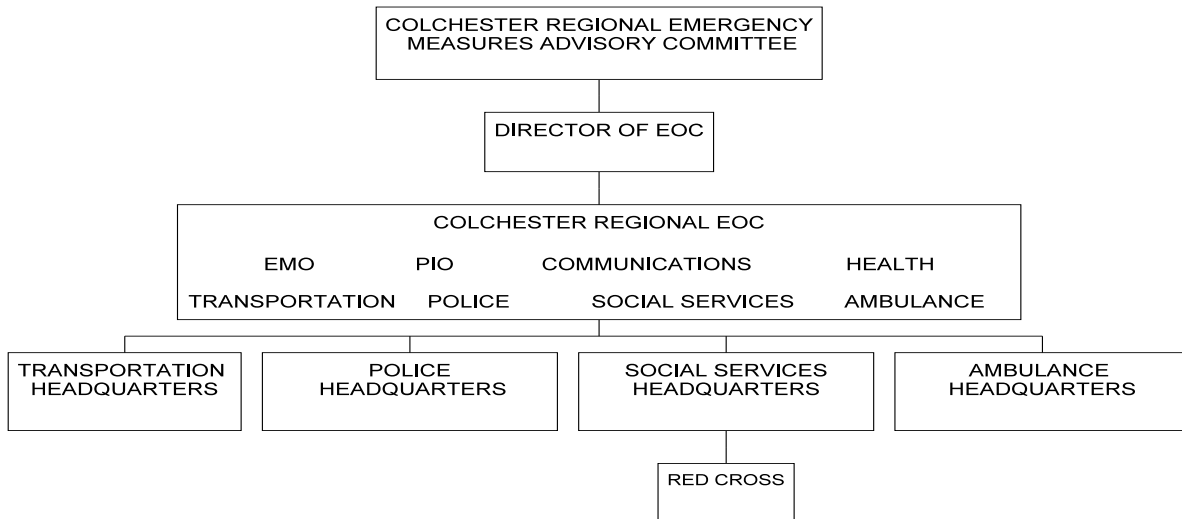
the tasks they are performing cannot go unattended. These positions should be rotated as often as possible and will only be abandoned under imminent life threatening circumstances.

The residents of Colchester who have been relocated in temporary shelter will require a wide range of support services. The Social Services Department has the primary responsibility for the provision of all such services and has contracted these to the Canadian Red Cross.

## 1.06 LINES OF AUTHORITY

The organization chart that follows (1.07) illustrates the lines of authority emanating from the Regional Emergency Measures Advisory Committee through the Director of the EOC and members of the EOC. The primary response services concerned with evacuation are the only services illustrated.

## 1.07 LINES OF AUTHORITY - ORGANIZATIONAL CHART



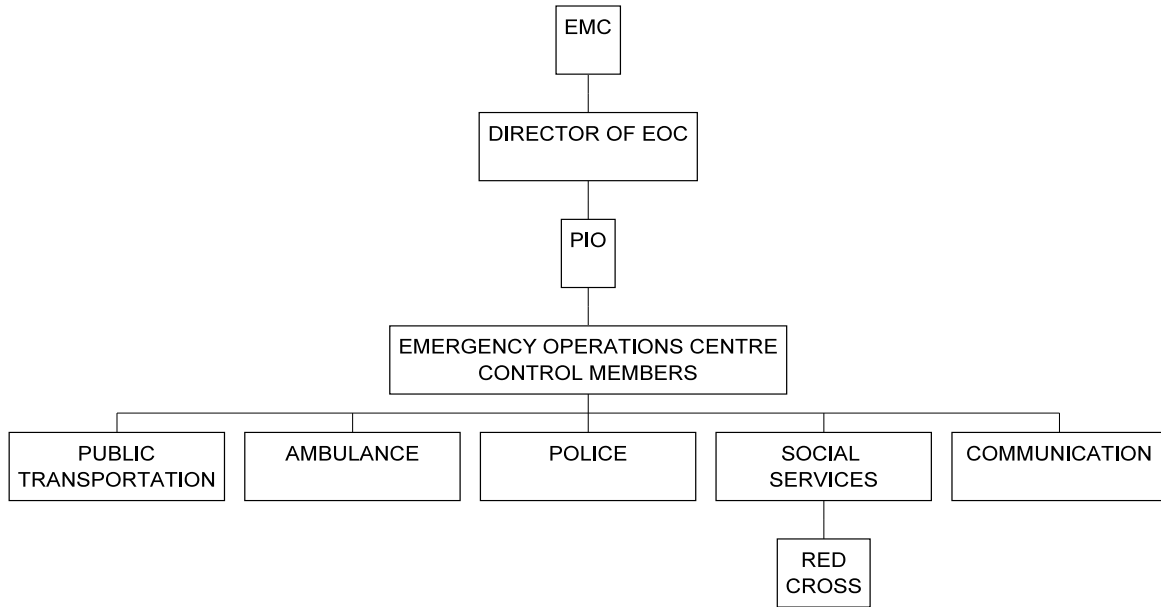
## **1.08 EMERGENCY ALERT**

Should the EOC have to be activated to provide for an evacuation then the Emergency Alerting System of the Colchester Regional Emergency Measures Plan will apply. This procedure may also apply in the case of a large institutional evacuation.

Upon receipt of the warning, departments will complete their alert as necessary. Departments are reminded that not all their support agencies may be listed in the Regional Plan and more detailed information on who to contact should be maintained by them.

**NOTE: A formal declaration of a local state of emergency must have been made before compulsory evacuation can take place.**

## 1.09 EMERGENCY ALERT - ORGANIZATION CHART (EVACUATION)



## **1.10 COMMUNICATIONS**

The Colchester Regional Emergency Measures Communications Officer will be responsible for establishing and maintaining communications to support evacuations and relocation. The police force of jurisdiction or the Department of Community Services will make request for communications facilities or equipment to the Communications Officer in the EOC.

Should it become necessary to evacuate a hospital, chronic care facility, home for the aged or nursing home it will require that communications be established from the facility to the relocation centre. The request for communications equipment will be made to the Communications Officer in the EOC and he/she will only act on a request upon approval by the Emergency Operations Centre Control Group.

## SECTION 2

### **2.00 RESPONSIBILITIES**

The responsibilities assigned to departments and volunteer organizations are specific to this guide and may or may not mirror those assigned in the Colchester Regional Emergency Measures Plan. Those departments and organizations not listed are still required to provide whatever assistance is required in support of emergency evacuation and relocation.

The Emergency Measures Advisory Committee, on the advice of the EOC, is responsible for a declaration of a “state of local emergency” prior to the implementation of this guide. All alternatives to evacuation will be examined by the EOC and only as a last resort will a declaration be recommended.

## **2.01 EMERGENCY OPERATIONS CENTRE - CONTROL GROUP**

When the decision has been taken to evacuate an area of Colchester and a declaration of local emergency has been proclaimed, the Emergency Operations Centre (control group), under the direction of the EOC Director, will be responsible for the following:

- (a) ensure that all support services are alerted to the evacuation order;
- (b) ensure that all necessary volunteer organizations have been alerted and their emergency plans activated;
- (c) appoint an Evacuation Site Manager;
- (d) determine the boundaries of the area(s) to be used;
- (e) identify which assembly area(s) are to be used;
- (f) identify safe areas and have relocation centres opened for evacuees;
- (g) determine the time evacuation will commence and ensure that the Public Information Officer is informed and information is circulated;
- (h) notify any medical facilities of the evacuation order, those within the area to prepare to evacuate and those outside to prepare for the possibility of receiving evacuees;
- (i) compile a list of essential personnel who are within the evacuation area and who must remain at their work site;
- (j) ensure that the Provincial EMO is notified of the evacuation order.

## 2.02 POLICE

When a state of “local emergency” is proclaimed and this guide is implemented, the police force of jurisdiction will, in addition to any other emergency responsibilities assigned elsewhere, be responsible for the following:

- (a) assume overall control of the evacuation and relocation under the direction of the EOC except as noted in 1.05;
- (b) identify the main evacuation route to be used;
- (c) determine where point duty officers will be needed and where barricades can be supplemented;
- (d) provide police personnel at assembly areas and relocation centres as required;
- (e) provide security for evacuated areas and guard against unauthorized re-entry;
- (f) ensure animal control (dog catcher, SPCA, Dept. of Agriculture and Fisheries, etc.) is notified of the evacuation and they are prepared to care for or evacuate animals left behind in the evacuated area;
- (g) ensure Ground Search and Rescue are notified to provide personnel to assist police with their evacuation activities;
- (h) activate the Police Mutual Aid Plan.

### **2.03 PUBLIC TRANSPORTATION**

When notified that an evacuation order has been issued, the person responsible for public transportation will provide for the following:

- (a) provide for the immediate and ongoing transportation needs to move people from assembly areas to relocation centres;
- (b) provide specialized buses to aid in the evacuation of disabled, hospitals or like institutions;
- (c) direct and co-ordinate all public transportation;
- (d) activate the Transportation Mutual Aid Plan;
- (e) continue if possible to provide service to other non-affected areas.

## **2.04 SOCIAL SERVICES**

When notified that an evacuation order is in effect, the Department of Community Services in association with the Canadian Red Cross will be responsible for the following:

- (a) the provision for the evacuees of temporary shelter, feeding, clothing, personal services as necessary and a system of registration and inquiry;
- (b) emergency feeding of workers and victims;
- (c) direct and co-ordinate the activities of all social care delivery agencies;
- (d) ensure that all relocation centres to be occupied have adequate operating staff available to receive evacuees;
- (e) provide assistance to any health care facility in need during the evacuation and relocation;
- (f) ensure that the Community Services (Social Services) Mutual Aid Plan is activated.

## 2.05 PUBLIC INFORMATION

When an evacuation order is in effect in the Colchester area, the Regional Emergency Measures Public Information Officer will be responsible for the following:

\*\*\*\* Prepare a news release giving necessary information.

- (a) why evacuate
- (b) what is the hazard
- (c) what are the boundaries
- (d) what time does the evacuation start
- (e) who goes first
- (f) where are the assembly areas
- (g) where are the relocation centres
- (h) where are the main evacuation routes
- (i) how long will the evacuation order be in effect
- (j) what should people take with them
- (k) instructions on what to do with pets
- (l) any other relevant and accurate information necessary.

\*\*\*\* The news release should be approved by the EOCCG before release and updates will be provided at regular intervals.

\*\*\*\* The release of telephone numbers to the media and general public as to where they can call for information and assistance.

\*\*\*\* **The Public Information Office shall be the only source for the release of timely and accurate information to the media and the public.**

## **2.06 COMMUNICATIONS OFFICER**

Upon being alerted that an evacuation order will be put into effect, the Communication Officer will be responsible for the following:

\*\*\*\* To provide communications equipment as requested for the necessary locations:

- (a) assembly areas;
- (b) relocation centres;
- (c) any health care giving facility to be evacuated or to receive evacuees;
- (d) to any other location requested by the EOC.

\*\*\*\* Ensure that all communications support groups have been notified and are on standby.

## **2.07 PUBLIC WORKS**

Upon being alerted that an evacuation order is in effect, the Public Works organization will be responsible for the following:

- (a) provide barricades as requested by police;
- (b) provide and post temporary direction or information signs at the request of the police;
- (c) provide other manpower and equipment requested in support of the evacuation;
- (d) ensure that the Public Works Mutual Aid Plan has been activated.

## **2.08 MEDICAL FACILITIES**

All medical facilities within the Colchester Region will be prepared to evacuate or receive evacuees from other institutions when an evacuation order is in effect. In either case the provisions of their emergency plan will apply. All possible assistance required to fulfill their requirements will be extended by the Emergency Measures Organization.

	<b>COMMUNICATIONS &amp; PUBLIC INFORMATION PLAN</b>	
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## **Communications Component Emergency Response Plan**

### **Introduction**

The following communications plan supports the Emergency Response Plan of the Department of Agriculture and Fisheries and the Nova Scotia Agricultural College that states these entities hold responsibility for *“managing an organized and co-ordinated response to address both immediate and long-term needs created by an emergency. The objectives are to minimize personal injury, human trauma and property damage; to maintain academic programs; and to keep the University community and the public informed. Clear direction and timely communication should expedite resumption of regular operations.”*

In doing so, this communications plan will detail the communications procedures that should be followed to inform the campus community of a declared emergency as well as how the plan is to be implemented.

### **Objectives:**

- Provide timely, accurate information to the campus community, media and general public in the event of a declared emergency through the most effective communications means possible.
- Support the Emergency Response Plan’s objectives to expedite the return of normal operations and lessen any ensuing hysteria.
- Maintain the professional image of the Department and University and promote an air of authority, control, compassion and efficiency.
- Inform and educate campus community on the existence of the Emergency Response Plan and what procedures will be followed in the event of a declared emergency.

### **Key Messages:**

(generic)

- We have an emergency response system in place that is effective. It has been activated and every possible action is being taken to ensure people are safe and the University returns to normal operations as soon as possible.
- We will keep you informed and updated on any information, as it becomes available.
- Messages specific to the event will be developed by the team as soon as possible and distributed to each member.

## Communications Actions:

NOTE: The designated Public Relations member of the Emergency Management Response Team (EMRT) will coordinate and oversee the management and operation of the Media Centre and stay in close contact with the Emergency Operations Director.

- Communication to Department and University staff that an Emergency Response plan exists.
- Develop an Emergency Communications Media Kit that contains:
  - List of team members along with their phone numbers and responsibilities,
  - Emergency phone numbers,
  - Phone and fax numbers of relevant media, including the student press,
  - President's office fax and phone numbers,
  - Phone number for NSDAF Communications Manager (to utilize provincial news distribution system if necessary and ensure Deputy and Minister are informed and briefed),
  - Phone number for contact IT person (for e-mail and Intranet support),
  - Develop appropriate letterhead and fax sheets for news releases, advisories, letters,
  - Background on the NSAC such as the number of employees, the size of the physical plant and other facts reporters may ask about,
  - A statement about who is authorized to speak for the campus,
  - Sample press releases and statements for spokesperson,
  - Other key contacts for information - Registrar, Student Services, Webmaster, Ted Manning,
  - The campus's policy on releasing names of injured and dead people with instructions for coordinating release with legal counsel.
- Implementation and Co-ordination of On-site Media Centre
  - Location of, and instructions for, setting up headquarters for the media. The site should insulate reporters from the incident but provide facilities for press briefings, computer and phone services, parking for TV vans and satellite uplink units and so on.
  - Location of alternative site in case campus is inaccessible.
  - Develop signage for Media Centre and brief spokesperson on media protocols.
  - Instructions for organizing media briefings and news conferences.

## Methods of Communications

- Guidelines for spreading the word on and off campus including:
  - instructions for notifying faculty, staff and students,
  - the location of up-to-date mailing labels for various constituent groups such as alumni, donors and parents you may need to reach during and after the crisis,
  - instructions for posting information electronically through the campus computer bulletin board or on the Internet/Intranet.
- Switchboard Operator - Communicate updates to public and campus community.
- News releases, interviews, faxes, memos and so on.
- Emergency Resolution Follow-up
  - Coordinate emergency debriefing after resolution of emergency.
  - Complete any necessary changes and upgrades to plan.

Evaluation:

- Hold post-mortem after each event to identify strengths and weaknesses of the process.
- Monitor media uptake.
- Monitor calls to Switchboard and type of call, (i.e.) negative in terms of not enough information and so on.

