



Kings County, NS Regional Emergency Evacuation Plan (REEP)

September 2022
(Change 1)



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FOREWORD

The development of a Kings County Regional Emergency Evacuation Plan (REEP) is paramount to public safety in the case of man-made disasters and natural disaster threats. The Kings County Regional Emergency Evacuation Plan was prepared in consultation with County and Municipal stakeholders responsible for everyday management throughout Kings County. It serves as Kings County's Emergency Evacuation plan to coordinate an integrated approach to emergency evacuation.

The main objective during an emergency evacuation is to safely move people from potential hazard zones to safe destinations in the quickest and most efficient way. Given the drastic consequences of large-scale emergencies, the proper development of emergency evacuation plans is essential. Also, given the diverse demographic characteristics of Kings County, an efficient evacuation strategy should integrate multiple modes to particularly aid transit-dependent people who have no access to automobiles at the time of evacuation or at all.

The Kings County Regional Emergency Evacuation 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.

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.



Cate Savage
Chair

Kings REMO Regional EM Advisory Committee
Deputy Mayor, Town of Kentville

1.0 INTRODUCTION

1.1 Background

This Evacuation Plan is only one part of preparedness efforts that include training, exercises and the debriefing of actual events. As Kings County evolves, so will the Evacuation 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 an evacuation or sheltering-in-place as well. Therefore, the following plan should not be seen as a final, rigid solution, but rather the foundation for continuous planning efforts

As a result of an emergency incident in Kings County an evacuation may be the chosen form of protective action. Evacuation may result in a tremendous psychological effect on those persons directly affected. Adequate communication with people involved is essential and shall include; explaining that an evacuation is pending, what they shall be required to do and when they should be required to react if an evacuation is issued. A decision to evacuate should only be made when absolutely necessary.

First response agencies alone cannot be expected to deal with a large-scale evacuation and relocation of residents. An effective response will require participation and cooperation between municipal services, provincial resources and volunteer services such as ground search and rescue and humanitarian organizations.

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 (Change 1), 2021-03
- Kings REMO Evacuation Operational Guidelines, 2018-05-01
- Kings REMO Emergency Coordination Centre Operational Guidelines, 2018-05-01

1.4 Purpose

The purpose of this Evacuation Plan is to provide a vehicle through which a timely and effective evacuation and reception of people can be achieved.

The Plan will 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.

Should a major incident occur in Kings County, the Regional Emergency Management Coordinator (REMC) or designate, on the advice of the first response agency, will consult with the ECC Managers (CAOs) to activate the Regional Emergency Management Plan (REMP). The REMC or alternate will activate the notification procedure set out in the Regional Emergency Management Plan (REMP) so members of the Emergency Coordination Centre (ECC) are alerted and instructed to report to the ECC.

If the need to evacuate and relocate residents of the affected area(s) is apparent, the provisions of the Evacuation Plan 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)

2.1 General

Evacuation is one means of protecting the public from the effects of a hazard; protection is achieved by moving people away from the hazard. In planning for evacuation, the characteristics of the hazard and its magnitude, intensity, speed of onset, and anticipated duration are all significant factors. These will determine the number of people to be evacuated, the distance people must be moved to ensure their safety, the need for reception facilities, and the extent of traffic control and security required.

The community must be prepared to conduct both small-scale (e.g. single facility or limited local) and large-scale (e.g. extensive local and regional) evacuations at all times of the day both from known hazard areas and from unexpected incident locations.

2.1 Types of Evacuation

2.1.1 Pre-Emptive Evacuation

- Given adequate warning about a hazard, sufficient resources, and a likely threat, it will be advisable to conduct pre-emptive evacuations
- A pre-emptive evacuation may be undertaken when it is clear that if delayed, conditions (weather or other hazard) would impede evacuation.

2.1.2 No-Notice Evacuation

- It may be advisable to carry out an evacuation even while a threat is facing a community.
- With an evacuation of this type, decision may need to be made with limited information.
- Decision-makers, such as the Incident Commander, must be willing to make decisions with whatever information is available at the time. They may have little or no time to wait for additional information because any delay may have a significant impact on public safety.
- Pre-planning will be instrumental in supporting decision-making in no-notice situations.
- Evacuations of this nature are done when life safety is at extreme risk. Such an evacuation poses increased risk to all involved.
- To acquire resources and expedite the evacuation normally requires extraordinary measures (i.e., a State of Local Emergency has been declared).
- Emergency responders may require personal protective equipment, as responder safety will be critical.
- Provincial or Federal assets may be required to facilitate an evacuation of this type.

2.1.3 Post-Incident Evacuation

- After a threat has already impacted a community (i.e., flooding), it may be necessary to:
 - Remove residents from an environment that is no longer able to sustain them, or

- Prevent or mitigate the onset of further consequences leading to a prolonged or new emergency.

2.1.4 Partial Evacuation

- Partial evacuations typically are localized to a specific area of a municipality and may be caused by fires, hazardous material incidents, etc.
- There is often on-scene activity by emergency response personnel who may direct the evacuation.

2.1.5 Widespread Evacuation

- Larger incidents may affect the entire region.
- Evacuations of this type often involve a larger number of evacuees, possibly from more than one municipality.
- This will require intensive effort by emergency management personnel to coordinate, transport, and shelter the affected populations, and will place greater demands on staff and resources.
- Incidents that precipitate a wide-spread evacuation typically cause far-reaching damage and are therefore more likely to compromise critical infrastructure in a manner that hinders evacuee movement.
- Structural damage to the transportation systems, such as bridges, and highways, may render them unsafe for use.
- If these sites are located on evacuation routes, those routes may be unavailable, and alternatives will need to be identified.
- In cases where the transportation network is severely restricted by such damage, sheltering-in-place may be a safer short-term alternative.

2.1.6 Spontaneous Evacuation

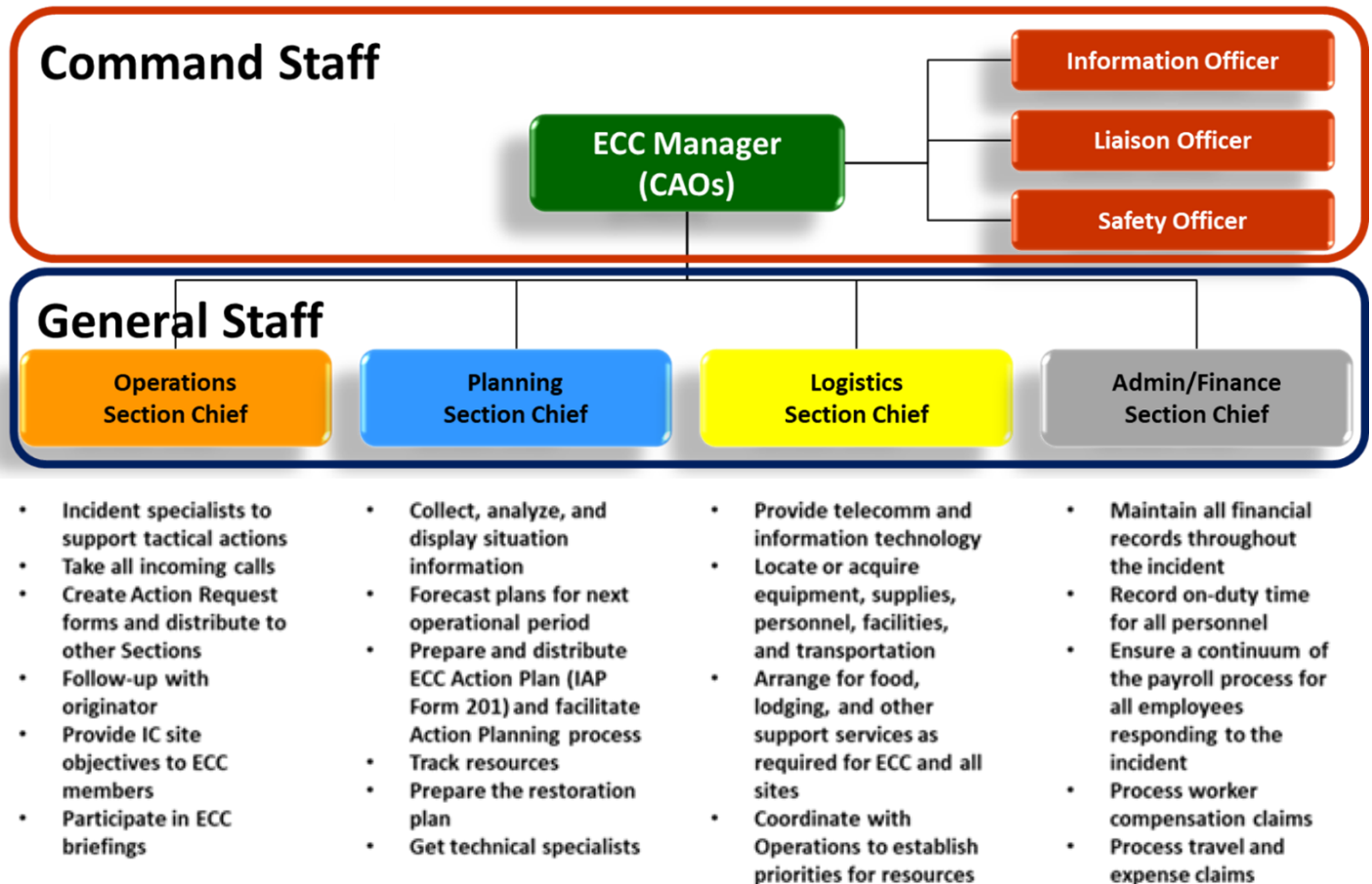
- Spontaneous evacuation (self-evacuation) is when people choose to evacuate without explicit direction to do so.
- If people spontaneously evacuate, they may still request shelter or other essential services.

2.1.7 Shelter-in-Place

- This is a precaution aimed to keep residents safe while remaining indoors.
- Shelter-in-place means selecting a small, interior room, with no or few windows, and taking refuge there. It does not mean sealing off your entire home or office building.

2.2 Evacuation Organizational Structure

To support a mass evacuation of Kings County the Kings REMO Emergency Coordination Centre is structured under the Incident Command System:



2.3 Potential Community Hazards

The Kings REMO Hazard Risk Vulnerability Assessment (HRVA) was completed in June 2018 and will be assessed annually by the Regional Emergency Management Planning Committee (REMP). The HRVA will determine the potential hazards that may create the need to evacuate. The list below is not exhaustive, and events are not listed in particular order of risk. The following list is considered potential community hazards that may affect all or part of the County.

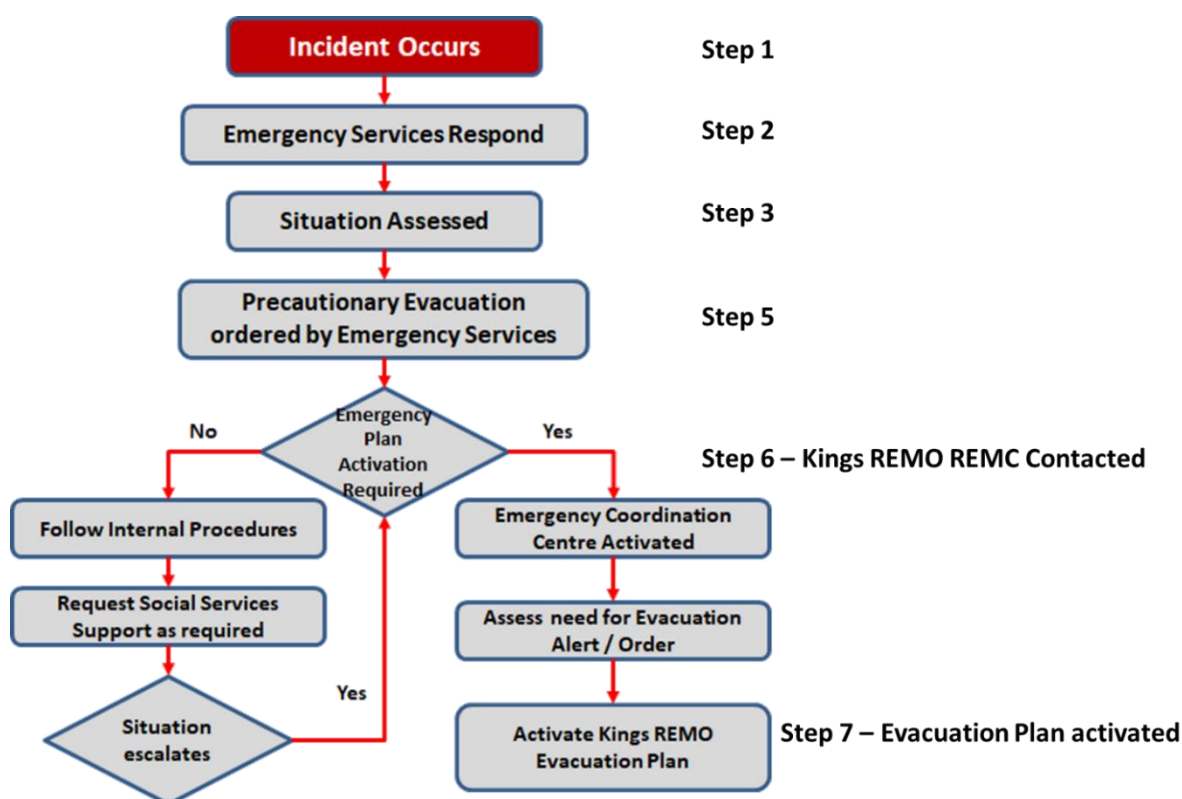
- Inland and coastal flooding
- Wildfire
- Highway or road incident involving dangerous goods spill
- Weather events (blizzard, ice storms, hurricanes)
- Highway closures
- Multiple vehicle accidents

2.4 Evacuation Considerations

The following factors are considered in the decision-making process related to evacuations:

- a. Risk analysis of the underlying cause of the incident such as toxicity of substances, explosive characteristics of substance(s), reactivity characteristics of substance(s), wind direction, topography, fire.
- b. Debris and damaged infrastructure.
- c. The number of persons to be evacuated.
- d. The approximate number of persons requiring special assistance to evacuate.
- e. Egress routes.
- f. Time of day.
- g. Available lead time.
- h. Potential risk to evacuees during movement.
- i. Safety of emergency workers.
- j. Availability of resources to support the movement of evacuees.
- k. Land use of area – residential, employment, mixed uses

2.5 Steps for Activation of the Evacuation Plan



2.6 Assumptions

The following assumptions should be considered and recognized when developing evacuation plans:

- Spontaneous evacuation will occur when there is sufficient warning of the threat. Between 5 and 20 percent of the people at risk will self-evacuate before being directed to do so;
- Some people will refuse to evacuate, regardless of the threat;
- Some individuals will require transportation support to evacuate;
- Some owners of animals will refuse to evacuate unless arrangements have been made to care for their animals;
- Approximately 10 to 20 percent of the population impacted will require some form of assistance from local Emergency Services teams in Reception Centres. This figure could vary depending on the composition of the community;
- Many evacuees will seek shelter with relatives, friends or motels rather than use government provided facilities;
- For some hazards, such as flooding, designated evacuation routes must be used to safely evacuate people;
- The day of the week and time of day will determine if individuals/families will be at their homes or separated at work and/or school; and
- Many hazards provide a warning period which allows for a planned evacuation and re-entry.

2.7 Evacuation Process

Evacuation takes place within a process that begins with preparing for the possible need to evacuate populations at high risk from imminent or actual disaster. It involves ongoing risk monitoring and management as the situation and needs of evacuees evolve over time, and only ends with their safe, voluntary and sustainable reintegration back home or in alternative locations.

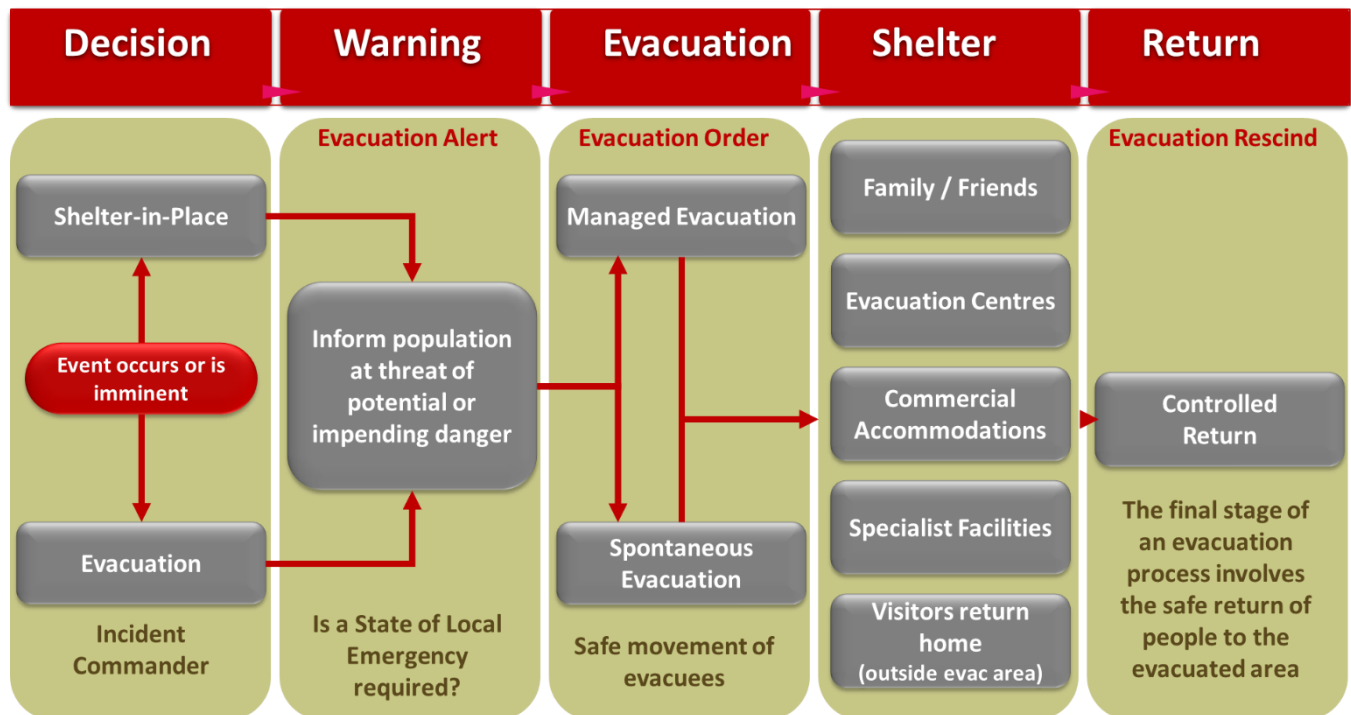


Figure 6.1 – Evacuation Process

2.8 Evacuation Operations – Incident Command Team

Once the decision has been made to evacuate an area in Kings County, the Incident Commander shall determine the following:

- Sign the evacuation order;
- Define boundaries of area to be evacuated;
- Indicate main evacuation route(s) to be used and identify necessary traffic control points;
- Assign staging area(s) to be used;
- Time the evacuation will start and if necessary, who will be evacuated first;
- Activate the notification system for affected residents.

2.9 Evacuee Registration and Facility Locations

If an evacuation is necessary, a list of possible facilities is available at the ECC that can be used as Registration Centres, Comfort Centres and/or Shelters. Once registered, the residents will be directed to appropriate facilities if they require additional support.

The Evacuees who have been relocated to temporary shelters will require a wide range of support services. The Nova Scotia Department of Community Services (DCS) has the primary responsibility for the provision of all such services, with the assistance of agencies such as the Canadian Red Cross, St. John Ambulance and the Salvation Army. The Canadian Red Cross is under contract with DCS to provide the following six (6) services in the event of an evacuation.

1. Registration and Inquiry
2. Emergency Clothing
3. Emergency Lodging
4. Emergency Food
5. Personal Services
6. Psychological Services

2.10 Facilities

Initially, residents are encouraged to seek shelter with friends, family, hotels or other alternate accommodations. It is important that evacuees register by calling or in person at the reception centre. This will allow authorities to contact you with updates and the re-entry details.

There are three types of emergency facilities that may be established:

2.10.1 Comfort Centres

Comfort Centres, sometimes known as Warming or Cooling Centres, are primarily used for residents who are remaining in their homes but do not have full services such as electricity, heat, water etc. The centre can provide a place to go to get light meals, pick up small amounts of needed items and attend to personal hygiene matters. Comfort Centres are normally operated by the municipality and/or local volunteer organizations and are not run by DCS, however, DCS may assist in some cases with supplies like bottled water, for example.

2.10.2 Reception Centres

In an evacuation situation, residents can use a reception centre to provide a safe area of refuge to assess their individual situation and make temporary plans. The centre also allows the DCS through its partners, such as the Canadian Red Cross, to provide a registration and assessment service. In a reception centre, displaced residents can meet with evacuation officials to discuss personal needs and other issues such as security of the evacuation area, re-entry procedures, etc. It is normally at a reception centre that a determination is made on how many residents do not have alternate temporary housing arrangement. If there are enough residents needing overnight accommodation, an emergency shelter may be set up.

Reception centres are provided by the municipality and managed by the DCS. A reception centre may be open overnight, but by its definition, it does not offer sleeping accommodations. It is normally only used at the beginning of an event and sometimes it may turn into a shelter if the facility it is located in meets the needs of the evacuees. There is no requirement to have the reception centre and the evacuation centre in the same facility.

2.10.3 Emergency Shelters

When sufficient numbers of residents are unable to remain in their homes and no other source of temporary housing, an evacuation centre may be established. The Shelter is provided by the municipality and is managed by DCS through its agreement with the Canadian Red Cross. It operates on a 24/7 basis and provides all of the five emergency social services (ESS) including overnight sleeping arrangements. Essentially, the shelter turns into the evacuated resident's home. Therefore, more attention is placed on security and issues around comfort and personal services that will be needed over the time the shelter is operational. Shelters have more requirements for personal space, washrooms, expanded personal hygiene areas, as well as feeding. Food preparation may be done on site if the facility is properly equipped or may be prepared off-site and served at the centre. Support to the DCS may be needed, so again, there is an important role for community volunteers.

2.11 Special Needs Populations

Inhabitants of the impacted area may have specialized needs in evacuating. The aged, infirm, hospital patients, nursing home/home for the aged residents, daycares, schools etc. may require specialized transport to evacuate. The facilities responsible for the care of special groups must have an evacuation plan for their site and a pre-selected destination where the needs of the special groups can be managed. A portion of the population with special needs, reside in family homes or their own homes and may not have a personal evacuation plan. Special populations under home care need to have a preparedness plan and identify themselves to emergency services personnel to ensure that they can be safely removed from danger.

EHS will coordinate with other emergency services to facilitate the evacuation of populations with special needs.

2.12 Domestic Animal Care and Relocation

Evacuation and care of domestic animals is an increasingly important issue for emergency managers and the public. As pets are not allowed in shelters, the Regional Emergency Management Coordinator will coordinate with EMO NS for the [Disaster Animal Response Team of Nova Scotia](#) (DARTNS) assistance in the establishment of pet shelters.

There are a number of considerations involved in providing domestic animal services:

- Communication to owners that the ultimate responsibility to find alternative lodging for domestic animals lies with the animal owner.

- Emergency management organizations and animal care agencies should work together in order to coordinate the expertise and resources of both emergency managers and animal care providers.
- Domestic animals need to be housed in a facility separate from Group Lodging facilities due to potential allergies from exposure.
- Protocols for rescue workers who encounter animals are also helpful.
- Local authorities should become familiar with public health considerations and liability.
- Food and medical care for domestic animals.
- Clear guidelines should be communicated to owners, for example, how much food to bring, if kennel cases are required etc.
- Care of individuals always takes priority over the care of domestic animals.

In most cases, Emergency Social Services coordinates with pet services with assistance from local animal shelters and non-profit organizations.

2.13 Traffic Management

In most evacuation scenarios, the majority of evacuee movements will take place on roadways and highways, in both personal vehicles and public transit vehicles. Given the potentially large numbers of vehicles that will be accessing the roadway network at the same time, it is important to consider what can be done to increase the capacity of roadways.

The purpose of traffic management during an evacuation is to ensure:

- Evacuation routes are kept clear and are used as intended
- Emergency vehicles can access the emergency area
- Unauthorized vehicles are kept out of the emergency area

Traffic management tactics may include:

- the assignment of police resources to strategic locations to prevent congestions and unauthorized access to an emergency area
- the use of additional signage to provide direction to evacuees on routes, destinations, etc.

- converting two-way roads to one-way
- modifying traffic light controls at appropriate intersections
- dispatching tow trucks and other equipment as appropriate to remove obstacles
- establishing temporary holding lots for disabled vehicles in order to keep routes clear for evacuating traffic
- closure of inbound lanes on selected roads and highways to prevent people from entering an area while evacuations are taking place
- establishing a high-occupancy vehicle lane

In terms of the best tactics to employ in an evacuation, the choice depends on the unique characteristics of Kings County's transportation network and the characteristics of the emergency.

2.14 Access Control & Security

Security in evacuated areas is extremely important. Those who have evacuated may not do so in the future if their property has been damaged or stolen during their absence.

Along with controlling traffic during an evacuation, law enforcement will establish road blocks to limit entry into evacuated areas and, where possible, conduct periodic roving patrols within such areas to deter theft by those on foot. To the extent possible, fire departments will take measures to ensure continued fire protection.

Access control points, devices and procedures are predetermined by law enforcement or would be developed or secured by law enforcement specific to the event. These access points or roadblocks may be manned by law enforcement and/or fire department personnel.

If an evacuated area has sustained damage and cannot be reoccupied for an extended period of time, it may be desirable to implement a permit system with a sign-in/sign-out protocol, to monitor and limit access to emergency workers, homeowners, business owners, utility workers, and contractors restoring damaged structures and removing debris

2.15 Demobilization & Re-Entry

2.15.1 Return to the Risk Area

The process for re-entry into the evacuated areas must be coordinated to ensure safety of the public, protection of property, and the continuation of response and recovery activities. The Kings County RCMP will be responsible for notifying residents when it is safe to return to their homes and businesses. Law enforcement will be responsible for ensuring the return occurs in an orderly and safe fashion

2.15.2 Re-Entry Scenarios

Once the threat has passed, Kings REMO re-entry policy may be based upon one of three (3) scenarios:

- Incident has passed and there are little or no damages that affect the communities
- Affects are isolated to a localized area, operational area, or region of the county with minimal or isolated significant damages
- Total devastation with significant infrastructure damages over a wide spread area

2.15.3 Re-Entry Decision

The decision of when to permit residents to return to the affected area will be made cooperatively between the County ECC and municipalities in the impacted areas based upon the three scenarios above. The decision to allow re-entry will be based on an overall evaluation of the situation, including the following major factors:

- Access – Following a major event a survey (ground or aerial) of the impacted areas should be conducted immediately to identify and prioritize the most seriously damaged areas of the locality. This can determine the level of damage to major routes into the area and help to determine the time needed for debris clearance from those routes.
- Essential Emergency Services – Emergency Services agencies that have been moved to a safe haven prior to an evacuation need to return back to their service areas.
- Water Levels – Floodwaters have receded from most of the area.
- Wildfire Areas – Wildfire activity is controlled and no longer a threat to the public.
- Public Health – Water and sewer services are operating, or reasonable accommodations are in place or available.
- Subsistence – Food is available or made available in the impacted area.

- Utilities – Electricity, water, telephone, propane and natural gas services are operating or information is available about when they will be available in the affected area or reasonable accommodations are in place or available.
- Existing services can support the people already in the impacted area as well as an additional influx of people

2.15.4 Re-Entry Teams

Re-entry teams should begin the process of clearing access to critical facilities and roads to facilitate the re-entry process. The Pre-Re-entry Teams consist of but are not limited to:

- Public Works Team with heavy equipment (wheel loader, backhoe, etc), and chain saw crews.
- Power Crews to identify and remove downed utility lines (Power, Cable, etc).
- Emergency Medical Service to provide medical support to victims that are located while opening up roads.
- Fire Service Agencies to provide incident, evacuation and re-entry support
- Law enforcement to provide security for crews.

It needs to be understood that the Pre-Reentry Teams are not Search and Rescue Teams, they are only tasked with opening up roads to gain access so Search and Rescue Teams and Damage Assessment teams can gain access to areas of destruction.

2.15.5 Informing Evacuees of Re-Entry Procedures

Public Information Officers at the Incident Command Post, and ECC will coordinate messaging regarding re-entry procedures. This will be done through multiple means, including news releases, public briefings, social media, website messaging Kings REMO Emergency Email Notification System.

2.15.6 Phased Re-Entry

Once the decision to permit re-entry has been established, law enforcement personnel should set up checkpoints and roadblocks as needed based upon the level of damage that has occurred. Re-entry can proceed as recommended based upon a phased re-entry. This can ensure primary access to essential personnel and help to manage the number of people entering the disaster area.

Phase 1 – allows the re-entry of agencies and groups that play key roles in restoring normal operations in the impacted areas following a disaster. Law enforcement personnel should restrict access during this phase to provide for area safety and security. Phase 1 agencies and groups may include, but are not limited to, the following:

- Law enforcement agencies

- Search and Rescue Responders
- Fire and EHS crews
- Facility/Industry Emergency Response Teams
- Debris Clearing and Removal Crews
- Infrastructure and Utilities Repair Personnel
- Official Damage Assessment Teams
- Other personnel at the direction of the County ECC

Phase 2 – allows for the short-term limited re-entry of other critical groups as well as residents and business owners to assess damages. The ECC in coordination with public safety personnel should determine when it is safe to begin Phase 2 entry. These groups may include, but are not limited to, the following:

- All agencies and personnel listed under Phase 1
- Resident and Business Owners (with Insurance Adjusters and Contractors) to conduct insurance assessments (access may be temporary)
- Relief Workers
- Health Agencies
- Large Box Store Management and Staff (to support recovery ops)
- Hotel/Motel Staff (to prepare for receiving of Provincial and National relief agencies)

Phase 3 – allows for the re-entry of only those residents and business owners who can prove they live, own, rent, lease or otherwise have a need to be allowed into the affected areas. It includes all agencies and personnel from Phase 1 and 2, as well as residents and business owners within the evacuated area. Phase 3 may still involve road blocks and areas where access is limited.

2.16 Essential Services

Depending on the risk, designated essential services cannot be fully evacuated and minimal staff must remain on the job. In this instance, a plan must be in place to ensure the staff remain safe and an extraction protocol with triggers in case the staff have to be evacuated quickly. Each municipal unit in the County must complete a list of these services and the minimal staffing requirements well before an incident occurs.

3.0 RESPONSIBILITIES

Evacuation will be under the direction of the Police, assisted by the Fire Service when requested. Traffic control will be under the direction of the Police with support as required, including the Nova Scotia Department of Transportation and Public Works.

Notifications will normally be by door-to-door canvassing by police, fire, or others as designated by police – see [Annex H](#) (Instructions for Door Knockers – Shelter-in-Place), [Annex I](#) (Instructions for Door Knockers – Evacuation Alert), and [Annex J](#) (Instructions for Door Knockers – Evacuation Order) . Where appropriate, sirens and emergency vehicle Public Announcement systems will be used. Kings REMO Emergency Coordination Centre (ECC) Information Officer, or designate, will coordinate with local radio station for 24-hour announcements are to be kept current, and standard public announcement messages are to be available for immediate use.

Kings REMO shall maintain a current listing of transportation resources that can be immediately deployed. This shall include: commercial buses, school buses, taxis, etc. For special needs, such as during severe weather, local snowmobile clubs, ATV clubs, Ground Search & Rescue teams, and area fire department resources, etc. may also be requested to assist.

Kings REMO Regional Emergency Management Coordinator (REMC) shall maintain a current listing of comfort centres/emergency shelters that can be immediately assessed, such as fire halls, community centres, and recreation centres, schools, etc., with a current listing of contact names and phone numbers. Kings REMO shall be prepared to immediately have arrangements made to open these reception centres as required.

Kings REMO will liaison with the Red Cross who are responsible to provide (a) registration and inquiry, (b) lodging, (c) feeding, (d) clothing and (e) personal needs during an emergency. The Red Cross is to be notified immediately when an evacuation is being considered or implemented, normally through the 24-hour emergency response number of 1-800-222-9597.

With termination of the need for evacuation, as determined through consultation among the agencies involved, notice shall be given by all appropriate means to evacuees regarding any special procedures or cautions to be taken when returning to their homes.

Kings REMO shall be prepared to work with Provincial and Federal authorities as appropriate to arrange any special funding issues that may result from the emergency.

3.1 Site Level – Incident Commander

- ☐ Ensure all agencies that will be involved are consulted prior to evacuation
- ☐ Determine evacuation area
- ☐ Establish a perimeter to exclude people from entering the evacuation area – indicate perimeter on map
- ☐ Establish a policy on whether persons will be advised or ordered to evacuate
- ☐ Assemble, brief and deploy personnel
- ☐ Announce evacuation plan decisions (boundaries and evacuation routes)
- ☐ Distribute evacuation Alerts and/or Orders
- ☐ Door-to-door canvassing and house-marking
- ☐ Work with local volunteer groups who are providing on the ground support to evacuation such as Valley Search and Rescue
- ☐ Continue to monitor the situation and re-evaluate the need to evacuate, keeping all field units up-to-date regarding changes
- ☐ Provide advice and information on any special precautions that should be taken during and after the event
- ☐ Determine the number of people needing transportation
- ☐ Determine actions required to establish access control

Agency in charge: _____

Resources assigned:

- ☐ Police
- ☐ Fire
- ☐ Public Works
- ☐ Other _____

- ☐ Determine any specialized resources required

Agency in charge: _____

Resources assigned:

- ☐ HAZMAT Teams (special equipment needed)
- ☐ Fire Department (level of Personal Protective Equipment needed)
- ☐ Decontamination (set up area)
- ☐ Ambulance Service (triage and treatment area)

3.2 Emergency Coordination Centre (ECC)

- ☐ Inform agencies of the evacuation order including EMO NS.
- ☐ Prepare a media release for immediate broadcast to the public.
- ☐ Initiate a state of local emergency (SOLE) if required.
- ☐ Provide resource support to the site.
- ☐ Select reception centres for registry and inquiry and shelters if necessary to accommodate the evacuees.
- ☐ Provide information to the Incident Command Team at the site(s).
- ☐ Assist the site in identifying the main evacuation routes.
- ☐ Arrange for services and resources from neighbouring municipalities, private contractors, volunteer agencies and service clubs to support the requests from site and meet the objectives of the ECC.
- ☐ During the emergency/evacuation, authorizing extraordinary municipal expenditures as required.
- ☐ Ensuring that pertinent information regarding the emergency is promptly forwarded to the Public Information Officer (PIO) for dissemination to the media and to the public.
- ☐ Working in conjunction with all stakeholders to handle requests for information, key messaging and agency media releases to ensure consistency with respect to the emergency.
- ☐ Develop a re-entry plan for the inspection of evacuated areas and orderly return of residents after the evacuation order is terminated and inspection is complete.

3.3 Emergency Social Services Branch

- ☐ Consider Reception Centre locations, number of people who will need to be assisted and for what length of time.
- ☐ Establish appropriate facility for Reception Centre outside of any potential risk area
- ☐ Activate local ESS to set up needed Reception Centres and Group Lodging facilities
- ☐ Ensure Reception Centre locations are announced and provided to people impacted.
- ☐ Consider at-risk population evacuation needs.
- ☐ Consider potential for domestic animals to be evacuated with families and alert pet care providers.
- ☐ Dispatch transportation to special facilities and identified areas where assistance is required.
- ☐ Keep evacuees at the Reception Centres and Group Lodging facilities informed of incident progress and projected return times.
- ☐ Establish and announce a telephone number for persons to call for information regarding friends and family for family reunification.

4.0 PUBLIC EDUCATION & AWARENESS OF EVACUATION PROCEDURES

Since public awareness of evacuation procedures will contribute to an effective evacuation process, ongoing public awareness and education shall be an integral component of this plan. To this end, this Evacuation 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 will 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 (eg radio, television) whereas others can provide more specific information to targeted individuals (eg 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” will 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.

4.2 Essential Content - Evacuation Warning Messages

Evacuation Warning Messages will be prepared by the Public Information Officer in conjunction with advice from available specialists. Information should include:

- ☐ The issuing authority;
- ☐ The date and time of issue;
- ☐ An accurate description of the hazard (what has happened or is likely to happen);
- ☐ The area that is likely to be affected immediately by the hazard and any areas that may be affected in the longer term, for example, in the case of flood, areas that will be inundated once banks of dykes have been over-topped;
- ☐ Advice to those receiving the warning including:
 - ☐ evacuating (including anticipated duration of absence, if known) or staying indoors;
 - ☐ risk minimisation measures (if staying);
 - ☐ what to bring, for example, medication, or what not to bring, for example, pets, unless advised otherwise;
 - ☐ listening to a nominated radio station or watching a nominated TV channel for further advice;
 - ☐ securing of premises and personal effects;

- ☐ evacuation routes;
 - ☐ assembly areas;
 - ☐ assistance available (transport, medical, relief centres, counselling);
 - ☐ not using telephone unless absolutely necessary;
 - ☐ safeguarding domestic pets and other animals; and
-
- ☐ What is being done to control the hazard; and
 - ☐ The time the next warning will be issued or advise that no further warning will be issued

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 Emergency Evacuation 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 REEP will be maintained by the Regional Emergency Management Planning Committee (REMPC) and the Regional Emergency Management Coordinator (REMC).

The REEP 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
December	1	2019	Kings REMO REMC
December	1	2020	Kings REMO REMC
December	1	2021	Kings REMO REMC

PLAN REVISIONS

MONTH	DAY	YEAR	CHANGE	APPROVED
September	15	2022	1	

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)

- EMO NS – Western Zone Planning Officer
- Acadia University
- Annapolis Valley Amateur Radio Club
- Annapolis Valley First Nations
- Annapolis Valley Regional Centre for Education (AVRCE)
- Brigadoon Village
- Community Services – Kings County
- Department of Natural Resources and Renewables (DNRR)
- Department of Public Works (DPW)
- Emergency Health Services
- Fire Services
- Glooscap First Nations EMO
- Kentville Police / Kings County RCMP
- Kings Transit Authority (KTA)
- NS Agriculture
- NS Health
- Canadian Red Cross
- Valley Communications
- Valley Search and Rescue (SAR)

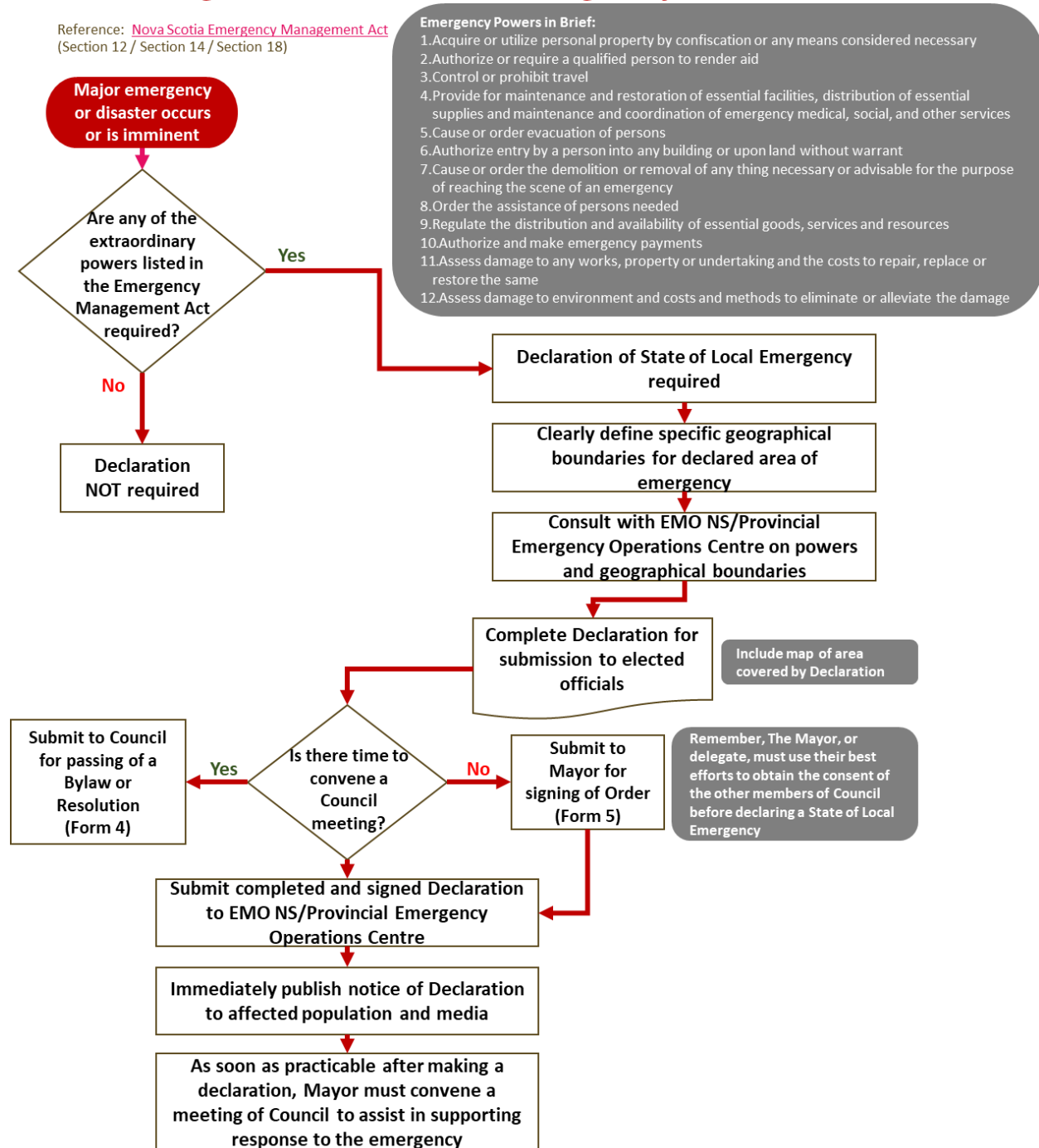
Annexes

- A [Declaring a State of Local Emergency \(SOLE\)](#)
 - [Form 4 \(Council\)](#)
 - [Form 5 \(Mayor\)](#)
- B [Evacuation Alert Template](#)
- C [Evacuation Order Template](#)
- D [Evacuation Rescind Template](#)
- E [Evacuation Contact Information Sheet](#)
- F [Evacuation Planning Worksheet](#)
- G [Evacuation Planning Worksheet](#)
- H [Instructions for Door Knockers – Shelter-in-Place \(SIP\)](#)
- I [Instructions for Door Knockers – Evacuation Alert](#)
- J [Instructions for Door Knockers – Evacuation Order](#)
- K [Potential Evacuation Routes – Flood Risk Areas](#)
- L [Abbreviations & Definitions](#)

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)



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:

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

Yes

No

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:

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

Yes

No

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 – Evacuation Alert

_____ - EVACUATION ALERT

DATE: Time:

An **Evacuation Alert** has been issued by the _____ at the Emergency Coordination Centre.

(Briefly describe event and potential risk)

Because of the potential danger to life and health, the _____ has issued an **Evacuation Alert** for the following areas:

Geographic description including boundaries and properties potentially impacted

An **Evacuation Alert** has been issued to prepare you to evacuate your premises or property should it be found necessary. You may need to leave your home because of an emergency situation. We provide this warning so that you may prepare yourself and your family to leave immediately if requested to do so. Residents will be given as much advance notice as possible prior to evacuation; however, you may receive limited notice due to changing conditions.

**** Map/description of potential evacuation route and map of evacuation alert area to be provided ****

WHAT YOU SHOULD DO WHEN AN ALERT IS IN EFFECT

Upon notification of an **ALERT**, you should be prepared for the Evacuation Order by:

- ☐ Locating all family members or co-workers and designate a Reception Centre outside the evacuation area, should an evacuation be called while separated.
- ☐ Gathering essential items (see 'What you Should Take' section). Have these items readily available for quick departure.
- ☐ Preparing to move any disabled persons and/or children.
- ☐ Moving pets and livestock to a safe area.
- ☐ Arranging to transport your household members or co-workers in the event of an evacuation order. If you need transportation assistance from the area please call

- ☐ Arranging accommodation for your family if possible. In the event of an evacuation, Reception Centres will be opened if required.
- ☐ Monitoring news sources for information on evacuation orders and locations of Reception Centres.

WHAT YOU SHOULD TAKE IF EVACUATION ORDERED

For your personal comfort and safety, we recommend you take the following items with you:

- ☐ Personal information for all family members (birth certificates, health cards, driver's license)
- ☐ Money (cash, cheques, debit cards, credit cards)
- ☐ Cell phone(s) and chargers
- ☐ Medications and medical aids such as wheelchairs or walkers
- ☐ House and personal insurance information
- ☐ Personal care items for 3-days (72-hours)
- ☐ Toys, games, favourite items for children
- ☐ Car seats for children that require them
- ☐ Change of clothing
- ☐ Name and phone numbers of family members and important contacts

Pets

If possible, take your household pets with you in an appropriate carrying case. Take food and any medications your pets will need for 3 days. Leashes or restraining devices should be brought with your pets. Pets should have identifying collars as appropriate. If you need assistance evacuating your pets please call (phone number) immediately. If you are unable to take your pets with you, be prepared to evacuate without them and emergency personnel will make all reasonable efforts to ensure their safety

Further information will be issued at or should the situation change

For more information, contact:

Mayor

Annex C – Evacuation Order

_____ - EVACUATION ORDER
DATE: _____ Time: _____

YOU MUST LEAVE THE AREA IMMEDIATELY

An Evacuation Order has been issued by the _____ due to immediate danger to
(local authority)

life safety due to

(briefly describe event)

Members of the

will be expediting this action.

(local police department or other applicable agencies)

The Evacuation Order is in effect for the following areas:

Zone

Geographic
Description

Map of Evacuation
area and Evacuation
Route

WHAT YOU SHOULD DO:

- ☐ You must leave the area **immediately**
- ☐ Follow the travel route provided and register at
(ESS Reception Centre address and name of facility)
- ☐ If you need transportation assistance from the area please advise the individual providing this notice or call (contact number)
- ☐ Close all windows and doors
- ☐ Shut off all gas and electrical appliances, other than refrigerators and freezers
- ☐ Close gates (latch) but do not lock
- ☐ Gather your family: take a neighbour or someone who needs help
- ☐ Take critical items (medicine, purse, wallet, and Keys) only if they are immediately available.
Take pets in pet kennels or on leash
- ☐ Do not use more vehicles than required
- ☐ Do not use the telephone unless you need emergency service.

YOU MUST LEAVE THE AREA IMMEDIATELY

For more information, contact:

Mayor

Annex D – Evacuation Rescind

_____ - EVACUATION RESCIND

DATE: Time:

The Evacuation Order issued
date time

to the area(s) is rescinded.
geographic location(s)

Indicate if Evacuation Alert is in place

An Evacuation Order may need to be reissued; however, if that is deemed necessary the process will re-commence.

For more information, contact:

Mayor

Annex E – Evacuation Contact

Incident: _____

Date: _____

Time: _____

Name of Person Contacted:		Signature of Person Contacted:		
Civic Address Location of Contact:				
Phone Numbers of Contact Location:				
Emergency Contact Name & Number (once evacuated)	Name:		Phone Numbers:	
Number of Persons at Location	Adults		Minors	
	Males	Females	Males	Females
Transportation Available	Yes		No	
Pets/Livestock	Evacuate with People		Could not Evacuate	
	Species	#	Species	#
Special Needs or Assistance Required:				
Contact Made By: (Print Name)		Signature:		

Annex F – Acknowledgement of Refusal to Evacuate

A formal advisory of an emergency situation, and instructions to evacuate, were given to:

occupying the residence at:

Despite these warnings, the occupant(s) have chosen not to evacuate the premises.

The occupant has been informed that:

- ☐ The safety of occupants of these premises may be compromised;
- ☐ Occupants refusing to evacuate may not fully benefit from the emergency services provided by Kings County, as resources will largely be assigned to assisting the evacuation effort;
- ☐ Occupants' refusal to evacuate may place emergency response personnel in unnecessary danger; and
- ☐ Occupants refusing to evacuate may become liable for personal injury or property damage caused directly or indirectly by their refusal to evacuate when so requested by civil authorities

Responder

Date

Annex G – Evacuation Planning Worksheet

Evacuation Planning Worksheet

([Worksheet Instructions](#))

Threat Information	
Type	Details
Fire	
Natural disaster	
Hazardous Materials	
Civil Disturbance	
Impact	Details
Life Safety	
Environmental	
Other	
Comments:	

Population/Location	
Population size – numbers of	Persons: <input type="text"/> Animals: <input type="text"/>
Density	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
Type	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial

Special Considerations					
Type	Yes	No	Type	Yes	No
Schools	<input type="checkbox"/>	<input type="checkbox"/>	Transportation available	<input type="checkbox"/>	<input type="checkbox"/>
Hospitals	<input type="checkbox"/>	<input type="checkbox"/>	Different Languages Spoken	<input type="checkbox"/>	<input type="checkbox"/>
Special Care Homes	<input type="checkbox"/>	<input type="checkbox"/>	Hearing/Sight/Mobility Impaired	<input type="checkbox"/>	<input type="checkbox"/>
Population shut-in	<input type="checkbox"/>	<input type="checkbox"/>	Transients	<input type="checkbox"/>	<input type="checkbox"/>
Shelters available	<input type="checkbox"/>	<input type="checkbox"/>	Familiar with the area	<input type="checkbox"/>	<input type="checkbox"/>

Location/Distance (Plot on Map)	
Distance from incident to population	<input type="text"/>
Direction threat is from population	<input type="checkbox"/> N <input type="checkbox"/> S <input type="checkbox"/> E <input type="checkbox"/> W
The terrain is	<input type="checkbox"/> Flat <input type="checkbox"/> Slightly sloped <input type="checkbox"/> Steep <input type="checkbox"/> Very Steep
Available evacuation routes:	<input type="text"/>
Comments:	

Hazardous Material Conditions				
Condition	<input type="checkbox"/> Contained	<input type="checkbox"/> Not contained	<input type="checkbox"/> Controlled	<input type="checkbox"/> Uncontrolled
	<input type="checkbox"/> Continuous	<input type="checkbox"/> Not Continuous	<input type="checkbox"/> Stable	<input type="checkbox"/> Unstable
Description	<input type="checkbox"/> Puff	<input type="checkbox"/> Pool	<input type="checkbox"/> Plume	<input type="checkbox"/> Other
Location	<input type="checkbox"/> Ground level	<input type="checkbox"/> Elevated	<input type="checkbox"/> Accessible	<input type="checkbox"/> Inaccessible
Temperature	Ambient Temp: <input type="text"/>	On Fire: <input type="text"/>	Heated: <input type="text"/>	Cooled: <input type="text"/>

Refer to the Hazardous Materials Data Sheet for more information

Time					
When threat is likely to occur:	Time:	<input style="width: 50px;" type="text"/>	Date:	<input style="width: 250px;" type="text"/>	
Time threat will last:	Hours:	<input style="width: 50px;" type="text"/>	Days:	<input style="width: 50px;" type="text"/>	Weeks: <input style="width: 50px;" type="text"/>
Rate					
Rate of threat/release	<input type="checkbox"/> Rapid	<input type="checkbox"/> Moderate	<input type="checkbox"/> Slow	<input type="checkbox"/> Stopped	<input type="checkbox"/> Unknown
Rate of threat movement	<input type="checkbox"/> Rapid	<input type="checkbox"/> Moderate	<input type="checkbox"/> Slow	<input type="checkbox"/> Stopped	<input type="checkbox"/> Unknown
Will contact population in:	Minutes: <input style="width: 50px;" type="text"/>	Hours: <input style="width: 50px;" type="text"/>	Days: <input style="width: 50px;" type="text"/>		
Greatest threat will occur in:	Minutes: <input style="width: 50px;" type="text"/>	Hours: <input style="width: 50px;" type="text"/>	Days: <input style="width: 50px;" type="text"/>		
Time Needed for Implementing Protection Actions					
Action	Minutes	Hours			
Deploy Response Personnel	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>			
Develop Message	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>			
Give Public Warning and Instructions	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>			
Public Mobilization and Travel Time	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>			
Special Needs for mobilization and Travel Time	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>			
Time needed for Environmental Monitoring	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>			
Comments:					
Communications					
Communicate with public	Yes	No	Communicate with Responders	Yes	No
Able to warn public?	<input type="checkbox"/>	<input type="checkbox"/>	Able to communicate with all agencies?	<input type="checkbox"/>	<input type="checkbox"/>
Able to warn Institutions?	<input type="checkbox"/>	<input type="checkbox"/>	Able to communicate with media?	<input type="checkbox"/>	<input type="checkbox"/>
Able to warn Transients?	<input type="checkbox"/>	<input type="checkbox"/>	Able to communicate with mutual aid?	<input type="checkbox"/>	<input type="checkbox"/>
Able to warn hearing impaired?	<input type="checkbox"/>	<input type="checkbox"/>	Able to use phone system?	<input type="checkbox"/>	<input type="checkbox"/>
Able to instruct and update?	<input type="checkbox"/>	<input type="checkbox"/>	Able to use outdoor alerting?	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
Resource and Responder Capabilities					
Mobilize Needed Specialized Resources	Yes	No	Communicate with Responders	Yes	No
Able to mobilize existing resources?	<input type="checkbox"/>	<input type="checkbox"/>	Able to stop the threat?	<input type="checkbox"/>	<input type="checkbox"/>
Able to mobilize additional resources?	<input type="checkbox"/>	<input type="checkbox"/>	Able to direct/control threat?	<input type="checkbox"/>	<input type="checkbox"/>
Able to obtain specialized resources?	<input type="checkbox"/>	<input type="checkbox"/>	Able to neutralize the threat?	<input type="checkbox"/>	<input type="checkbox"/>
			Able to identify the material?	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					

WORKSHEET INSTRUCTIONS

General Instructions

1. Complete all sections of the Worksheet, entering information on the lines provided. Place a check in the box provided when applicable

Section Instructions:

The following instructions are provided for further clarification:

Section	Instructions
Threat Information	Identify the threat type(s) and the potential impact(s). Provide details as appropriate.
Population/Location	Identify the population threatened. Identify any special considerations that will impact your protective actions planning.
HazMat Conditions	If this is a HazMat incident, provide additional details about the condition of the release/spill. This information should be used in conjunction with the Hazardous Materials Data Sheet.
Time	Indicate time frames regarding the threat and time needed to implement protective actions.
Communications	Assess communications capabilities.
Resources and Responder Capabilities	Assess the capabilities of mobilizing resources and controlling the threat

Annex H – Instructions for Door Knockers – Shelter-in-Place (SIP)

1. Go to door quickly. Knock loudly or ring doorbell
2. Advise occupants of the need to Shelter-in-Place
3. Advise occupants to take the following measures:
4. Give occupants a copy of the “Shelter-in-Place Instructions for Residents”
5. Gather information from the occupants and complete the Shelter-in-Place Information Spreadsheet. The purpose of this spreadsheet is to gather information in case an ‘Evacuation Order is issued.
6. Tell occupants to monitor media for updates, or go to Municipal Websites for updates:
 - Municipality of Kings www.countyofkings.ca
 - Town of Berwick www.berwick.ca
 - Town of Kentville www.kentville.ca
 - Town of Wolfville www.wolfville.ca

Instructions for Residents – Shelter-in-Place

- ☐ Get everyone inside immediately, including pets
- ☐ Close all doors and windows
- ☐ Shut down furnace, air conditioners, and exhaust fans and vents
- ☐ Close fireplace dampers
- ☐ If possible, enter a room with no or few windows and seal any doors, windows, vents with plastic sheeting and tape
- ☐ Place wet towels at base of door(s)
- ☐ Monitor local media for updates, or go to Municipal websites for updates
- ☐ Remain inside until an “All Clear” message has been given by emergency officials



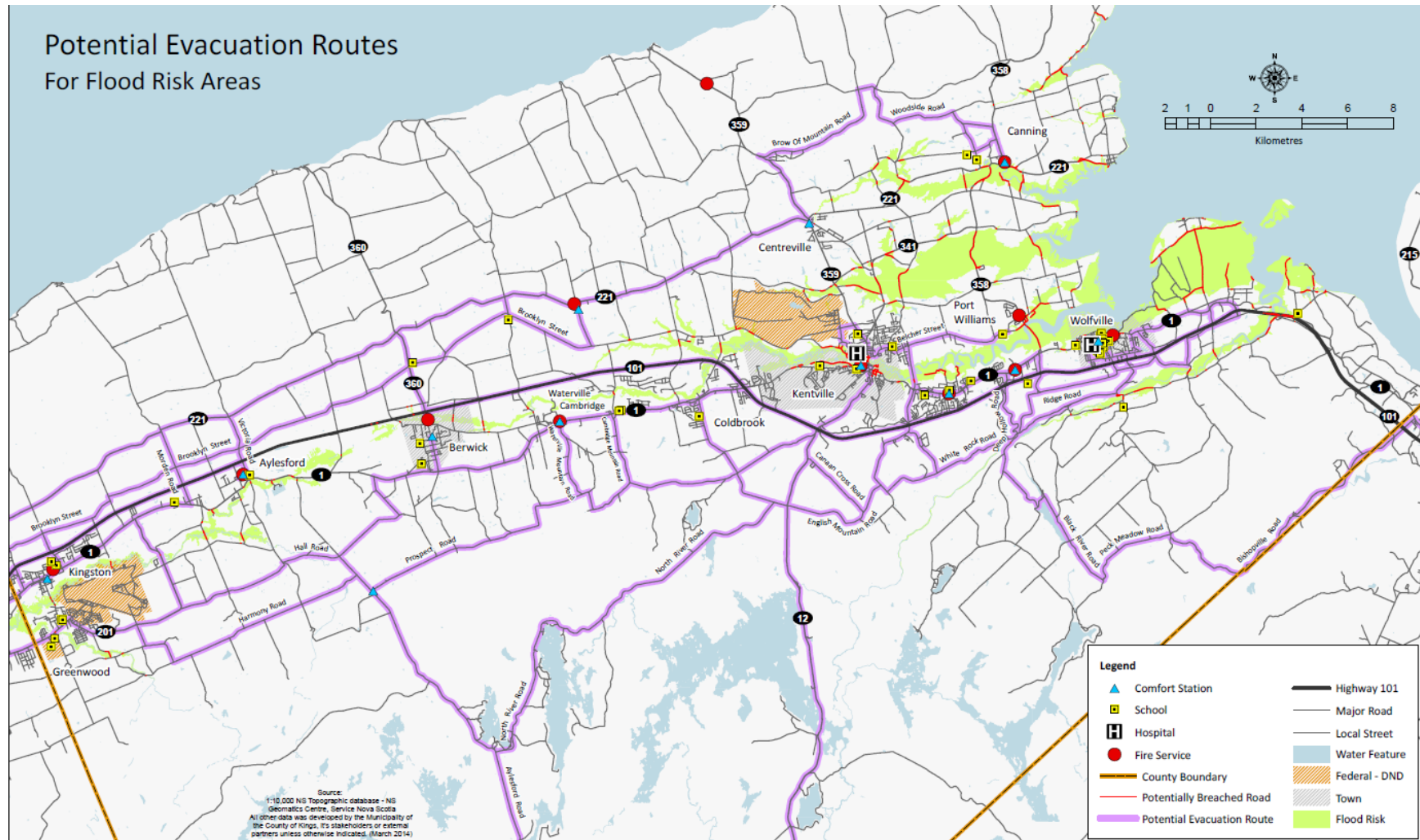
Annex I – Instructions for Door Knockers – Evacuation Alert

1. Go to door. Knock loudly or ring doorbell
2. Advise occupants of the 'Evacuation Alert' and give them a copy of the Evacuation Alert and map. Make sure occupants understand that **they are not required to leave at this time** but must leave the area immediately if an '**Evacuation Order**' is issued.
3. Advise occupants to have their emergency kit and important documents ready to go, which should include things like insurance and personal papers such as birth certificates. They should also pack:
 - Several days' clothing
 - Medicines, prescriptions and mobility aids
 - Consider pets and get leashes, carriers and pet food ready to go
 - Also consider the kids and bring some comfort items, like a favourite toy or colouring books to help keep them busy
 - Don't forget to check in on family, friends and neighbours who may have mobility or other issues to contend with
 - This is a good time to collect precious photos and mementos that can't be replaced
4. Tell occupants to stay tuned to local radio stations and Municipal Websites or follow the Municipalities' Facebook page for updated emergency information
5. Complete the Evacuee Information Spreadsheet. Make sure you ask if any of the occupants may require assistance to evacuate if an Evacuation Order is issued. Note their names, address and phone number and report this information to the Emergency Coordination Centre
6. People that are not able to evacuate independently, or who need more time to evacuate, should consider evacuating at this time. While the County will try to give as much notice as possible, Evacuation Orders may be issued very quickly. The Emergency Coordination Centre can help arrange transportation for people who want to voluntarily evacuate at this time
7. If the occupants are not home, leave the Evacuation Alert in a visible location. Note the address of the home on the Evacuation Alert Information Spreadsheet and note that occupants were not home
8. Advise occupants that a Reception Centre will be established if an Evacuation Order is issued. Evacuees can bring their pets with their leash and/or kennel. Animals will not be allowed in the Reception Centre (Exception: seeing eye dogs and special service dogs), but will be kept in a secure location outside the Reception Centre

Annex J – Instructions for Door Knockers – Evacuation Order

1. Go to door quickly. Knock loudly or ring doorbell
2. Advise occupants of the Evacuation Order and give them a copy of the Evacuation Order and map. Make sure occupants understand that they **must leave** the area immediately
3. Complete the Evacuation Contact Information (Annex E). Make sure you ask if any of the occupants require assistance to evacuate. If yes, report this information to the Emergency Coordination Centre
4. If the occupants are not home, leave the Evacuation Order in a visible location. Note the address of the home on the Evacuee Information Spreadsheet and note that occupants were not home.
5. Advise occupants that a Reception Centre has been established and provide the location. Evacuees can bring their pets with their leash and/or kennel. Animals will not be allowed in the Reception Centre (Exception: seeing eye dogs and special service animals), but will be kept in a secure location outside the Reception Centre
6. If evacuees do not have transportation, provide the location of evacuation transportation muster points
7. Ask occupants if they intend to evacuate. **If occupants refuse to leave do not force them.** If they have children under the age of 19, note the address and notify your Supervisor at the Emergency Coordination Centre. Ask for the name of their next of kin and dentist. Record this information. If time permits, ask them to sign a simple statement that they understand and accept the risks and that emergency services may not be able to assist them if the threat worsens.

Annex K – Potential Evacuation Routes – Flood Risk Areas



Annex L – Abbreviations & Definitions

Assembly Points/Areas	Assembly Points or areas are designated areas within the community which are to be used in the case of emergency situations. They are intended to provide a safe area for individuals to congregate while either waiting for emergency personnel to respond or to receive transport to Reception Centres and/or Group Lodging facilities. Can also be known as staging areas.
At-Risk Populations	<p>For the purposes of this document at-risk populations are described using the functional needs framework as described within the following Framework.</p> <p>The framework includes people with disabilities as well as individuals who do not identify as having a disability, but have limitations in any of the following key functional areas:</p> <p>Communication needs: limited ability to speak, see and hear, read or understand English, limitations in learning and understanding;</p> <p>Medical needs: assistance with bathing or feeding, managing medications, on Dialysis or oxygen, operating power-dependent equipment to sustain life;</p> <p>Independence needs: maintaining functional independence with medical equipment such as wheelchairs, walkers, or scooters;</p> <p>Supervision needs: persons with dementia or Alzheimer's, prisoners and unaccompanied children;</p> <p>Transportation needs: persons who cannot drive due to disabilities, age, addictions, legal restrictions, socioeconomic factors.</p> <p>The functional needs approach points to a diverse group of individuals potentially in need of additional assistance before and during emergencies.</p>
Choke Points	"Chokepoint" is synonymous with "bottleneck" and is often an area of high centrality in the transportation system
ECC – Emergency Coordination Centre	A pre-designated facility established by a local authority to coordinate the overall agency or jurisdictional response and support to site operations. When the site-level response requires resources or coordination not immediately available at site, an ECC should be activated
ESS – Emergency Social Services	ESS are those services that are provided short term to preserve the emotional and physical well-being of evacuees and response workers in emergency situations.
Evacuation	Removal of people from an area that is either directly or imminently to be impacted by a disaster or emergency.
Evacuation Alert	The population in an area is informed that they may be required to evacuate in the near future and that they should prepare accordingly. While Evacuation Alerts may give the population an estimated notice period for evacuation, the reality of the situation may require immediate action with very short notice. Evacuation Alerts do not require a declaration of a state of local emergency.

Evacuation Order	The population is ordered to evacuate an area according to a formal written document that outlines the area in question and why an evacuation is necessary. Evacuation Orders are based on the authority granted through the declaration of a state of local emergency covering the impacted area under the Emergency Program Act. This is an order and as such does not allow for any discretionary decision on the part of the population. They must leave the area immediately.
Evacuation Rescind	When the emergency which necessitated the evacuation is under control and the hazard/ emergency zone is declared safe, a Rescind of the Evacuation Order is issued.
Group Lodging	A Group Lodging facility is the location designated by the local ESS team, in cooperation with the local authority, which provides dormitory style accommodation for people displaced from their homes as a result of an emergency or disaster. These services are usually provided in local community centres, school gymnasiums and arenas. At a Group Lodging facility individuals will normally be provided with a sleeping space, meals as well as information about the emergency situation.
Hazard Risk and Vulnerability Analysis (HRVA)	<p>The purpose of Hazard, Risk and Vulnerability Analysis (HRVA) is to help a community make risk-based choices to address vulnerabilities, mitigate hazards and prepare for response to and recovery from hazard events.</p> <p>“Risk-based” means based on informed choices of alternate unwanted outcomes. In other words, communities make risk reduction choices based on the acceptability of consequences and the frequency of hazards.</p> <p>Hazard, risk and vulnerability analysis (HRVA) is not an end in itself. The purpose of hazard, risk and vulnerability analysis planning is to anticipate problems and possible solutions to help save lives and property, reduce damage, and speed a community’s recovery. HRVA helps us work towards disaster-resilient communities</p>
Incident Commander	The individual responsible for the management of all incident operations at the incident site.
Tactical Evacuation	A tactical evacuation is an evacuation resulting from a hazard impact that forces immediate action, thereby allowing little or no warning and limited preparation time. Tactical evacuations include those carried out by the Office of the Fire Commissioner and Ministry of Forests and Range
Pre-Planned Evacuation	A pre-planned evacuation is an evacuation resulting from an event that provides adequate warning and preparation time
Reception Centre	A Reception Centre is the location designated by a local authority ESS Team, as a safe gathering place for people displaced from their homes as a result of an emergency or disaster. At a Reception Centre, individuals may register to

receive Emergency Social Services (food, clothing, and/or lodging) as well as information about the emergency situation.

Relocation	Removing animals from an area that is safe at the present time but may become hazardous and/or contaminated in the near future.
Self-Evacuation	When individuals make the decision to evacuate although there is no official Evacuation Order in place for their area
Shelter-in-Place	Shelter-in-Place is a protective measure that encourages the population to stay indoors and perform safety measures (such as closing windows) for the duration of the threat.
Traffic Control Points	Points along the evacuation route that have stations to control the flow of traffic.

