

AGENDA
REMO COMMITTEE MEETING

Monday, January 20, 2020
Municipality of the District of Lunenburg
Council Chambers
1:30 p.m.

Page

1. CALL TO ORDER
2. ANNOUNCEMENTS, ACKNOWLEDGEMENTS, RECOGNITION
3. APPROVAL OF AGENDA – Added Items
4. APPROVAL OF MINUTES – November 16, 2019
5. BUSINESS ARISING FROM MINUTES
6. NEW BUSINESS
 - 6.1 Status of Hurricane Dorian After Action Report Recommendations.....1
 - 6.1.1 Response Letter from Minister Porter Dated December 16, 20192
 - 6.1.2 Letter to Transportation & Infrastructure Renewal 3-4
 - 6.1.3 Comfort Centre & Emergency Shelters Procedures (2 documents)..... 5-23
 - 6.2 2020-21 REMO Budget 24-27
7. REMO COORDINATOR UPDATES
 - 7.1 Elected Officials Guide
8. ADDED ITEMS - NIL
9. IN CAMERA
10. NEXT MEETING – Monday, March 16, 2020 at 1:30 p.m.
11. ADJOURNMENT

REMO Workplan (including Hurricane Dorian Recommendations)

Theme	Priority			% Complete
	High	Med.	Low	
Comfort Centres	x			35%
Shelters	x			10%
Emergency Coordination Centre	x			10%
Communications	x			35%
Critical Infrastructure	x			
Contact Lists	x			90%
Vulnerable Sector Residents	x			
Agreements / Clear Definition		x		
Contingency Plans		x		
Exercises		x		10%
Planning Committee		x		
Roles & Responsibilities		x		
Business Continuity / Essential Services		x		
Fuel Shortage		x		
Municipal Elected Officials		x		40%
Public Alerting		x		
IT <i>not REMO</i>		x		
Logo and Acronym			x	
Power Outages			x	
Stakeholder Engagement			x	
Telecommunications			x	
Fire Services <i>not REMO</i>			x	



Municipal Affairs and Housing
Office of the Minister

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • novascotia.ca

Municipality of Lunenburg

DEC 11 2019

DEC 14 2019

Mayor David Devenne, Chair
Lunenburg County REMO Advisory Committee
210 Aberdeen Road,
Bridgewater, NS B4V 4G8

RECEIVED

Dear Mayor Devenne:

Thank you for your letter of November 18, 2019, outlining the recommendations of Lunenburg REMO following the province's response to Hurricane Dorian.

I want to assure you that the Province shares your organization's concerns regarding the importance of telecommunications. Nova Scotia Emergency Management Office (NSEMO) has continually worked with these major service providers to engage in the provincial critical infrastructure program, and to engage them in the Provincial Coordination Centre during significant emergency responses. These discussions are ongoing as a component of our regular planning, exercising, and response regime.

Public Alerting is one tool among many used to communicate with the public during emergencies. Though the utilization of the public alerting system was considered during the response to Hurricane Dorian, it was determined that other communications channels used during the event were better situated to disseminate the required information (social media, interviews, press release). Your offer for municipalities to take on issuing public alerts will be given consideration by NSEMO as it continues to review how the program is managed in Nova Scotia.

The NSEMO website was recently changed, and some information was removed. I appreciate your feedback and will share your comments with the Minister of Communications Nova Scotia, the government agency that manages the Province's website.

Sincerely,

Chuck Porter
Minister



January 20, 2020

Honourable Lloyd Hines
Minister of Transportation and Infrastructure Renewal
Department of Transportation and Infrastructure Renewal
2nd Floor, Johnston Building
1672 Granville Street
P.O. Box 186
Halifax, NS B3J 2N2

Dear Minister Hines,

RE: Hurricane Dorian Recommendation

The Lunenburg County Regional Emergency Management Organization (REMO) provides a coordinated response to an emergency occurring within Lunenburg County through an inter-municipal agreement between the Municipality of the District of Chester, the Municipality of the District of Lunenburg, the Town of Bridgewater, the Town of Lunenburg, and the Town of Mahone Bay.

Following Hurricane Dorian, the REMO Coordinator hosted a debrief with the Chief Administrative Officers, Assistant Emergency Management Coordinators, and Fire Services Coordinators from the five municipal units. The observations were reviewed, and appropriate recommendations submitted in an After Action Report. The After Action Report was presented to the REMO Advisory Committee from the five municipal units and the Report was approved through a motion on November 18, 2019.

As part of the personal preparedness message, we ask residents to be prepared for their own families and pets for the first 72-hours of an emergency at which time an emergency shelter may be required to house residents. In colder months, the 72-hour period may be waived requiring sheltering to occur within the first 72-hours. Nova Scotia Emergency Management Organization (EMO) requires an emergency shelter to have a generator, kitchen, showers, and large enough space for cots to be set up.

The Nova Scotia Community College Lunenburg Campus (NSCC), a Transportation and Infrastructure Renewal owned and operated facility, has always been referred to as the emergency shelter location for Lunenburg County residents. During Hurricane Dorian, some residents of Lunenburg County were without power for up to seven days and as we approached the 72-hour period REMO considered activating the emergency shelter however NSCC advised they were still without power.



NSCC is fortunate that if power is lost, it is generally not for extended periods as they are beside a substation, however, during Hurricane Dorian, that was not the case therefore we were unable to open an emergency shelter for residents of Lunenburg County. Thankfully Hurricane Dorian was not in the colder, winter months which reduced the need for a shelter. As we move into the winter months the need may increase for an emergency shelter.

There currently is a generator in the NSCC facility however it only supplies power to four classrooms in B-Wing therefore the facility does not meet the requirements of an emergency shelter as defined by EMO. It is our understanding from discussions with NSCC that the building is slated for a generator in future fiscal budgets. We are asking TIR if the generator installation could be expedited or a transfer switch installed and when the need arises, a request would be made via EMO for a portable generator to be provided by TIR.

As the population ages there are more residents staying in their homes longer, however they become more vulnerable in times of emergencies. With few facilities able to meet the requirements of NS EMO which have a generator, kitchen, and showers, the Lunenburg County Regional Emergency Management Organization is seeking your assistance as we continue to prepare for future emergencies.

Sincerely,

Mayor David Devenne, Chair
Lunenburg County REMO Advisory Committee

cc: Angela Henhoeffler, Lunenburg County REMO Coordinator
Rhonda Matthews, Emergency Management Planning Officer, Southern Zone
Craig Collins, NSCC Lunenburg Campus, Principal



Lunenburg County Regional Emergency Management Organization Comfort Centres

Effective Date: 2020-01-06	Supersedes: All Previous Procedures
Presented to REMO Advisory Council: 2020-01-20	Approved By REMO Advisory Council: ##-##-##

1.0 Definitions

Comfort Centre is a facility that is used for residents who are Sheltering-In-Place and remaining in their homes during an emergency but do not have full services such as electricity, heat, and water. Comfort Centres are intended to provide: a place to go to get warm/cool; light refreshments; charge electronic devices; provide updates; community gathering point; and washroom facilities. To operate as a Comfort Centre, the facility must have a generator.

Comfort Centres do not provide overnight accommodations and will not accept evacuees.

Emergency Shelter is a facility opened at the request of the Lunenburg County Regional Emergency Management Organization in a large-scale emergency and is operated by the Canadian Red Cross, under the direction of Department of Community Services. An Emergency Shelter includes providing personal services, accommodation and can include psycho-social services. To operate as an emergency shelter, the facility must have: a generator; running water available during power outages; kitchen facility; showers; and a large space for cots to be set up.

2.0 Scope

The Risk Analysis (2015) for Lunenburg County reveals the highest risks (probability and impact) are weather-related incidents. A secondary risk associated with such incidents is power outages.

Historical evidence and predictive science suggest weather related events are likely to occur with increasing frequency. Risk tolerance within Lunenburg County to weather-related events is decreased significantly when the impacts include power outages. Efforts to increase individual and community preparedness by having a 72-hour personal preparedness kit for families and pets may increase risk tolerance.

Municipalities within the REMO receive their power supply, delivery or restoration from a variety of sources. Supply is managed by Nova Scotia Power (NSP), a private corporation. Nova Scotia Power, the Town of Lunenburg, the Town of Mahone Bay, and Riverport Electric operate electrical utilities to deliver power to residents and businesses. Restoration is facilitated by Nova Scotia Power and the Town of Mahone Bay, and Riverport Electric.

3.0 Becoming and Opening a Comfort Centre

A Comfort Centre will be at a community gather point such as community centre, fire hall, school, or church.

During differing types and phases of an emergency incident, Lunenburg County may need both Comfort Centres and Emergency Shelters.

Depending on the severity of the emergency and its impact on the telephone and cellular systems, it may be necessary to assign Amateur Radio operators to provide communications with the Lunenburg County Emergency Coordination Centre. Deployment of Amateur Radio operators can be requested through Lunenburg County REMO. Space requirements are to ensure that the Amateur Radio operators have a private room or area for their equipment, with electrical power and easy access to the outside for antenna cables (e.g.: a window that can be opened).

To become a recognized Comfort Centre in Lunenburg County:

- A facility or group can express their interest to the Lunenburg County REMO.
- A designate will visit the facility to complete a Facility Profile of the facility as well as obtain three contacts for the facility.
- Staffing, resources, and liabilities will be the responsibility of the Comfort Centre.
- A Memorandum of Understanding will be completed for the group or facility operating a Comfort Centre.
- The Comfort Centre will be entered into a database and shared on the REMO website for residents to learn where their nearest facility is. Residents can then add the locations into their personal preparedness kit.

3.1 Procedure for Opening a Comfort Centre

Comfort Centres may provide different services depending on resources available. However, comfort centres are intended to provide:

- A place to get warm;
 - Electronic device charging capabilities;
 - Washroom facilities;
 - Light refreshments;
 - Check on each other, and share information; and
 - Updates on weather and power resumption.
- i. Comfort Centres are not overnight shelters.
 - ii. Following the international standard for emergency preparedness, it is recommended residents prepare personal preparedness kits for their family and pets to Shelter in Place for up to 72 hours. It is further recommended Comfort Centres open after 72 hours have passed. In extenuating circumstances, there may be a need to open a Comfort Centre prior to 72 hours.
 - iii. The decision to open a Comfort Centre can be made by the community group responsible for the centre.
 - iv. In the event of a localized emergency, Lunenburg County REMO may ask a Comfort Centre to open for a period of time, to assist the local residents.
 - v. Comfort Centres are to be staffed by volunteers from within the community as prearranged by the community group responsible for the Comfort Centre.
 - vi. Once the decision has been made to open a Comfort Centre, the Comfort Centre contacts REMO by calling (902) 930-1085 or emailing info@emergencymeasures.ca with its opening and closing times, and information will be shared with residents, NS EMO, media, etc.
 - vii. Comfort Centres are not intended for overnight shelter. If, during the daytime operations, the Comfort Centre volunteers identify a requirement for overnight shelter, requests shall be made to REMO, at which time arrangements will be made to provide overnight shelter. REMO can be contacted by calling (902) 930-1085 or emailing info@emergencymeasures.ca.
 - viii. The decision to deactivate a Comfort Centre can be made by the community group responsible for the Comfort Centre, in consultation with REMO. Once the decision is made to deactivate a comfort centre, the Comfort Centre contacts REMO by calling (902) 930-1085 or emailing info@emergencymeasures.ca and the information will be shared with residents, NS EMO, media, etc.

4.0 Communications

Lunenburg County REMO may track community Comfort Centre facilities as part of situational awareness during emergency events in order to notify residents and Councillors of the situation. REMO will maintain lists of approved facilities for reporting purposes to NS EMO, media, 211, Nova Scotia Power or other Emergency Support Partners. Comfort Centres are required to report their opening and closing times and services to REMO by calling (902) 930-1085 or emailing info@emergencymeasures.ca.

Dan McDougall, CAO
Municipality of the District of Chester

Date: _____

Alex Dumaresq, Deputy CAO
Municipality of the District of Lunenburg

Date: _____

Tammy Crowder, CAO
Town of Bridgewater

Date: _____

Bea Renton, CAO
Town of Lunenburg

Date: _____

Dylan Heide, CAO
Town of Mahone Bay

Date: _____

**Memorandum of Understanding
Use of Facilities as a Comfort Centre during an Emergency**

Between

**[Name of Facility]
Herein referred to as the “Facility Owner”**

And

**Lunenburg County Regional Emergency Management Organization
Herein referred to as “Lunenburg County REMO”**

The Facility Owner desires to enter into an agreement with Lunenburg County REMO to provide its facility as a Comfort Centre during a loss of infrastructure caused by severe weather, an emergency event, or a declared State of Local Emergency.

This Memorandum of Understanding (MOU) does not limit the xxxx {Fire Hall or Community Centre or Church Group} from activating their facility as a Comfort Centre on their own initiative. If such an activation takes place, the Facility Owner agrees to inform Lunenburg County REMO of the Comfort Centre activation.

DEFINITIONS:

Comfort Centre is a facility that is used for residents who are Sheltering-In-Place and remaining in their homes during an emergency but do not have full services such as electricity, heat, and water. Comfort Centres are intended to provide: a place to go to get warm/cool; light refreshments; charge electronic devices; provide updates; community gathering point; and washroom facilities. To operate as a Comfort Centre, the facility must have a generator.

Comfort Centres do not provide overnight accommodations and will not accept evacuees.

Emergency Shelter is a facility opened at the request of the Lunenburg County Regional Emergency Management Organization in a large-scale emergency and is operated by the Canadian Red Cross, under the direction of Department of Community Services. An Emergency Shelter includes providing personal services, accommodation and can include psycho-social services. To operate as an emergency shelter, the facility must have: a generator; running water available during power outages; kitchen facility; showers; and a large space for cots to be set up.

AGREEMENT:

1. The parties agree when this facility is opened as a Comfort Centre, the facility’s volunteers are responsible for the care and upkeep of the facility. The attached Guidelines provide guidance as to the offerings of a Comfort Centre.

2. Following the international standard for emergency preparedness, it is recommended residents prepare personal preparedness kits for their family and pets to Shelter in Place for up to 72 hours. It is further recommended Comfort Centres open after 72 hours have passed. In extenuating circumstances, there may be a need to open a Comfort Centre prior to 72 hours.
3. The parties further agree this facility will not be used as an overnight Emergency Shelter. If an overnight Emergency Shelter is required, the request will be made to the Lunenburg County REMO for consultation with NS EMO, Department of Community Services, and the Canadian Red Cross.
4. Lunenburg County REMO shall advertise the location of Comfort Centres for use by any resident or persons in need without regard to their place of residence. Advertising can only be completed once opening time and closing time are provided to Lunenburg REMO.
5. Any facility on a well shall meet safe drinking water guidelines at the time of opening to the public. To ensure safe water quality, the Facility Owner shall submit test samples of its water supply annually to a health authority for clearance as a safe source of potable water.
6. Any facility offering food shall be made in a commercial kitchen using safe food handling practices, or only offer pre-packaged food.
7. Any facility dependent on a septic system shall ensure the system is fully operational, able to meet the capacity needs of the facility for extended periods.

WITNESS WHEREOF: This Memorandum of Understanding executed by Lunenburg County REMO and Facility Owner, made this:

_____ day of _____, 20____.

Witness

Lunenburg County REMO
Representative:

Witness

Facility Owner:
Representative:

COMFORT CENTRE FACILITY GUIDELINES

The priority is to ensure the safety and comfort of people using the Comfort Centre. Steps to become an approved Comfort Centre and be posted on the REMO website for residents:

- A facility expresses interest to the Lunenburg County REMO.
- A Facility Profile, including three contacts, is completed (reviewed annually).
- A Memorandum of Understanding is signed by the Facility Owner and REMO.
- The Comfort Centre determines its opening and closing times and relays the information to REMO by calling (902) 930-1085 or emailing info@emergencymeasures.ca for advertising to residents and sharing with media.

The following criteria for comfort centres locations should be considered.

- Following the international standard for emergency preparedness, it is recommended residents prepare personal preparedness kits for their family and pets to Shelter in Place for up to 72 hours. It is further recommended Comfort Centres open after 72 hours have passed. In extenuating circumstances, there may be a need to open a Comfort Centre prior to 72 hours.
- There is a generator on site for alternate power.
- Physical location is safe and is in a central location, with adequate parking, away from potential hazards.
- The Centre is not opened when RCMP or Transportation Authority is requesting residents stay off the roads.
- Building and grounds are barrier-free and wheelchair accessible.
- Any facility on a well shall meet safe drinking water guidelines at the time of opening to the public. To ensure safe water quality, the Facility Owner shall submit test samples of its water supply annually to a health authority for clearance as a safe source of potable water.
- Food, if any is provided, is made in a commercial kitchen using safe food handling practices or offer only pre-packaged food.
- The building has heating and where possible, air conditioning.
- There are adequate power outlets to allow visitors to charge devices.
- A first aid kit and an Automated External Defibrillator (AED) are on site.
- There is enough available seating for the number of expected visitors, as well as facility personnel.
- There is adequate space outside the property in the event of telecommunication outages for a portable communications hub (provided by the Province, if available). Requests to be made to REMO if required.
- Adequate staff/volunteers are available for at least the first 24 hours.
- The Comfort Centre determines its opening and closing times and relays the information to REMO by calling (902) 930-1085 or emailing info@emergencymeasures.ca for advertising to residents and sharing with media.

Comfort Centre Facility Profile

General Information		
Name of Facility		Civic Address of Facility
Municipality		Mailing Address of Facility
Contact Person 1	Daytime Phone	Email
Contact Person 2	Phone	Email
Contact Person 3	Phone	Email
After Hours Procedure to Open Facility		
Type of Facility:		Capacity of Facility
Comfort Centre <i>(no overnight accommodations)</i> Emergency Shelter		Comfort Centre Emergency Shelter
Services that could be offered at a Comfort Centre:		
<input type="checkbox"/> A place to get warm/cool <input type="checkbox"/> Charge electronic devices <input type="checkbox"/> Washroom facilities <input type="checkbox"/> Share information/updates <input type="checkbox"/> Other: <input type="checkbox"/> Light refreshments <input type="checkbox"/> Tea/coffee <input type="checkbox"/> Potable or Bottled Water <input type="checkbox"/> Pre-packaged food <input type="checkbox"/> Prepared food		
Location of Emergency First Aid Kit?		Location of Automated External Defibrillator (AED)?

Physical Information			
Wheelchair Accessible		Washrooms Accessible	Elevators, chair lift, etc.?
Yes	No	Yes	No
Number of Washrooms?		Number of Showers?	
Male _____	Female _____	Unisex _____	Male _____
Physical Dimensions, Approx. Square Footage		Is there a room for comfort of animals (pets)?	
		Yes	No
Water Source	If Well		Date Well Last Tested
Municipal	Well (GPM) _____	Potable	Non-Potable
Wastewater		Is the facility alarmed?	Is there an Emergency Evacuation Plan?
Municipal Sewer	Septic		Yes
			No

Kitchen Facilities								
Number of Fridges?		Number of Freezers?		Number of Stoves?		Number of BBQs?		
Gas	Electric	Gas	Electric	Gas	Electric	Gas	Electric	
# of Tables			# of Chairs			Number of Sinks?		
Overall Kitchen Rating					Date of Health Inspection?			
Less than Residential		Residential		More than Residential				
Other Information Regarding the Kitchen								

Electrical						
Type/size of electrical panel (amp)			Number of 110V outlets		Circuit Breakers or Fuses?	
200	400	600			Yes	No
Generator	Type			Generator Testing		
Yes	Fixed	Manual Transfer Switch		Frequency:		
No	Portable	Automatic Transfer Switch		Last Tested:		
Capacity				Make, Model, Size:		
Full Building		Limited				
List the areas served including elevators, and lifts, rooms, etc.						

Miscellaneous					
Primary Heating Source	Electric	Propane	Natural Gas	Oil	Other
Times the Comfort Centre may be open if required during a long term power outage			Any Hazardous Materials stored onsite (propane, glycol, etc.). If yes, explain.		
Are there any volunteers available and ready to assist should the Comfort Centre be required on short notice?			How do the volunteers get mobilized for the Comfort Centre?		
Yes		No			
Date Completed			Completed by (please print)		
Notes and special features or anything else related to the facility.					

Comfort Centre Response Plan Activation Checklist

Before opening:

- Advise REMO the Centre's opening and closing times by calling (902) 930-1085 or emailing info@emergencymeasures.ca so info can be shared with media and residents.
- Volunteers to report to the location at least one hour before it is scheduled to open.
- Turn on the heat/air conditioning and other necessary equipment.
- Set up chairs and post signage, if required.
- Prepare any refreshments (tea, coffee, etc.) that will be offered.
- Check the washrooms to ensure they are clean and have an adequate supply of soap, toilet paper, and paper towels.

After opening:

- Advise the Regional Emergency Management Organization that the centre is open by calling (902) 930-1085 or emailing info@emergencymeasures.ca.
- Re-stock supplies as required.
- Post closing times in a visible location for residents.
- Support the Comfort Centre Manager in providing reports to REMO.
- Advise Manager if you need to leave so your position can be filled.
- Advise the Manager of any security concerns.

Daily closing:

- Advise visitors that the centre will be closing at least 15 minutes in advance.
- Once the doors are closed and locked, check the facilities, clean them and replenish supplies as required.
- Ensure all equipment has been turned off or unplugged and that the heat/air conditioning is set to the appropriate level for overnight.
- If possible, leave together and be mindful of personal safety when returning to your vehicle or home.

Deactivation:

- The Manager will lead the deactivation process, supported by volunteers.
- Check the facilities, clean and replenish supplies as required.
- Clean up as required and place garbage, compost, and recycling in the appropriate places.
- Ensure all equipment has been turned off or unplugged and that the heat/air conditioning is re-set to the appropriate level.
- The Manager will host a debrief and all volunteers should participate in an after-action report.
- Tell your Manager if you need Critical Incident Stress Management.

ACTIVATION TRIGGERS

Following the international standard for emergency preparedness, it is recommended residents prepare personal preparedness kits for their family and pets to Shelter in Place for up to 72 hours. It is further recommended Comfort Centres open after 72 hours have passed. In extenuating circumstances, there may be a need to open a Comfort Centre prior to 72 hours.

Lunenburg County Regional Emergency Management Organization Emergency Shelters

Effective Date: 2020-01-06	Supersedes: All Previous Procedures
Presented to REMO Advisory Council: 2020-01-20	Approved By REMO Advisory Council: ##-##-##

1.0 Definitions

Comfort Centre is a facility that is used for residents who are Sheltering-In-Place and remaining in their homes during an emergency but do not have full services such as electricity, heat, and water. Comfort Centres are intended to provide: a place to go to get warm/cool; light refreshments; charge electronic devices; provide updates; community gathering point; and washroom facilities. To operate as a Comfort Centre, the facility must have a generator.

Comfort Centres do not provide overnight accommodations and will not accept evacuees.

Emergency Shelter is a facility opened at the request of the Lunenburg County Regional Emergency Management Organization in a large-scale emergency and is operated by the Canadian Red Cross, under the direction of Department of Community Services. An Emergency Shelter includes providing personal services, accommodation and can include psycho-social services. To operate as an emergency shelter, the facility must have: a generator; running water available during power outages; kitchen facility; showers; and a large space for cots to be set up.

2.0 Scope

The Risk Analysis (2015) for Lunenburg County reveals the highest risks (probability and impact) are weather-related incidents. A secondary risk associated with such incidents is power outages.

Historical evidence and predictive science suggest weather related events are likely to occur with increasing frequency. Risk tolerance within Lunenburg County to weather-related events is decreased significantly when the impacts include power outages. Efforts to increase individual and community preparedness by having a 72-hour personal preparedness kit for families and pets may increase risk tolerance.

Municipalities within the REMO receive their power supply, delivery or restoration from a variety of sources. Supply is managed by Nova Scotia Power (NSP), a private corporation. Nova Scotia Power, the Town of Lunenburg, the Town of Mahone Bay, and Riverport Electric operate electrical utilities to deliver power to residents and businesses. Restoration is facilitated by Nova Scotia Power and the Town of Mahone Bay, and Riverport Electric.

3.0 Becoming and Opening an Emergency Shelter

A Emergency Shelter will be at a community gather point such as community centre, fire hall, school, or church.

During differing types and phases of an emergency incident, Lunenburg County may need both Comfort Centres and Emergency Shelters.

Depending on the severity of the emergency and its impact on the telephone and cellular systems, it may be necessary to assign Amateur Radio operators to provide communications with the Lunenburg County Emergency Coordination Centre. Deployment of Amateur Radio operators can be requested through Lunenburg County REMO. Space requirements are to ensure that the Amateur Radio operators have a private room or area for their equipment, with electrical power and easy access to the outside for antenna cables (e.g.: a window that can be opened).

To become a recognized Emergency Shelter in Lunenburg County:

- A facility or group can express their interest to the Lunenburg County REMO.
- A designate will visit the facility to complete a Facility Profile of the facility as well as obtain three contacts for the facility.
- Staffing, resources, and liabilities will be the responsibility of the Emergency Shelter.
- A Memorandum of Understanding will be completed for the group or facility operating an Emergency Shelter.
- The Emergency Shelter will be entered into a database and shared on the REMO website for residents to learn where their nearest facility is. Residents can then add the locations into their personal preparedness kit.

3.1 Procedure for Opening an Emergency Shelter

- i. The decision to open an Emergency Shelter is made by the Lunenburg County REMO through consultation with emergency service partners and first responders. In most cases, an Emergency Shelter is opened when evacuation of a large number of residents is required or anticipated.
- ii. Once the decision to open an Emergency Shelter has been made, REMO advises its need for an Emergency Shelter to NS EMO who in turns contacts the Department of Community Services. The Canadian Red Cross initiates their response protocols for the setup and operation of the Emergency Shelter.
- iii. Lunenburg County REMO will notify residents and media sources of the Emergency Shelter.

- iv. The decision to deactivate the Emergency Shelter will be made by the Lunenburg County REMO in consultation with the Canadian Red Cross and other emergency service partners and first responders.
- v. Once the decision is made to deactivate an Emergency Shelter, REMO will share the information with residents, NS EMO, media, etc.

4.0 Communications

Lunenburg County REMO may track community Emergency Shelter facilities as part of situational awareness during emergency events in order to notify residents and Councillors of the situation. REMO will maintain lists of approved facilities for reporting purposes to NS EMO, media, 211, Nova Scotia Power or other Emergency Support Partners. The Emergency Shelter is required to report their opening and closing times and services to REMO if it changes from the requested times, by calling (902) 930-1085 or emailing info@emergencymeasures.ca.

Dan McDougall, CAO
Municipality of the District of Chester

Date: _____

Alex Dumaresq, Deputy CAO
Municipality of the District of Lunenburg

Date: _____

Tammy Crowder, CAO
Town of Bridgewater

Date: _____

Bea Renton, CAO
Town of Lunenburg

Date: _____

Dylan Heide, CAO
Town of Mahone Bay

Date: _____

**Memorandum of Understanding
Use of Facilities as an Emergency Shelter during an Emergency**

Between

**[Name of Facility]
Herein referred to as the “Facility Owner”**

And

**Lunenburg County Regional Emergency Management Organization
Herein referred to as “Lunenburg County REMO”**

The Facility Owner desires to enter into an agreement with Lunenburg County REMO to provide its facility as an Emergency Shelter during a loss of infrastructure caused by severe weather, an emergency event, or a declared State of Local Emergency.

This Memorandum of Understanding (MOU) limits the xxxx {Fire Hall or Community Centre or Church Group} from activating their facility as an Emergency Shelter on their own initiative. If such an activation takes place, the Facility Owner agrees to inform Lunenburg County REMO of the Emergency Shelter activation.

DEFINITIONS:

Comfort Centre is a facility that is used for residents who are Sheltering-In-Place and remaining in their homes during an emergency but do not have full services such as electricity, heat, and water. Comfort Centres are intended to provide: a place to go to get warm/cool; light refreshments; charge electronic devices; provide updates; community gathering point; and washroom facilities. To operate as a Comfort Centre, the facility must have a generator.

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AGREEMENT:

1. The parties agree when this facility is opened as an Emergency Shelter, the facility's volunteers are responsible for the care and upkeep of the facility. The attached Guidelines provide guidance as to the offerings of an Emergency Shelter.
2. Following the international standard for emergency preparedness, it is recommended residents prepare personal preparedness kits for their family and pets to Shelter in Place for up to 72 hours. It is further recommended Emergency Shelters open after 72 hours have passed. In extenuating circumstances, there may be a need to open a Comfort Centre prior to 72 hours.
3. The parties further agree this facility will not be used as an overnight Emergency Shelter. If an overnight Emergency Shelter is required, the request will be made to the Lunenburg County REMO for consultation with NS EMO, Department of Community Services, and the Canadian Red Cross. As an Emergency Shelter, the above-mentioned agencies staff the shelter and provide for the needs of persons evacuated to the Shelter, including food, blankets, cots, personal care items, and registration. The facility shall operate without interruption until notified by Lunenburg County REMO to terminate activities.
4. Lunenburg County REMO shall advertise the location of Emergency Shelters for use by any resident or persons in need without regard to their place of residence. Advertising can only be completed once opening time and closing time are provided to Lunenburg REMO.
5. Any facility on a well shall meet safe drinking water guidelines at the time of opening to the public. To ensure safe water quality, the Facility Owner shall submit test samples of its water supply annually to a health authority for clearance as a safe source of potable water.
6. Any facility offering food shall be made in a commercial kitchen using safe food handling practices, or only offer pre-packaged food.
7. Any facility dependent on a septic system shall ensure the system is fully operational, able to meet the capacity needs of the facility for extended periods.

WITNESS WHEREOF: This Memorandum of Understanding executed by Lunenburg County REMO and Facility Owner, made this:

_____ day of _____, 20__.

Witness

Lunenburg County REMO
Representative:

Witness

Facility Owner:
Representative:

EMERGENCY SHELTER FACILITY GUIDELINES

The priority is to ensure the safety and comfort of people using the Emergency Shelter. Steps to become an approved Emergency Shelter and be posted on the REMO website for residents:

- A facility expresses interest to the Lunenburg County REMO.
- A Facility Profile, including three contacts, is completed (reviewed annually).
- A Memorandum of Understanding is signed by the Facility Owner and REMO.
- The Emergency Shelter will be contacted by a representative of REMO to determine the opening and closing times for advertising to residents and sharing with media.

The following criteria for Emergency Shelter locations should be considered.

- Following the international standard for emergency preparedness, it is recommended residents prepare personal preparedness kits for their family and pets to Shelter in Place for up to 72 hours. It is further recommended Emergency Shelters open after 72 hours have passed. In extenuating circumstances, there may be a need to open a Comfort Centre prior to 72 hours.
- There is a generator on site for alternate power.
- Physical location is safe and is in a central location, with adequate parking, away from potential hazards.
- The Centre is not opened when RCMP or Transportation Authority is requesting residents stay off the roads.
- Building and grounds are barrier-free and wheelchair accessible.
- Any facility on a well shall meet safe drinking water guidelines at the time of opening to the public. To ensure safe water quality, the Facility Owner shall submit test samples of its water supply annually to a health authority for clearance as a safe source of potable water.
- Food, if any is provided, is made in a commercial kitchen using safe food handling practices or offer only pre-packaged food.
- The building has heating and where possible, air conditioning.
- There are adequate power outlets to allow visitors to charge devices.
- A first aid kit and an Automated External Defibrillator (AED) are on site.
- There is enough available seating for the number of expected visitors, as well as facility personnel.
- There is adequate space outside the property in the event of telecommunication outages for a portable communications hub (provided by the Province, if available). Requests to be made to REMO if required.
- Adequate staff/volunteers are available for at least the first 24 hours.
- The Comfort Centre determines its opening and closing times and relays the information to REMO by calling (902) 930-1085 or emailing info@emergencymeasures.ca for advertising to residents and sharing with media.

Emergency Shelter Facility Profile

General Information		
Name of Facility		Civic Address of Facility
Municipality		Mailing Address of Facility
Contact Person 1	Daytime Phone	Email
Contact Person 2	Phone	Email
Contact Person 3	Phone	Email
After Hours Procedure to Open Facility		
Type of Facility:		Capacity of Facility
Comfort Centre (<i>no overnight accommodations</i>) Emergency Shelter		Comfort Centre Emergency Shelter
Services that could be offered at a Comfort Centre:		
<input type="checkbox"/> A place to get warm/cool <input type="checkbox"/> Charge electronic devices <input type="checkbox"/> Washroom facilities <input type="checkbox"/> Share information/updates <input type="checkbox"/> Other: <input type="checkbox"/> Light refreshments <input type="checkbox"/> Tea/coffee <input type="checkbox"/> Potable or Bottled Water <input type="checkbox"/> Pre-packaged food <input type="checkbox"/> Prepared food		
Location of Emergency First Aid Kit?		Location of Automated External Defibrillator (AED)?

Physical Information			
Wheelchair Accessible		Washrooms Accessible	Elevators, chair lift, etc.?
Yes	No	Yes	No
Number of Washrooms?		Number of Showers?	
Male _____	Female _____	Unisex _____	Male _____ Female _____ Unisex _____
Physical Dimensions, Approx. Square Footage		Is there a room for comfort of animals (pets)?	
		Yes	No
Water Source	If Well		Date Well Last Tested
Municipal	Well (GPM) _____	Potable	Non-Potable
Wastewater		Is the facility alarmed?	Is there an Emergency Evacuation Plan?
Municipal Sewer	Septic		Yes
			No

Kitchen Facilities							
Number of Fridges?		Number of Freezers?		Number of Stoves?		Number of BBQs?	
Gas	Electric	Gas	Electric	Gas	Electric	Gas	Electric
# of Tables			# of Chairs			Number of Sinks?	
Overall Kitchen Rating					Date of Health Inspection?		
Less than Residential		Residential		More than Residential			
Other Information Regarding the Kitchen							

Electrical					
Type/size of electrical panel (amp)			Number of 110V outlets		Circuit Breakers or Fuses?
200	400	600			Yes No
Generator	Type			Generator Testing	
Yes	Fixed	Manual Transfer Switch		Frequency:	
No	Portable	Automatic Transfer Switch		Last Tested:	
Capacity				Make, Model, Size:	
Full Building		Limited			
List the areas served including elevators, and lifts, rooms, etc.					

Miscellaneous					
Primary Heating Source	Electric	Propane	Natural Gas	Oil	Other
Times the Comfort Centre may be open if required during a long-term power outage			Any Hazardous Materials stored onsite (propane, glycol, etc.). If yes, explain.		
Are there any volunteers available and ready to assist should the Comfort Centre be required on short notice?			How do the volunteers get mobilized for the Comfort Centre?		
Yes		No			
Date Completed			Completed by (please print)		
Notes and special features or anything else related to the facility.					

Emergency Shelter Response Plan Activation Checklist

Before opening:

- ❑ Discuss the need for an Emergency Shelter with REMO to determine if a shelter is required by calling (902) 930-1085 or emailing info@emergencymeasures.ca.
- ❑ REMO will contact Red Cross for availability to service the shelter.
- ❑ REMO and the Facility Owner will agree on opening and closing times so info can be shared with media and residents.
- ❑ Volunteers to report to the location at least one hour before it is scheduled to open.
- ❑ Turn on the heat/air conditioning and other necessary equipment.
- ❑ Prepare any refreshments (tea, coffee, etc.) that will be offered.
- ❑ Check the washrooms to ensure they are clean and have an adequate supply of soap, toilet paper, and paper towels.

After opening:

- ❑ Department of Community Services and the Canadian Red Cross will come in to activate the Emergency Shelter. Generally, the Red Cross Shelter Manager will liaise with the Emergency Shelter for facility related issues and with a REMO representative for Emergency Management or community related issues.
- ❑ If you are unsure of a request made to the emergency shelter facility, please contact REMO by calling (902) 930-1085 or emailing info@emergencymeasures.ca.

Deactivation:

- ❑ The Shelter Manager will lead the deactivation process, supported by volunteers.
- ❑ Check the facilities, clean and replenish supplies as required.
- ❑ Clean up as required and place garbage, compost, and recycling in the appropriate places.
- ❑ Ensure all equipment has been turned off or unplugged and that the heat/air conditioning is re-set to the appropriate level.
- ❑ The Manager will host a debrief and all volunteers should participate in an after-action report.
- ❑ Tell your Manager if you need Critical Incident Stress Management.

ACTIVATION TRIGGERS

Following the international standard for emergency preparedness, it is recommended residents prepare personal preparedness kits for their family and pets to Shelter in Place for up to 72 hours. It is further recommended Comfort Centres open after 72 hours have passed. In extenuating circumstances, there may be a need to open a Comfort Centre prior to 72 hours.

REGIONAL EMERGENCY MANAGEMENT ORGANIZATION (REMO) BUDGET

	2019 Budget	2020 Proposed	↑ / ↓	Comments
01-2250000-106 -VACATION PAY	\$ 3,000.00	\$ -	-\$ 3,000.00	no vacation pay as it is now a salaried role
01-2250000-109 - EMO PYMTS-CONTINGENCY	\$ -	\$ -	\$ -	
01-2250000-119 - REMO-HONORARIUM	\$ 53,700.00	\$ 69,403.00	\$ 15,703.00	REMO Wages - full time role
01-2250000-129 - REMO-BENEFITS	\$ 4,700.00	\$ 11,697.00	\$ 6,997.00	benefits for the full time role
01-2250000-140 - TRAVEL	\$ 3,000.00	\$ 3,000.00	\$ -	increased travel across all units - keep same budgeted amount as previous
01-2250000-104 - SUNDRY	\$ -	\$ -	\$ -	
01-2250000-141 - CONFERENCE/TRAINING	\$ 2,000.00	\$ 3,800.00	\$ 1,800.00	increase \$3000 Prof Development, increase \$300 for memberships
01-2250000-201 - OFFICE EXPENSES (REMO)	\$ 1,500.00	\$ 1,000.00	-\$ 500.00	reduced by \$500
01-2250000-210 - ADMINISTRATION-INSURANCE	\$ 900.00	\$ 1,300.00	\$ 400.00	increase for basic Amateur Radio and GSAR volunteer insurance
01-2250000-225 - RADIO EQUIPMENT	\$ 500.00	\$ 1,300.00	\$ 800.00	tower inspection is \$1250 each year
01-2250000-226 - OTHER EQUIPMENT	\$ 2,500.00	\$ 2,500.00	\$ -	
01-2250000-230 - TELEPHONE-LOCAL SERVICE	\$ 1,100.00	\$ 1,400.00	\$ 300.00	was under budget last year, reflecting regular service
01-2250000-231 - CELLULAR PHONE (REMO)	\$ 2,700.00	\$ 1,000.00	-\$ 1,700.00	reduced 1700
01-2250000-235 - ADVERTISING-GENERAL	\$ 1,200.00	\$ 1,000.00	-\$ 200.00	reduced 200
01-2250000-236 - ADMINISTRATION-ACCOUNTING	\$ 1,000.00	\$ 1,000.00	\$ -	
01-2250000-239 - TELEPHONE-INTERNET SERVICE	\$ 1,000.00	\$ -	-\$ 1,000.00	eliminated - internet is included in office space
01-2250000-248 - ADMINISTRATION-RENTAL	\$ 1,300.00	\$ 1,300.00	\$ -	
01-2250000-249 - MOCK EXERCISES	\$ 1,000.00	\$ 1,000.00	\$ -	
01-2250000-254 - LICENSE FEES	\$ 800.00	\$ 800.00	\$ -	
01-2250000-272 - WEBSITE		\$ 5,000.00	\$ 5,000.00	reallocated from Narcan - need to have a website and needs updating
01-2250000-299 - CONTINGENCY	\$ 4,000.00	\$ 4,000.00	\$ -	
01-2250000-999 - NARCAN KITS FOR FIRE DEPTS	\$ 5,000.00	\$ -	-\$ 5,000.00	reallocate to website
01-2250001-235 - ADVERTISING-SPECIAL	\$ 2,000.00	\$ 1,000.00	-\$ 1,000.00	reduced by 50%
01-2250001-236 - ADMINISTRATION-CLERICAL	\$ 3,500.00	\$ 3,500.00	\$ -	
01-2250006-295 - GROUND SEARCH & RESCUE GRANT	\$ 10,000.00	\$ 10,000.00	\$ -	
	\$ 106,400.00	\$ 125,000.00		

Cost Sharing	2019-20 Budget			2020/21 Proposed Budget			
	UA 2018/19	share	Contribution	UA 2019/20	share	Contribution	Increase
Town of Bridgewater	671,832,908	12.7%	\$ 13,507.97	675,449,057	12.6%	\$ 15,702.08	\$ 2,194.12
Town of Mahone Bay	131,291,709	2.5%	\$ 2,639.77	132,876,644	2.5%	\$ 3,088.97	\$ 449.20
District of Chester	1,598,816,174	30.2%	\$ 32,146.02	1,626,914,001	30.3%	\$ 37,820.68	\$ 5,674.66
District of Lunenburg	2,625,377,705	49.6%	\$ 52,786.21	2,671,786,349	49.7%	\$ 62,110.70	\$ 9,324.49
Town of Lunenburg	264,597,830	5.0%	\$ 5,320.04	270,039,287	5.0%	\$ 6,277.57	\$ 957.53
Totals	5,291,916,326	100.0%	\$ 106,400.00	5,377,065,338	100%	\$ 125,000.00	\$ 18,600.00



**LUNENBURG COUNTY
GROUND SEARCH AND RESCUE**

CIVIC : 371 Harold Whynot Road, Pine Grove

December 27, 2019

Municipality of Lunenburg

REMO Advisory Committee
Municipality of Lunenburg
P.O. Box 200
Bridgewater, N.S. B4V 2W8

JAN 02 2020

Attn: Kevin Malloy

RECEIVED

Please find attached the 2019 Financial Statement for Lunenburg County Ground Search and Rescue for the period January 1 to November 30. Also attached is the 2020 Budget. The Team thanks you for the 2019 grant and we are anticipating that all is in place for the 2020 grant.

All your help is appreciated by our membership.

Your truly,

Sherry Veinot

Sherry Veinot
Search Director/ Treasurer
Home: 644-2599
Cell: 527-3111

MAILING: P.O. Box 203, Bridgewater, N.S. B4V 2W8

LUNENBURG COUNTY GROUND SEARCH & RESCUE TEAM

OPERATING ACCOUNT # 301168 - 2019
FINANCIAL STATEMENT

INCOME

Balance forward from 18-12-31	\$53,776.01	
WAYS & MEANS COMMITTEE	\$1,342.59	
REIMBURSEMENTS RCMP & EMO SAR EXPENSES	\$382.41	
Federal Grants	\$0.00	
PROVINCIAL GRANTS	\$3,000.00	
MUNICIPAL GRANTS	\$10,000.00	
Other Rebates	\$0.00	
FEDERAL REBATES	\$1,021.86	
Sale of Backpacks		
Sale of used Log Bus	\$300.00	
	\$69,822.87	\$69,822.87

EXPENSES

TELEPHONE (CELLULAR & BUILDING)	\$399.66	
ELECTRICITY	\$758.69	
PROPANE	\$2,041.01	
GAS (VEHICLES)	\$461.19	
VEHICLE REPAIRS	\$2,276.54	
TAXES	\$347.65	
INSURANCE	\$4,067.00	
OPERATING EXPENSES	\$1,559.89	
CAPITAL EXPENDITURES	\$804.98	
Transfer to Training a/c 304787	\$1,000.00	
	\$13,716.61	\$13,716.61
		\$56,106.26

AMOUNT ON DEPOSIT OP A/C AS OF : 19-11-30

Chequing Account:	\$56,106.26
Total:	\$56,106.26

TOTAL AMOUNT OF FUNDS ON DEPOSIT IN ALL ACCOUNTS AS @ NOVEMBER 30, 2019

Operating Account	\$56,106.26
Term Deposits	\$28,328.55
Training Account	\$10,197.04
TOTAL FUNDS:	\$94,631.85

Lunenburg County Ground Search and Rescue

2020 Budget

Actual Expenses to Nov/19

Telephone	\$ 400.00
Electricity	\$ 758.00
Propane	\$ 2,041.00
Gas (Vehicles)	\$ 461.00
Vehicle Repairs	\$ 2,277.00
Taxes	\$ 348.00
Insurance	\$ 4,067.00
Operating Exp	\$ 1,560.00
Capital Exp	\$ 805.00
Training Supplies	\$ 1,383.00
Transfer Tr A/C	\$ 1,000.00

Totals \$ 15,100.00

Budget Expenses 2020

Telephone	\$ 500.00
Electricity	\$ 925.00
Propane	\$ 2,000.00
Gas (Vehicles)	\$ 1,200.00
Vehicle Repairs	\$ 8,500.00
Taxes	\$ 400.00
Insurance	\$ 4,300.00
Operating Expense	\$7,800.00
Capital Exp	\$18,000.00
Training Supplies	\$ 3,000.00
Funds to Cap Res	\$ 4,500.00

Totals \$51,125.00

Actual Income to Nov/19

Ways and Means	\$ 1,342.00
Reimburse EMO	\$ 383.00
Prov Grant	\$ 3,000.00
Municipal Grant	\$ 10,000.00
Federal Rebate	\$ 1,022.00
Sale Old Log Bus	\$ 300.00

Totals \$ 16,047.00

Budget Income 2020

Ways and Means	\$ 2,000.00
Reimburse EMO	\$ 500.00
Prov Grant	\$ 3,000.00
Municipal Grant	\$10,000.00
Federal Rebate	\$ 700.00

Totals \$16,200.00