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## EMERGENCY PREPAREDNESS GUIDE

### Mayor's Notice

Dear residents of Chelsea,

As Mayor, it is my duty that a Municipal Emergency Preparedness Guide is prepared by our Municipality.

This Guide has two objectives:

1. Encourage reflection to ensure that an organization is in place in anticipation of an emergency that may affect our Municipality.
2. Establish the necessary tools and resources to ensure coordination of emergency services for various potential disasters depending on municipal and government resources.

Since every emergency or disaster has a unique character, this guide is a tool and not an end in itself; a safe and logical approach based on the training and general experience of members of the Municipal Civil Protection Organization.

I therefore invite all residents to get information about emergency measures available on the Website of the Ministry of Public Safety (MSP) about things to do in case of a disaster.

<http://www.securitepublique.gouv.qc.ca/en/civil-protection/preparing-for-disasters/family-safety-plan.html>

Mayor

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Caryl Green



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### Municipal Civil Protection Organization Guide

Under the Civil Protection Act, the Municipality of Chelsea is the authority responsible for civil security on its territory.

In the event of a disaster, it is the responsibility of the Municipality to manage all interventions that must be carried out to respond to the event.

To do this, the municipality will use the resources at its disposal within its organization and those of external organizations with which we will have previously or in the course of events, entered into agreement.

We will also be able to call upon all government resources that will intervene according to their own responsibilities and those given to them under the National Civil Protection Plan.

Pages 1 to 6 of the Guide will be available for consultation only on the Municipality of Chelsea's Website.

Municipal vulnerability:

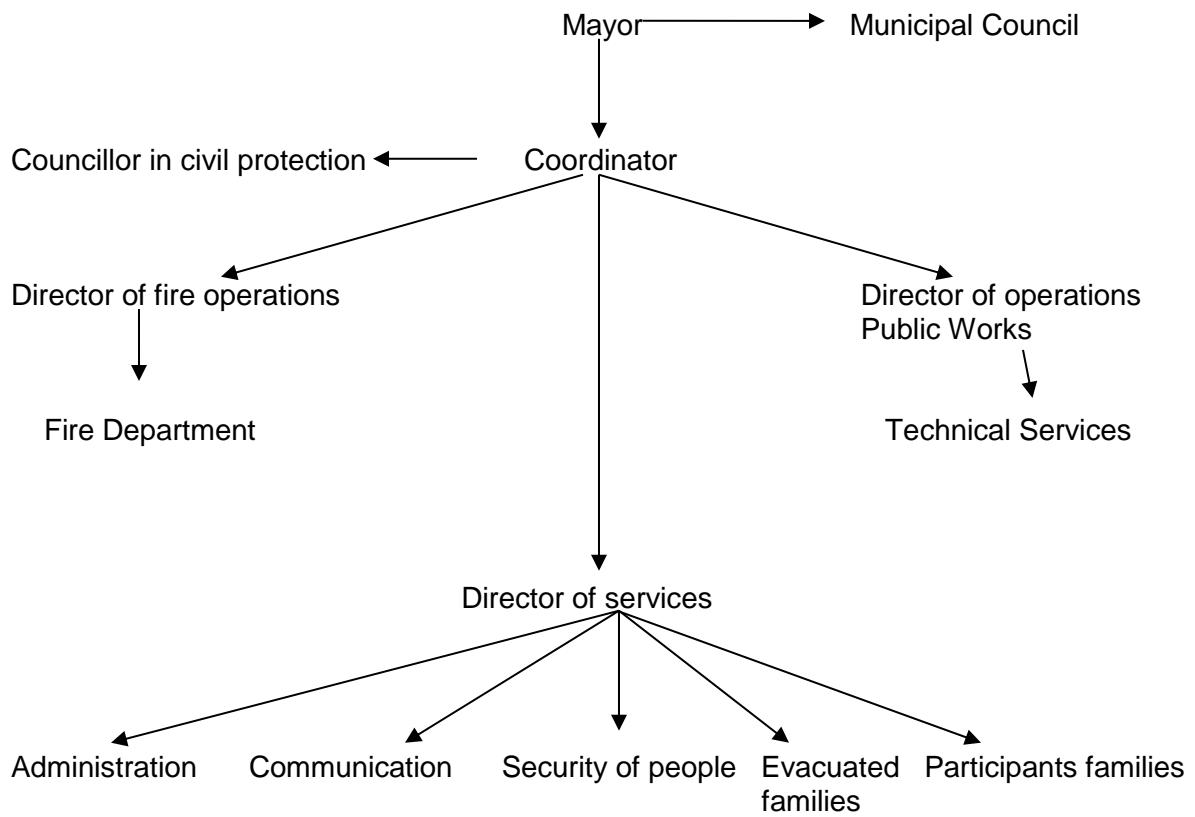
- Hazardous materials spills;
- Forest fire;
- Tornado;
- Landslides;
- Flooding;
- Major power failure;
- Earthquake;
- Winter storm – ice storm;
- Overwhelming heat;
- Pandemic;
- Dam failure;
- Major fire.



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### MUNICIPAL CIVIL PROTECTION ORGANIZATION GUIDE





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### INSTRUCTIONS FOR EVACUATED PEOPLE

#### Recommendations:

To do:

- Disconnect electrical and household appliances (TV, computer, radio)
- Shut-off electricity
- Shut-off drinkable water
- Bring main personal items (Depending on level of urgency)
  - Clothing for a few days
  - Personal hygiene items
  - Medications and prescriptions
  - Milk, baby diapers
  - Wallets and credit cards, health care card, insurance, driver's licence
  - Important documents
  - Children's games
  - Blankets and pillows
  - Pet food
  - Car and house keys
  - Cellular phone
  - Etc.
- Bring pets
- Close windows and lock doors
- Follow instructions issued by authorities
- Register where indicated by municipal representatives
- Refer to designated location for information
- Make sure you give a location and phone number to reach you
- Stay tuned to media coverage

Not to do:

- Do not waste time phoning
- Do not prepare a bag, unless time permits
- Do not return to your home without permission
- Do not assume that you will be back in a few hours



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THE 5 STAGES OF AN INTERVENTION: alert, mobilization, protection, safeguarding and backup.

**ALERT** is a warning signal for real or imminent disaster. It is used to warn authorities, participants and general public so that relief can be organized, in the event that the disaster or emergency does not go beyond the resources already implied and that aid is available and that everyone is informed of the measures to undertake.

**MOBILIZATION** is a process whereby participants and municipal staff required are assigned, maintained at work or recalled during a disaster response. Mobilizing means asking to intervene or to invoke a service agreement with an external organization or ask help from other municipalities or government.

**Alert and mobilization** can also be modulated according to the circumstances that prevail during the event or according to the nature of the information needed by the participants. Thus, at the same time, the services of a participant may not be used immediately, the impact having not yet occurred, to mobilize another participant whose services are required now and to notify an organization or a Ministry of the situation without asking to intervene.

**PROTECTION** is to put in place measures to ensure the safety of people.

**SAFEGUARD** involves putting in place measures to preserve property.

Disasters are generally characterized by the presence of the following **CONDITIONS**:

- Unknown or uncertain nature of the danger;
- Uncertainty about the duration of the event;
- Significant delays in the day-to-day running of the municipality;
- Essential needs to be met;
- Application of extraordinary measures such as moving population, shelter, interception of traffic and movers, closure of large area, etc.
- Effects of health and safety of people;
- Effects on participants;
- Significant damage to property, the environment or economic loss (employment, devaluation, etc.);
- Multiple jurisdictions (several municipalities involved, various applicable regulations, various levels of government, private property, etc.)
- Important convergence of media and curious.

**PARTICIPANTS** must always have an overall view of what is going on so they can assess the consequences of a decision or action on the whole situation. It is essential that they anticipate events and act upon them rather than be led by them. The establishment of coordination centers enables these objectives to be achieved.

**RECOVERY** is to put in place measures to ensure a gradual return to normal life.



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### ALERT PROCEDURE FOR PERSONEL

