



THE CORPORATION OF THE TOWN OF
LAURENTIAN HILLS

**EMERGENCY PLAN
&
PROGRAMME**

Schedule 'A' to By-Law 2-05

**CORPORATION OF THE TOWN OF
LAURENTIAN HILLS**

EMERGENCY PLAN AND PROGRAMME

FOREWORD

1. This plan has been developed to outline the probable course of action that would be followed in the critical hours of an emergency. It also shall provide guidance for municipal officials and department heads who shall be expected to fulfill specific responsibilities in an emergency.
2. In an increasingly complex and technological society, emergencies of a man-made nature are on the increase and add to the natural hazards that man has always faced. Since initial response to such emergencies is usually from municipal resources, it is important that a municipality have a plan prepared for co-ordination of essential services to meet an emergency in the most efficient and effective way. This is especially so at the onset, when the health and safety of the population is at greatest risk. The plan will assist in the recovery from such emergency.
3. For this plan to be effective, it is essential that all concerned be made aware of and be kept familiar with their assigned emergency functions. This can best be accomplished by regular review of responsibilities and procedures and occasional exercises to test arrangements.
4. Under authority of the Emergency Management Act c. E.9 R.S.O. 1990 as amended and by enactment of the Corporation of the Town of Laurentian Hills By-Law No. 2-05 this plan shall govern the provision of necessary services during an emergency and the recovery therefrom and the manner in which the Town, its officers, staff and others shall respond in an emergency.

Enacted this 13th day of November, 1983.

Revised this 30th day of November, 1994.

Revised this 14th day of May, 1999.

Original By-Law No. 22-83 repealed and replaced by
By-Law No. 2-05 passed 15 December, 2004

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EMERGENCY PLAN AND PROGRAMME

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**CORPORATION OF THE TOWN OF
LAURENTIAN HILLS
EMERGENCY PLAN AND PROGRAMME**

passed under By-Law No. 02-05

1. **INTRODUCTION**

Emergencies are defined as situations or the threat of impending situations abnormally affecting health, safety, property and the welfare of a community, which by their nature or magnitude require a controlled and co-ordinated response by a number of agencies, both governmental and private, under the direction of the appropriate elected officials.

These are distinct from routine operations carried out by municipal and provincial agencies, e.g. firefighting, police, health, etc.

The Emergency Management Act of Ontario provides the authority and requires a council of a municipality to pass a by-law enacting an emergency plan and programme governing the provision of necessary services during an emergency and the procedures under and the manner in which officers, staff and others of the municipality shall respond to the emergency. It also provides that by-laws passed under this legislation may provide for:

- a. money associated with the formulation and implementation of the emergency plan;
- b. authorize employees of the municipality to take action before formal declaration of an emergency;
- c. specify procedures to be taken for safety or evacuation of persons in an emergency area;
- d. designate one or more members of council who may exercise powers and perform the duties of the Mayor during an emergency while the Mayor is absent or unable to act;
- e. establish committees and designate employees to be responsible for reviewing the emergency plan, training employees in their function and implementing the emergency plan during an emergency;
- f. obtaining and distributing materials, equipment and supplies during an emergency; and the supplies necessary for training and;
- g. such other matters as are considered necessary or advisable for the implementation of the emergency plan during an emergency.

Based on the foregoing, it is clear, whenever an emergency occurs, that residents in an affected area shall look to local government for immediate assistance and direction on how to respond to the emergency situation. Later, outside assistance from adjacent municipalities and senior levels of government could be brought to bear, however, local government shall continue in most cases to be responsible for determining local priorities, co-ordinating the provision of all resources and exercising overall control of the situation.

Municipalities should expect to scale up or down the level of their response depending upon the length and severity of an emergency.

However, emergency operations shall continue and municipal departments should expect to remain on emergency status until a situation is returned to normal conditions and an official declaration is made to that effect and to provide assistance during recovery as required.

2. **AIM**

The aim of this plan is to make provision for the extraordinary arrangements and measures that may have to be taken to safeguard health, safety, property and the welfare of the inhabitants of the Corporation of the Town of Laurentian Hills when faced with an emergency.

3. **ESSENTIAL LEVEL REQUIREMENTS**

A Community Emergency Management Coordinator has been appointed by Council in December of 2002

 this person is the Chief Administrative Officer

A Deputy Community Emergency Management Coordinator has been appointed by Council in 2003

 this person is the Deputy Clerk

the Community Emergency Management Coordinator has appointed the following to be the Programme Committee:

 Deputy Community Emergency Management Coordinator

 Fire Chief

 Superintendent of Public Works

 Coordinator of Amateur Radio

 Coordinator of Chalk River Regional Nuclear Emergency Preparedness Committee

the Committee works in close harmony with the Community Emergency Management Coordinators of Head, Clara & Maria and Deep River

The Emergency Information Officer is the Mayor assisted by the Chief Administrative Officer

3. **MUNICIPAL EMERGENCY CONTROL GROUP**

3.1 **Composition**

Emergency operations shall be directed and controlled by a group of officials who shall assemble for this purpose at an Emergency Operations Centre. This group shall be known as the Municipal Emergency Control Group (MECG) and shall be composed of:

- a. Mayor or alternate who shall chair the MECG;
- b. Chief Administrative Officer or alternate;
- c. Fire Chief or alternate;
- d. Staff Sergeant, O.P.P. or alternate;

this Group shall be supported by-

MUNICIPAL EMERGENCY SUPPORT GROUP

- a. Members of Council
- b. Public Works Superintendent or alternate;
- c. Chief Building Official (no alternate)
- d. Medical Officer of Health or alternate;
- e. Director of Social Service of County or alternate, who may be Red Cross official;
- f. Coordinator of Amateur Radio;
- f. if required a representative from the Roman Catholic Separate School Board

Names and telephone numbers are listed in Appendix "1".

When an emergency situation or a threat of one occurs, the Municipal Emergency Control Group shall assemble at the Emergency Control Centre -

Other representatives from public or private agencies may be invited to attend meetings of the MECG to provide specialist knowledge or advice. For instance, depending upon the circumstances, a MECG may require advice from privately owned utilities, chemical manufacturers, shipping companies or public agencies having specific roles to play in emergencies, e.g. health, environment, labour, etc.

3.2 **Responsibilities**

Municipal Emergency Control Group. Some or all of the following actions/decisions may have to be considered and dealt with by the MECG:

- > function of the MECG (present) is assisting the Mayor in making and placing in effect any decisions and orders that are made to control the emergency;
- > advising the Mayor on declaring or terminating an “emergency” to exist;
- > designating the town or any part as an “emergency area”;
- > “authorizing expenditures” of funds for implementing the emergency plan;
- > “evacuating” those buildings or sections within an emergency area which are themselves considered to be dangerous or in which the occupants are considered to be in danger for some other source;
- > “dispersing people” not directly connected with the operations who by their presence are considered to be in danger or whose presence hinders in any way the efficient functioning of emergency operations;
- > “discontinuing utilities” or services provided by public or private concerns without reference to any consumers in the town, when continuation of such utilities or services constitute a hazard to public safety within an emergency area;
- > “arranging for accommodation and welfare”, on a temporary basis, of any residents who are in need of assistance due to displacement as a result of the emergency;
- > “calling in and employment of any municipal personnel and equipment” or others which is required in the emergency;
- > “arranging assistance” from senior levels of government and of other personnel and equipment of volunteers or other agencies not under municipal control as may be required by the emergency;
- > “establishing an information centre” for issuance of accurate releases to the news media and for issuance of authoritative instructions to the general public; and
- > “establishing a reporting and inquiry centre” to handle individual requests for information concerning any aspect of the emergency.

4. **MUNICIPAL EMERGENCY CONTROL GROUP OPERATIONS**

4.1 **Implementation and Procedures**

Emergencies could arise with or without warning; this plan takes this into account and is intended to deal with the worst case, a situation that develops without warning.

An emergency shall usually be reported or discovered by either the police or fire services who would, in any event, be among the first to be called to the scene of a potential emergency.

The senior responder, normally a police or fire officer, should personally assume control of the situation or arrange for an on-site co-ordinator to take charge immediately and then, depending upon the situation, he may make a decision to alert and assemble the MECG. The procedure for alerting and assembling the MECG is outlined in detail in Appendix 1.

4.2 **Operations**

Upon assembly the Mayor, based upon the advice of the members of the MECG, may declare an emergency.

The role of the MECG probably can best be accomplished by a round-table assessment of events as they occur or by agreeing to a course of action to overcome specific problem areas or situations.

Normally, an agreed course of action shall be implemented by municipal departments functioning primarily within their own spheres. However, from time to time, it may become necessary to adopt and implement a joint plan of action which could involve two or more departments operating in unison. In this latter situation, it would be necessary to determine which department shall have the greater commitment and to appoint an on-site co-ordinator accordingly. Therefore, until emergency operations conclude, other departments should act in support of whichever department is exercising on-site co-ordination of operations. It may also be necessary for the MECG to function in concert with neighbouring municipalities or request assistance from them or the County.

4.3 **Communications and Co-ordination**

An important function of every department is to provide timely information for the benefit of the MECG decision-making process. This necessitates reliable systems of communication between the emergency site and the MECG operations centre for every department involved. Radios are least susceptible to damage or interruption in times of emergency. However, if telephones are to provide this vital medium of communication, the operations centre must

have a reasonable multiplicity of lines and instruments. Additionally, the operations centre must be sufficiently large to accommodate both information gathering and display activities and provide room for the MECG to deliberate and function.

Once decisions have been taken by the MECG, it is essential they be quickly and accurately disseminated to every response agency and, where necessary, to the public. This vital function shall normally fall to the Chief Administrative Officer who shall act as Operations Officer and be responsible for co-ordinating the activities of the operations centre and for ensuring good communication between all agencies involved in the emergency response.

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5. **INDIVIDUAL RESPONSIBILITIES OF THE MUNICIPAL EMERGENCY CONTROL GROUP**

5.1 **Mayor** or alternate shall perform the following responsibilities:

- > chair meetings of the MECG;
- > declare an emergency to exist;
- > **ENSURE that the MINISTER OF COMMUNITY SAFETY (Solicitor General) has been NOTIFIED of the declaration of an emergency AND the Warden of the County of Renfrew**
- > make decisions, determine priorities and issue operational direction through the Chief Administrative Officer and other members of the MECG;
- > as Emergency Information Officer approve news releases and public announcements and make the announcements;
- > terminate the emergency at the appropriate time and ensure all concerned have been notified.

5.2 **Chief Administrative Officer** or alternate shall perform the following responsibilities:

- > organize and supervise the Emergency Operations Centre;
- > obtain and display up-to-date information at all times;
- > advise the Mayor on administrative matters;
- > be responsible for media arrangements and assist in the preparation and issue of press and public announcements;
- > record minutes of MECG meetings; and
- > maintain a log of events and actions taken by the MECG during the emergency.

- 5.3 **Fire Chief** or alternate shall consider the possible need for activation of the emergency plan, and, if warranted, trigger the alert system outlined in Appendix 1. Thereupon he shall report to the Emergency Operations Centre to sit as a member of the MECG and to perform the following additional functions and responsibilities:
- > provide the Mayor with information and advice on fire or emergency matters;
 - > advise on the appointment of an on-site co-ordinator to exercise overall control at the scene of the emergency;
 - > advise the County Fire Mutual Aid Co-ordinator and then trigger any necessary mutual aid arrangements for the provision of additional firefighters and equipment;
 - > determine if additional or special equipment is needed and recommend possible sources of supply;
 - > provide assistance to other municipal departments, provincial, federal levels and agencies - be prepared to take charge or contribute to non-firefighting operations if necessary; and
 - > maintain a log of events and actions by or on behalf of the fire department during the emergency.
- 5.4 **Staff Sergeant** or alternate shall consider the need for activation of the emergency plan, and, if warranted, trigger the alert system outlined in Appendix 1. Thereupon he shall report to the Emergency Operations Centre to sit as a member of the MECG and to perform the following additional functions and responsibilities:
- > provide the Mayor with advice on law enforcement matters;
 - > if required recommend the appointment of an on-site co-ordinator at the scene of the emergency;
 - > seal off the area of the emergency;

- > control and, if necessary, disperse crowds within the “emergency area”;
 - > control the movement of emergency vehicles to and from the site of the emergency;
 - > co-ordinate police operations with municipal departments, provincial and federal agencies and departments and arrange for additional supplies and equipment when needed;
 - > conduct evacuation of buildings or areas as required;
 - > arrange for maintenance of law and order in temporary facilities e.g. evacuation centres;
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- > protect property in the emergency area;
 - > arrange for additional police assistance, if required;
 - > advise the Coroner in the event of fatalities and perform whatever additional responsibilities may be necessary; and
 - > maintain a log of events and actions taken by or on behalf of the police during the emergency.

6. **RESPONSIBILITIES OF THE MUNICIPAL EMERGENCY SUPPORT GROUP**

6.1 **Members of Council**

All Members of Council shall, as required, support and assist the Operations Control Group with the management of the emergency and the deployment of resources;

All Members of Council shall, if called upon, fill various position that may from time to time require relief or to share expertise in various fields;

The Chairperson of the the Committee of the Whole for Public Works shall have direct responsibility for the critical infrastructure of the water and sewer plant.

6.2 **Public Works Superintendent** shall consider the possible need for activation of the emergency plan, and, if warranted, trigger the alert system outlined in Appendix 1. He shall report to the Emergency Operations Centre and undertake duties as required including the following additional functions and responsibilities:

- > provide the Mayor with advice on engineering and public works matters;
- > if appropriate, recommend the appointment of an on-site co-ordinator to exercise overall control at the scene of the emergency;

- > maintain liaison with flood control, conservation and environmental agencies and be prepared to conduct relief or preventative operations;
- > provide engineering materials, supplies and equipment and if not otherwise available, make arrangements for sources of supply from neighbouring municipalities, private contractors, etc;
- > assist traffic control, evacuations, etc., by clearing emergency routes, marking obstacles, providing road signs, etc. maintaining liaison with utility companies (gas, telephone, etc.) and making recommendations for discontinuation of any utility, public or private, where necessary in the interest of public safety;
- > re-establish essential services at the conclusion of an emergency; and
- > maintain a log of events and actions taken by or on behalf of the Public Works Superintendent during the emergency.

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6.3 **Chief Building Official** shall consider the possible need for activation of the emergency plan, and, if warranted, trigger the alert system outlined in Appendix 1. He shall report to the Emergency Operations Centre and undertake duties as required including the following additional functions and responsibilities:

- > provide Mayor with advice on engineering and structural matters;
- > make recommendations about demolishing unsafe structures and issuing such orders;
- > maintain a log of events and actions taken by him during the emergency.

6.4 **Medical Officer of Health** or alternate shall consider the possible need for activation of part of the County of Renfrew emergency plan, and, if warranted, trigger the alert system outlined at Appendix 1. Thereupon he shall report to the Emergency Operations Centre to sit as a member of the MECG and to perform the following additional functions and responsibilities:

- > advise the Mayor on Public Health matters;
- > provide advice on public health matters to the MECG;
- > arrange for the dissemination of special instructions to the population on matters concerning public health;
- > arrange for mass immunization where needed;
- > arrange for testing of water supplies and, where warranted, make recommendations for arranging alternate supplies or other protocol;
- > notify other agencies and senior levels of government about health related matters;

- > coordinate the arrangements for coping with mass casualties jointly by the hospital(s) and the ambulance service, which serve the local area. Such arrangements have been worked out beforehand to provide for the following activities,
 - (1) bringing casualties to a central point (e.g. Deep River and District Hospital) for triage and, afterwards, arranging a balanced distribution of casualties to hospitals; and
 - (2) provision of first aid for minor casualties, through agencies, who would not require transportation to a hospital; and
- > maintain a log of events and actions taken by Public Health during the emergency.

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6.5 **Director of Social Services** or alternate shall if required perform the following responsibilities and duties (The Canadian Red Cross Society, Deep River Branch, has agreed to fulfill the Emergency Social Services' functions if required)

- > provide advice to the Mayor and MECG;
- > according to the nature of the emergency, implement appropriate aspects of the County of Renfrew emergency social service plan to provide for;
 - (1) reception centres which shall provide registration, assignment to temporary dislocation sites, feeding, and other emergency social services for people (and if possible their pets) who shall have to be evacuated for any reason;
 - (2) distribution of clothing and other essentials to evacuees;
 - (3) operation of a Registry and Inquiry system to deal with inquiries from concerned friends and relatives from within and outside the community;
 - (4) emergency purchase of food, clothing, medicine, etc., that cannot be obtained in any other way;
 - (5) a voucher system for victims for food, clothing, medicine and other necessities;
 - (6) feeding and supplying other similar necessities to emergency area; and
 - (7) co-ordination of other social services volunteers and agencies;

- > maintain the intent of required sections while reporting and interpreting the Social Service role and activities to the media; and
- > maintain a log of events and actions taken by or on behalf of the social services during the emergency and until rehabilitation is complete.

Other member of staff:

these duties will include relief of predesignated staff, and duties as shall be assigned by the
MECG