



## The Corporation of the Township of La Vallee

# EMERGENCY PLAN

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# EMERGENCY PLAN

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## 1.0 INTRODUCTION

### 1.1 Preamble

Emergencies are defined as situations or threat of impending situations abnormally affecting property and the health, safety and welfare of the community, which by their nature or magnitude require a coordinated response by a number of agencies under the direction of a Control Group. These are distinct from the normal, day to day operations carried out by the first response agencies.

While many emergencies could occur within the Township of La Vallee, those most likely to occur are: floods, blizzards, tornadoes, epidemics, transportation accidents involving hazardous materials, rail crashes, toxic or flammable gas leaks, electrical power blackouts, building or structural collapse, forest or uncontrollable fires, windstorms, explosions, breakdown in flow of essential services/supplies, or any combination thereof.

This Emergency Plan has been prepared to provide key officials, agencies and departments within the Township of La Vallee with a general guideline to the initial response to an emergency and an overview of their responsibilities during an emergency.

For this plan to be effective, it is imperative that all officials and personnel are aware of their roles and responsibilities within the response framework and that every official, agency and department is prepared to carry out his/her/its assigned functions and responsibilities in an emergency. To help ensure familiarity with the roles and procedures and as mandated by legislation, **all** members of the Municipal Emergency Control Group are required to undertake training and to participate in one (1) exercise not less than once annually. Additional training and exercises may be held in addition to the minimum requirements.

### 1.2 Title

This document is the *Township of La Vallee Emergency Plan*, herein referred to as the "Plan."

### 1.3 Aim

The aim of this plan is to make provisions for the extraordinary arrangements and measures that may have to be taken to protect the health, safety and welfare of the inhabitants of the Township of La Vallee when faced with an emergency.

## 1.4 Amendment or Update of Plan

This plan forms Schedule “A” to By-Law No. , and replaces the plan in By-Law No. 1258 and all amendments thereto. Any Amendments to this plan require an amending By-law approved and passed by the Township Council. Revisions to the annexes and minor administrative changes can be made without resubmitting the plan to council each time. These can be amended or updated as deemed necessary by the Emergency Management Program Committee through the CEMC.

## 1.5 Emergency-Defined

An Emergency is a situation, or threat of a serious impending situation, that will adversely affect the property and/or health, safety or welfare of a significant number of persons, or critical infrastructure, which situation, by its nature or magnitude, requires a coordinated response by a number of agencies.

By their nature or magnitude, emergency situations are extraordinary and may require municipal expenditures, requests for additional resources, provisions for emergency shelter, or evacuation. These situations are distinct from normal operations which are part of the regular duties of various agencies and can be adequately addressed by one agency or by the coordinated efforts of relatively few agencies.

### CHECKLIST

*This checklist is for use by municipal heads of council considering the declaration of an emergency within their municipality. This Checklist is not intended to provide any sort of legal advice – it is merely a reference tool.*

#### General and Government:

##### **Is the situation an extraordinary event requiring extraordinary measures?**

Section 4 (1) permits a head of council to “take such action and make such orders as he or she considers necessary and are not contrary to law” during an emergency.

##### **Does the situation pose a danger of major proportions to life or property?**

Section 1, definition of an emergency.

##### **Does the situation pose a threat to the provision of essential services (e.g., energy, potable water, and sewage treatment/containment, supply of goods or medical care)?**

Some situations may require extraordinary measures be taken or expenditures be made to maintain or restore essential services. A declaration of emergency may allow a head of council to expend funds outside of his or her spending resolutions and/or the regular approval process of the municipality.

##### **Does the situation threaten social order and the ability to govern?**

Whether due to a loss of infrastructure or social unrest (e.g., a riot), a crisis situation has the potential to threaten a council’s ability to govern. In such cases, extraordinary measures may need to be taken. Section 4 (1) provides for extraordinary measures, not

contrary to law. Section 55 (1) of the *Police Services Act* provides for the creation of special policing arrangements during an emergency.

**Is the event attracting significant media and/or public interest?**

Experience demonstrates that the media and public often view the declaration of an emergency as a decisive action toward addressing a crisis. It must be made clear that an “emergency” is a legal declaration and does not indicate that the municipality has lost control. An emergency declaration provides an opportunity to highlight action being taken under your municipal emergency response plan.

**Legal:**

**Might legal action be taken against municipal employees or councilors related to their actions during the current crisis?**

Section 11 (1) states that “no action or other proceeding lies or shall be instituted against a member of council, an employee of a municipality, an employee of a local services board, an employee of a district social services administration board, a minister of the Crown, a Crown employee or any other individual action pursuant to this Act or an order made under this Act for any act done in good faith in the exercise or performance or the intended exercise or performance of any power or duty under this Act or an order under this Act or for neglect or default in the good faith exercise or performance of such a power or duty.” Section 11 (3), however, states “subsection (1) does not relieve a municipality of liability for the acts or omissions of a member of council or an employee of the municipality.”

**Are volunteers assisting?**

The *Workplace Safety and Insurance Act* provide that persons who assist in connection with a declared emergency are considered “workers” under the Act and are eligible for benefits if they become injured or ill as a result of the assistance they are providing. This is in addition to workers already covered by the Act.]

**Operational:**

**Does the situation require a response that exceeds, or threatens to exceed the capabilities of the municipality for either resources or deployment of personnel?**

Section 4 (1) permits the head of council to “take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan.” Section 13 (3) empowers a municipal council to “make an agreement with the council of any other municipality or with any person for the provision of any personnel, service, equipment or material during an emergency.”

**Does the situation create sufficient strain on the municipal response capability that areas within the municipality may be impacted by a lack of services, thereby further endangering life and property outside areas directly affected by the currently crisis?**

Some situations may require the creation of special response agreements between the municipality and other jurisdictions, private industry, non-government organizations, etc. Section 13 (3) states that the “council of a municipality may make an agreement with the council of any other municipality or with any person for the provision of personnel, service, equipment or material during an emergency.”

**Is it a consideration that the municipal response may be of such duration that additional personnel and resources may be required to maintain the continuity of operations?**

In the event of a large-scale crisis, such as an epidemic or prolonged natural disaster, municipal resources may not be able to sustain an increased operational tempo for more than a few days. This is particularly true if emergency workers are injured or become ill as a result of the crisis. In such a case, the municipality may need to utilize outside emergency response personnel. Section 13 (3) provides for mutual assistance agreements between municipalities.

**Does, or might, the situation require provincial support or resources?**

Provincial response (e.g., air quality monitoring, scientific advice, airlift capabilities, material resources, etc.) may involve numerous ministries and personnel. Activation of the municipal emergency response plan, including the opening of the Emergency Operations Centre and meeting of the Community Control Group, can greatly facilitate multi-agency and multi-government response.

**Does, or might, the situation require assistance from the federal government (e.g., military equipment)?**

Section 13 (2) authorizes the Solicitor General, with the approval of the Lieutenant Governor in Council, to make agreements with the federal government. In Canada, federal emergency assistance is accessed through, and coordinated by, the province. The declaration of an emergency may assist a municipality in obtaining federal assistance.

**Does the situation involve a structural collapse?**

Structural collapses involving the entrapment of persons *may* require the deployment of one or more Heavy Urban Search and Rescue (HUSAR) teams. Ontario has a HUSAR team. This team is specially equipped and trained to rescue persons trapped as a result of a structural collapse. Any municipality in the province can request a HUSAR deployment to a declared emergency. Requests for HUSAR resources should be made through your local mutual aid fire coordinator. Approval for the dispatch of the HUSAR team comes from the Commissioner of Emergency Management.

**Is the situation a large-scale or complex chemical, biological, radiological, or nuclear (CBRN) incident?**

Response to CBRN incidents requires specialized resources and training. Ontario is developing three CBRN teams to respond to incidents throughout the province. CBRN teams are only dispatched to declared emergencies. Requests for a CBRN deployment should be made through your local mutual aid fire coordinator. Approval for the dispatch of CBRN teams comes from the Commissioner of Emergency Management.

**Does the situation require, or have the potential to require the evacuation and/or shelter of people or animals (livestock) from your municipality?**

Evacuee and reception centres often use volunteers as staff. As noted above, the declaration of an emergency enacts certain parts of the *Workplace Insurance and Safety Act* related to volunteer workers. Secondly, an evacuation or sheltering of citizens has the potential to generate issues pertaining to liability. Section 11 of the *Emergency Management and Civil Protection Act* may provide municipal councilors and employees with certain protections against personal liability.

**Will your Municipality be receiving evacuees from another community?**

The issues discussed in the previous bullet may apply equally to municipalities accepting evacuee.

**Economic and Financial:**

**Does the situation pose a large-scale disruption to routine patterns of transportation, or re-routing of large numbers of people and vehicles?**

The re-routing of people and vehicles poses a potential liability risk. Keeping persons from their homes and delaying commercial traffic are both sensitive issues. Section 11 of the Act may provide certain protection from liability. Section 4 (1) allows for extraordinary measures to be taken, providing they are not contrary to law.

**Is an event likely to have a long term negative impact on a community's economic viability/sustainability, including resulting unemployment, lack of available banking services and restorative measures necessary to re-establish commercial activity?**

The declaration of an emergency may facilitate the ability of the municipality to respond to economic losses.

**Is it possible that a specific person, corporation, or other party has caused the situation?**

Section 12 states that "where money is expended or cost incurred by a municipality or the Crown in the implementation of an emergency plan or in connection with an emergency, the municipality or the Crown, as the case may be, has a right of action against any person who caused the emergency for the recovery of such money or cost."

**1.6 Definitions**

**Command Post** is the central control/communications centre from which the Emergency Site Manager and Incident Commanders will coordinate on-site activities and communicate with the Emergency Operations Centre and other operational communications centres.

**Emergency Control Group (ECG)** is responsible for planning and directing the actions of all personnel and resources of all agencies responding to an emergency.

**Emergency Operations Centre (EOC)** is the physical facility from which the Emergency Control Group coordinates and directs the response effort of all the responding agencies to an emergency. This facility is located at a predetermined location with an alternate location designated if the primary EOC is not accessible.

**Emergency Site Manager (ESM)** is the individual appointed by the Emergency Control Group who is responsible for directing and coordinating the actions of all responding agencies at the emergency site. The ESM reports directly to the Emergency Control Group. The individual in this position may change as the nature of the emergency changes. If more than one emergency arises during the same period of time, more than one ESM may be appointed by the ECG.

***Incident Commander*** is the individual appointed by his/her agency who is responsible for directing and coordinating the actions of all personnel of his/her agency at the emergency site. The Incident Commander reports directly to the Emergency Site Manager. The individual in this position may change as the emergency progresses.

***Media Centre*** is the location from which information, approved by the Emergency Control Group, is provided to the media. The centre will also monitor the emergency's media coverage to provide the Emergency Control Group with effective strategies on dealing with media issues.

***Community Emergency Management Coordinator (CEMC)*** is responsible for running the EOC and coordinating all decisions or directions of the ECG to all responding agencies, and for ensuring annual compliance with applicable legislation.

## 2.0 AUTHORITY

### 2.1 Emergency Management and Civil Protection Act

*The Emergency Management and Civil Protection Act, R.S.O., 1990, c.E.9, as amended*, is the primary authority enabling passage of the By-law adopting the Plan. Important measures authorized under the legislation which form part of the Plan are:

- (a) Expenditure of monies associated with the formulation and implementation of the Plan;
- (b) Authorization for municipal employees to take appropriate action before formal declaration of an emergency;
- (c) Procedures to be taken for safety and/or evacuation of persons in an emergency area;
- (d) Designation of a Member of Council who may exercise powers and perform the duties of the Head of Council under the Plan during the absence or inability of the Head of Council to act;
- (e) Establishment of committees and designation of employees to be responsible for reviewing the Plan, to train employees in their functions, and to implement the Plan during an emergency;
- (f) Authorization to obtain and distribute materials, equipment and supplies during an emergency; and
- (g) Authorization to attend to such other matters as are considered necessary or advisable for the implementation of the Plan during an emergency.

### 2.2 Protection from Liability for Implementation of the Plan

Section 11 of *the Emergency Management and Civil Protection Act, R.S.O., 1990, c.E.9, as amended*, states:

11(1) “No actions or other proceeding for damages lies or shall be instituted against a member of council, an employee of a municipality, a minister of the Crown or a Crown employee for doing any act or neglecting to do any act in good faith in the implementation or intended implementation of an emergency plan or in connection with an emergency.”

11(3) Subsection (1) does not relieve a municipality of liability for the acts or omissions of a member of council or an employee of the municipality referred to in subsection (1) and the municipality is liable as if subsection (1) had not been enacted and, in the case of a member of council, as if the member were an employee of the municipality.”

### **2.3 Public Accessibility to the Plan**

Section 10 of *the Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9, as amended*, provides that, except for plans respecting continuity of operations or services, an emergency plan must be available to the public during ordinary business hours at the municipal office. This plan will be made available to the public at the Township of La Vallee Municipal Office during ordinary business hours and will be posted and available to the public on the township's website, [www.lavallee.ca](http://www.lavallee.ca).

### **2.4 Freedom of Information and Protection of Privacy**

Any personal information collected under the authority of this plan shall be used solely for the purpose of planning, preparing and responding to emergencies as defined within the plan and the release of any information under this plan shall be made in conformity with the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56*, as amended.

## 3.0 DECLARATION OF AN EMERGENCY

### 3.1 Authority to Declare

*The Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9, as amended, Section 4(1) states:*

*“The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make sure orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area.”*

### 3.2 Notification of Declaration of an Emergency

The Head of Council can officially declare an emergency at any time and, upon doing so, shall immediately notify:

- (a) Provincial Emergency Operations Centre 1-866-314-0472;
- (b) Fax declarations to Emergency Management Ontario at (416) 314-0474;
- (c) the Minister of Public Safety and Security (will be notified by E.M.O.);
- (d) all members of Council;
- (e) neighbouring municipal officials as required;
- (f) the local Member of Parliament;
- (g) the local Member of the Provincial Parliament;
- (h) the public; and
- (i) the media.

### 3.3 Assembling the Emergency Control Group

On receipt of an official message from a member to the Emergency Control Group, the CEMC shall implement the “Emergency Plan Notification Procedure” (see Annex ‘A’).

Upon learning of the emergency, members of the Emergency Control Group shall report to the Emergency Operations Centre or respond as directed. It is not necessary for all Emergency Control Group members to be present in order for the Emergency Control Group to function.

## **4.0 PLAN IMPLEMENTATION**

### **4.1 Activation of the Plan**

Upon declaration by the Head of Council, the Emergency Control Group shall activate the Plan and become responsible for directing and controlling all emergency operations and for providing the necessary personnel and resources.

NOTE: The plan can be activated without the declaration of an emergency.

### **4.2 Actions of Emergency Response Agencies**

Upon notification of an emergency, response agencies shall perform duties and responsibilities as outlined in the Plan, or shall place personnel on stand-by until further notice.

Each agency responding to the emergency shall appoint an Incident Commander who is responsible for directing and coordinating the actions of all personnel of their agency at the emergency site. Incident Commanders report directly to the Emergency Site Manager.

For each emergency site identified, the Emergency Control Group shall confirm to appoint an Emergency Site Manager to assume responsibilities outlined in Section 6.3 of the Plan. The Emergency Site Manager shall report directly to the Emergency Control Group.

### **4.3 Chain of Command**

The Emergency Site Manager reports directly to the Emergency Control Group and is no longer subject to the command structures of his own organization. Incident Commanders will report to the Emergency Site Manager and are still subject to the command structure of their own organization, see Annex 'C'.

### **4.4 Emergency Operations Centre**

The Emergency Operations Centre shall be established in Council Chambers at the La Vallee Municipal Office (located at 56 Church Road).

The first arriving Emergency Control Group members are responsible for setting up the Emergency Operations Centre. The CEMC is responsible for maintaining a level of preparedness within the Emergency Operations Centre by updating all print material and equipment. For a layout of the Emergency Operations Centre, see Annex 'E'.

### **4.5 Media Centre**

The Media Centre will be established in the Council Chambers or other location as deemed necessary by size or type of incident.

The Emergency Information Officer is responsible for setting up the Media Centre. The CEMC is responsible for maintaining a level of preparedness within the Media Centre by ensuring that communications equipment and supplies are available for use at the EOC.

#### **4.6 Telecommunications**

Each responding agency is responsible for establishing its own telecommunications links with its Emergency Control Group representative.

#### **4.7 Emergency Operations Centre Message Traffic**

Due to the high volume of message traffic that will occur during the response to an emergency, a procedure must be used to effectively manage the handling of these messages. A hierarchy of all messages to and from the Emergency Operations Centre shall be in accordance with the following designations:

**Emergency** is any message with implications of imminent death or serious injury to any person or groups of persons. Emergency alerts or immediate action directives are included in this category. Emergency messages take priority over all other traffic and should be used only when absolutely required.

**Priority** is assigned to important messages that involve a specific and imminent time limit or may result in a significant impact. It also includes those official messages not covered in the “emergency” category.

**Routine** covers most administrative or non-critical messages that are not time limited, including routine logistics support.

It is the responsibility of the originator of the message to designate the message according to the above hierarchy. The line(s) dedicated to incoming calls to the Emergency Operations Centre shall be operated by support staff under the direction of the CEMC. They shall be responsible to ensure that all messages are properly classified and routed to their intended recipients. The message form is shown in Annex ‘D-3’.

#### **4.8 Command Post**

The Emergency Site Manager shall establish a temporary command post at the emergency site. The temporary command post shall be replaced by a mobile or fixed command post if deemed necessary by the Emergency Site Manager. All inter-agency communications shall be channeled through this command post and a direct link will be established with the Emergency Operations Centre.

#### **4.9 Dissemination of Decisions by the Emergency Control Group**

Decisions of the Emergency Control Group made during an emergency shall be transmitted to the appropriate response agency. This function shall be coordinated by the CEMC.

#### **4.10 Meeting and Reporting Schedules**

Members of the Emergency Control Group shall gather at regular intervals to inform each other of actions taken and problems encountered. Frequency of meetings and agenda items will be established by the CEMC. Maps and status boards shall be prominently displayed and kept up to date by the CEMC. The Emergency Site Manager shall schedule regular briefings with Incident Commanders.

#### **4.11 Evacuation**

Refer to the Township of La Vallee Evacuation Plan attached as Annex 'G'.

#### **4.12 Request for Assistance**

Assistance may be requested from the neighbouring communities and other agencies at any time. The request shall not be deemed to be a request that they assume authority and control of the emergency.

Assistance may also be requested from the Province of Ontario, or from the Federal Government through the Province of Ontario, at any time. Such a request can be made by contacting the *OFMEM Provincial Emergency Operations Centre (PEOC) Duty Officer by telephone at 1-416-314-3723 or 1-866-314-0472 (toll free), or fax at 1-416-314-0474.*

Such a request for assistance shall not be deemed to be a request that the Province assume authority and control of the emergency.

#### **4.13 Termination of a State of Emergency**

The Head of Council or Council as a whole can officially declare the termination of the emergency at any time and, upon so doing, shall immediately notify:

- (a) Emergency Management Ontario **1-866-314-0472**;
- (b) the Minister of Public Safety and Security (will be notified by E.M.O.);
- (c) all members of Council;
- (d) neighbouring municipal officials as required;
- (e) the local Member of Parliament;
- (f) the local Member of the Provincial Parliament;
- (g) the public; and
- (h) the media.

Notification of termination to the Minister must be done through Emergency Management Ontario by calling **1-866-314-0472** and confirm by faxing a hard copy to **1-416-314-0474**.

## 5.0 EMERGENCY CONTROL GROUP

### 5.1 Composition of the Emergency Control Group

Emergency response operations will be directed and controlled by the following officials at the Emergency Operations Centre:

- (a) Head of Council
- (b) CEMC
- (c) Clerk-Treasurer
- (d) VFD Fire Chief
- (e) Road Superintendent
- (f) Emergency Information Officer

Other persons deemed to be the Township employees, government officials, and outside experts, including the Support Groups cited in Section 6 may be called by the Head of Council or the CEMC to join the Emergency Control Group.

The Emergency Control Group may be called together in whole or in part without the declaration of an emergency.

### 5.2 Responsibilities of the Emergency Control Group

The responsibilities of the Emergency Control Group are to:

- (a) advise the Head of Council as to whether the declaration of an emergency is recommended;
- (c) designate any area(s) in the municipality as an Emergency Site(s);
- (d) determine the requirement to call or establish advisory sub-groups as may be required to support implementation of emergency operations;
- (e) direct and coordinate the responding services and agencies to ensure that all action necessary for the mitigation of the emergency are taken expeditiously and in accordance with the law;
- (f) provide recommendations on the spending of public funds for the implementation of the Plan;
- (g) appoint, or confirm the appointment of an Emergency Site Manager who will be the Emergency Control Group's representative on site and will be responsible for the organization and coordination of all emergency response agencies at the Emergency Site and will carry out the roles and responsibilities as described in Section 6.3 of the Plan;
- (h) develop and implement aims, priorities, and strategies in consultation with the Emergency Site Manager;

- (i) approve or endorse the proposed courses of action for the resolution of the emergency;
- (j) ensure that pertinent information regarding the emergency is promptly provided to the Emergency Information Officer for dissemination to the media and to the public;
- (k) direct the evacuation of buildings, or areas within the Emergency Site, if necessary;
- (l) direct the dispersal or removal of persons from the Emergency Site who are in danger, or whose presence hinders emergency operations;
- (m) direct the discontinuation of public/private utilities or services due to safety or the efficient functioning of emergency operations, if required;
- (n) direct the activation and operation of reception centers to provide temporary accommodation to all residents who are in need of assistance due to displacement as a result of the emergency;
- (o) direct and commit municipal personnel or equipment to support emergency operations, as required;
- (p) arrange for assistance from agencies including other levels of government, public/private organizations and volunteers, as required;
- (q) direct the activation and operation of the Call Centre and Media Centre;
- (r) notify all services, agencies, groups, or persons under the control of the Emergency Control Group of the termination of the emergency;
- (m) direct follow-up in support of persons directly involved in emergency operations, including Critical Incident Stress Programs, as required;
- (q) maintain a detailed log of all discussions, decisions or actions taken by the Emergency Control Group;
- (r) conduct and participate in a post-emergency debriefing, and provide reports as requested by the CEMC.

### **5.3 Head of Council**

Upon learning of a potential emergency, the Head of Council should consider the possible need for activation of the Plan, and if warranted, shall trigger the “Emergency Plan-Notification Procedure” (see Annex A).

The Head of Council shall:

- (a) declare an emergency to exist. Complete the “Declaration of an Emergency” form (see Annex ‘D-1’);
- (b) notify the OFMEM Provincial Emergency Operations Centre of the declaration of an emergency and of the termination of an emergency, as well as all other parties set out in Section 3.2;
- (c) take action to make orders, not contrary to law, to implement the Plan and to protect the property, health, safety, and welfare of the inhabitants of the Township;
- (d) serve as Chair of the Emergency Management Program Committee and Emergency Control Group;
- (e) participate in decision making, determining priorities, and issuing operational directives through the CEMC for the resolution of the emergency;
- (f) request assistance from senior levels of government, (i.e. E.M.O.), when required;
- (g) in consultation with the Emergency Information Officer and the CEMC, approve news releases and public announcements;
- (h) as the Township of La Vallee’s key spokesperson, address the media as soon as possible after declaring an emergency. Staff advisors shall accompany the Head of Council to address technical questions;
- (i) keep Council updated regarding the situation and actions being taken to resolve the emergency;
- (j) terminate the emergency at the time deemed appropriate and ensure all concerned, including the media, have been notified;
- (k) chair a post-emergency debriefing of all key personnel involved in the emergency operations, as coordinated by the CEMC.

#### **5.4 Community Emergency Management Coordinator (CEMC)**

Upon learning of a potential emergency, the CEMC should consider the possible need for activation of the Plan, and if warranted, shall trigger the “Emergency Plan-Notification Procedure” (see Annex A).

The CEMC shall:

- (a) ensure the Emergency Operations Centre (EOC) is properly equipped;
- (b) participate in decision-making, determining priorities, and issuing operational directives for the resolution of the emergency in conjunction with the Emergency Control Group (ECG);
- (c) organize and supervise all activities within the Emergency Operations Centre (EOC);
- (d) schedule regular meetings, in conjunction with the Chair, of the Emergency Control Group;
- (e) ensure a communication link is established between the Emergency Control Group and the Emergency Site Manager;
- (f) in conjunction with the CAO/Clerk-Treasurer, advise the Emergency Control Group (ECG) on administrative matters including Corporate Policies and Procedures;
- (g) approve, in conjunction with the Head of Council, public information and media releases;
- (h) select appropriate sites for media area designation and for registration of volunteers;
- (i) disseminate decisions or directions to all response agencies made by the Emergency Control Group (ECG);
- (j) in the absence of, or at the request of, the Reeve if unavailable, temporarily assume the Reeve’s responsibilities in the Emergency Operations Centre (EOC);
- (k) liaise with personnel of neighbouring municipalities that are affected by the emergency or are providing assistance to the Township of La Vallee emergency operations;
- (l) maintain a detailed log of all actions taken by the CEMC;
- (m) coordinate a post-emergency debriefing of all key personnel involved in the emergency operations;
- (n) prepare a post-emergency report for submission to Township Council.

## 5.5 CAO/Clerk-Treasurer

Upon learning of a potential emergency, the Clerk-Treasurer should consider the possible need for activation of the Plan, and if warranted, shall trigger the “Emergency Plan – Notification Procedure” (see Annex ‘A’).

The CAO/Clerk-Treasurer will:

- (a) assist the CEMC with their functions as requested;
- (b) maintain an inventory of community and public sector facilities and communications equipment which could be used to supplement existing resources during an emergency;
- (c) ensure that timely and correct information is displayed or available within the Emergency Operations Centre;
- (d) maintain a detailed log of all decisions made and actions taken by the Emergency Control Group;
- (e) coordinate the provision of advisory and clerical support staff to assist in the Emergency Operations Centre as required;
- (f) coordinate the arrangements for identification cards to be issued to the Emergency Control Group, Township support staff and external resource personnel as required;
- (g) with the CEMC, maintain the operation of feeding, sleeping and meeting areas for the ECG at the Operations Centre as required;
- (h) ensure that records of human resources, administrative details and volunteer registration are maintained;
- (i) ensure that legitimate expenses incurred during the emergency are paid and/or settled in a timely manner and that records of all expenses are maintained for potential future claim purposes;
- (j) if directed by the Reeve or designate, arrange a special Council meeting(s);
- (k) if directed by the Reeve or designate, ensure that all Councillors are advised of the declaration and termination of the emergency;
- (l) provide information and advice on fiscal and insurance matters as they relate to the emergency;
- (m) maintain a detailed log of all actions taken by the CAO/Clerk-Treasurer;
- (n) participate in a post-emergency debriefing and provide reports as requested by the CEMC.

## 5.6 Fire Chief

Upon learning of a potential emergency, the Fire Chief should consider the possible need for the activation of the Plan, and if warranted, shall trigger the “Emergency Plan – Notification Procedure” (see Annex ‘A’).

The Fire Chief shall:

- (a) provide the Emergency Control Group with information and advice on fire service matters;
- (b) participate in decision making, determining priorities, and issuing operational directives for the resolution of the emergency;
- (c) if directed by the Emergency Control Group, appoint an Emergency Site Manager(s) to control operations at the Emergency Site(s);
- (d) establish a communications link with the Fire Incident Commander;
- (e) direct and coordinate all Fire Service operations in accordance with the Plan and directions issued by the Emergency Control Group;
- (f) if required, notify the Mutual Aid Fire Coordinators and trigger mutual aid arrangements for the provision of additional firefighting resources and equipment;
- (g) arrange for additional equipment and materials as required;
- (h) coordinate assistance with other municipal, regional, provincial, or federal departments and agencies, and be prepared to take charge of or contribute to non-firefighting operations if necessary (i.e. evacuation, rescue, first aid, etc.);
- (i) maintain a detailed log of all actions taken by the La Vallee Volunteer Fire Department;
- (j) participate in a post-emergency debriefing and provide reports as requested by the CEMC.

## **5.7 Road Superintendent**

Upon learning of a potential emergency, the Roads Superintendent should consider the possible need for activation of the Plan, and if warranted, shall trigger the “Emergency Plan – Notification Procedure” (see Annex ‘A’).

The Road Superintendent shall:

- (a) provide the Emergency Control Group with information and advice on engineering and transit matters;
- (b) participate in decision making, determining priorities, and issuing operational directives through the CEMC for the resolution of the emergency;
- (c) if directed by the Emergency Control Group, appoint an Emergency Site Manager to control operations at the emergency site;
- (d) direct and coordinate all Roads Department operations in accordance with the Plan and directions issued by the Emergency Control Group;
- (e) provide personnel, materials, supplies, and equipment as required in support of emergency operations;
- (f) arrange for and coordinate provision and use of personnel, engineering materials, and equipment from other municipal, regional, provincial, or federal departments or private/commercial agencies;
- (g) assist with traffic control and emergency operations by clearing emergency routes, assisting the police in closing and opening roadways, marking obstacles, installing emergency road signs, and other actions required;
- (h) coordinate the provision and use of all transportation resources in support of evacuation or other emergency operations as required;
- (i) coordinate the provision of emergency potable water, supplies and sanitation facilities in support of emergency operations;
- (j) maintain liaison with area public works and utility service agencies (i.e. hydro, gas, telephone, cable) and issue directions for the disconnection and reconnection of services as directed by the Emergency Control Group;
- (k) coordinate efforts to re-establish essential road services;
- (l) coordinate debris removal activities;
- (m) as directed, coordinate demolition or securing of all buildings deemed “unsafe” by the Chief Building Official or the Emergency Control Group;
- (n) coordinate Roads Department support for restoration and clean-up activities during and after the termination of the emergency;
- (o) maintain a detailed log of all actions taken by the Roads Department;
- (p) participate in a post-emergency debriefing and provide reports as requested by the CEMC.

## **5.8 Emergency Information Officer**

Upon learning of a potential emergency, the Emergency Information Officer should consider the possible need for activation of the Plan, and if warranted, shall trigger the “Emergency Plan Notification Procedure” (see Annex ‘A’).

The Emergency Information Officer shall:

- (a) advise the Emergency Control Group on matters pertaining to public information, public affairs, and media relations;
- (b) establish the Media Centre under the direction of the Emergency Control Group for the preparation and release of all news bulletins;
- (c) gather, process and disseminate information for use by the Emergency Control Group;
- (d) prepare public information, instructions, advisories and media releases for review by the Reeve or designate and CEMC;
- (e) upon approval of the Reeve and the CEMC, or their designates, release information to the public and media;
- (f) oversee the operation of the Media Centre, a Public Information Centre, and an emergency site media centre, as deemed necessary;
- (g) provide public relations support as required;
- (h) coordinate all media requests, including arrangements for supervised tours near the emergency site;
- (i) arrange for photo or video records of the emergency operations;
- (j) maintain a detailed log of all actions taken by the Emergency Information Officer;
- (k) participate in a post-emergency debriefing and provide reports as required by the CEMC.

## 6.0 ADDITIONAL PERSONNEL AND SUPPORT GROUPS

### 6.1 Introduction

Emergency Control Group Support Groups may be formed from Township staff, volunteers and personnel from other government agencies and organizations. Their advice, resources and information will assist the Emergency Control Group in making decisions. The CAO/Clerk-Treasurer is responsible for notifying Support Group personnel to report to the Emergency Operations Centre.

Contact names and numbers of Township of La Vallee staff who are not Emergency Control Group members are deemed to be support staff and listed in the "Resource Contact List" (see Annex 'B'), as well as contact names and numbers for external agencies.

### 6.2 Members of Council:

It is the responsibility of every member of Council to become thoroughly familiar with the Township of La Vallee Emergency Plan in order to be ready to act as designate to the Reeve or Deputy Reeve, or to assist as requested by the Emergency Control Group.

### 6.3 Emergency Site Manager

**The Emergency Site Manager shall:**

- (a) organize and coordinate the response at the emergency site with all Incident Commanders following the Incident Management System (IMS) model;
- (b) assess the situation under existing and potential conditions by consulting with Incident Commanders and other agencies, take/authorize any action appropriate to preserve life, protect property and otherwise mitigate the adverse effects of the emergency;
- (c) coordinate with the Emergency Control Group and Incident Commanders to ensure that the necessary equipment, supplies, and personnel are available;
- (d) provide, at regular intervals, information updates and reports regarding activities at the emergency site to the Emergency Control Group;
- (e) schedule briefings with individual and collective Incident Commanders as to agency response status;
- (f) activate or coordinate with agencies, the evacuation of the immediate area or any area likely to be placed at risk, if warranted by conditions, or as directed by the Emergency Control Group;
- (g) consider response alternatives and determine appropriate response actions (evacuation, containment, etc.) in consultation with Incident Commanders and the Emergency Control Group;

- (h) establish an on-site Command Post at an appropriate distance from the emergency area that provides a good vantage point from which access to the emergency site can be controlled;
- (i) brief Incident Commanders regarding the situation as they become involved;
- (j) obtain background information from those involved in the emergency or those who may have witnessed the incident, concerning the nature of hazardous material(s) and/or situation(s), and consult with experts, as required, to mitigate the emergency;
- (k) develop an Emergency Site Organization Layout with the assistance of Agency Incident Commanders, and establish inner and outer perimeters and staging areas to control access to and movement within the emergency site;
- (l) coordinate the release of information at the scene with the Emergency Information Officer;
- (m) request, from the Emergency Control Group, logistical support for emergency operations and personnel at the scene;
- (n) ensure the overall safety of the emergency site, in particular that safety precautions are enforced regarding wearing personal protective equipment – a Safety Officer will be provided by the Emergency Control Group upon request;
- (o) in consultation with Incident Commanders, develop a demobilization plan for all resources within the emergency site and implement this plan upon official notification of the termination of the emergency;
- (p) ensure that all Incident Commanders have established work schedules for their personnel at the emergency site;
- (q) maintain a detailed log of all actions taken by the Emergency Site Manager;
- (r) participate in a post-emergency debriefing and provide such reports as requested by the CEMC.

#### **6.4 Ontario Provincial Police**

**Subject to the need to respond on a larger scale than on an individual municipality basis, the OPP representative will:**

- (a) provide the Emergency Control Group with information and advice on law enforcement matters, communications and traffic control, including detour routes;
- (b) participate in decision making, determining priorities, and issuing operational directives for the resolution of the emergency;
- (c) if necessary, appoint an Emergency Site Manager to control operations at the emergency site
- (d) direct and coordinate all police operations in accordance with the Plan and directions issued by the Emergency Control Group;
- (e) establish a communications link with the Police Incident Commander;
- (f) direct the establishment of inner and outer perimeters around the emergency site;
- (g) direct and control the dispersal of crowds within the emergency site(s);
- (h) direct the movement of emergency vehicles to and from the emergency site;
- (i) coordinate the arrangements for police operations with other municipal, provincial, or federal departments and arrange for additional supplies and equipment as required;
- (j) if requested by the Emergency Control Group, coordinate the arrangements for the evacuation of buildings or areas;
- (k) protect property and maintain law and order as required (i.e. at the emergency site, in evacuation centres etc.);
- (l) contact the Coroner in the event of fatalities and coordinate whatever additional support is necessary or required in accordance with the Coroners Act;
- (m) maintain a detailed log of all actions taken by the Ontario Provincial Police Service;
- (n) participate in a post-emergency debriefing, and provide reports as requested by the CEMC.

## **6.5 Ambulance Service Representative**

**If requested, and subject to the need to respond on a larger scale than on an Individual municipality basis, the Ambulance Service Representative will:**

- (a) provide the Emergency Control Group with information and advice on health service matters;
- (b) participate in decision making, determining priorities, and issuing operational directives for the resolution of the emergency, as requested by the Emergency Control Group;
- (c) activate the appropriate emergency call-out procedures;
- (d) direct and coordinate all ambulance services in accordance with the Plan and directions issued by the Emergency Control Group;
- (e) coordinate with senior police and/or fire officials the movement of ambulances to and from the emergency site;
- (f) coordinate with the Medical Officer of Health or designate for the providing of triage and treatment at the emergency site, casualty collection posts, and the distribution of casualties in accordance with the Plan and directions issued by the Emergency Control Group;
- (g) coordinate the provision of special emergency health service resources at the emergency site (i.e. ambulances, support units, paramedics, ambulance helicopters, etc.);
- (h) provide the main radio communication link among health services, and notify and request assistance from the Ontario Ministry of Health, Emergency Services Branch;
- (i) liaise with the Social Services Representative and/or the Medical Officer of Health and assist with the organization and transportation of disabled citizens that need to be evacuated;
- (j) maintain a detailed log of all actions taken by the Ambulance Service;
- (k) participate in a post-emergency debriefing and provide reports as requested by the CEMC.

**6.6 Rainy River District Social Services Board (RRDSSAB):**

**If requested, and subject to the need to respond on a larger scale than on an individual municipality basis, the RRDSSAB representative will:**

- (a) provide the Emergency Control Group with information and advice pertaining to community and social service needs;
- (b) participate in decision making, determining priorities, and issuing operational directives for the resolution of the emergency;
- (c) coordinate and direct the actions of all social service and volunteer agencies in accordance with the Plan and directions issued by the Emergency Control Group;
- (d) coordinate the provision of emergency feeding, reception, accommodations, clothing, identification, registration, inquiry, and personal service programs;
- (e) if directed by the Emergency Control Group, activate and operate emergency evacuation reception and accommodation facilities at designated community halls, etc.
- (f) provide staff from community service agencies to assist at the emergency reception centre(s), and other tasks as directed by the Emergency Control Group;
- (g) coordinate assistance from other municipal, regional, provincial, federal departments, or private agencies;
- (h) maintain a detailed log of all actions taken by the RRDSSAB and Social Services Representative;
- (i) participate in a post-emergency debriefing and provide reports as requested by the CEMC.

**6.7 Medical Officer of Health**

**Subject to the need to respond on a larger scale than on an individual municipality basis, the Medical Officer of Health or designate (Health Unit Representative) will:**

- (a) provide the Emergency Control Group with information and advice on matters pertaining to public and/or environmental health;
- (b) participate in decision making, determining priorities, and issuing operational directives for the resolution of the emergency, as requested by the Emergency Control Group;
- (c) liaise with the Ministry of Health, Public Health branch;

- (d) provide recommendations regarding the evacuation of buildings or areas for reasons of health;
- (e) coordinate the response to disease-related emergencies or anticipated emergencies such as epidemics, in accordance with the Ministry of Health policies;
- (f) provided that transportation and power networks are functional, liaise with the Road Supervisor regarding the testing of potable water and sanitation facilities;
- (g) liaise with the Director of Ontario Works and other agencies on areas of mutual concern regarding health services in emergency areas including food safety, general safety and sanitation, accommodation standards, and air monitoring;
- (h) maintain a detailed log of all actions taken by the Northwestern Health Unit;
- (i) participate in a post-emergency debriefing and provide reports as requested by the CEMC.

### **6.8 Chief Building Official**

If requested, the Chief Building Official shall:

- (a) advise the Emergency Control Group on all matters relating to buildings;
- (b) coordinate with the Municipal Road Supervisor regarding the securing of unsafe buildings, or demolition of structures found to be unsafe;
- (c) liaise with Chief Building Officials from area municipalities, as required;
- (d) maintain a detailed log of all actions taken by the Chief Building Official and the Building and Planning Department;
- (e) participate in a post-emergency debriefing and provide reports as requested by the CEMC.

### **6.9 Media Communications**

The Emergency Control Group will use:

- (a) the Township's website [www.lavallee.ca](http://www.lavallee.ca);
- (b) B-93 FM;
- (c) the Fort Frances Times; and
- (d) the Westend Weekly;
- (e) social media – Facebook;
- (f) CBC television and radio;
- (g) TBNewswatch.com

and such other means as it deems appropriate to inform emergency personnel and the public of the situation and of the action to be taken.

#### **6.10 Amateur Radio Operators**

If requested, the local Amateur Radio Operators and/or Fort Frances Amateur Radio Operators may provide radio equipment and operators at the Emergency Operations Centre and other locations as required and directed by the Emergency Control Group. It shall also maintain a detailed log of all actions taken and provide reports as requested by the CEMC.

#### **6.11 Ministry of Natural Resources**

If requested, and subject to the need to respond on a larger scale than on an individual municipality basis, the Ministry of Natural Resources may provide additional personnel and equipment as required. It shall also maintain a detailed log of all actions taken and provide reports as requested by the CEMC.

## 7. TRAINING AND EVALUATION

### 7.1 Introduction

Training, exercise, and evaluation form the basis for ensuring that collective efforts at all levels can be properly coordinated and controlled. Effective emergency response is possible only when people understand the Plan and have had the opportunity to practice the procedures.

Accordingly, the Plan must provide for:

- (a) the education of Township staff, officers and volunteers concerning emergency preparedness and their assigned responsibilities cited in the Plan;
- (b) individual and collective training to ensure personnel are prepared to implement the Plan; and
- (c) exercises and evaluations to practice and confirm the state of readiness of Township staff to respond to an emergency.

### 7.2 Definitions

***Simulated Exercises:*** Individual control agencies practice operational procedures without the actual deployment of personnel or resources. Common approaches to this type of exercise include paper exercises and tabletop discussions. The actions of external agency operations are to be simulated by the exercise design staff.

***Specialty Exercises:*** These exercises practice response to a specific risk such as: bomb threats, aircraft disaster, major flooding, or radiation spill. These types of exercise can involve a simulated approach or actual deployment of resources.

***Communication Exercises:*** These exercises are designed to test the emergency notification procedures or to practice or evaluate communication resources.

***Emergency Operations Centre Exercises:*** The Emergency Operations Centre staff convene to test and develop operational procedures, problem solving skills, communication systems, and interoperability within the Township of La Vallee and other outside agencies. The conduct of these exercises is usually in the form of a paper or communication exercise with staff participating as the Emergency Site Manager and representing coordinated departmental control centres.

***Major Exercise:*** This exercise involves the physical deployment of resources in response to a staged emergency situation. It may be undertaken by a single department or agency, or may be conducted in conjunction with others.

***Mass Exercise:*** This is a wide-scale, comprehensive exercise that involves all, or the majority of responding agencies and the actual deployment and exercise of resources at all levels. A mass exercise includes the activation of the Emergency Control Group, Emergency Operations Centre and one of more emergency sites.

### **7.3 Training**

In addition to the annual training mandated for all Emergency Control Group for emergency management purposes and organized by the CEMC, each Department is responsible for conducting such individual, team, and combined training as is necessary to ensure that persons designated primary and alternate roles are prepared to perform the tasks and responsibilities outlined in their respective Emergency Response Procedures.

### **7.4 Exercises**

The purposes of exercises are:

- (a) to practice, test, evaluate, and improve plans and operational capabilities;
- (b) to promote and refine cooperation and coordination among operational teams, staff, and support groups, and command and control elements;
- (c) to stimulate and maintain interest and enthusiasm.

The Emergency Control Group shall participate in a minimum of one exercise each year which shall comply with mandated requirements.

### **7.5 Evaluation**

Each Emergency Control Group member is responsible for ensuring those on their teams know, understand and have training on their roles in an emergency.

Every department is responsible for the evaluation of its Emergency Response Procedures and the readiness of its respective organization. Significant occurrences that limit or preclude an organization from performing the responsibilities outlined in this Plan must be reported to the CEMC, who will bring same forward to the ECG.

## 8. PLAN MAINTENANCE AND REVISION

### 8.1 Plan Maintenance and Revision

An Emergency Management Program Committee, chaired by the Reeve will be composed of staff from various Township departments, members of Council and other representatives as permitted by legislation and deemed by Council to be appropriate.

The Committee will obtain input from outside agencies as deemed necessary or desirable. The Committee is responsible for keeping the Plan, and its Annexes, current with respect to legislation, roles and responsibilities and any other pertinent information. Any amendments to the Plan must be formally approved and adopted by Council, with informational Annexes to be updated by the CEMC as changes to contact and other information is identified.

The Emergency Management Program Committee shall review and, if deemed necessary, revise the Plan annually. Amendments must be formally approved by Council. Approved amendments shall be distributed to all of the Plan holders in a timely manner (see Distribution List attached to Annex 'I').