

TOWNSHIP OF LAKE OF THE WOODS EMERGENCY RESPONSE PLAN

1.0 INTRODUCTION

1.1 Preamble

Emergencies are defined as situations or impending situations caused by forces of nature, accident or an intentional act that constitute a danger of major proportions to life and property. They affect public safety, meaning the health, welfare and property, as well as the environment and economic health of the Township of Lake of the Woods.

The Township of Lake of the Woods is a rural township with a population of 362, including the villages of Bergland & Morson. As well, 2 First Nations are in close proximity. These First Nations are not covered by this plan.

While many emergencies could occur within the Township of Lake of the Woods, the most likely to occur are: severe storms including blizzards and tornadoes, floods, transportation incidents involving hazardous materials, electric power blackouts, epidemics, forest or uncontrollable fires, or any combination thereof.

In order to protect residents, businesses and visitors, the Township of Lake of the Woods requires a coordinated emergency response by a number of agencies under the direction of the Community Control Group. These are distinct arrangements and procedures from the normal, day-to-day operations carried out by emergency services.

The Township of Lake of the Woods Emergency Management Committee developed this emergency response plan. Every official, municipal department and agency must be prepared to carry out assigned responsibilities in an emergency. The response plan has been prepared to provide key officials, agencies and departments of the Township of Lake of the Woods important emergency response information to:

- ◆ Arrangements, services and equipment; and
- ◆ Roles and responsibilities during an emergency.

In addition, it is important that residents, businesses and interested visitors be aware of its provisions. Copies of the Township of Lake of the Woods Emergency Response Plan may be viewed at the Municipal Office. Community Emergency Management Coordinator phone number is 807 852-3529.

1.2 Title

This document is the **Township of Lake of the Woods Emergency Response Plan**, herein referred to as the "Plan".

1.3 **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.

“Community Control Group” (CCG) 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 Community 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 Community 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 Community 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 CCG.

“Incident Commander” is an 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 Community Control Group, is provided to the media. The centre will also monitor the emergency’s media coverage to provide the Community Control Group with effective strategies on dealing with media issues. Media emergency site tours, interviews, and photo opportunities are coordinated through the Media Centre.

“Community Emergency Management Coordinator” (CEMC) is responsible for running the EOC and coordinating all decisions or directions of the CCG to all responding agencies.

1.4 **Aim**

The aim of the Plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare, environment and economic health of the residents, businesses and visitors of the Township of Lake of the Woods when faced with an emergency.

It enables a centralized controlled and coordinated response to emergencies in the Township of Lake of the Woods, and meets the legislated requirements of the Emergency Management Act.

2.0 AUTHORITY

2.1 Emergency Management Act (EMA)

The *Emergency Management Act (EMA)* is the legal authority for this emergency response plan in Ontario.

The EMA states that the:

“Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan.” [Section 3 (1)]

“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 such 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.” [Section 4 (1)]

As enabled by the *Emergency Management Act*, this emergency response plan and its elements have been:

- ◆ Issued under the authority of Township of Lake of the Woods By-law # 118; and
- ◆ Filed with Emergency Management Ontario, Ministry of Community Safety and Correctional Services.

2.2 Amendment of Plan

This Plan forms Schedule “A” to By-Law # 118. Any amendments to the Township of Lake of the Woods Emergency Response Plan require an amending by-law approved and passed by the Township Council.

The annexes attached to the Plan do not form part of the Plan. Annexes may be amended or updated as deemed necessary by the Emergency Management Committee.

Due to the critical nature of having current contact information, the CEMC is authorized to update Annex “A” immediately upon receipt of new contact information without the necessity of obtaining prior approval of the Emergency Management Committee. The CEMC shall distribute a copy of the updated Annex “A” to everyone cited in the distribution list attached as Annex “J”.

Proposals for amendments to the Plan or its annexes shall be submitted to the Emergency Response Plan Review Committee through the Community Emergency Management Coordinator (CEMC).

2.3 Emergency – Defined The *Emergency Management Act* defines an emergency as:

“An emergency means a situation, or an impending situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property.”

The Emergency Operations Centre (EOC) can be activated for any emergency for the purposes of managing an emergency, by maintaining services to the community and supporting the emergency site.

2.4 ACTION PRIOR TO DECLARATION

When an emergency exists but has not yet been declared to exist, community employees may take such action(s) under this emergency response plan as may be required to protect property and the health, safety and welfare of the Township of Lake of the Woods.

2.5 Freedom of Information and Protection of Privacy

Any personal information collected under the authority of the 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

Upon receipt of a warning of a real or potential emergency, the responding department or a member of the CCG will immediately contact the Clerk-Treasurer/CEMC, to request that the notification system be activated.

Upon receipt of the warning, the Clerk-Treasurer/CEMC will notify all members of the Community Control Group (CCG).

Upon being notified, it is the responsibility of all CCG officials to notify their staff and volunteer organizations.

Where a threat of an impending emergency exists, the CCG will be notified and placed on standby.

3.1 A Declared Community Emergency

The Mayor or alternate of the Township of Lake of the Woods, as Head of Council, is responsible for declaring an emergency. This decision is usually made in consultation with other member of the CCG.

3.2 Notification of Declaration of an Emergency

Upon declaring an emergency, the Mayor will notify:

- ◆ Emergency Management Ontario, Ministry of Community Safety and Correctional Services;
- ◆ all members of Council;
- ◆ neighbouring municipal officials as required;
- ◆ the local Member of Parliament;
- ◆ the local Member of the Provincial Parliament;
- ◆ the public; and
- ◆ the media.

Notification of the Ministry of Community Safety and Correctional Services must be done through **Emergency Management Ontario** by calling **1-866-314-0472**. A hard copy of the declaration, on municipal letterhead must be faxed to the Duty Officer at (416) 314-6220 after the telephone notification is made.

3.3 Assembling the Community Control Group

On receipt of an official message from a member of the Community Control Group, or responding department, the Clerk-Treasurer/CEMC or alternate shall implement the "Emergency Response Plan Notification Procedure" (see **Annex A**).

Upon learning of the emergency, members of the Community Control Group shall report to the Emergency Control Centre or respond as directed.

4.0 PLAN IMPLEMENTATION

4.1 Activation of the Plan Note: The plan can be activated on without first declaring an emergency.

Upon declaration by the Mayor or alternate, the Community Control Group shall activate the Plan and become responsible for directing and controlling all emergency operations and for providing the necessary personnel and resources.

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 defined, the Community Control Group shall confirm or appoint an Emergency Site Manager to assume responsibilities outlined in Section 6.2 of this Plan. The Emergency Site Manager shall report directly to the Community Control Group.

4.3 Chain of Command

The Emergency Site Manager reports directly to the Community 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 Lake of the Woods Council Chamber 7705B Hwy 600 Bergland ON. The backup location is the Morson Community Hall 21 Dalseg Drive Morson On.

The first arriving Community 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 'D'**.

4.5 Media Centre

The Media Centre will be established in the municipal office or at such other location as deemed necessary by size or type of incident.

The Public 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 Community 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 with a specific 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, who shall be responsible for ensuring that all messages are properly classified and routed to their intended recipients. The message form is shown in Annex “G”.

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 as determined 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 Community Control Group (CCG)

Decisions of the Community Control Group shall be transmitted to the appropriate response agency. This function shall be coordinated by the CEMC.

4.10 Operating Cycle

Members of the Community 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. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. Maps and status boards shall be prominently displayed and kept up to date by the CEMC or by support staff designated by the CEMC.

The Emergency Site Manager shall schedule regular briefings with Incident Commanders. After each briefing, the ESM shall update the CCG of the content of such briefings.

4.11 Evacuation

Refer to the Township of Lake of the Woods Evacuation Plan attached as **Annex 'H'**.

4.12 Request for Assistance

Assistance may be requested from neighbouring municipalities at any time. The request shall not be deemed to be a request that the assisting entity assume authority and control of the emergency.

Assistance may be requested from the Province of Ontario at any time without any loss of control or authority. A request can be made by contacting the **Emergency Management Ontario Duty Officer by telephone at 1-866-314-0472, or by fax at 1-416-314-6220.**

The Emergency notification contact list, including contact numbers for requesting assistance, is attached as **Annex 'B'**).

4.13 Termination of a Community Emergency

The Mayor or alternate, or Council as a whole, or the Premier of Ontario, can officially declare the termination of the emergency at any time and, upon so doing, will notify:

- ◆ Emergency Management Ontario, Ministry of Community Safety and Correctional Services;
- ◆ all members of Council;
- ◆ neighbouring municipal officials as required;
- ◆ the local Member of Parliament;
- ◆ the local Member of the Provincial Parliament;
- ◆ the public; and
- ◆ the media.

A copy of the termination on municipal letterhead must be faxed to the Duty Officer at (416) 314-6220, after the telephone notification is made.

5.0 EMERGENCY COMMUNITY CONTROL GROUP

5.1 Composition of the Community Control Group (CCG)

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

- ◆ Mayor (Head of Council)
- ◆ CEMC
- ◆ Clerk-Treasurer
- ◆ Fire Chief
- ◆ Municipal Road Superintendent
- ◆ Ontario Provincial Police Representative
- ◆ Public Information Officer

Other Township staff, government officials, and outside experts – including the Support Groups outlined in Section 6 – may be called by the Mayor or CEMC to join the Community Control Group.

The Community Control Group may be called together in whole or in part without the declaration of an emergency. **Not all CCG members are required to be present for the CCG to function during an emergency.**

5.2 Community Control Group Responsibilities

The members of the Community Control Group (CCG) are likely to be responsible for the following actions or decisions:

- ◆ Calling out and mobilizing their emergency service, agency and equipment;
- ◆ Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
- ◆ Determining if the location and composition of the CCG are appropriate;
- ◆ Advising the Mayor as to whether the declaration of an emergency is recommended;
- ◆ Advising the Mayor on the need to designate all or part of the municipality as an emergency site;
- ◆ Ensuring that an Emergency Site Manager (ESM) is appointed;
- ◆ Ensuring support to the ESM by offering equipment, staff and resources, as required;
- ◆ Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger;
- ◆ Discontinuing utilities or services provided by public or private concerns, i.e. hydro, gas;
- ◆ Arranging for services and equipment from local agencies under community control, i.e. private contractors, volunteer agencies.
- ◆ Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under community control, as considered necessary;
- ◆ Determining if additional volunteers are required and if appeals for volunteers are warranted;
- ◆ Determining if additional transport is required for evacuation or transport of persons and/or supplies;

- ◆ Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Coordinator for dissemination to the media and public;
- ◆ Determining the need to establish advisory groups and/or sub-committees/working groups for any aspect of the emergency including recovery;
- ◆ Authorizing expenditures of money required to deal with the emergency;
- ◆ Notifying the service, agency or group under their direction, of the termination of the emergency;
- ◆ Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the Clerk-Treasurer within one week of the termination of the emergency, as required;
- ◆ Participating in debriefing following the emergency.

5.3 Mayor (Head of Council)

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

The Mayor or alternate is responsible for:

- ◆ Providing overall leadership in responding to an emergency;
- ◆ Declaring an emergency within the designated area, by completing and signing the “Declaration of an Emergency” form (see **Annex ‘G’**);
- ◆ Declaring that the emergency has terminated (Note: Council may also terminate the emergency);
- ◆ Notifying Emergency Management Ontario, Ministry of Community Safety and Correctional Services, of the declaration of the emergency and of the termination of the emergency;
- ◆ Ensuring that members of Council are advised of the declaration and termination of the emergency, and are kept informed of the emergency situation;

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 activate the “Emergency Response Plan Notification Procedure” (see **Annex A**).

The CEMC or alternate shall:

- ◆ ensure the EOC is properly equipped;
- ◆ participate in decision-making, determining priorities, and issuing operational directives for the resolution of the emergency in conjunction with the CCG;
- ◆ organize and supervise all activities within the EOC;
- ◆ schedule and chair regular meetings of the CCG;
- ◆ ensure a communications link is established between the CCG and the Emergency Site Manager;
- ◆ select appropriate sites for location of a media area and for registration of volunteers;
- ◆ advise the CCG on administrative matters including Policies and Procedures;
- ◆ disseminate decisions or directions made by the CCG to all response agencies;
- ◆ approve, in conjunction with the Mayor, all media and public information releases;
- ◆ in the absence of, or at the request of, the Mayor or alternate, assume the Mayor’s responsibilities in the EOC;

- ◆ liaise with personnel of neighbouring municipalities affected by the emergency or providing assistance to Township of Lake of the Woods emergency operations;
- ◆ maintain a detailed log of all actions taken by the CEMC;
- ◆ coordinate and chair a post-emergency debriefing of all key personnel involved in the emergency operations;
- ◆ prepare a post-emergency report for submission to Township Council.

5.5 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 Response Plan Notification Procedure” (see **Annex A**).

The Clerk-Treasurer or alternate will:

- ◆ assist the CEMC with his/her functions as requested;
- ◆ maintain an inventory of community and public sector facilities and communications equipment which could be used to supplement existing resources during an emergency;
- ◆ ensure that timely and correct information is displayed or available within the Emergency Operations Centre;
- ◆ maintain a detailed log of all decisions made and actions taken by the Community Control Group;
- ◆ coordinate the provision of advisory and clerical support staff to assist in the Emergency Operations Centre as required;
- ◆ if directed by the Mayor or designate, ensure that all Councillors are advised of the declaration and termination of the emergency;
- ◆ if directed by the Mayor or designate, arrange special Council meetings;
- ◆ coordinate the arrangements for identification cards to be issued to the Community Control Group, Township support staff and external resource personnel as required;
- ◆ with the CEMC, maintain the operation of feeding, sleeping and meeting areas for the CCG at the Emergency Operations Centre as required;
- ◆ provide information and advice on fiscal and insurance matters as they relate to the emergency;
- ◆ ensure that records of human resources, administrative details and volunteer registration are maintained;
- ◆ ensure that legitimate expenses incurred during an emergency are paid and/or settled in a timely manner and that records of all expenses are maintained for potential future claim purposes;
- ◆ maintain a detailed log of all actions taken by the Office of the Clerk-Treasurer;
- ◆ 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 Response Plan Notification Procedure” (see **Annex A**).

The Fire Chief or alternate shall:

- ◆ provide the CCG with information and advice on fire service matters;
- ◆ participate in decision making, determining priorities, and issuing operational directives for the resolution of the emergency;
- ◆ if directed by the CCG, appoint an Emergency Site Manager to control operations at the emergency site;
- ◆ establish a communications link with the senior fire official at the scene of the emergency;
- ◆ direct and coordinate all Fire Service operations in accordance with the Plan and directions issued by the CCG;
- ◆ if required, notify the Mutual Aid Fire Coordinator and trigger mutual aid arrangements for the provision of additional firefighting resources and equipment;
- ◆ arrange for additional equipment and materials as required;
- ◆ coordinate assistance with other community, 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, first aid, etc.);
- ◆ if directed by the CCG, coordinate the arrangements for the evacuation of buildings or areas.
- ◆ maintain a detailed log of all actions taken by the Lake of the Woods Volunteer Fire Department;
- ◆ participate in a post-emergency debriefing and provide reports as requested by the CEMC;

5.7 **Municipal Road Superintendent**

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

The Municipal Road Superintendent shall:

- ◆ provide the CCG with information and advice on transportation and road matters;
- ◆ participate in decision making, determining priorities, and issuing operational directives through the CEMC for the resolution of the emergency;
- ◆ if directed by the CCG, appoint an Emergency Site Manager to control operations at the emergency site;
- ◆ direct and coordinate all Roads Department operations in accordance with the Plan and directions issued by the CCG;
- ◆ provide personnel, materials, supplies, and equipment as required in support of emergency operations;
- ◆ 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;

- ◆ 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 as required;
- ◆ coordinate the provision and use of all transportation resources in support of evacuation or other emergency operations as required;
- ◆ coordinate the provision of emergency potable water, supplies, and sanitation facilities in support of emergency operations;
- ◆ maintain liaison with area public works and utility service agencies (i.e. hydro, gas, telephone) and issue directions for the disconnection and reconnection of services as directed by the CCG;
- ◆ coordinate efforts to re-establish essential road services;
- ◆ coordinate debris removal activities;
- ◆ coordinate demolition or securing of all “unsafe” buildings as directed by the Chief Building Official or the CCG;
- ◆ coordinate Roads Department support for restoration and clean-up activities following the termination of the emergency;
- ◆ maintain a detailed log of all actions taken by the Roads Department;
- ◆ participate in a post-emergency debriefing and provide reports as requested by the CEMC.

5.8 Ontario Provincial Police Representative

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

The OPP representative or alternate shall:

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

5.9 Public Information Officer

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

The Public Information Officer or alternate shall:

- ◆ advise the CCG on matters pertaining to public information, public affairs, and media relations;
- ◆ gather, process and disseminate information for use by the CCG;
- ◆ prepare public information, instructions, advisories and media releases for review by the Mayor or designate and CEMC;
- ◆ upon approval of the Mayor or designate and the CEMC, release information to the public and media;
- ◆ oversee the operation of the Media Centre, a Public Information Centre, and an emergency site media centre, as deemed necessary;
- ◆ provide public relations support as required;
- ◆ coordinate all media requests, including arrangements for supervised tours near the emergency site;
- ◆ arrange for photo or video records of the emergency operations;
- ◆ maintain a detailed log of all actions taken by the Public Information Officer;
- ◆ participate in a post-emergency debriefing and provide reports as required by the CEMC.

6.0 ADDITIONAL PERSONNEL AND SUPPORT GROUPS

6.1 Introduction

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

Contact names and numbers of Township of Lake of the Woods staff who are not Community Control Group members or alternates are listed in the “Resource Contact List” (see **Annex B**) as well as contact names and numbers of external agencies.

6.2 Members of Council:

It is the responsibility of every member of Council to become thoroughly familiar with the Township of Lake of the Woods Emergency Response Plan in order to be ready to act as designate to the Mayor, or to assist as requested by the Community Control Group.

6.3 Emergency Site Manager

The Emergency Site Manager shall:

- ◆ organize and coordinate the response at the emergency site with all Incident Commanders;
- ◆ 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;
- ◆ coordinate with the CCG and Incident Commanders to ensure that the necessary equipment, supplies, and personnel are available;
- ◆ provide, at regular intervals, information updates and reports regarding activities at the emergency site to the CCG;
- ◆ schedule briefings with individual and collective Incident Commanders as to agency response status;
- ◆ 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 CCG;
- ◆ consider response alternatives and determine appropriate response actions (evacuation, containment, etc.) in consultation with Incident Commanders and the CCG;
- ◆ 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;
- ◆ brief Incident Commanders regarding the situation as they become involved;
- ◆ 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;
- ◆ 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;
- ◆ coordinate the release of information at the scene with the Public Information Officer;
- ◆ request, from the CCG, logistical support for emergency operations and personnel at the scene;
- ◆ 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 CCG upon request;
- ◆ 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;
- ◆ ensure that all Incident Commanders have established work schedules for their personnel at the emergency site;
- ◆ maintain a detailed log of all actions taken by the Emergency Site Manager;
- ◆ participate in a post-emergency debriefing and provide such reports as requested by the CEMC.

6.4 Ambulance Service Representative

The Ambulance Service Representative or alternate shall:

- ◆ provide the CCG with information and advice on health service matters;
- ◆ participate in decision making, determining priorities, and issuing operational directives for the resolution of the emergency, as requested by the CCG;
- ◆ activate the appropriate emergency call out procedures;
- ◆ direct and coordinate all ambulance services in accordance with the Plan and directions issued by the CCG;
- ◆ coordinate with senior police and/or fire officials the movement of ambulances to and from the emergency site;
- ◆ 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 CCG;
- ◆ coordinate the provision of special emergency health service resources at the emergency site (i.e. ambulances, support units, paramedics, ambulance helicopters, etc.);
- ◆ provide the main radio communication link among health services, and notifying and requesting assistance of the Ontario Ministry of Health, Emergency Services Branch;
- ◆ 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;
- ◆ maintain a detailed log of all actions taken by the Ambulance Service;
- ◆ participate in a post-emergency debriefing and provide reports as requested by the CEMC.

6.5 Medical Officer of Health

The Medical Officer of Health or designate (Health Unit Representative) shall:

- ◆ provide the CCG with information and advice on matters pertaining to public and/or environmental health;
- ◆ participate in decision making, determining priorities, and issuing operational directives for the resolution of the emergency, as requested by the CCG;
- ◆ coordinate with the Ambulance Service Representative for providing first aid, casualty collection posts, distribution of casualties, ambulance and hospital services, and health personnel augmentation in accordance with the Plan and directions issued by the CCG;
- ◆ coordinate the acquisition of additional pharmaceutical or surgical supplies through liaison with distributors, hospitals and clinics;
- ◆ liaise with the Ministry of Health, Public Health branch;
- ◆ provide recommendations regarding the evacuation of buildings or areas for reasons of health;
- ◆ coordinate the response to disease-related emergencies or anticipated emergencies such as epidemics, in accordance with the Ministry of Health policies;
- ◆ liaise with the Road Superintendent regarding the provision and testing of potable water and sanitation facilities;
- ◆ liaise with the Rainy River District Social Services Administration Board (RRDSSAB) and other agencies on areas of mutual concern regarding health services in emergency areas including: food safety, counseling of victims, general safety and sanitation, accommodation standards, air monitoring, provision of home care services;
- ◆ maintain a detailed log of all actions taken by the Northwestern Health Unit;
- ◆ participate in a post-emergency debriefing and provide reports as requested by the CEMC.

6.6 Chief Building Official

If requested, the Chief Building Official shall:

- ◆ advise the CCG on all matters relating to buildings;
- ◆ coordinate with the Municipal Road Superintendent regarding the securing of unsafe buildings, or demolition of structures found to be unsafe;
- ◆ liaise with Chief Building Officials from area municipalities, as required;
- ◆ maintain a detailed log of all actions taken by the Chief Building Official;
- ◆ participate in a post-emergency debriefing and provide reports as requested by the CEMC.

6.7 Social Services Representative

If requested, the RRDSSAB will provide a Social Services representative who will:

- ◆ arrange for the opening, operation, direction and supervision of sufficient Social Service Centres required to provide immediate emergency social services needed. Arrange for additional assistance from other support groups if required (see Section 6 and Annex “B”);
- ◆ provide social assistance to persons in need of food, accommodation and clothing due to the emergency situation;

- ◆ establish a Registration and Inquiry Centre;
- ◆ maintain a detailed log of all actions taken;
- ◆ participate in a post-emergency debriefing and provide reports as requested by the CEMC.

6.8 Media Communications

The Community Control Group shall use B-93 FM & K92 to inform emergency personnel and the public of the situation and of the action to be taken. In the event that B-93 is unable to broadcast, the CCG may use K104 FM, KGHS AM or KBHW FM as alternate stations.

6.9 Amateur Radio Operators

If requested, the Fort Frances Amateur Radio Operators may be able to provide radio equipment and operators at the EOC and other locations as required and directed by the CCG. It will also maintain a detailed log of all actions taken and provide reports as requested by the CEMC.

6.10 Ministry of Natural Resources

If requested, the Ministry of Natural Resources will 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.

7.0 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:

- ◆ the education of Township staff concerning emergency preparedness and their responsibilities established within the Plan;
- ◆ individual and collective training to ensure personnel are prepared to implement the Plan; and
- ◆ 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 upper and lower operations are 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 exercises 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 Lake of the Woods 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 Community Control Group, Emergency Operations Centre and one or more emergency sites.

7.3 Training

The CEMC is responsible for the training of the CCG & EOC staff while each department is responsible for conducting individual, team, and combined training to ensure that staff are prepared to perform the tasks and responsibilities outlined in their respective Emergency Response Procedures.

7.4 Exercises

The purposes of exercises are:

- ◆ to practice, test, evaluate, and improve plans and operational capabilities;
- ◆ to promote and refine co-operation and coordination among operational teams, staff, and support groups, and command and control elements;
- ◆ to stimulate and maintain interest and enthusiasm.

Departments are responsible for developing and conducting simulated, specialty, communication, and major exercises within their departments.

The CCG shall conduct a minimum of one simulated and one communication exercise each year.

7.5 Evaluation

Each department or agency 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 the Plan must be reported to the Fire Chief.

8.0 PLAN MAINTENANCE AND REVISION

8.1 Plan Maintenance and Revision

An Emergency Response Plan Review Committee, chaired by the Clerk-Treasurer or designate, will be composed of staff from various Township departments and outside agencies. The Committee will be responsible for keeping the Plan (and its appendices) current with respect to legislation, agency roles and responsibilities and any other pertinent information.

Township departments are responsible for reviewing and amending their internal sub-plans annually.

The Emergency Response Plan Review Committee will review and revise the Plan in January of every year, and any amendments shall be distributed to all of the Plan holders in a timely manner (see Distribution List attached as **Annex 'J'**).