

**TOWNSHIP  
OF CHISHOLM**

**EMERGENCY PLAN**

**BY-LAW 2007-19**

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## **TOWNSHIP OF CHISHOLM**

### **EMERGENCY PLAN**

#### **INTRODUCTION**

This plan has been prepared to provide key officials, agencies and departments within the Township of Chisholm 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 important that all concerned be made aware of its provisions and that every official, agency and department be prepared to carry out their assigned functions and responsibilities in an emergency.

The *Emergency Management & Civil Protection Act*, as amended is the legal authority for this plan. It states that the "Head of Council may declare that an emergency exists in the municipality or in any part thereof and may take such action and may make such orders as he considers necessary and 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".

The Emergency Management & Civic Protection Act defines an emergency as: ‘An emergency means a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise; (“situation d’urgence”).

While many emergencies could occur within the Township of Chisholm, those most likely to occur are: winter power failure, summer power failure, hazardous materials, forest fire, floods, pandemic, winter weather, flood-dam failure and bridge failure.

Chisholm Township has undertaken a Community Risk Profile. .

A road closure call out list has been prepared.

#### **AUTHORITIES**

The Authority for this Emergency Response Plan is the Emergency Management & Civil Protection Act, and By-law 2006-20 of the Township of Chisholm.

## AIM

The aim of this 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 Chisholm when faced with an emergency.

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

### **Abbreviations/Definitions**

CEMC	means 'Community Emergency Management Co-ordinator'.
CEP	means 'Community Emergency Plan'.
CEMPC	means 'Community Emergency Management Program Committee'.
CERV	means 'Community Emergency Response Volunteer'.
DNSSAB	means 'District of Nipissing Social Services Administration Board'.
ECC	means 'Emergency Command Centre' or EOC 'Emergency Operations Centre'.
EMCPA	means 'Emergency Management & Civil Protection Act , R.S.O. 1990, Chapter E.9, as amended 2006)
EMO	means 'Emergency Management Ontario'.
EMS	means 'Emergency Medical Service'.
EOCG	means 'Emergency Operations Control Group'.
ESM	means 'Emergency Site Manager'.
Emergency	means 'Situations or the threat of impending situations which, by their nature or magnitude, abnormally affect the lives or property of our society'.
	Emergency Management & Civil Protection Act - definition of an emergency: (short form) 'A situation or impending situation which, by its nature or magnitude, abnormally affects the lives or property of our society'.
HAZMAT	means 'Hazardous Materials'.
HIRA	means 'Hazard Identification and Risk Analysis'.
OCIPEP	means 'Office of Critical Infrastructure Protection and Emergency Preparedness'.
PEP	means 'Provincial Emergency Plan'.
PNEP	means 'Provincial Nuclear Emergency Plan'.
POC	means 'Provincial Operations Centre located and operational at the discretion of Province of Ontario'.
SIT REP	means Situation Report Form, usually from EMO/POC

## **ACTIVATING THE PLAN**

This Plan will be formally activated when an emergency is considered by the Emergency Operations Control Group, through the Head of Council to be of such magnitude as to warrant its use or 'designation' as an emergency.

### **Preliminary Phase (Emergency Services)**

1. In the preliminary phase, the senior officers of the Police, Fire and Ambulance services on-site will gather soon after arrival and assess the incident.
2. If the incident can be dealt with under normal procedures, then the response continues.
3. If the incident could expand to become a community emergency, then the Police, Fire or Ambulance will notify the CEMC or alternate CEMC, who will then contact the Mayor or Deputy Mayor.

### **Secondary Phase (EOCG Members)**

1. The secondary phase of activation will be made by a member of the Emergency Operations Control Group, who receives the initial warning and/or arrives first on the scene of the emergency.
2. The notification may be activated by the Fire Chief, the Police Official, or the Public Works supervisor, or a designate of any of the aforementioned.
3. Upon activation, the notification process will be carried out at once by the Clerk-Treasurer, who will note the detail of the message to be passed (e.g. description of the emergency, instructions to remain on standby or assemble at the command centre). This person will ensure this information is passed to and understood by each person called.
4. Persons on the notification list will be called in order, starting with the Mayor.
5. If the primary person cannot be reached at any of the listed numbers, telephone the alternate. Note and record time of attempted contact.
6. If neither can be reached, go on to the next appointment on the list.
7. Once the end of the list has been reached, try again to reach those who were not available on the first attempt.
8. Record the exact time each person was reached, or the time of attempted contact.

**In the event a contact person or their designate cannot be reached, the Head of Council shall formally request the co-operation of the agency or organization.**

1. On receiving the Emergency Alert, the members of the Emergency Operations Control Group will assemble at the Emergency Command Centre located at the Municipal Office/Fire Hall Building, 2847 Chiswick Line.
2. The Clerk-Treasurer will exercise overall control, pending the arrival of the Mayor or Alternate, at the Command Centre.
3. Other agencies and organizations may be contacted for assistance.

Assistance may be requested from the Province of Ontario at any time without any loss of control or authority. A request for assistance should be made by contacting Emergency Management Ontario. The Township has additional information on file with respect to requests for assistance.

**A Declared Community Emergency**

The Mayor or Deputy Mayor of the Township of Chisholm, as the Head of Council, is responsible for declaring an emergency. This decision is usually made in consultation with other members of the Emergency Operations Control Group. A ‘Checklist in Consideration of a Declaration of Emergency’ is attached as Appendix XII to this Plan.

Upon declaring an emergency, the Office Staff will notify:

- Emergency Management Ontario, Ministry of Community Safety and Correctional Services;
- Township Council;
- Public;
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP);
- Media.

A community emergency may be terminated at any time by:

- Mayor or Deputy Mayor; or
- Township Council; or
- Premier of Ontario.

When terminating an emergency, the Office Staff will notify:

- Emergency Management Ontario, Ministry of Community Safety and Correctional Services;
- Township Council;
- Public;
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP);
- Media

## **COMPOSITION OF THE EMERGENCY OPERATIONS CONTROL GROUP FOR THE TOWNSHIP OF CHISHOLM**

All emergency operations shall be directed and controlled by a group of officials responsible for providing the essential services needed to minimize the effects of the emergency on the Municipality. This will be known as the "Emergency Operations Control Group". It will consist of the following:

The Mayor or Alternate;  
Community Emergency Management Co-ordinator or Alternate;  
Clerk-Treasurer or Alternate;  
Office Assistant or Alternate;  
Fire Chief or Alternate;  
Public Works Supervisor or Alternate.

The Services, Agencies or Officials listed below may operate in support of the Emergency Operations Control Group as and when required. Notification will be passed to them by the Clerk-Treasurer or the Municipal service with whom they normally operate:

Senior Ontario Provincial Police Officer;  
Emergency Measures Ontario Advisor;  
Medical Officer of Health;  
Social Services Officer;  
Any other officials, experts or representatives deemed necessary by the Emergency Operations Control Group.

**A current listing of telephone numbers is on file in the office.**

The Control Group may function with only a limited number of persons depending upon the emergency. While the EOCG may not require the presence of all the people listed as members of the control group, all members of the EOCG must be notified.

The Emergency Operations Control Group will report to the Emergency Operations Centre located at the Municipal Office, 2847 Chiswick Line, in the event of an emergency. In the event this operation centre cannot be used, the secondary location will be the Municipal Garage at 2373 Chiswick Line.

The Municipal Office has two phone lines: 724-3526 and 724-3528; and a fax line: 724-5099. Equipment includes a network computer system, photocopier, three adding machines, desks, chairs, one typewriter and a generator. The layout is as follows: two small offices, one reception area, one large meeting room, kitchen, photocopy and supply room, and two washrooms. The Fire Hall, located adjacent to the Municipal Office, has one phone line: 724-2888. The Municipal Garage has one phone line: 724-5530. Equipment includes two trucks, grader, loader/backhoe, generator and various other pieces of equipment.

### **Operating Cycle**

Members of the EOCG will gather at regular intervals to inform each other of actions taken and problems encountered. The Operations Manager will establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. Maps and status boards will be prominently displayed and kept up to date by the Operations Manager.

## Administrative Framework

### Emergency Operations control Group

- Mayor or Alternate
- Community Emergency Management Coordinator or Alternate
- Clerk - Treasurer or Alternate
- Office Assistant or Alternate
- Fire Chief or Alternate
- Public Works Supervisor or Alternate

### Local Emergency Response Group

- front-line response / assessment
- plan activation
- monitoring

### Local Support Agencies & Utilities

- support resources
- reception services
- volunteer services

### Federal & Provincial Governments

- assistance if required
- technical expertise

## **EMERGENCY OPERATIONS CONTROL GROUP - ROLES AND RESPONSIBILITIES**

### **MAYOR OR ALTERNATE**

#### **The Mayor or Alternate is responsible for:**

- (a) Declaring an emergency to exist within the designated area and implement plan.
- (b) Declaring that the emergency has terminated (**Note:** *Council may also terminate the emergency*).
- (c) Notifying the Emergency Management Ontario of the declaration of the emergency, and termination of the emergency.
- (d) Ensuring the members of Council are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation.
- (e) Dealing with the media and information to the public.

### **COMMUNITY EMERGENCY MANAGEMENT COORDINATOR OR ALTERNATE**

#### **The Community Emergency Management Coordinator or Alternate is responsible for:**

- (a) Providing advice and clarifications about the implementation details of the Emergency Response Plan.
- (b) Ensuring that the operating cycle is met by the Emergency Operations Control Group and related documentation is maintained and kept for future reference.
- (c) Addressing any action items that may result from the activation of the Emergency Response Plan and keep EOCG informed of implementation needs.
- (d) Ensuring that appropriate records are maintained for the purpose of the debriefs and post-emergency reporting that will be required.
- (e) Maintain a personal log of all actions taken.

## **CLERK-TREASURER**

### **The Clerk-Treasurer or Alternate is responsible for:**

- (a) Activating the emergency notification system.
- (b) As the **Operations Manager**, co-ordinating all operations within the Emergency Operations Centre.
- (c) Chairing the Emergency Operations control Group and co-ordinating activities.
- (d) Advising the Mayor on policies and procedures, as appropriate.
- (e) Calling out additional township staff to provide assistance, as directed.
- (f) Calling out additional township staff and/or volunteers to provide food and beverage to operations team when necessary.
- (g) Prepare a media release for the Mayor.

## **OFFICE ASSISTANT OR ALTERNATE - ASSISTANT OPERATIONS MANAGER**

### **The Office Assistant or Alternate is responsible for:**

- (a) Ensuring all important decisions made and actions taken by the Emergency Operations Control Group are recorded.
- (b) Notifying the required support staff of the emergency, and the location of the Emergency Operations Centre.
- (c) Initiating the opening, operation and staffing of switchboard at the municipal offices, as the situation dictates, and ensuring operators are informed of Emergency Operations Control Group members' telephone numbers in the Emergency Operations Centre.
- (d) Arranging for printing of material, as required.
- (e) Co-ordinating the provision of clerical staff to assist in the Emergency Operations Centre, as required.
- (f) Upon direction by the Mayor, ensuring that all Council are advised of the declaration and the termination of declaration of the emergency.
- (g) Upon direction by the Mayor, arranging a special meeting(s) of council, as required and advising members of council of the time, date and location of the meeting.
- (h) For ensuring that records of expenses are maintained for future claim purposes and for ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during the emergency.
- (i) Providing identification tags to Emergency Operations control Group members and support staff.
- (j) Direct media to spokesperson - Mayor.

## **FIRE CHIEF**

### **The Fire Chief or Alternate is responsible for:**

- (a) Activating the emergency notification system through the Township of Chisholm's Volunteer Fire Department and ensuring that all members are notified.
- (b) Notification of necessary emergency and municipal services, as required.
- (c) The establishment of an incident command post with communication to the Emergency Operations Centre.
- (d) Providing the Municipal Control Group with information and advice on firefighting and rescue matters.
- (e) Establishing an ongoing communications link with the Officer in Charge of the Fire Department at the scene of the emergency.
- (f) Initiate mutual aid arrangements for additional manpower and equipment, if needed;
- (g) Inform the District Co-ordinator of the Nipissing-Parry Sound Mutual Aid of any mutual aid activations.
- (h) Determining if additional or special equipment is needed and recommending possible sources of supply.
- (i) Providing assistance to other municipal departments and agencies and being prepared to take charge of or contribute to non-firefighting operations if necessary, e.g., rescue, first aid casualty collection, evacuation, etc.
- (j) If phones are out of order, the Fire Chief is responsible for supplying outside communication.

Each vehicle contains a mobile radio and a hand held radio. The frequencies are programmed on the mobiles.

A base station is located in the fire hall. The Fire Hall has its own private telephone separate from the Township Office telephone system. The telephone number is 724-2888.

- (k) Direct media to spokesperson -Mayor

## **PUBLIC WORKS SUPERVISOR**

### **The Public Works Supervisor or Alternate is responsible for:**

- (a) Providing barricades and flashers at the site and as requested by the OPP and Fire Services.
- (b) Providing municipal equipment and vehicles together with operators/drivers as required.
- (c) Control sandbagging and pumping operations during floods.
- (d) Control snow clearing operations as required.
- (e) Arrange for clearance of debris that is obstructing operations.
- (f) Assist Fire Dept. with radio communication equipment if necessary.
- (g) Make arrangements to acquire additional communications resources during an emergency as directed.
- (h) Procuring additional staff to assist, as required.
- (i) Direct media to spokesperson - Mayor or alternate.

## **SENIOR PROVINCIAL POLICE OFFICER**

### **The Senior Provincial Police Officer is responsible for:**

- (a) Security
- (b) Traffic Control
- (c) Assisting with an evacuation

## **NOTIFICATION OF PUBLIC**

In the event that a municipal emergency has been declared, the citizens of the Township of Chisholm shall be notified in the following manner:

The Mayor shall advise the local radio and television stations of the particulars of the emergency along with the actions that the public should take.

The radio and television stations will then transmit this information to the public at frequent intervals and until further advised by the Mayor.

The Emergency Operations Control Group will assign personnel as required to contact residents in critical areas of the emergency.

The Emergency Operations Control Group will assign personnel as required to contact the Township's list of vulnerable people, to ensure their safety and welfare

## **TRANSPORTATION OF DANGEROUS GOODS**

In the event of an emergency involving the transportation of dangerous goods, the following outside agencies may be contacted:

1) **CANUTEC INFORMATION AND EMERGENCY CENTRE**

**1-613-996-6666** (24 hour emergency number)

**1-613-992-4624** (business hours information number)

This agency will provide information re: handling, as well as contacting assistance agencies.

2) **T.E.A.P. (TRANSPORTATION EMERGENCY ASSISTANCE PLAN)**

Eastern Ontario (613) 348-3616

Central Ontario (905) 356-8310

Western Ontario (519) 339-3711

3) **SPILLS ACTION CENTRE**

Spill reports, during office working hours (0815 to 1630 hours), Monday to Friday, may be made to the North Bay Area Office at **497-6865**. (BRENT TRACH MOE). All non-office hours calls must be placed with the Ministry's Spills Action Centre (SAC).

**1-800-268-6060** (24 hour Emergency Number)

Team - "1" Environmental Services (Private Contractor) 1-800-327-7455

EES/REET "Spills", Command Trailer Response Truck 1-800-268-6060

CDN COAST GUARD - (INLAND WATERS - SPILLS) 1-800-265-0237

Ministry of Environment Duty Person 1-416-346-1971

Local Contacts....Brent Foch, Acting District Supervisor, Provincial Ministry of Environment -  
497-6865 (work) 498-4116 (cell) 497-7102 (pager)

## **FUEL SHORTAGE**

In the event of a fuel shortage or rationing, the Public Works Department and the Fire Department will determine their priorities.

## **PLAN MAINTENANCE AND REVISION**

This plan will be reviewed annually, and when necessary, revised by a meeting of the Emergency Operations Control Group. Minor revisions, such as name and phone number changes will be updated on an ongoing basis and circulated to the members of the Control Group.

## **TESTING OF THE PLAN**

An annual exercise will be conducted in order to test the overall effectiveness of the emergency plan and provide training to the Control Group.

**APPENDIX I**

**QUICK GUIDE - NATURE OF EMERGENCIES**

<b><u>NATURE OF EMERGENCY</u></b>	<b><u>CONTACT</u></b>
Involving Death or Injury. . . . .	Police, Fire and Ambulance, Local Hospitals, Coroner, Pastors
Involving Fire . . . . .	Fire Department, Police, Ambulance.
Involving Floods . . . . .	Conservation Authority, M.N.R., Public Works Department
Requiring the evacuation of people . . . . .	Police, Fire Department, Ambulance.
Involving Goods Regulated under the Transportation of Dangerous Goods Act . . . . .	Police, Fire Department, Ambulance, CANUTEC, TEAP, Call Collect (613)996-6666 (24 hours.) Team I Environmental Services 1-800-327-7455
Involving a Discharge of large amounts of Contaminants to the atmosphere. . . . .	Local Health Unit, M.O.L.,M.O.E.,Hydro One, Environmental Services CNB
Involving a Discharge of Pollutants from Marine Craft . . . . .	M.O.E.,Environmental Services CNB, Public Works Dept.
Involving Pesticides . . . . .	M.O.E.,District Office, Environmental Services CNB
Involving Spills or Discharge of Contaminants to the Environment . . . . .	M.O.E. District Office 497-6865 Fax 497-6866 M.O.E. After Hours Call (800) 268-6060 Same contacts as above 1-800-268-6060 (SAC) DYNEA 474-7460 Environmental Services CNB District Health Unit - 474-1400 or 1-800-563-2808 (After hours - 1-800-563-2808 <b>press 0</b> )
Involving Civilian Aircraft Crash . . . . .	Toronto Flight Information Region - (905) 676-4509/4590 (24 hours) Canadore College - 474-5166 (emergency number) North Bay Airport - 474-3020 Police, Fire Department, Ambulance, Hospital and Health Units, Coroner
Involving Military Aircraft . . . . .	C.F.B. North Bay 494-6011 Mission Crew Commander Ext. 6400 Police, Fire Department
Involving Poison . . . . .	Poison Control Centre (800) 268-9017