

## SCHEDULE B



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# **EMERGENCY RESPONSE PLAN**

**This plan and other public safety information is available in an accessible format upon request by contacting the Municipal Office.**

December 2020



## **EMERGENCY QUICK REFERENCE GUIDE**

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- ⇒ Upon the arrival of three or more members, the Municipal Emergency Control Group (MECG) may initiate its function.
- ⇒ Ensure that all community departments have been notified and either activated or placed on standby. Each MECG member is responsible for their own department.
- ⇒ The Mayor must inform the Province of Ontario that the Municipality of Mississippi Mills has declared an emergency, and specify the nature of the emergency situation. The provision of a return contact number is required for communications purposes. The call is made to the Emergency Management Ontario.
- ⇒ Turn to individual responsibilities within the plan. Provide input and assistance as required.
- ⇒ Each member of the MECG will report and respond to immediate needs in accordance with the Operations Cycle format.

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# PART 1

## **INTRODUCTION**

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The Emergency Plan for the Municipality of Mississippi Mills has been developed to reflect the health and public safety requirements of our community. The effective use and maintenance of this plan is reliant upon all concerned being aware of its provisions and prepared to fulfill their roles and responsibilities in the event of an emergency. Responsible individuals are expected to participate in emergency training and exercises which will assist them in the fulfillment of their roles accordingly.

The heads of departments and agencies are expected to develop their own internal notification lists, procedures and contingency plans to fulfill their departmental or agency responsibilities.

Together, we work to ensure that our community is prepared to respond to an emergency in the most effective manner possible.

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## **Aim**

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To protect the health, safety, welfare and property of our citizens, from the effects of a natural, technological or human caused emergency.

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## **Authority**

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This Plan has been developed and will be implemented in accordance with the Emergency Management and Civil Protection Act, detailed in Appendix “D”, which is the provincial statute under which all emergency management activities are conducted in the Province of Ontario.

**By-law No. 20-xx** is the local authority for this plan and related activities. The By-law is attached as Appendix “E” of this Emergency Plan.

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

Any personal information collected under the authority of this Plan shall be used solely for the purpose of planning, preparing and conducting response to emergencies as defined with the Emergency Management Act and the release of information under this Plan shall be made in conformity with the Municipal Freedom of Information and Protection of Privacy Act.

## **Plan Maintenance**

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This Plan was written in 2004 and it is essential that it be kept current and viable by adherence to a maintenance schedule. Responsibility for the plan being kept up to date rests with the Community Emergency Management Coordinator who may delegate tasks accordingly.

The emergency telephone numbers located in Appendix A will be reviewed on an annual basis.

The notification system will be tested annually.

The plan will be exercised once every year as a minimum requirement.

The Control Group and Support Staff shall receive training and participate in an exercise, once every year as a minimum requirement.

The Vital Services located in Appendix B and the Local Services Directory located in Appendix C will be updated annually.

The Community Emergency Management Coordinator will determine the schedule under which the maintenance activities will be performed.

The Community Emergency Management Coordinator may update, correct or amend information contained within the appendices of this emergency plan on an as required basis.

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## **Distribution List**

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<b>Position/Location</b>	<b>Number of Copies</b>
<b>Mayor</b>	<b>1</b>
<b>Council</b>	<b>10</b>
<b>CAO</b>	<b>1 *</b>
<b>Clerk</b>	<b>1 *</b>
<b>OPP</b>	<b>1</b>
<b>CEMC/Fire Chief</b>	<b>1</b>
<b>EMS / Ambulance</b>	<b>1</b>
<b>Director of Roads &amp; Public Works</b>	<b>1</b>
<b>Medical Officer of Health</b>	<b>1</b>
<b>Director of Social Services</b>	<b>1</b>
<b>Emergency Management Ontario</b>	<b>2</b>
<b>Emergency Operations Centre</b>	<b>14 *</b>
<b>Emergency Information Officer</b>	<b>1</b>
<b>Ottawa River Power Corporation (Utilities)</b>	<b>1</b>
<b>ARES</b>	<b>1</b>
<b>Almonte Hospital Emergency Coordinator</b>	<b>1</b>

(\* = complete copy of plan with Annexes)



# **Part 2**

## **Emergency Operations and Procedures**

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### **2.0 MUNICIPAL EMERGENCY CONTROL GROUP (MECG) RESPONSIBILITIES & PROCEDURES**

The Municipal Emergency Control Group is the group that is responsible for the direction and control of the overall emergency response within the community. The MECG ensures the provision of the essential services necessary to minimize the effects of an emergency on the community. The MECG will fulfil the role of the Emergency Management Program Committee under the legislation and develop, implement and oversee continuous improvement of the Emergency Management Plan. The membership for both the committee and control group are the same members.

The MECG is made up of the following members;

#### **Municipal Members**

- Head of Council (Mayor)
- Deputy Mayor
- Chief Administrative Officer (CAO)
- Clerk
- Director of Roads and Public Works
- Fire Chief
- Treasurer
- Emergency Information Officer
- CEMC

#### **Support Members**

- OPP
- Paramedic Services
- County CEMC
- Social Services
- Health Unit
- Director of Community Services
- Ottawa River Power Corporation Almonte Office Manager
- Almonte Hospital Emergency Coordinator
- Mississippi Valley Conservation Authority
- Red Cross Disaster Management Coordinator
- ARES club member
- OFMEM Field Officer

Depending on the nature of the emergency and once the Incident Commander has been assigned, the MCECG's relationship with the Incident Commander is to offer support with equipment, staff and other resources, as required.

## **2.1 IMPLEMENTATION:**

The emergency plan can be implemented in one of two ways:

- a) Any member of the Municipal Emergency Control Group may request, through the CAO, that the Emergency Plan be implemented.
- b) It is the responsibility of the agency that is first at the scene of an emergency to decide whether the emergency plan should be implemented in consultation with the CAO. If the size or seriousness of the emergency is beyond the capability or responsibility of that agency, then the Emergency Plan will be activated. The Emergency Plan may be implemented in whole, or in part, based on conditions at the site or severity of the situation in consultation with the CAO.

The CAO will immediately notify the Mayor and other members of the MCECG in accordance with the notification lists and procedures located in Appendix A.

## **2.2 MUNICIPAL EMERGENCY OPERATIONS CENTRE PROCEDURES (MEOC)**

It is essential that the **Municipal Emergency Operations Centre (MEOC)** is functional, has good communications and is secure from unnecessary distractions. Only MCECG members and MEOC support staff shall have access to the MEOC. No media are allowed into the MEOC, nor is anyone who has not been authorized by the CAO.

The MEOC has a primary and a secondary location with alternate locations at the MEOCs of other municipalities in Lanark County. During the notification process, location of the MEOC will be given to the members of the MCECG. For example, members will be told that this is activation of the emergency plan and that they should report to the primary MEOC immediately. The primary and secondary locations are geographically separated so that if one or the other is endangered or rendered non-functional as a result of the emergency situation the other should be safe and operational.

Upon receiving notification, the CAO will contact the administrative staff who has been assigned the task of setting up the MEOC. The MEOC will be set up and operational within one hour of activation. The CAO will supervise the set up and ensure operational viability.

Upon arrival at the MEOC, each MECG member/designate will;

- a. Sign in
- b. Check telephone/communications devices.
- c. Open personal log.
- d. Contact his/her own agency and obtain a status report.
- e. Participate in the initial briefing.
- f. Participate in planning initial response/decision making process.
- g. Pass MECG decisions on to member's agencies/areas of responsibility.
- h. Continue participation in the MEOC Operations Cycle.

Upon leaving the MEOC, each MECG member will;

- a. Conduct a hand over with the person relieving them.
- b. Sign out on the location board indicating where they can be reached.

Once the initial response is established, routines are put into place by the CAO. The MECG will function on a system known as an Operations Cycle.

### **2.3 OPERATIONS CYCLE**

An operations cycle is the system used by the MECG to manage overall emergency operations. The MECG members will meet and in turn will report their agency's status to the Mayor and CAO. It is essential that every member, covering each area of responsibility, be heard from during this process. The MECG is a team, and the actions taken by one, or the lack of action by one, may have a significant impact upon operations.

The round table discussion should include problems, questions, resources requests and any other relevant information so that timely informed decisions can be made as a group. A status board and maps will be prominently displayed and kept up to date. Once the meeting is completed, the members should contact their agencies' and pass on any relevant information or directives that come out of the MECG meeting. The frequency of the meetings is determined by the CAO in conjunction with the Mayor, but should reflect the pace of the emergency and occur on a scheduled basis which may be adjusted accordingly.

During the period after the meeting and dissemination of information, members will be in the process of gathering information and preparing for the next scheduled meeting. MECG members use this time to follow up and ensure MECG decisions are being implemented. Each member is responsible for informing their respective agency of the schedule for MECG meetings. No calls are to interrupt the proceedings. All calls must occur prior to or after the formal meetings of the MECG.

## **2.4 MUNICIPAL EMERGENCY CONTROL GROUP (CCG) – RESPONSIBILITIES & PROCEDURES**

The MECG is responsible for the following:

1. Implementing the Emergency Plan in whole or in part to respond to an impending, potential, or existing emergency.
2. Coordination and direction of community resources used to mitigate the effects of an emergency.
3. Ensuring that the composition of the MECG is appropriate to mitigate the effects of a given emergency situation, by determining which, if any, ad-hoc members are required.
4. Advising the Mayor regarding requests to obtain assistance from the Province and the Federal Government.
5. Ensuring the provision of essential resources and services to support emergency response activities.
6. Coordination of services provided by outside agencies.
7. Appointing or confirming an Emergency Site Manager.
8. Ensuring that the Emergency Information Officer is kept informed and up-to-date to facilitate the information flow to the media and the public.
10. Coordinating the evacuation of citizens if necessary.
11. Discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, gas, closing businesses.
12. Volunteer recruitment.
13. Establishment of advisory subcommittees to work on specific problem areas related to the emergency, as required.
14. Authorization of expenditures during the emergency; provision for cost accounting and facilitation of cost recovery.
15. Maintenance of an operational log detailing the group's decisions and activities.
16. Deactivating the plan and notifying all of those who had been notified of its activation.
17. Conducting and participating in a debriefing, generating a post-emergency report and implementing recommendations for improvement of the emergency response plan.

## 2.5 MAYOR / DEPUTY MAYOR / ACTING MAYOR

The Head of Council or designate is responsible for:

- a. Declaration of an Emergency.
- b. Termination of an Emergency.
- c. Notifying the Province of Ontario of the declaration of emergency, and termination of the emergency. (*Contact made through Emergency Management Ontario*)
- d. Ensuring the members of Council are advised of the declaration and termination of an emergency and are kept informed of the emergency operational situation.
- e. Ensuring that the local MP, MPP, the County and neighboring municipalities are advised of the declaration and termination and kept informed of the emergency situation. Phone numbers are located in Appendix A.
- f. Approving all major announcements and media releases prepared by the Emergency Information Officer in conjunction with the CAO & MECCG.
- g. Maintaining a personal log.

## 2.6 CAO

The responsibilities of the CAO (*or alternate*) are:

- a. Activating the Emergency Notification System as outlined in Appendix A
- b. Coordinating all operations within the Emergency Operations Centre and the scheduling of regular meetings.
- c. Chairing meetings of the Municipal Emergency Control Group.
- d. Advising the Mayor on policies and procedures as appropriate.
- e. Approving, in conjunction with the Mayor, major announcements and media releases prepared by the Emergency Information Officer, in consultation with the MCEG.
- f. Ensuring that a communication link is established between the MCEG and the Emergency Site Manager.
- g. Ensuring a master record of all events and actions taken is maintained (status board).
- h. Calling out additional staff as required.
- i. Maintaining a personal log.

## **2.7 CEMC**

Community Emergency Management Coordinator is responsible for:

- a. Activating the Emergency Notification System as outlined in Appendix A
- b. Providing information, advice and assistance to members of the MECCG on Emergency Management programs and principles.
- c. Providing direction to MEOC support staff as required in support of the Control Group and ensuring proper set-up and operation of the MEOC.
- d. Maintaining the Emergency Response Plan in accordance with requirements of the Emergency Management Act.
- e. In conjunction with the CAO, coordinating a post-emergency debriefing and assisting in the development of a final report to Mayor and Council.
- f. Maintaining a personal log.

## 2.8 OPP

The Ontario Provincial Police representative is responsible for:

- a. Activating the Emergency Notification System as outlined in Appendix A
- b. Establishing and maintaining ongoing communications with the senior police official at the emergency site.
- c. Establishing a site command post with communications to the MEOC.
- d. Establishing the emergency area and providing traffic control to facilitate the movement of emergency vehicles.
- e. Alerting persons in danger by the emergency and coordinating evacuation procedures.
- f. Liaison with Social Services regarding security of reception/evacuation centres.
- g. The protection of life and property and the provision of law and order.
- h. The provision of police services in the MEOC, evacuation centres, morgues and other facilities as required.
- i. Coordinating or providing assistance with rescue, first aid, casualty collection and evacuation, etc.
- j. Notifying the coroner of fatalities.
- k. Liaising with external police agencies, as required.
- l. Providing an Emergency Site Manager if requested to by the MEOC.
- m. Maintaining a personal log.

## **2.9 FIRE CHIEF**

The Fire Chief is responsible for:

- a. Activating the Emergency Notification System as outlined in Appendix A.
- b. Providing the MCEG with the information and advice on fire fighting and rescue matters.
- c. Establishing an ongoing communications link with the senior fire official at the scene of the emergency.
- d. Initiating Mutual Aid and determining if assistance from other agencies is required.
- e. Determining if additional or specialized equipment is required ie. protective suits, CBRN Team, etc. and making provisions for same
- f. Coordinating or providing assistance with rescue, first aid, casualty collection and evacuation, etc.
- g. Providing an Emergency Site Manager as required.
- h. Maintaining a personal log.

## **2.10 EMS / AMBULANCE**

The EMS/Ambulance representative is responsible for:

- a. Activating the Emergency Notification System as outlined in Appendix A
- b. Providing the MCEG with information and advice on treatment and transport of casualties.
- c. Liaising with the Medical Officer of Health, area hospitals, police and fire officials during an emergency situation.
- d. Alerting all staff using the Provincial Health Emergency Alert System.
- e. Taking charge of casualties within the emergency area and be responsible for triage, lifesaving care and the transport to area hospitals.
- f. Maintaining a personal log.

## 2.11 PUBLIC WORKS

The Director of Roads & Public Works or alternate is responsible for:

- a. Activating the Emergency Notification System as outlined in Appendix A
- b. Providing the MECG with information and advice on engineering or public works matters.
- c. Liaising with the senior public works officers from the neighboring community(s) to ensure a coordinated response.
- d. Liaising with outside agencies for the provision of additional equipment and resources as required.
- e. Providing engineering assistance.
- f. Providing advice to MECG on building and structural integrity issues in conjunction with the Chief Building Official
- g. Constructing, maintaining and repairing public roads.
- h. Assisting with road closures and/or roadblocks.
- i. Maintaining sanitation and a safe supply of potable water as required.
- j. Providing equipment for emergency pumping operations.
- k. Discontinuing any public works service to any consumer as required and restoring these services when appropriate.
- l. Liaising with utilities.
- m. Providing public works vehicles and resources to any other emergency service, as required.
- n. Maintaining liaison with flood control, conservation and environmental agencies and being prepared to take preventative action.
- o. Providing an Emergency Site Manager if required.
- p. Maintaining a personal log.

## 2.12 MEDICAL OFFICER OF HEALTH

The Medical Officer of Health, or designate, is responsible for:

- a. Activating and deactivating the Health Unit's Emergency Response Plan and Incident Management Group.
- b. Ensuring notification of Department Directors as necessary.
- c. Coordinating key tasks of the Health Unit through the Directors.
- d. Ensuring the implementation of provisions under the Health Protection and Promotion Act including but not limited to making specific recommendations/issuing order regarding, communicable disease control, toxic chemical spills or other environmental hazards, sanitary disposal or human and other waste, pest control, temporary keeping or burial of deceased, public health standards and personal hygiene at evacuation sites and food and water safety.
- e. Participating as a member of the activated Municipal Emergency Control /Operations Centre. Providing advice on public health matter to members of this centre.
- f. Notifying and liaising with the Ontario Ministry of Health and Public Health Branch as applicable that an emergency has been declared and/or that the Health Unit's Emergency Response Plan has been activated.
- g. Delegating responsibilities to other capable individuals.
- h. Notifying neighbouring Public Health Units of the emergency and asking for back-up support if necessary.
- i. Liaising with the emergency control group members, emergency and support services related agencies, departments and volunteer groups and other agencies as required.
- j. Evacuating and relocating of Health Unit Offices as necessary
- k. Ensuring that all media releases and interviews on public health issues are coordinated through the Media Coordinator at the activated Emergency control/Operation Group.
- l. Ensuring that records are kept on orders given, actions taken and results of actions or special investigations undertaken to protect health. Compile a report and submitted to the Municipal Emergency Control/Operation Centre upon termination of the emergency.
- m. Evaluating the effectiveness and efficiency of the execution of the Health Unit's responsibilities.

## **2.13 DIRECTOR OF SOCIAL SERVICES (COUNTY OF LANARK)**

The County of Lanark Director of Social Services or alternate is responsible for;

- a. Responsible for the care, feeding and shelter of evacuees.
- b. Managing reception and evacuation centres.
- c. Liaising with the police regarding the pre-designation of evacuee centres which can be opened on short notice.
- d. Liaising with the Ministry of Health in areas regarding public health in evacuation centres.
- e. Liaising with the public and separate school boards regarding the use of school facilities for reception and evacuation centres.
- f. Liaising with the nursing homes and homes for the aged.
- g. Maintaining a personal log.

## **2.14 EMERGENCY INFORMATION OFFICER**

The Emergency Information Officer is responsible for:

- a. Notifying information centre staff
- b. Ensuring that the Information Centre is set up, staffed and operational.
- c. Preparing initial and subsequent media releases, subject to approval by the Mayor and CAO.
- d. Establishing and maintaining linkages with provincial, county, local or industry media officials as appropriate.
- e. Coordinating interviews and media conferences.
- f. Designating a site media spokesperson as appropriate.
- g. Ensuring set up and staffing of public inquiry lines.
- h. Coordinating public inquiries.
- i. Arrange site tours for members of council, media and other dignitaries
- j. Monitoring news coverage to ensure accuracy.
- k. Maintaining copies of all media releases.
- l. Maintaining a personal log.

## **2.15 HOSPITAL ADMINISTRATOR**

- a. Implementing the hospital emergency plan
- b. Ensuring liaison with the Medical Officer of Health and local ambulance representatives with respect to hospital and medical matters, as required;
- c. Evaluating requests for the provision of medical site teams/medical triage teams;
- d. Ensuring liaison with the Ministry of Health and Long Term Care, as appropriate.

## **2.16 AMATEUR RADIO (ARES)**

The Amateur Radio Emergency Service operators will report to the Community Emergency Management Coordinator and are responsible for activating the emergency notification system of the local amateur radio operators group. All messages are to be written on the Amateur Radio Message Forms and logged.

For Contact Information see Annex A: Emergency Notification Contact Lists

- a. Providing and establishing communications if necessary
- b. Liaising with the Emergency Information Officer

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## **Part 3**

### **EMERGENCY SUPPORT**

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### **3.0 ADMINISTRATIVE ASSISTANTS**

The Administrative Assistant(s) is/are responsible for:

- a. Assisting the CAO and CEMC, as required
- b. Ensuring all important decisions made and actions taken by the Municipal Emergency Control Group are recorded
- c. Ensuring that maps and status boards are kept up-to-date
- d. Notifying any additional support staff required to assist
- e. Arranging for printing of material, as required
- f. Coordinating the provision of clerical staff to assist in the Emergency Operations Centre, as required
- g. Ensuring identification cards are issued to authorized MECG members and Support Staff for Access to MEOC
- h. Other duties as assigned by the CAO and /or CEMC

### **3.1 CANADIAN RED CROSS**

- a. Upon receiving notification, activating the local Red Cross Emergency Response Plan.
- b. Providing support to the emergency response.
- c. Providing registration and inquiry services if required.
- d. Assisting St. John Ambulance at first aid stations established at reception centres, on an as-need basis as determined by St. John Ambulance.
- e. Liaising with Regional Red Cross to access additional resources i.e. Emergency Response Team.
- f. Establishing and maintaining contact with the Director of Social Services in the MEOC to co-ordinate activities.

### **3.2 CLERGY**

- a. Providing multi-denominational religious observances.
- b. Establishing visitations to evacuees in evacuation centres on a scheduled basis.
- c. Providing guidance to the MECG regarding matters of a religious nature.
- d. Providing advice regarding care of the deceased in areas which relate to religious observances.
- e. Liaising with the Director of Social Services regarding the use of churches and related facilities for reception and evacuation centres.

### **3.3 SALVATION ARMY**

- a. Upon receiving notification, activating the Salvation Army organization.
- b. Liaising with external Salvation Army resources to provide additional assistance on a needs basis.
- c. Providing emergency resources for the care of evacuees, including bedding, food and clothing.
- d. In conjunction with other clergy, providing for spiritual needs of evacuees.
- e. Establishing contact with the Director of Social Services and supporting the operation as required.

### **3.4 ST. JOHN AMBULANCE**

- a. Upon receiving notification, activating the St. John Ambulance organization.
- b. Establishing contact with the Director of Social Services and support the operation as required.
- c. Establishing first aid posts at reception centres.
- d. Assisting public health nurses at evacuation centres on an as required basis.
- e. Assisting in the evacuation of casualties.
- f. Assisting in the evacuation of home care patients as required.

### **3.5 BOARDS OF EDUCATION**

- a. Providing schools for reception centres.
- b. Providing schools for evacuation centres.
- c. Providing liaison with the Director of Social Services and the MECG.

### **3.6 LEGAL ADVISOR**

- a. Providing legal opinions and advice to the MECG as required.
- b. Providing legal representation as required.