

**SCHEDULE 'A' TO BY-LAW 2019/27****TABLE OF CONTENTS**

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**BY-LAW 2019/27**

**BEING A BY-LAW REQUIRING AN EMERGENCY MANAGEMENT PROGRAM FOR THE PROTECTION OF PUBLIC SAFETY, HEALTH, THE ENVIRONMENT, THE CRITICAL INFRASTRUCTURE AND PROPERTY, AND TO PROMOTE ECONOMIC STABILITY AND AN EMERGENCY-RESILIENT COMMUNITY**

**WHEREAS** the Province of Ontario has passed an Act which provides for the formulation and implementation of Emergency Plans (short title - *The Emergency Plans Act, 1983*) by the Council of a Community;

**AND WHEREAS** this Act requires the Emergency Plan program to conform to standards stipulated by Emergency Management Ontario in accordance with international best practices, including the four core components of emergency management, namely: mitigation/prevention, preparedness, response and recovery; and also makes provision for the municipality and council to develop and implement an infrastructure and property, and to promote economic stability;

**AND WHEREAS** this Act makes provision for the Head of Council to declare that an emergency exists in the community or in any part thereof, and also provides the Head of Council with authority to take such action or make such orders as he/she considers necessary and is not contrary to law, to implement the Emergency Plan and respond to an emergency;

**AND WHEREAS** the Act provides for the designation of one or more members of council who may exercise the powers and perform the duties of the Head of Council during his/her absence or his/her inability to act;

**AND WHEREAS** the Act authorizes employees of a community to respond to an Emergency Plan where an emergency exists but has not yet been declared to exist;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING ENACTS AS FOLLOWS:**

1. That the Emergency Plan be developed and implemented in accordance with the standards published by Emergency Management Ontario in accordance with international best practices;
2. That the Head of Council, as provided in the plan, be empowered to declare an emergency and implement the Emergency Plan;
3. That certain appointed officials, as provided in the approved community Emergency Plan are empowered to cause an emergency alert to be issued to members of the Municipal Emergency Control Group (MECG) and to respond to an emergency in accordance with the Emergency Plan where an emergency exists but has not yet been declared to exist;
4. That the Emergency Plan committee will cause the Emergency Plan to be reviewed annually and to recommend changes to the plan as considered appropriate and refer recommendations to Council for further review and approval; and
5. That the Emergency Plan attached hereto as **Schedule "A"** of this By-law is hereby adopted.

**ENACTMENT:**

1. This By-law shall come into effect on the day it is passed.
2. This By-law shall be known as the "West Nipissing Emergency Plan" By-Law.
3. That By-law **2004/77** is hereby repealed.

**ENACTED AND PASSED THIS 19<sup>th</sup> DAY OF MARCH, 2019 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.**

  
JOANNE SAVAGE  
MAYOR

  
MELANIE DUCHARME  
CLERK

# WEST NIPISSING EMERGENCY PLAN

## PART A: INTRODUCTION

*Emergencies are defined as situations or impending situations caused by forces of nature, accidents or an intentional act that constitutes 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 Municipality of West Nipissing.*

The Municipality of West Nipissing Emergency Management Committee has developed this Emergency Plan. Every official, municipal department and agency must be prepared to carry out assigned responsibilities in an emergency.

In order to protect residents, businesses and visitors, the Municipality of West Nipissing requires a coordinated emergency response by a number of agencies under the direction of the Municipal Emergency Control Group (MECG). These are distinct arrangements and procedures from the normal, day-to-day operations carried out by emergency services.

In addition, it is important that residents, businesses and interested visitors be aware of its provisions. Copies of the West Nipissing Emergency Plan may be viewed at the Town Hall. For more information, please contact:

Community Emergency Management Coordinator  
Richard Maranda, Fire Chief / CEMC  
225 Holditch Street, Sturgeon Falls  
Tel: 705-753-1171

The Municipality of West Nipissing is comprised of 769.75 square miles or 1,993.63 in square kilometers with the population of approximately 14,364.

On any given school day, there are approximately 2,154 students in schools. We have two (2) secondary schools, seven (7) primary schools, two (2) day cares and one (1) college campus.

We have ten (10) senior's apartments situated in the West Nipissing Area totaling 475 people. There is one (1) nursing home with the occupancy facilities for 160 persons. The municipality has one (1) hospital and one (1) Medical Clinic both situated in Sturgeon Falls. The hospital has 56 beds with 238 staff.

We have one major highway, number 17 that travels approximately 50 kms through the municipality providing a connecting link between North Bay and Sudbury. Highway 64 is a secondary highway of approximately 70 kms; Highway 575 is another that is approximately 19 kms, as well as a portion of Hwy 539 of approx. 26 kms, Hwy 539A a section of approx. 13 kms

and also Hwy 805 a portion of approx. 9 kms. **Appendix “F”** can also be viewed for Street Maps (subject to change).

The traffic consists of passenger vehicles, transport trucks and vans. Many of these transports haul dangerous goods; therefore, the Emergency Plan must cover this risk.

The Ottawa Valley Railway track runs along Hwy 17 for the most part and is approximately 40 kms. The track travels the urban areas of Sturgeon Falls, Cache Bay, Verner and the rural area of Springer Twp., Caldwell and Kirkpatrick Twp. Large containers of dangerous goods are transported by these trains.

The entire Municipality is surrounded by forest. Small communities such as North Monetville, Lavigne, Kipling, River Valley, Field and Crystal Falls are at a greater risk of a forest Fire.

Flooding is another risk factor that has to be considered. All lakes and rivers discharge their water into Lake Nipissing. Any flooding of Lake Nipissing could have a disastrous effect on our municipality.

A Natural Gas 12 inches Pipeline lays Northeast through Hugel Township and crosses Hwy 539 twice before entering Crerar Township. It also crosses Hwy 539 twice before River Valley. Then it continues into Gibbons Township. A 10-inch gas line lays east west south of Hwy 17 throughout the municipality crossing Hwy 64 South of Verner.

On the industrial side, the Co-Op in Verner is the only Fuel Bulk Plant operator in West Nipissing. The bulk plant is situated on Gingras Avenue, south of Hwy 17 and east of Verner. We also have a fertilizer warehouse situated on Gingras Avenue.

The problems of evacuation have been carefully considered in the development of the Emergency Plan. Any of our highways, the railroad tracks or the canal systems could be blocked by an emergency and thereby necessitating the establishment of alternative routes of evacuation. Therefore, any of the primary or secondary evacuation routes plus the primary or secondary reception centers will have to be based upon the location of the incident, environmental conditions, types of hazards, time of year, time of day, etc... **Appendix “G”** can be referenced for further Risk Analysis details.

## **PART B: AIM AND OBJECTIVE**

To ensure the effective deployment of all resources required to minimize the loss of life and property arising from an emergency and to permit the earliest possible return to normality and more specifically to provide for:

1. the earliest possible response to an emergency by all protective and other required public services;
2. the establishment of a Municipal Emergency Control Group and an Operational Control Facility;

3. the identification, containment and elimination of sources of potential danger in the affected area;
4. the establishment of perimeter control including the rescue of trapped persons and the evacuation of buildings and areas.
5. the provision of factual and interpretive information to:
  - (a) officials involved in emergency operations;
  - (b) the news media and the general public;
  - (c) affected and/or concerned individuals
6. The coordination or provision of essential social services to persons affected by the emergency.

## **PART C: AUTHORITY**

The *Emergency Management and Civil Protection Act*, R.S.O. 1990 is the legal authority for this Emergency Plan in Ontario.

The EMCPA states that:

*“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 adopt the Emergency Plan.”*

*“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.”*

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

- Issued under the authority of the Municipality of West Nipissing By-Law No. 2019/27.
- Filed with Emergency Management Ontario, Ministry of Public Safety and Security.

### **DEFINITION OF AN EMERGENCY**

The *Emergency Management and Civil Protection 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.

### **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 Plan as may be required to protect property and the health, safety and welfare of the Municipality of West Nipissing.

## **PART D: EMERGENCY NOTIFICATION PROCEDURES**

Upon receipt of a warning of a real or potential emergency, the responding department will immediately contact the Police Service, to request that the notification system be activated.

Upon receipt of the warning, the Police and/or Fire Service will notify all members of the Municipal Emergency Control Group (MECG).

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

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

### **REQUESTS 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 Ontario Fire Marshal Emergency Management Ontario.

The Emergency notification contact list includes contact numbers for requesting assistance. **See Appendix 'A'**

### **DECLARED COMMUNITY EMERGENCY**

The Mayor or Acting Mayor of the Municipality of West Nipissing, as the Head of council, is responsible for declaring an emergency. This decision is usually made in consultation with other members of the MECG. **See Appendix 'R'**

Upon such a declaration, the Mayor will notify:

- Ontario Fire Marshal Emergency Management Ontario (through PEOC at 1-800-461-2281)
- The Municipal Council
- The Public

- Neighboring community officials, as required
- Local Member of the Provincial Parliament (MPP)
- Local Member of Parliament (MP)

A community emergency may be declared terminated at any time by:

- The Mayor or Acting Mayor
- The Municipal Council
- The Premier of Ontario

Upon termination of a community emergency, the Mayor will notify:

- Ontario Fire Marshal Emergency Management Ontario (through PEOC at 1-800-461-2281)
- The Municipal Council
- The Public
- Neighboring community officials, as required.
- Local member of the Provincial Parliament (MPP)
- Local Member of Parliament (MP)

## **PART E: MUNICIPAL EMERGENCY CONTROL GROUP**

### **EMERGENCY OPERATIONS CENTRES**

The Municipal Council Chamber located on the main level of the municipal building at 225 Holditch Street in Sturgeon Falls will serve as the Emergency Operation Centre. The emergency response will be directed and controlled by officials who are responsible for providing the essential services necessary to the community. The administration building is equipped with auxiliary power supply. A generator station located on Queen Street is capable of supplying energy to the building.

**Note:** The back-up Emergency Operations Centre will be located at :

- #1 - Municipal Building in Verner,
- #2 - Fire Hall in Field, and
- #3 - Community Centre in Cache Bay.

### **MUNICIPAL EMERGENCY CONTROL GROUP (MECG)**

The emergency response will be directed and controlled by the Municipal Emergency Control Group (MECG) - a group of officials who are responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the community.

This group is known as the MECG, which consists of the following officials:

- Mayor of the Municipality of West Nipissing
- Chief Administrative Officer
- Police Chief,

- Fire Chief
- Community Emergency Management Coordinator
- Public Information Coordinator
- Corporate Services
- Community Services Director
- Executive Assistant

## **PART F: EMERGENCY RESPONSE SYSTEM**

### **INDIVIDUAL RESPONSIBILITIES OF THE MECG**

The **MAYOR** or **DEPUTY MAYOR** is responsible for:

- Declaring an emergency to exist within the designated area of West Nipissing;
- Declaring that the emergency has terminated (Note: Council may also terminate the emergency);
- Notifying the Solicitor General of Ontario of the declaration of the emergency, and termination of the emergency;
- Ensuring that members of council are advised of the declaration and the termination of an emergency, and are kept informed of the emergency.

The **CHIEF ADMINISTRATIVE OFFICER** for the Municipality of West Nipissing is responsible for:

- Chairing meetings of the Municipal Emergency Control Group;
- Activating the emergency notification system through the Police Service;
- Ensuring liaison with the Police Chief regarding security arrangements for the EOC;
- As the **Operations Officer**, coordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings;
- Advising the mayor on policies and procedures, as appropriate;
- Approving, in conjunction with the Mayor, major announcements and media releases prepared by the Public Information Coordinator, in consultation with the Municipal Emergency Control Group (MECG);
- Ensuring that a communication link is established between the Municipal Emergency Control Group (MECG) and the ESM (Emergency Site Manager);
- Calling out additional town staff to provide assistance, as required;

The **POLICE SERVICE** is responsible for:

- Activating the emergency notification system and ensuring that all members of the Municipal Emergency Control Group (MECG) are notified;
- Notification of necessary emergency and community services as required;
- The establishment of a site command post with communications to the EOC (Emergency Operations Centre);

- Establishing an ongoing communications link with the senior police official at the scene of the emergency;
- Depending on the nature of the emergency, assign a Site Manager and inform the MECG;
- The establishment of an inner perimeter within the emergency area;
- The establishment of an outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and to restrict access to all but essential emergency personnel;
- The provision of traffic control to facilitate the movement of emergency vehicles;
- Alerting persons endangered by the emergency and co-ordinating evacuation procedures;
- The designation and opening of evacuee centers, as required;
- Liaison with the Community Services Director and operation of evacuation and reception centers;
- The protection of life and property and the provision of law and order;
- The provision of police service in evacuee centers, morgues, and other facilities, as required;
- Notifying the coroner of fatalities;
- Liaison with other community, provincial and federal police agencies, as required;
- Providing an Emergency Site Manager if required.

The **FIRE CHIEF** is responsible for:

- Activating the emergency notification system through the Police Service;
- Providing the Municipal Emergency Control Group (MECG) with information and advice on firefighting and rescue matters;
- Establishing an ongoing communications link with the senior fire official at the scene of the emergency;
- Informing the Mutual Aid Fire Coordinators and/or initiating mutual aid arrangements for the provision of additional firefighting personnel and equipment, if needed;
- Determining if additional or special equipment is needed and recommending possible sources of supply, e.g. breathing apparatus, protective clothing, etc.
- Providing assistance to other community departments and agencies and being prepared to take charge of or contribute to non-fire fighting operations if necessary, e.g., rescue, first aid, casualty collection, evacuation, etc.
- Providing an Emergency Site Manager if required.

The **COMMUNITY EMERGENCY MANAGEMENT COORDINATOR** is responsible for:

- Coordinating all emergency relief measures and activities with the Municipal Emergency Control Group (MECG) including meetings;
- Opening a master event record and ensure that it is maintained for the duration of the event;
- Providing lists of human and material resources required for the emergency response;
- Mobilizing and deploying emergency support services;

- Laying out and implementing staffing schedules for the Emergency Site Manager;
- Consulting with the Chief Administrative Officer (CAO) on additional municipal staff requirements;
- Liaison with provincial authorities;
- Maintaining a log of all actions taken.

The **PUBLIC INFORMATION COORDINATOR** reports to the Chief Administrative Officer and is responsible for:

- Upon arrival at the Emergency Operation Centre (EOC), you report to the Chief Administrative Officer to be briefed on the emergency.
- Establishing a communication link with the Site Media Spokesperson, the Citizen Inquire Supervisor and any other media coordinator(s) (i.e. provincial, federal, private industry, etc...) involved in the incident, and will ensure that all information released to the media and public is consistent and accurate.
- Ensuring that the media centre is set up and staffed
- Liaison with the Municipal Emergency Control Group (MECG) to obtain up-to-date information for media releases, coordinate individual interviews and organize press conferences.
- Ensuring that the following are advised of the telephone number of the media centre:
  - Media (**Appendix “H”**)
  - Municipal Emergency Control Group (MECG)
  - Switchboard (Municipal and Emergency Services)
  - Site Media Spokesperson
  - Police Public Relations Officer
  - Neighboring Communities
  - Citizen Inquiry Supervisor
  - Any other appropriate persons, agencies or businesses
- Providing direction and regular updates to the Citizen Inquiry Supervisor to ensure that the most accurate and up-to-date information is disseminated to the public.
- Ensuring that the media releases are approved by the Chief Administrative Officer (in consultation with the Mayor) prior to dissemination, and distributing hard copies of the media release to the Public Information Centre, the Municipal Emergency Control Group (MECG), Citizen Inquiry Supervisor and other key persons handling inquiries from the media.
- Monitoring news coverage, and correcting any erroneous information.
- Maintaining copies of media releases and newspaper articles pertaining to the emergency

The **CORPORATE SERVICES DIRECTOR** is responsible for:

- Providing information and advice on financial matters as they relate to the emergency;
- Ensuring liaison, if necessary, with the Treasurers/Directors of Finance of neighbouring communities;
- Ensuring that records of expense are maintained for future claim purposes;

- Ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency.

The **COMMUNITY SERVICES DIRECTOR** is responsible for:

- Ensuring the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services;
- Supervising the opening and operation of temporary and/or long-term evacuee centers, and ensuring they are adequately staffed;
- Liaison with the Police Chief with respect to the predestination of evacuee centers which can be opened on short notice;
- Liaison with the Medical Officer of Health on areas of mutual concern regarding operations in evacuee centers;
- Ensuring that a representative of the schools boards is/are notified when a facility(ies) is /are required as evacuee reception centre(s), and that staff and volunteers utilizing the school facility(ies) take direction from the Board representative(s) with respect to its/their maintenance, use and operation;
- Making arrangements for meals for the staff/volunteers at the EOC and the Site
- Liaison with Au Chateau Home for the Aged as required.

### **SUPPORT GROUPS TO THE MECG**

Support groups that may be called or added to the MECG depending on the type of Emergency may include:

- Senior Public Works Officer
- Senior Water & Wastewater Officer
- West Nipissing Power Generation Manager
- Solid Waste Manager
- Emergency Site Manager
- West Nipissing General Hospital representative
- Au Chateau Home for the Aged representative
- Greater Sudbury Utilities representative
- North Bay Parry Sound District Health Unit Chief Medical Officer
- DNSSAB – West Nipissing Ambulance (EMS) representative
- Ontario Provincial Police representative
- North Bay Conservation Authority representative
- Liaison staff from provincial ministries
- Any other officials, experts or representatives from the public or sector as deemed necessary by the MECG

The Municipal Emergency Control Group (MECG) may function with only a limited number of persons depending upon the emergency. While the MECG may not require the presence of all the people listed as members of the control group, all members of the MECG must be notified. **(See Appendix 'B')**

**OPERATION CYCLE**

Members of the MCEG will 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 Community Emergency Management Coordinator. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities.

**MUNICIPAL EMERGENCY CONTROL GROUP RESPONSIBILITIES:**

The members of the Municipal Emergency Control Group (MECG) 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 MECG 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 area;
- Ensuring that an Emergency Site Manager is appointed;
- Ordering, coordinating and/or overseeing the evacuation of residents considered to be in danger;
- Discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, gas, closing downtown stores;
- Arranging for services and equipment from local agencies not under community control i.e. private contractors, volunteer agencies, and service clubs.
- 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 transportation is required for evacuation or transport of persons and/or supplies;
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Public Information Coordinator and Citizen Inquiry Supervisor, for dissemination to the media and public;
- Determining the need to establish advisory group(s) and/or sub committees;
- Authorizing expenditure 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 Chief Administrative Officer within one week of the

- termination of the emergency as required;
- Participating in the debriefing following the emergency;

### **SUPPORT GROUPS TO THE MECG RESPONSIBILITIES**

The **SENIOR PUBLIC WORKS OFFICER** is responsible for:

- Activating the emergency notification system through the Police Force;
- Providing the Municipal Emergency Control Group (MECG) with information and advice on engineering matters relating to roads and drainage;
- Liaison with the senior public works personnel from neighbouring community(ies) to ensure a coordinated response;
- The provision of engineering assistance as appropriate;
- The construction, maintenance and repair of municipal roads;
- The provision of equipment for emergency pumping operations;
- Discontinuing any public works service or utility to any consumer, as required, and restoring these services when appropriate;
- Disconnecting any service representing a hazard and/or to arrange for the provision of alternate services or functions;
- Providing public works vehicles and equipment as required by any other emergency services;
- Maintaining liaison with flood control, conservation and environmental agencies and being prepared to take preventative action;
- Providing an Emergency Site Manager if required
- Collaborating with the Senior Water and Wastewater Officer to coordinate efforts and share resources

The **SENIOR WATER AND WASTEWATER OFFICER** is responsible for:

- Activating the emergency notification system through the Police Service;
- Providing the Municipal Emergency Control Group (MECG) with information and advice on engineering matters relating to sewer and water and environmental concerns;
- Liaison with the water and wastewater departments from the neighboring community(ies) to ensure a coordinated response;
- The provision of engineering assistance as appropriate;
- The maintenance of sanitary sewage and water systems, in collaboration with the Public Works Department;
- The provision of equipment for emergency pumping operations;
- Liaison with the Fire Chief concerning emergency water supplies for fire fighting purposes;
- The provision of emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health;
- Discontinuing any utility services to any consumer, as required, and restoring these services when appropriate;
- Disconnecting any service representing a hazard and/or to arrange for the provision of

alternate services or functions;

- Providing water and wastewater vehicles and equipment as required by any other emergency services;
- Maintaining liaison with flood control, conservation and environmental agencies and being prepared to take preventative action;
- Providing an Emergency Site Manager if required;
- Collaborating with the Senior Public Works Officer to coordinate efforts and share resources as needed

The **WEST NIPISSING POWER GENERATION MANAGER** is responsible for:

- Activating the emergency notification system through the Police Service;
- Providing the Municipal Emergency Control Group (MECG) with information and advice regarding the Power Plant
- Notification to upstream dam owners to stop outlet flow towards WNPG to alleviate flood conditions
- Maintaining access to WNPG site
- Identify emergency situations and take appropriate action
- Coordinate, implement and maintain the EPP for the site
- To organize personnel to take preventive actions in emergency situations
- To monitor water elevations upstream and downstream of Plant
- To perform inspection on the spill dam structure for any signs of leakage or movement
- To provide Plant vehicles and equipment as required by other emergency services
- Collaborate with other emergency services to coordinate efforts and share resources as needed.
- Providing an Emergency Site Manager if required.

The **SOLID WASTE MANAGER** is responsible for:

- Providing the MECG with information on Landfill site operations throughout the Municipality
- Communicating necessary emergency information to employees
- Providing manpower or available machinery assistance to areas in need

**NOTE: THE EMERGENCY SITE MANAGER IS APPOINTED FROM ONE OF THE LEAD AGENCIES RESPONDING TO THE EMERGENCY. USUALLY A SENIOR POLICE OR FIRE OFFICER BUT OTHER OFFICIALS MAY BE NAMED DEPENDING ON THE EMERGENCY.**

The **EMERGENCY SITE MANAGER** is responsible for:

- Directing the activities of all agencies at the site;
- Isolating the emergency site;
- Establishing an inner and outer perimeter;
- Limiting inner perimeter to the emergency response teams;
- Limiting inner perimeter to those directly involved in dealing with the emergency;

- Establishing routes in and out of the site.
- Establishing staging areas, rest and feeding area's etc... in outer perimeter;
- Ensuring a thorough search for casualties is carried out;
- An assessment of the damage and for secondary effects of the emergency such as hazardous spills;
- Establishing and maintaining communication with EPC;
- Establishing briefing cycles with agencies at the site;
- Administration and logistics for the site.

The **WEST NIPISSING GENERAL HOSPITAL** is responsible for:

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

The **AU CHATEAU HOME FOR THE AGED** is responsible for:

- Implementing the Au Chateau Emergency Plan;

The **GREATER SUDBURY UTILITIES REPRESENTATIVE** will be responsible for:

- Advise the Municipal Emergency Control Group (MECG) of hydro matters;
- Assess extent of power interruption and impact on electrical system operation;
- Coordinate and prioritize the restoration of electrical service as per the Zone Emergency Plan and advise/update the Community Control Group accordingly disconnect service to any consumer where it is in the interest of public safety;
- Assist the arrangements for alternate sources of power where necessary and practicable (generators);
- Coordinate the restoration of hydro services;
- Act as liaison with other Ontario Hydro groups including the Provincial Lines Division and the Generation Division;
- Collect and provide information on Hydro operations including dams and snow courses;
- Maintain an up-to-date inventory of equipment and supplies that may be required in an emergency.

#### **SUPPORT STAFF FOR MUNICIPAL EMERGENCY CONTROL GROUP (MECG)**

This following staff may be required to provide support, logistics and advice to the MECG Group: **(See Appendix "C" for individual listing and alternates)**

- Deputy/Assistant Administration Officer

- Property Manager
- Legal Services Officer
- Corporate Service
- Purchasing Officer
- Human Resources Officer
- Public Transportation Manager
- Telecommunications Coordinator (Fire Service)

### **INDIVIDUAL RESPONSIBILITIES OF SUPPORT STAFF FOR MECG**

The **DEPUTY / ASSISTANT ADMINISTRATIVE OFFICER** is responsible for:

- Assisting the Senior Administrative Officer as required;
- Ensuring all-important decisions made and actions taken by the MECG are recorded;
- Upon direction from Senior Administrative Officer, notifying the required support and advisory staff of the emergency, and the location of the Emergency Operations Centre;
- Initiating the opening, operation and staffing of switchboard at the community offices, as the situation dictates, and ensuring operators are informed of MECG telephone numbers;
- Assuming the responsibilities of the Citizen Inquiry Supervisor
- Arranging for printing of material, as required;
- Coordinating the provision of clerical staff to assist the Emergency Operations Centre, as required;
- Upon direction by the Mayor, ensuring that all council are advised of the declaration of the emergency;
- 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;
- Procuring staff to assist as required.

The **PROPERTY MANAGER** is responsible for:

- Opening and maintaining the community offices;
- Providing security for the community offices, as required;
- Providing identification cards to MECG members and support staff;
- Coordinating the maintenance and operation of feeding, sleeping and meeting area at the MECG, as required;
- Procuring staff to assist, as required.

The **LEGAL SERVICE OFFICER** is responsible for:

- The provision of advice to any member of the Municipal Emergency Control Group (MECG) on matters of a legal nature as they may apply to the actions of the Municipality of West Nipissing in its response to the emergency, as requested.

The **CORPORATE SERVICE** is responsible for:

- Providing information and advice on financial matters as they relate to the emergency;
- Ensuring liaison, if necessary, with the Treasurers/Directors of Finance of neighboring communities;
- Ensuring that records of expenses are maintained for future claim purposes;
- Ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency.

The **PURCHASING OFFICER** is responsible for:

- The provision and securing of equipment and supplies not owned by the Municipality of West Nipissing;
- Liaison with purchasing agents of the neighbouring communities, if necessary;
- Maintaining and updating a list of all vendors (including 24-hour contact numbers) whom may be required to provide supplies and equipment.

The **HUMAN RESOURCES OFFICER** is responsible for:

- Coordinating and processing requests for human resources;
- Under the direction of the MECG, coordinating offers of, and appeals for, volunteers;
- Selecting records of human resources and administrative detail, that may involve financial liability, are completed;
- When volunteers are involved, ensuring that a Volunteer Registration Form is completed, and a copy of the form is retained for municipal records;
- Ensuring identification cards are issued to volunteers and temporary employees, where practical;
- Arranging for transportation of human resources to and from site(s);
- Obtaining assistance, if necessary, from Employment and Immigration Canada, as well as other government departments, public and private agencies and volunteer groups.

The **PUBLIC TRANSPORTATION MANAGER** will be responsible for:

- Coordinating the acquisition, distribution and scheduling of various modes of transportation (e.g. public transit, school buses, train, boats and trucks ) for the purpose of transporting persons and/or supplies, as required, by members of the MECG and the support staff;
- Procuring staff to assist, as required;
- Ensuring that a record is maintained of drivers and operators involved.

The **TELECOMMUNICATIONS COORDINATOR** will be responsible for:

- Activating the emergency notification system of the local amateur radio operators group;

- Initiating the necessary action to ensure the telephone system at the community offices functions as effectively as possible, as the situation dictates;
- Ensuring that the emergency telecommunications centre is properly equipped and staffed, and working to correct any problems, which may arise;
- Maintaining an inventory of community and private sector communications equipment and facilities within the community which could, in an emergency, be used to augment existing communications systems;
- Making arrangements to acquire additional communications resources during an emergency

## **OTHER AGENCIES**

If required, based on the type and complexity of the emergency a support group may be formed of municipal, public and private agencies having specialized knowledge and advice to give. This group, drawn from organization listed hereunder, may be called upon individually or be asked to deliberate and make recommendations collectively.

Certain members of the support group may be called upon to form a part of the municipal group based on the declared emergency.

- Ministry of Environment
- School Boards
- Ministry of Natural Resources
- Community Living West Nipissing
- Alliance Centre
- Human Resource Development Canada
- First Response
- Family Resource Centre
- Nipissing First Nation
- Dokis Reserve
- Nipissing District Housing Corp
- Nipissing District Social Service Board & Ontario Works

## **PUBLIC/SEPARATE SCHOOL BOARDS**

The Public Board of Education and Separate School Board are responsible for:

- Providing any school (as appropriate and available) for use as an evacuation or reception centre and a representative(s) to coordinate the maintenance, use and operation of the facilities being utilized as evacuation or reception centers;
- Ensuring liaison with the municipality as to protective actions to the schools (i.e., implementing school stay in place procedure and implementing the school evacuation procedure);

## RELATIONSHIP BETWEEN MUNICIPAL EMERGENCY CONTROL GROUP (MECG) AND EMERGENCY SITE MANAGER (ESM)

Depending on the nature of the emergency, and once the ESM has been assigned, the MECG relationship with the ESM is to offer support with equipment, staff and other resources, as required.

The MECG will also ensure that the rest of the community maintains municipal services.

## RELATIONSHIP BETWEEN ESM AND COMMAND AND CONTROL STRUCTURES OF EMERGENCY RESPONDERS

The senior representative for each emergency responder (police, fire, EMS, public works) at the site will consult with the Emergency Site Manager, to offer a coordinate and effective response. Regular briefings will be held at the site and chaired by the Emergency Site Manager, to establish the manner and process by which response to the emergency will be provided.

## PART G: EMERGENCY INFORMATION PLAN

Upon implementation of the Emergency Plan, it will be very important to coordinate the release of accurate information to the news media, issue authoritative instructions to the public, and respond to or redirect individual requests for, or reports on, information concerning any aspect of the emergency.

In order to fulfill these functions during an emergency, the following positions will be established:

- (a) An Emergency Information Officer
- (b) a Community Spokesperson, and
- (c) a Citizen Inquiry Supervisor. (**See Appendix 'D'**)

The media information centre will be located in the Municipality of West Nipissing Offices, on Holditch Street, Sturgeon Falls. The secondary location will be the Cache Bay Community Centre.

Depending on the nature of the emergency, it may be necessary to establish a media information area adjacent to the emergency site. This area, if established, will be staffed by a site media spokesperson appointed by the Emergency Site Manager.

The Citizen Inquiry Section is located in the Municipality of West Nipissing, Municipal Offices, on Holditch Street Sturgeon Falls, under the supervision of the Chief Administrative Officer.

The **EMERGENCY INFORMATION OFFICER** reports to the Chief Administrative Officer and is responsible for:

- Upon arrival at the Emergency Operation Centre (EOC), you must report to the Chief Administrative Officer to be briefed on the emergency situation.
- Establishing a communication link with the site media spokesperson, the Citizen Inquiry Supervisor and any other media coordinator(s) (i.e. provincial, federal, private industry, etc.) involved in the incident, and will ensure that all information released to the media and public is consistent and accurate.
- Ensuring that the media centre is set up and staffed.
- Liaison with the Municipal Emergency Control Group (MECG) to obtain up-to-date information for media releases, coordinate individual interviews and organize press conferences.
- Ensuring that the following are advised of the telephone number of the media centre:
  - Media
  - Community Control Group
  - Switchboard (Municipal and Emergency Services)
  - Site Media Spokesperson
  - Police Public Relations Officer
  - Neighboring Communities
  - Citizen Inquiry Supervisor
  - Any other appropriate persons, agencies or businesses
- Providing direction and regular updates to the Citizen Inquiry Supervisor to ensure that the most accurate and up-to-date information is disseminated to the public.
- Ensuring that the media releases are approved by the Chief Administrative Officer (in consultation with the Mayor) prior to dissemination, and distributing hard copies of the media release to the Public Information Centre, the Municipal Emergency Control Group (MECG), Citizen Inquiry Supervisor and other key persons handling inquiries from the media.
- Monitoring news coverage, and correcting any erroneous information.
- Maintaining copies of media releases and newspaper articles pertaining to the emergency

The **COMMUNITY SPOKESPERSON** will be appointed by the Municipal Emergency Control Group (MECG) and is responsible for:

- Giving interviews on behalf Municipality of West Nipissing;
- Establishing a communication link and regular liaison with the Emergency Information Officer at the EOC;
- Redirecting all inquiries about decisions made by the MECG and about the emergency as a whole, to the Emergency Information Officer;
- Coordinating media photograph sessions at the scene when necessary and appropriate;
- Coordinating on-scene interviews between the emergency services personnel and the media.

The **CITIZEN INQUIRY SUPERVISOR** will be appointed by the Community Control Group and is responsible for:

- Establishing a Citizen Inquiry Service, including the appointment of personnel and designation of telephone lines;
- Informing the Emergency Information Officer of the establishment of the Citizen Inquiry Service and designated telephone numbers;
- Informing the affected emergency services, the MCEG switchboards of the establishment of the Citizen Inquiry Services and designated telephone numbers;
- Ensuring liaison with the Emergency Information Officer to obtain current information on the emergency;
- Responding to, and re-directing inquiries and reports from the public based upon information from the Emergency Information Officer. (Such information may be related to school closings, access routes or the location of evacuee centers);
- Responding to and redirecting inquiries pertaining to the investigation of the emergency, deaths, injuries or matters of personnel involved with or affected by the emergency to the appropriate emergency service;
- Responding to and redirecting inquiries pertaining to persons who may be located in evacuation and reception centers to the registration and inquiry telephone numbers;
- Procuring staff to assist, as required.

## **PART H: EMERGENCY TELECOMMUNICATIONS PLAN**

Upon implementation of the Emergency Plan, it will be important to ensure that communications are established between the emergency site(s) and the EOC. In addition, communications may be required at various locations including evacuation centers, hospitals, and other key responding agencies.

The Emergency Telecommunications Coordinator for the Municipality of West Nipissing is part of the initial Emergency Notification Procedure who in turn will call upon his contacts for further communications support, as required.

The Emergency Telecommunications Office will be equipped with portable hand radios, battery backup, two-way radio with the necessary channels to communicate with police, fire, EMS and the Ontario Fire Marshal.

Communications between the EOC and the responding agencies will be with the support of a runner. All messages are to be written on the Amateur Radio Message Forms and logged.

Should the Municipality of West Nipissing lose all telephone communications, pre-arranged communications could be obtained from the local taxi company and the school bus radios, which will act as relay to the EOC and the emergency site.

**EMERGENCY OPERATIONS ALERTING FLOW CHART**

Responding Agency  
Officer-In-Charge identifies emergency or impending emergency condition  
Situation beyond ability to control



Immediate radio



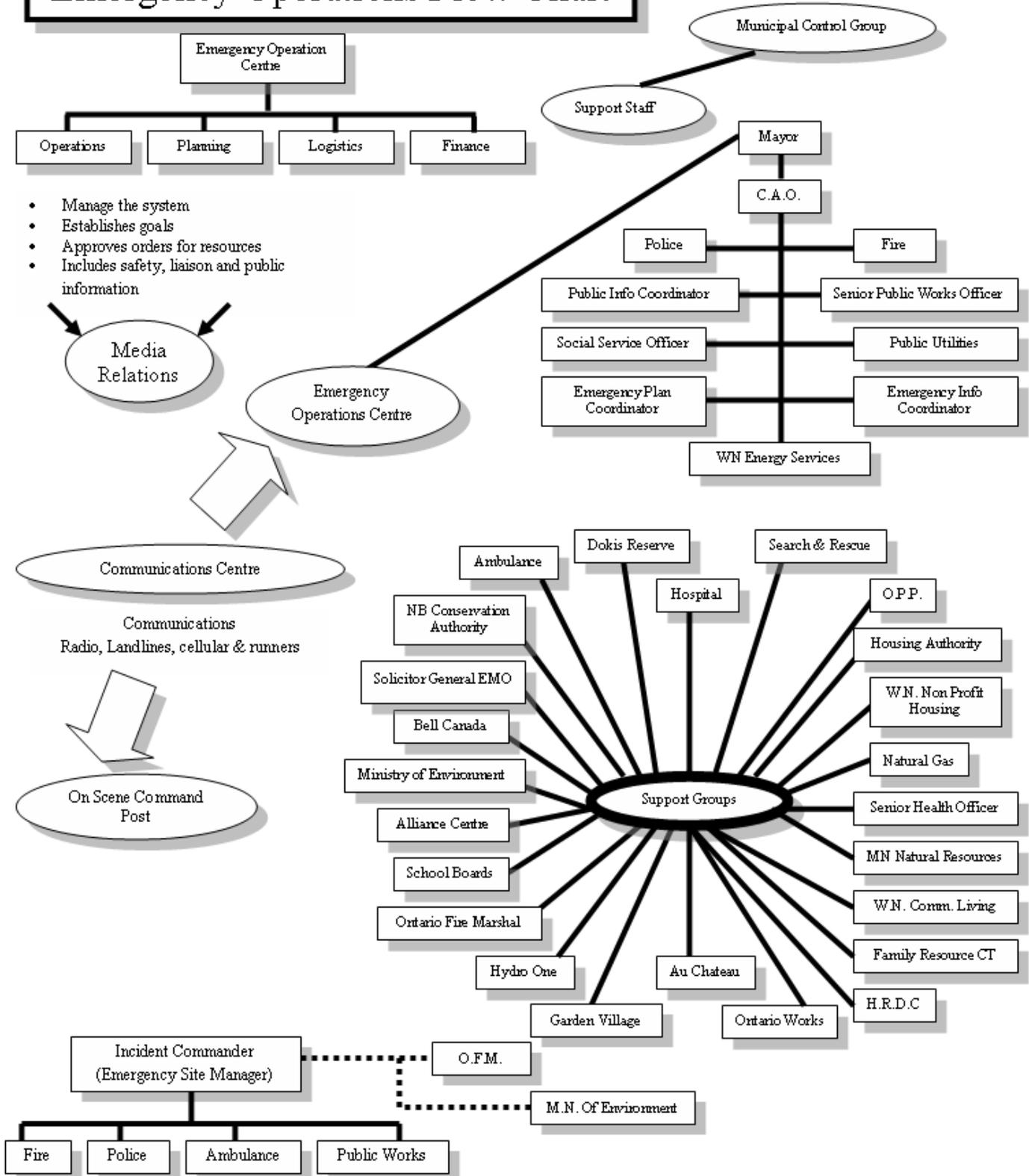
**Fire Service Communication Centre**  
Who activates Emergency Alerting System?



<i>Mayor</i>	<i>CAO</i>	<i>Police Chief</i>	<i>Fire Chief</i>	<i>Senior Public Works</i>	<i>Emergency Coordinator</i>	<i>Public Information Coordinator</i>	<i>Senior Health Officer</i>	<i>Community Officer</i>
↓	↓	↓	↓	↓	↓	↓	↓	↓
Deputy Mayor	Treasurer	Deputy Police Chief	Deputy Fire Chief	Super. Public Works	Alternate	Alternate	Alternate	Alternate

**NOTE:** Balance of Council and staff from all departments will be contacted by their respective departments as required.

# Emergency Operations Flow Chart



**REQUEST FOR FEDERAL/PROVINCIAL ASSISTANCE**

1. If locally available resources, including those which may be available from bordering municipalities and/or county sources, are insufficient to meet emergency requirements, then assistance may be requested from the Province. Such requests should normally be directed through area/region/district offices of the Provincial Ministry/Agency who normally provide services in the local area.

\*Ministry/Agency offices have responsibility for informing their headquarters and for arranging types of levels of assistance beyond local capabilities.

2. Alternatively, and especially in the case of severe or wide-spread emergencies, municipalities may wish to alert the Provincial Government and obtain assistance by telephoning the local OPP Detachment or by calling directly to the Duty Officer at appropriate ministries and, depending upon the nature of the emergency, a lead ministry may be appointed to coordinate the provision of assistance by all Provincial government ministries.
3. The same procedure should be followed if assistance is required from the Federal Government, including assistance from Canadian armed forces.
4. EMERGENCY MEASURES ONTARIO, under the direction of the Solicitor General, is responsible for monitoring, coordinating and assisting in the formulation and implementation of Emergency Plans designed by provincial governments and for ensuring that such plans are coordinated insofar as possible with Emergency Plans of municipalities and the Government of Canada. He/she can be contacted directly by telephone 1-416-326-5000. For routine enquiries or in an EMERGENCY, THROUGH THE DUTY OFFICER AT THE GENERAL HEADQUARTERS (OPP) Orillia ( 705) 329-6111)

**QUICK GUIDE TO EMERGENCIES (See Appendix 'A' for telephone numbers)**

<b>EMERGENCY</b>	<b>CONTACT</b>
involving death or injury	police, fire and ambulance service, coroner
involving fire	fire service, police, ambulance
involving floods	Ministry of Natural Resources, Municipal Engineer
requiring the evacuation of people	Police, O.P.P. , ambulance
involving goods regulated under the <i>Transportation of Dangerous Goods Act</i>	Police, fire service, ambulance, CANUTEC
involving a discharge or large amounts of contaminants to the atmosphere	Fire, local Health Unit, MOL, MOEE,
involving a discharge of pollutants from ships	Canadian Coast Guard
involving pesticides	MOEE District Office, Spills Action Centre
involving spills of contaminants to the environment	Fire Service , Spills Action Centre
involving rail accidents	Police and Fire service, Rail Link
involving civilian aircraft crash	Toronto Area Control Centre, police, fire service, ambulance, hospital, health unit and coroner
involving chemical transport accidents	Fire & Police Service, CANUTEC, Spills Action Centre
involving military aircraft crash	Rescue Coordination Centre, CFB Trenton
disposal of explosives	Police

**SCHOOL BOARDS, SCHOOLS & DAYCARES (See Appendix 'E' for listing and Appendix 'J' for capacity and amenities)**

The Municipality of West Nipissing is represented by four (4) different school boards. We have one (1) college, two (2) secondary schools, and seven (7) primary schools and two (2) day cares. All schools are equipped with kitchen, and washroom facilities. Most the gymnasiums can be used for a receiving area in case of an emergency.

**SENIOR & NURSING HOMES (see Appendix 'E' for listing)**

The Municipality of West Nipissing has one (1) old age care center with ten (10) senior apartments.

**SENIOR CLUBS & CHURCHES (see Appendix 'E' for listing)**

The Municipality has many senior clubs within the West Nipissing. Some of the clubs can provide lodging in case of an emergency and most of them have kitchen facilities.

**CHURCHES (see Appendix 'E' for listing)**

The Municipality has many churches in various towns/townships that can also provide lodging in case of an emergency.

**ACCOMMODATION (see Appendix 'E')**

The Municipality of West Nipissing offers many accommodations within the area that can offer lodging services in case of an emergency.

**TRANSPORTATION (see Appendix 'E')**

The Municipality of West Nipissing has one (1) major bus line to service the schools in West Nipissing, one (1) taxi service and one (1) car rental that can be utilized for transportation in case of an emergency.

**FIRE HALLS (see Appendix 'E')**

The Municipality owns nine (9) fire stations within West Nipissing. The main fire station is located in Sturgeon Falls. The Municipality has a fire chief, six (6) full time, a part-time firefighter and ninety-five (95) volunteer firefighters. The Fire Service can provide different services and equipment in case of an emergency.

**MASS EVACUATION**

Should mass evacuation be required within the Municipality of West Nipissing, it would be organized under the authority of the Police Service.

**WEST**

Municipality of French River P.O. Box 156 17 Dollard Street Noelville, ON POM 2NO Tel: (705) 898-2294	Municipality of St.Charles P.O. Box 70 King Street, Hwy 535 St.Charles, ON POM 2WO Tel: (705) 867-2032	Municipality of Markstay-Warren P.O. Box 79, 21 Main Street South Markstay, ON POM 2GO Tel: (705) 853-4536
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**EAST**

City of North Bay 200 McIntyre Street East North Bay, ON P1B 8H8 Tel: (705) 474-0400		
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**DISTRIBUTION LIST**

Name/Appointment	Number of Copies
Mayor and Council	9
Chief Administrative Officer	1
Engineer	1
Police Service	2
Fire Service	2
Planning, Building & Development	2
Hospital	1
Ambulance	1
Spares	10

**RECOVERY AND RESTORATION**

The recovery phase will begin after the emergency is stabilized. It may take many years for the community to fully recover from the emergency.

- Evacuees will be allowed to return to their homes as soon as possible once it has been determined that it is safe to do so.
- Damage estimation and compensation will be done co-operatively with the province, according to guide provincial 1 lines.
- The Director of Corporate Services/Treasurer will prepare a submission detailing all extraordinary expenses incurred by the Municipality in responding to the emergency.
- If any Municipal employees have been injured while responding to the Emergency, their injuries will be documented and the Workplace Safety and Insurance Board informed.
- Emergency Responders and other participants may require Critical Incident Stress Debriefing, grief counseling, etc...

As soon as practical, a debriefing will be held to critique the actions carried out, the suitability of the Plan and any suggestions for reducing the communities' vulnerability to another emergency.

## PLAN MAINTENANCE AND REVISION

### ANNUAL REVIEW

- This plan will be reviewed annually and, where necessary, revised by a meeting(s) of the MECC.
- Each time this plan is revised, it must be forwarded to the Council for approval.
- However, revisions to the annexes and minor administrative changes can be made without resubmitting the plan to council each time.
- It is the responsibility of each person, agency, service or department named within this Emergency Plan to notify the Chief Administrative Officer forthwith, of any revisions to the annexes, or administrative changes.

➔ Plan reviewed on : \_\_\_\_\_ (date & year)

### TESTING OF PLAN

An annual exercise will be conducted in order to test the overall effectiveness of this Emergency Plan and provide training to the MECC. Revisions to this plan should incorporate recommendations stemming from such exercises.

➔ Plan reviewed on : \_\_\_\_\_ (date & year)

### INTERNAL PROCEDURES

Each service involved with this Emergency Plan will prepare functional emergency procedures or guidelines outlining how it will fulfill its responsibilities during an emergency. Each service will ensure that it designates a member of its staff to maintain and revise its own emergency procedures or guidelines.