

**THE MUNICIPALITIES OF
CALVIN and PAPINEAU-CAMERON**

**JOINT
EMERGENCY PLAN**

Revised November 6, 2018

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FORWARD

This plan has been formulated to assign responsibilities and to guide the immediate actions of key officials in the first few critical hours after the onset of any emergency.

For this plan to be effective, it is essential that all concerned be made aware of its provisions and that every official and department be prepared to carry out their assigned functions and responsibilities in an emergency.

An annual exercise will be staged to ensure the arrangements embodied in this plan are kept current and that all are familiar with its provisions. Department heads should likewise review and keep up to date their own procedures and arrangements for responding to emergencies.

Date

Head of Council

INTRODUCTION

1. Emergencies are defined as situations or the threat of impending situations abnormally affecting property and the health, safety and welfare of a community, which by their nature or magnitude require a controlled and coordinated response by all agencies. These are distinct from routine operations carried out by municipal agencies, eg. Fire, Police or Works departments, etc.

2. The Emergency Management and Civil Protection Act and its supporting Ontario Regulation 380/04 set out requirements for the development, implementation and maintenance of municipal and ministry emergency management programs.

Important measures enabled under the legislation and which form part of this plan are:

- a. Expenditures of monies associated with the formulation and implementation of the emergency plan;
- b. Authorization for municipal employees to take appropriate action before formal declaration of an emergency;
- c. Specify procedures to be taken for safety and/or evacuation of persons in an emergency;
- d. Designate other members of Council who may exercise powers and perform duties of the Head of Council under the emergency plan during the absence of the Head of Council or upon his/her ability to act;
- e. Establish committees and designate employees to be responsible for reviewing the emergency plan, training employees in their functions and implementing the emergency plan during an actual emergency;
- f. Obtaining and distributing materials, equipment and supplies during an emergency; and
- g. Such other matters as are considered necessary or advisable for the implementation of the emergency plan during an emergency.

AIM

The aim of this plan is to make provision for the extraordinary arrangements and measures that may have to be taken to safeguard property and the health, safety and welfare of the inhabitants when faced with an emergency.

MUNICIPAL EMERGENCY CONTROL GROUP & SUPPORT GROUP

1. Composition

Emergency operations will be directed and controlled by the elected and appointed officials hereunder who will assemble for this purpose at an Emergency Operations Centre. This group will be known as the Municipal Emergency Control Group (MECG) and Support Group and will be composed of:

- | | |
|--------------------|------------------------|
| a. Head of Council | b. Clerk-Treasurer |
| c. Fire Chief | d. Road Superintendant |

Support Group:

- | | |
|-----------------------------|--|
| a. O.P.P. Detachment member | b. Medical Officer of Health |
| c. Ambulance Representative | d. District of Nipissing Social Services
Administration Board CAO |
| e. Others as required | |

The Emergency Operations Centres are the Calvin Community Centre and the Papineau-Cameron Office/Council Chambers (the site that is more practical).

2. Authority

The Emergency Management and Civil Protection Act states the “Head of Council may declare that an emergency exists in the municipality or in any part thereof and may take such orders as he or she considers necessary and are not contrary to the law to implement the emergency plan of the municipality and to protect the property and the health, safety and welfare of the inhabitants of the emergency area.”

Accordingly, it is clear that the principle function of the MECG is to assist the Head of Council in making and placing in effect any decisions and orders that are made to control and mitigate the effects of an emergency.

3. Implementation and Procedures

Emergencies could arise with or without warning. This plan takes into account and is intended to deal with the worst case, a situation which develops without warning.

4. First Response

An emergency will usually be reported or discovered by police or fire services that would, in any event, be among the first to be called to a scene of a potential emergency, the Fire Chief or alternate will designate another officer to take command at the scene. This person should personally assume control at the site of an emergency

with the assistance of the O.P.P. The Fire Chief or alternate will report to the MECG after it is alerted and assembled in accordance with the procedure as outlined in detail at Appendix 1 “*Emergency Alert Procedure*”.

MUNICIPAL EMERGENCY CONTROL GROUP OPERATIONS

Upon assembling, the Head of Council, with the advice of the other members or the MECG, may make a decision to declare an emergency and invoke the provisions under this plan.

1. General

The decision making process can best be accomplished by round table assessment of events as they occur and by agreeing on a course of action to overcome specific problem areas or situation. Normally, an agreed course of action will be implemented by municipal departments functioning primarily within their own spheres. However, from time to time, it may become necessary to adopt and implement a joint plan of action which could involve two or more departments operating in unison. In this latter situation, it would be necessary for the Head of Council to determine which department will have the greater commitment and to appoint an on site co-coordinator accordingly. Thereafter, until emergency operations conclude, other departments will act in support of whichever department is exercising on-site co-coordination of operations.

2. Communications and Co-ordination

An important function of every department is to provide timely information for the benefit of the decision-making process. This will necessitate reliable systems of communication between the emergency site and the MECG Ops Centre, for every department involved. Radio communications are least susceptible to damage or interruption in times of emergency. However, if telephone lines are to provide this vital medium of communication, the Ops Centre must be sufficiently large to accommodate both information gathering and display activities and provide room for the MECG to function. Once decisions have been taken by the Head of Council, it is essential they be quickly and accurately passed to every response agency and, where necessary, to the public. This vital function will normally fall to the senior administrative officer (or other appointee) who will act as Operations Officer and be responsible for coordinating the activities of the operations centre and for ensuring good communications between all agencies involved in emergency operations.

RESPONSIBILITIES

1) Municipal Emergency Control Group

Some or all of the following actions/decisions may have to be considered and dealt with by the MECG:

- a) Declaring an “emergency exists”;
- b) Designating any area in the municipality as an “emergency area”;
- c) “authorizing expenditures” of funds for implementing the emergency plan;
- d) “evacuating” those buildings or sections within an emergency area which are themselves considered to be dangerous or in which the occupants are considered to be in danger from some other source;
- e) “casualty collection and evacuation” in support of emergency health care authorities;
- f) “dispersing people” not directly connected with the operations who, by their presence, hinder in any way the efficient functioning of emergency operations;
- g) “discontinuing utilities” or service provided by public or private concerns with reference to any consumers in the municipality, or when continuation of such utilities or services constitutes a hazard to public safety within an emergency area;
- h) “arranging for accommodation and welfare”, on a temporary basis, of any residents who are in need of assistance due to displacement as a result of the emergency;
- i) “calling in” and employment of any municipal personnel and equipment required at an emergency;
- j) “arranging services and equipment” from local agencies not under municipal control, ie. Private contractors, volunteer agencies, service clubs, etc.;
- k) “arranging assistance” from senior levels of government and from other personnel and equipment from volunteer and other agencies not under municipal control as may be required by the emergency;
- l) “establishing an information centre” for issuance of accurate releases to the news media and for issuance of authoritative instructions to the general public’
- m) “establishing a reporting and inquiry centre” to handle individual requests for information concerning any aspect of the emergency.

2) **Head of Council**

Head of Council or alternate will perform the following responsibilities;

- a) chair meetings of the MECG;
- b) declare an emergency exists;
- c) ensure the OFMEM has been notified of the declaration of an emergency;
- d) make decisions, determine priorities and issue operational direction through the operations officer and the heads of municipal departments;
- e) request assistance from neighbouring municipalities and/or from senior levels of government, when required;
- f) approve news releases and public announcements;
- g) terminate the emergency at the appropriate time and ensure all concerned parties have been notified.

3) **Senior Administrative Official**

The Clerk-Treasurer will perform the duties and responsibilities of an “operations officer”, as such he or she will:

- a) organize and supervise the Operations centre and, in particular, make arrangements for obtaining and displaying up-to-date information at all times;
- b) arrange and co-ordinate telecommunications systems;
- c) advise the Head of Council on administrative matters;
- d) be responsible for media arrangements and assist in the preparation and issue of press and public announcements;
- e) maintain a record of all major decisions, actions and instructions issued;
- f) maintain a record of all expenditures for later cost recovery if warranted;
- g) notify Medical Officer of Health and North Bay District Health Unit;
- h) notify the administrator and the office of the Nipissing District Social Services Board.

4) **Police Services**

The responsibilities and functions of the Police Services in an emergency will be as follows:

- a) provide an emergency site manager, as required at the direction of the MECG;
- b) assume overall security at the incident;
- c) control and disperse crowds within the emergency area;
- d) control traffic to facilitate the movement of emergency vehicles, both in and out of the emergency area. This will include designation and traffic control for the evacuation and emergency access routes;
- e) designate an inner perimeter to control and disperse people and equipment within the emergency area;
- f) conduct any required evacuation;
- g) arrange for law and order in any community emergency Welfare Centre;
- h) ensure the protection of the property against looting within the emergency area;
- i) advise the Coroner in the event of fatal casualties;
- j) request the assistance from any other Police Services with disaster equipment, when deemed necessary;
- k) conduct any Police Services investigations that may be required by Law or by practice.

5) **Senior Fire Official**

Upon learning of a potential emergency, the senior fire official or alternate should consider the need for possible activation of the emergency plan and, if warranted, he/she should trigger the emergency alert system described in Appendix 1. Thereupon he/she should report to the Ops Centre to sit as a member of the MECG and perform the following additional functions and responsibilities:

- a) provide an emergency site manager, as required, at the direction of the MECG;
- b) provide Head of Council with information and advice on firefighting matters;
- c) develop and maintain a system for alerting MECG members in an emergency;

- d) inform the Mutual Aid fire coordinator and trigger mutual aid arrangements for the provision of additional firefighting manpower and equipment if needed;
- e) determine if additional or special equipment is needed and recommend possible sources of supply, eg. rescue, first aid, casualty collection, etc.

6) Senior Public Works Official

Upon learning of a potential emergency, the senior road official or alternate should consider the need for the possible activation of the emergency plan and, if warranted, he/she should trigger the emergency alert system as described in Appendix 1. Thereupon he/she should report to the Ops Centre to act as a member of the MECG and to perform the following additional functions and responsibilities:

- a) provide an emergency site manager, as required, at the direction of the MECG;
- b) provide Head of Council with information and advice on engineering matters;
- c) maintain liaison with flood control, fire, conservation and environmental agencies and be prepared to conduct relief or preventative operations;
- d) provide engineer materials, supplies and equipment and if not otherwise available, make arrangements for sources of supplies from neighbouring municipalities, private contractors, etc.;
- e) assist traffic control, evacuations, etc., by clearing emergency routes, marking obstacles, providing road signs, etc.;
- f) maintain liaison with utility companies and make recommendations for discontinuation of any utility, public or private, where necessary in the interest of public safety;
- g) make recommendations and demolish unsafe structures if ordered by the Head of Council;
- h) re-establish essential services at the conclusion of an emergency.

7) Emergency Medical Services Representative

the Emergency Medical Services Representative is responsible for:

- a) ensuring emergency medical services at the emergency site;
- b) depending on the nature of the emergency, assign the site manager and inform the MECG;

- c) establishing an ongoing communications link with the senior EMS official at the scene of the emergency;
- d) obtaining EMS from other municipalities for support, if required;
- e) ensuring triage at the site
- f) advising the MECG if other means of transportation is required for large scale response;
- g) ensuring liaison with the receiving hospitals;
- h) ensuring liaison with Medical Officer of Health, as required.

8) Medical Officer of Health

- a) coordinates public health services with various Community Control Group members and related agencies in the EOC;
- b) provides advice to the public and local health care professionals on matters which may adversely affect public health within the North Bay and District (eg. toxic spills, water quality);
- c) liaises with Ontario Ministry of Health Public Health Branch and area Medical Officers of Health as required to augment and coordinate a public health response as required;
- d) coordinates the surveillance and response to communicate disease-related emergencies or anticipated epidemics according to Ministry of Health directives;
- e) ensure the coordination of vaccine/antiviral storage, handling and distribution across North Bay and District;
- f) initiates and implements mass vaccination clinics during outbreaks of disease within affected municipalities in North Bay and District;
- g) liaises with director of Public Utilities or alternate within affected municipalities to ensure the provision of potable water, community sanitation, maintenance and sanitation facilities;
- h) provides inspection of evacuation centres, makes recommendations and initiates remedial action in areas of accommodation standards related to:
 - ⇒ overcrowding, sewage and waste control
 - ⇒ monitoring of water supply, air quality, sanitation
 - ⇒ food handling, storage, preparation, distribution and service;

- i) liaises with local social service agencies on areas of mutual concern regarding evacuation centres related to public health information;
- j) advises on or orders any necessary evacuation, isolation or quarantine measures;
- k) provides instruction and health information through public service announcements and information networks.
- l) issues orders, if necessary, to mitigate or eliminate health hazards as per the Health Protection and Promotion Act;
- m) in the event of mass casualties, the Health Unit will monitor the situation to ensure early and sanitary disposition of human remains in order to minimize the spread of disease;
- n) liaises with District Coroner to coordinate the activities of the mortuary within the community and provide assistance when necessary.