Municipal Emergency Plan

Municipality of	**FORT FRANCES**
Designation	**TOWN**
Region/District	**RAINY RIVER DISTRICT**
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1.0 INTRODUCTION

1.1 Preamble

Municipal departments routinely respond to situations requiring fire, police, ambulance, and public works services; however, some situations may escalate beyond the scope of normal operations. These situations need to be dealt with via an emergency plan. The Town of Fort Frances Emergency Plan is a generic and flexible document, adaptable to any emergency situation.

While many emergencies could occur within the Town of Fort Frances, the most likely to occur are: severe storms, floods, air or rail crashes, toxic or flammable gas leaks, transportation incidents involving hazardous materials, electric power blackouts, uncontrollable fires, explosions, or any combination thereof. **(See Appendix J)**

The Town of Fort Frances Emergency Plan is a tool to assist emergency personnel in their response to such situations. In order to use this tool to its full potential, it is important that all personnel are aware of their roles and responsibilities within the response framework. To help increase this awareness, the Town of Fort Frances Emergency Plan provides for training, exercises, and evaluation.

1.2 Title

This document is the **Town of Fort Frances Emergency Plan**, herein referred to as the "Plan".

1.3 Aim

The aim of the Plan is to provide a set of generic action guidelines to increase the Town's ability to efficiently and effectively deploy services and resources to protect the property and the health, safety, and welfare of the residents of the Town of Fort Frances during emergency situations.

1.4 Amending Formula

Any amendments to the Town of Fort Frances Emergency Plan require an amending by-law approved by Town Council. The appendices do not form part of the Plan; proposals for amendments to the Plan or its appendices shall be submitted to the Community Emergency Management Coordinator.

1.5 Emergency – Defined

Emergencies are situations, or threats of serious impending situations, that will adversely affect a significant number of persons, properties or areas. By their nature or magnitude, these situations may require municipal expenditures, requests for additional resources, provisions for emergency shelter, or evacuation. These situations are distinct from normal operations where coordinated activities among agencies are adequate to resolve the situation.

1.6 Definitions

"Administrator" is responsible for running the EOC and coordinating all information and strategies of the MECG to all responding agencies.

"Command Post" is the central control/communications centre from which the Incident Commander will coordinate on-site activities and communicate with the Emergency Operations Centre and other operational sectors

"Municipal Emergency Control Group (MECG)" Is responsible for supporting the actions of all agencies responding to an emergency, defining overall strategy, and planning for secondary effects of any emergency or disaster.

"Municipal Emergency Management Program Committee" is a group appointed by Council that shall advise the Council on the development and implementation of the municipality's emergency management program and shall conduct an annual review of the municipality's emergency management program and shall make recommendations to the council for its revision if necessary.

"Emergency Information Officer" is the individual appointed to act as the primary media and public contact for the municipality in an emergency

"Emergency Operations Centre (EOC)" is the physical facility from which the Municipal Emergency Control Group supports the response effort of all the responding agencies to an emergency. This facility is located at a predetermined location with an alternate location designated if the primary EOC is not accessible.

"Incident Commander" is the individual responsible for directing and coordinating at the emergency site the actions of all the responding agencies. Statutory interest, or the municipal emergency control group in circumstance will establish the incident command position where the emergency is diffuse in nature. The position may change due to the evolution of the incident. The incident commander will report to the Municipal Emergency Control Group information relevant to the safety and security of the community

"Media Centre" is the location from which information, approved by the Municipal Emergency Control Group, is provided to the media. The centre will also monitor the emergency's media coverage to provide the Municipal Emergency Control Group with effective strategies on dealing with media issues. Media emergency site tours, interviews, and photo opportunities are coordinated through the Media Centre.

"Sector Officer" is the individual representing his/her agency and may be based on as functional description or a geographic description. The sector officer will answer directly to the incident commander.

"Scribe" is responsible to the Administrator to assist him/her in the Emergency Operations Centre

2.0 AUTHORITY

2.1 <u>The Emergency Management Act & Civil Protection Act</u>

The *Emergency Management & Civil Protection Act, R.S.O. 1990, c. E.9*, as amended, is the primary authority enabling passage of the by-law adopting the Plan. Important measures authorized under the legislation which form part of the Plan are:

- Expenditure of monies associated with the formulation and implementation of the Plan;
- Authorization for municipal employees to take appropriate action before formal declaration of an emergency;
- Procedures to be taken for safety and/or evacuation of persons in an emergency area;
- Designation of a Member of Council who may exercise powers and perform the duties of the Head of Council under the Plan during the absence or inability of the Head of Council to act;
- Establishment of committees and designation of employees to be responsible for reviewing the Plan, to train employees in their functions, and to implement the Plan during an emergency;
- Authorization to obtain and distribute materials, equipment, and supplies during an emergency; and
- Authorization to attend to such other matters as is considered necessary or advisable for the implementation of the Plan during an emergency.

2.2 Protection from Liability for Implementation of the Plan

Section 11 of *the Emergency Management & Civil Protection Act, R.S.O. 1990, c.E.9, as amended*, states:

(1) No action or other proceeding lies or shall be instituted against a member of Council, an employee of a municipality, a minister of the Crown or a Crown employee for doing any act or neglecting to do any act in good faith in the implementation or intended implementation of an emergency management program or an emergency plan or in connection with an emergency. 2002, c. 14, s. 14.;

(2) Subsection (1) does not relieve a municipality of liability for the acts or omissions of a member of Council or an employee of the municipality referred to in subsection (1), and the municipality is liable as if subsection (1) had not been enacted and, in the case of a member of council, as if the member were an employee of the municipality. R.S.O. 1990, c. E.9, s. 11 (3).

2.3 Public Accessibility to the Plan

Section 10 of the *Emergency Management & Civil Protection Act* provides that an emergency plan must be available to the public during regular business hours at the municipal office.

The Plan will be made available to the public at the Civic Centre – Front Desk in hard copy format and may be viewed at anytime in PDF format on the town web site.

2.4 Freedom of Information and Protection of Privacy

Any personal information collected under the authority of the Plan shall be used solely for the purpose of planning, preparing and responding to emergencies as defined within the Plan and the release of any information under this Plan shall be made in conformity with the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M.56, as amended.

3.0 DECLARATION OF AN EMERGENCY

3.1 Authority to Declare

The *Emergency Management & Civil Protection Act, R.S.O. 1990, c. E.9*, as amended, Section 4(1) states:

"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."

In the event that the Head of Council (Mayor) is unavailable the Deputy Mayor will assume the authority to declare and terminate emergencies on behalf of the Municipality as outlined above.

3.2 Notification to Emergency Management Ontario (Treasury Board Secretariat)

Under the *Emergency Management & Civil Protection Act, R.S.O. 1990, c. E.9*, as amended, states the Mayor must immediately notify the PEOC through the Duty Officer at Emergency Management Ontario of the declaration of an emergency. To notify the Minister's office call:

Emergency Management Ontario PEOC 1-866-314-0472

The verbal declaration of an emergency to EMO shall be followed by a written declaration on Municipal letterhead faxed to the Duty Officer at 1-416-314-6220

Upon declaring an emergency, the Mayor will further notify:

1. Town Council Members
2. Public
3. Neighbouring Community Officials, as required
4. Local Members of Federal and Provincial Parliaments

PLAN IMPLEMENTATION

4.1 Assembling the Municipal Emergency Control Group

On receipt of an official request from a member of the Municipal Emergency Control Group, Fort Frances Fire and Rescue Service shall implement the "Emergency Plan – Alert Procedure" **(see Appendix A)**.

Fort Frances Fire and Rescue Service 911

Municipal Emergency Control Group members may be directed to report to the Emergency Control Centre or be placed on standby. Upon being notified, it is the responsibility of all Municipal Emergency Control Group Members to inform their staff and volunteer organizations.

4.2 Activation of the Plan

If requested to report to the Emergency Operations Centre the Municipal Emergency Control Group shall activate the Plan, be responsible for establishing an overall strategy to mitigate the risk to the community, for providing the necessary support and resources to the operational agencies,

and for establishing a communication plan for notification of the public and the media.

4.3 Action Prior to Activation

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

4.4 Actions of Emergency Response Agencies

Upon notification of an emergency, response agencies shall perform duties and responsibilities as outlined in the Plan or shall place personnel on stand-by until further notice.

Each agency responding to the emergency shall report to the incident commander for assignment.

4.5 Chain of Command

Each agency responding to the emergency shall operate within their organizational structure. For purposes of strategic direction all sector officers will take direction from the incident commander, tactical direction will be established at the sector officer level and tasks completed from that direction.

4.6 Emergency Operations Centre

The Emergency Operations Centre shall be established at Town Hall (320 Portage Avenue), downstairs. The backup locations are as follows:

- Fort Frances Library & Technology Centre.
- Fort Frances EMS Garage (Hospital Location)
- Fort Frances Airport

The first arriving CEMC and Alternate CEMC/PIO are responsible for setting up the Emergency Operations Centre. The Community Emergency Management Coordinator (CEMC) is responsible for maintaining a level of preparedness within the Emergency Operations Centre by updating all print material and equipment. For a layout of the Emergency Operations Centre and equipment required, see **Appendix D for main EOC or Appendix E for back-up EOC.**

4.7 Media Centre

The Media Centre will be established in the Council Chambers or other location as deemed necessary by size or type of incident.

The Emergency Information Officer is responsible for setting up and maintaining the Media Centre.

4.8 Communications

Each responding agency is responsible for establishing its own telecommunications links with its Municipal Emergency Control Group representative.

4.9 Emergency Operations Centre Message Traffic

Due to the high volume of message traffic that will occur during the response to an emergency, a procedure must be used to effectively manage the handling of these messages. A hierarchy of all messages to and from the Emergency Operations Centre shall be in accordance with the following designations:

> **Critical** is any message with implications of imminent death or serious injury to any person or groups of persons. Emergency alerts or immediate action directives are included in this category. Emergency messages take priority over all other traffic and should be used only when absolutely required.
>
> **Priority** is assigned to important messages with a specific time limit or may result in a significant impact. It also includes those official messages not covered in the "emergency" category.
>
> **Routine** covers most administrative or non-critical messages that are not time limited, including routine logistics support.

It is the responsibility of the originator of the message to designate the message according to the above hierarchy. The line(s) dedicated to incoming calls to the Emergency Operations Centre shall be operated by support staff under the direction of the Administrator - EOC Manager, and shall be responsible to ensure that all messages are properly classified and routed to their intended recipients. The message form is shown in **Appendix F**.

4.10 Command Post

The incident commander shall establish a temporary command post at the emergency site. The temporary command post shall be replaced by a mobile or fixed command post as determined by the incident commander and the agency with proprietary interest. All inter-agency communications shall be channeled through this command post and a direct link will be established with the Emergency Operations Centre.

4.11 Dissemination of Decisions by the Municipal Emergency Control Group

Decisions by the Municipal Emergency Control Group shall be transmitted to the incident commander through their agency representative. The Administrator - EOC Manager or alternate, shall coordinate this function.

4.12 Evacuation

Refer to **Appendix G** "Town of Fort Frances Evacuation Plan".

4.13 Request for Assistance

Assistance may be requested from the Province of Ontario or Federal Government at any time without any loss of control or authority. Assistance also may be requested from neighbouring municipalities and/or the private sector as required (**see Appendix B** "Resource Contact List").

4.14 Termination of a State of Emergency

The Mayor or alternate or Council as a whole or the Premier of Ontario can officially declare the termination of the emergency at any time and shall notify:

1. Emergency Management Ontario (Treasury Board Secretariat)
2. Town Council
3. Public and Neighbouring Communities
4. Members of Provincial and Federal Parliament
5. Duty Officer (Notice of termination faxed to 1-416-314-6220)

5.0 MUNICIPAL EMERGENCY CONTROL GROUP

5.1 Composition of the Municipal Emergency Control Group

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

- Mayor
- Deputy Mayor
- Town Administrator
- Fire Chief
- Community Emergency Management Coordinator
- Manager of Operations and Facilities
- Emergency Information Officer
- Chief Building Official
- Treasurer
- Municipal Clerk

Not all members of the Municipal Emergency Control Group have to be present for the EOC to function and it therefore may function with only a limited number of persons depending upon the emergency. In addition an emergency does not have to be declared to have the group meet.

5.2 Responsibilities of the Municipal Emergency Control Group

Planning (Operating/Business) Cycle

Members of the Municipal Emergency Control Group shall gather at regular intervals to inform each other of actions taken and problems encountered. The Administrator - EOC Manager, will establish frequency of planning cycles and agenda items. Maps and status boards shall be prominently displayed and kept up to date by the Duty Officer.

The incident commander shall schedule regular briefings with sector officers. The Municipal Emergency Control Group is primarily mandated to address the ongoing, or potentially expanding threat to the broader community, including the health, safety and well being of persons; property and infrastructure; essential services; the environment; the local economy, and to instill a level of confidence to the public.

The responsibilities of the Municipal Emergency Control Group are to:

(1) advise the Mayor as to whether an emergency should be declared, and what part of the municipality should be designated as the emergency area;

(2) ensuring that Emergency Management Ontario has been notified of declared or impending emergencies;

(3) ensuring an incident commander has been appointed;

(4) activating the Town of Fort Frances emergency response plan;

(5) authorizing the expenditure of money;

(6) managing information, including maintenance and retention of events log and records pertaining to expenditures;

(7) maintaining a log outlining decision made and actions taken;

(8) managing emergency information;

(9) directing the movement of equipment and resources beyond the immediate emergency site(s);

(10) ordering evacuations as necessary based on site requirements of the incident commander;

(11) discontinuing utilities or services on a wide scale;

(12) directing the use of municipal resources;

(13) arranging extra resources (human and material);

(14) liaising with other municipalities and other levels of government, including the activation of mutual aid agreements;

(15) recommending the termination of the state of emergency, when appropriate;

(16) implementing a recovery strategy; and

(17) participating in post-emergency debriefings.

5.3 Mayor

Upon learning of a potential emergency, the Mayor should consider the possible need for activation of the Plan, and if warranted, shall trigger the "Emergency Plan – Alert Procedure" **(see Appendix A).**

The Mayor or alternate shall:

(1) declare an emergency to exist. Complete the "Declaration of an Emergency" form **(see Appendix F)**;

(2) notify the Solicitor General of the declaration of an emergency and of the termination of an emergency;

(3) take action to make orders, not contrary to law, to implement the Plan and to protect the property, health, safety, and welfare of the inhabitants of the Town;

(4) participate in decision making, determining priorities, and issuing strategic directives through the Town Administrator for the resolution of the emergency;

(5) request assistance from senior levels of government, when required;

(6) in consultation with the Town Administrator, approve news releases and public announcements;

(7) as the Town of Fort Frances's key spokesperson, address the media as soon as possible after declaring an emergency. Staff advisors shall accompany the Mayor to address technical questions;

(8) keep Council updated regarding the situation and actions being taken to resolve the emergency;

(9) terminate the emergency at the appropriate time and ensure all concerned have been notified.

5.4 Town Administrator – EOC Manager

Upon learning of a potential emergency, the Town Administrator should consider the possible need for activation of the Plan, and if warranted, shall trigger the "Emergency Plan – Alert Procedure" **(see Appendix A)**.

The Town Administrator or alternate shall:

(1) chair the meetings of the Municipal Emergency Control Group;

(2) participate in decision making, determining priorities, and issuing strategic directives for the resolution of the emergency;

(3) organize and supervise all activities within the Emergency Operations Centre;

(4) advise the Municipal Emergency Control Group on administrative matters including Corporate Policies and Procedures;

(5) conduct planning Cycle meetings on a scheduled basis;

(6) disseminate decisions or directions to all response agencies made by the Municipal Emergency Control Group;

(7) in conjunction with the Municipal Emergency Control Group direct the appointment of an liaison officer.

(8) in the Mayor's or designates absence, or at the request of the Mayor or designate, assume the Mayor's responsibilities in the Emergency Operations Centre;

(9) approve news releases and public service announcements from the EOC prior to their release;

(10) liaise with Town Managers or Chief Administrative Officers of neighbouring municipalities affected by the emergency or providing assistance to Town of Fort Frances emergency operations;

(11) maintain a detailed log of all actions taken by the Town Administrator;

(12) coordinate and chair a post-emergency debriefing of all key personnel involved in the emergency operations;

(13) prepare a post-emergency report for submission to Town Council.

5.5 Emergency Information Officer

The Emergency Information Officer or alternate shall:

(1) advise the Municipal Emergency Control Group on matters pertaining to public information, public affairs, and media relations;

(2) gather, process and disseminate information for use by the Municipal Emergency Control Group;

(3) upon approval of the Administrator or designate, release information to the public and media;

(4) direct the establishment and operation of a Media Centre, a Call (Information) Centre, and an emergency site media centre;

(5) issue public announcements, instructions, or warnings as directed by the Mayor or designate or Administrator;

(6) provide public relations support as required;

(7) coordinate all media requests, including arrangements for supervised tours near the emergency site(s);

(8) arrange for photo or video records of the emergency operations;

(9) maintain a detailed log of all actions taken by the Emergency Information Officer;

(10) participate in a post-emergency debriefing.

5.6 Scribe

The scribe or alternate will:

(1) assist the Town Administrator & Mayor with their functions as requested;

(2) ensure that timely and correct information is displayed on the Main Event Board within the Emergency Operations Centre;

(3) maintain a detailed log of all actions taken by the Municipal Emergency Control Group;

(4) coordinate the provision of clerical staff to assist in the Emergency Operations Centre as required;

(5) if directed by the Mayor or designate, ensure that all Councillors are advised of the declaration and termination of the emergency;

(6) if directed by the Mayor or designate, arrange a special Council meeting(s);

(7) coordinate the arrangements for identification cards to be issued to the Municipal Emergency Control Group, Town support staff and external resource personnel as required;

(8) setup and maintain the operation of feeding, sleeping and meeting areas at the Emergency Operations Centre as required;

(9) participate in a post-emergency debriefing and provide reports as requested by the Town Administrator;

(10) ensure the security of the Emergency Operations Centre.

5.7 Fire Chief

Upon learning of a potential emergency, the Fire Chief should consider the possible need for the activation of the Plan, and if warranted, shall trigger the "Emergency Plan – Alert Procedure" **(see Appendix A)**.

The Fire Chief or alternate shall:

(1) provide the Municipal Emergency Control Group with information and advice on fire service matters;

(2) participate in decision making, determining priorities, and issuing strategic directives for the resolution of the emergency;

(3) Ensure an incident commander or sector officer has been appointed to control operations at the emergency site.

(4) establish a communications link with the onsite fire officer;

(5) if required activate mutual aid arrangements for the provision of additional firefighting resources and equipment;

(6) arrange for additional equipment and materials as required;

(7) coordinate assistance with other municipal, regional, provincial, or federal departments and agencies;

(8) maintain a detailed log of all actions taken by the Fort Frances Fire and Rescue Service;

(9) participate in a post-emergency debriefing and provide reports as requested by the Town Administrator.

5.8 Community Emergency Management Coordinator

Upon learning of a potential emergency, the CEMC should consider the possible need for the activation of the Plan, and if warranted, shall trigger the "Emergency Plan – Alert Procedure" **(see Appendix A)**.

The CEMC shall:

(1) be responsible and accountable for the development and implementation of the Town of Fort Frances emergency management program;

(2) provide the Municipal Emergency Control Group with information and advice on emergency management and progress of the program;

5.9 Manager of Operations and Facilities

Upon learning of a potential emergency, the Manager of Operations and Facilities should consider the possible need for activation of the Plan, and if warranted, shall trigger the "Emergency Plan – Alert Procedures" **(see Appendix A).**

The Manager of Operations and Facilities or alternate shall:

(1) provide the Municipal Emergency Control Group with information and advice on engineering and transit matters;

(2) participate in decision making, determining priorities, and issuing operational directives through the Administrator - EOC Manager for the resolution of the emergency;

(3) Ensure an incident commander or sector officer has been appointed to control operations at the emergency site.

(4) direct and coordinate all Public Works operations in accordance with the Plan and directions issued by the Municipal Emergency Control Group;

(5) maintain liaison with flood control centres, conservation and environmental agencies and be prepared to conduct relief or preventative operations;

(6) provide engineering, personnel, materials, supplies, and equipment as required in support of emergency operations;

(7) arrange for and coordinate provision and use of personnel, engineering materials, and equipment from other municipal, regional, provincial, or federal departments or private/commercial agencies;

(8) assist with traffic control and emergency operations by clearing emergency routes, assisting the police in closing and opening roadways, marking obstacles, installing emergency road signs, and other actions as required;

(9) coordinate the provision and use of all transportation resources in support of evacuation or other emergency operations as required;

(10) coordinate the provision of emergency potable water, supplies, and sanitation facilities in support of emergency operations;

(11) maintain liaison with regional public works and utility service agencies (i.e. hydro, gas, telephone, cable) and issue directions for the disconnection and reconnection of services

(12) coordinate efforts to re-establish essential services;

(13) coordinate debris removal activities;

(14) coordinate demolition or securing of all “unsafe” buildings as directed by the Chief Building Official;

(15) coordinate Public Works support for restoration and clean-up activities following the termination of the emergency;

(16) maintain a detailed log of all actions taken by the Public Works Department;

(17) participate in a post-emergency debriefing and provide reports as requested by the Town Administrator.

5.10 Treasurer

Upon learning of a potential emergency, the Treasurer should consider the possible need for activation of the Plan, and if warranted, shall trigger the "Emergency Plan – Alert Procedures" **(see Appendix A).**

The Town Treasurer or their alternate shall:
(1) Alternate as a scribe while in the EOC. Should no scribe be designated by the Town Administrator the Treasurer, or their designate will act in this role, until otherwise directed by the Town Administrator;

(2) The provision of information and advice on financial matters as they relate to the emergency;

(3) Liaison, if necessary, with the Treasurers of other local and neighbouring municipalities;

(4) Ensuring that records of expenses are maintained for future claim purposes;

(5) Ensuring the prompt payment and settlement of all legitimate invoices and claims incurred during an emergency;

(6) The provision and securing of equipment and supplies not owned by the Town of Fort Frances.

5.11 Chief Building Official

If requested, the Chief Building Official shall coordinate with the Manager of Operations and Facilities in the securing of unsafe buildings, or demolition of structures found to be unsafe. The CBO shall also maintain a detailed log of all actions taken and if requested participate in a post-emergency debriefing.

6.0 SUPPORT GROUPS

6.1 Introduction

Municipal Emergency Control Group Advisory & Support Staff may be formed from Other Town staff, Government Officials, Community Stakeholders and Outside Experts may be called by the Administrator to join the Municipal Emergency Control Group for resource and advisory purposes. These individuals do not have to be appointed by council as their invitation is specific to their expertise. Their advice, resources and information will assist the Municipal Emergency Control Group in making decisions. The Administrator,

Fire Chief, CEMC, or EIO are responsible for notifying Support Group personnel to report to the Emergency Operations Centre.

The following are members of the Community Emergency Control Group Advisory & Support Staff:

- OPP Detachment Commander;
- Superintendent of Power Corporation;
- Riverside Health Representative;
- RRDSSAB Representative;
- Northwestern Health Unit Representative;
- Ambulance Representative;
- Resolute FP Representative;
- MNR Representative;
- 93.1 The Border Representative;
- Centra Gas Representative;
- Union Gas Representative;
- Red Cross Representative;
- Victim Services Representative;
- RRDSB Representative;
- NWCDSB Representative;
- CN Police Representative.

6.2 Incident Commander

The incident commander shall:

(1) organize and coordinate the response at the emergency site(s) with all sector officers;

(2) assess the situation under existing and potential conditions by consulting with sector officers and other agencies, take/authorize any action appropriate to preserve life, protect property and otherwise mitigate the adverse effects of the emergency;

(3) coordinate with the Municipal Emergency Control Group and sector officers to ensure that the necessary equipment, supplies, and personnel are available;

(4) provide, at regular intervals, information updates and reports regarding activities at the emergency site to the Municipal Emergency Control Group;

(5) schedule briefings with individual and collective sector officers as to agency response status;

(6) activate or coordinate with agencies, the evacuation of the immediate area or any area likely to be placed at risk, if warranted by conditions,

(6) consider response alternatives and determine appropriate response actions (evacuation, containment, etc.) in consultation with sector officers and the Municipal Emergency Control Group;

(7) establish an on-site Command Post at an appropriate distance from the emergency area that provides a good vantage point from which access to the emergency site can be controlled;

(8) brief sector officer regarding the situation as they become involved;

(9) obtain background information from those involved in the emergency or those who may have witnessed the incident, concerning the nature of hazardous material(s) and/or situation(s). Consult with experts, as required, to mitigate the emergency;

(10) develop an Emergency Site Organization Plan/Layout with the assistance of sector officers and establish inner and outer perimeters and staging areas to control access to and movement within emergency site(s);

(11) the release of information at the scene with the emergency information officer and the Municipal Emergency Control Group;

(12) request, from the Municipal Emergency Control Group, logistical support for emergency operations and personnel at the scene;

(13) ensure the overall safety of the emergency site, in particular that safety precautions are enforced regarding wearing personal protective equipment;

(14) In consultation with sector officers, develop a demobilization plan for all resources within the emergency site. Implement this plan upon official notification of the termination of the emergency;

(15) ensure that all sector officers have established work schedules for their personnel at the emergency site(s);

(16) maintain a detailed log of all actions taken;

(17) participate in a post-emergency debriefing and provide such reports as requested by the Administrator.

6.3 Northwestern Health Unit Representative

The Medical Officer of Health or Health Unit Representative shall:

(1) provide the Municipal Emergency Control Group with information and advice on matters pertaining to public and/or environmental health;

(2) participate in decision making, determining priorities, and issuing operational directives for the resolution of the emergency, as requested by the Municipal Emergency Control Group;

(3) receive and distribute vaccine in the event of a pandemic;

(4) liaise with the Ministry of Health, Public Health branch;

(5) provide recommendations regarding the evacuation of buildings or areas for reasons of health;

(7) coordinate response to disease related emergencies or anticipated emergencies such as epidemics, in accordance with the Ministry of Health policies;

(8) liaise with the Manager of Operations and Facilities regarding the provision and testing of potable water and sanitation facilities;

(9) liaise with the Director of Ontario Works and other agencies on areas of mutual concern regarding health services in emergency areas including: food safety, counseling of victims, general safety and sanitation, accommodation standards, air monitoring, provision of home care services;

(10) maintain detailed log of actions taken by the Northwestern Health Unit;

(11) participate in a post-emergency debriefing and provide reports as requested by the Administrator;

(12) coordinate with the Community Care Access Centre for appropriate home care for any early discharge of patients.

6.4 Rainy River District Social Services Board Representative

(1) coordinate assistance from other municipal, regional, provincial, federal departments, or private agencies; Control community service agencies to assist at reception, and other tasks as directed by group

(2) maintain a detailed log of all actions taken by the Community Services Division;

(3) participate in a post-emergency debriefing and provide reports as requested by the Administrator.

6.5 Media Communications

(1) The Municipal Emergency Control Group shall use 93.1 The Border to inform emergency personnel and the public of the situation and of the action to be taken. In the event that 93.1 The Border is unable to broadcast, KBWH FM (99.5) will be the alternate station.

6.6 Hospital Official

(1) provide the Community Control Group with information and advice;

(2) implement the hospital emergency plan;

(3) coordinate with ambulance services the transportation and delivery of casualties to hospital and/or treatment Centres.

6.7 Ambulance Service Representative

The Ambulance Service Representative or alternate shall:

(1) provide the Community Control Group with information and advice on health service matters;

(2) participate in decision making, determining priorities, and issuing operational directives to support the resolution of the emergency

(3) activate the appropriate emergency call out procedures;

(4) coordinate the acquisition of ambulance resources as required by the incident commander or sector officer;

(5) coordinate with senior police officials the movement of ambulances to and from the emergency site(s);

(6) coordinate with other Emergency Services and Duty Officer for the provision of triage and treatment at the emergency site(s), casualty collection posts, and the distribution of casualties in accordance with the Plan and directions issued by the Community Control Group;

(7) coordinate the provision of special emergency health service resources at the emergency site (i.e. ambulances, support units, paramedics, ambulance helicopters, etc.);

(8) coordinate with the MOH in time of epidemics for the provision of triage and emergency treatment at the emergency site(s), causality collection posts and the distribution of casualties.

(9) provide the main radio communication link among health services and RRDSSAB Health Services Manager for notifying and requesting assistance of the Ontario Ministry of Health and Long-Term Care, Emergency Health Services;

(10) liaise with the Medical Officer of Health and assist with the organization and transportation of persons in health care facilities, homes for the aged, nursing and rest homes, and disabled citizens that need to be evacuated;

(11) maintain a detailed log of all actions taken by the Ambulance Service;

(12) participate in a post-emergency debriefing and provide reports as requested by the Administrator.

6.8 **Red Cross, if requested**:

(2) Coordinate (lead role) the provision of emergency feeding, reception, accommodations, clothing, identification, registration and inquiry;

(3) Provide registration and inquiry services and assist at reception center(s) as required;

(4) Provide first aid services at evacuation centers and other locations required;

(5) Maintain a detailed log of all actions taken and provided reports are requested by the administrator-EOC Managers/CCG Fort Frances;

(6) The Canadian Red Cross staff or designates will act as public information Liaison at all disaster response, concerning Canadian Red Cross matters;

(7) Responding to the dispatch call by arriving on the scene within three hours from call;

(8) Volunteers will, at minimum wear Red Cross lanyard and identification card, as well as a Canadian Red Cross vest;

(9) Canadian Red Cross will provide for immediate emergency needs, such as lodging, comfort kits, food and clothing and family reunification, for a period of up to 72 hours or as needed;

(10) The Canadian Red Cross team leader will assess the situation and the needs of the victims;

(11) The Canadian Red Cross team leader, or designate, will liaise at the emergency scene with RRDVSP Team Leader/s.

6.9 Rainy River Districts Victim Services Program, will provide, on request:

(1) Team leaders that will dispatch the correct number of RRDVSP volunteers as requested RRDSSAB or CRCS

(2) Volunteers will take direction from a RRDVSP Team Leader, liaise with the RRDSSAB and CRCS staff/ volunteers on –scene, and follow their own protocols within their mandate.

(3) Provide victims with emotional support, practical assistances and referral information in keeping with the policies.

(4) Follow-up Services with victims with regard to emotional, practical and referral support in the days following the event, if victims have consented. If at any time, a further need is identified that can be met by CRC or RRDSSAB, victims will be referred to their services for additional assistance

(5) Volunteers with proper identification and emergency vests

(6) Personal services (if applicable) for referrals to, hospital, clinics, veterinarians, pet shelters, clergy, spiritual advisors, access to counseling services, local transportation, etc.

(7) Provide (dependant on numbers) emergency, one- time personal hygiene supplies for all adults, diapers etc.

6.10 Amateur Radio Operators

If requested, the Fort Frances Amateur Radio Operators shall provide radio equipment and operators at the Emergency Operations Centre and other locations as required and directed by the Community Control Group. It shall also maintain a detailed log of all actions taken and provide reports as requested by the Administrator.

6.11 Ministry of Natural Resources

If requested, the Ministry of Natural Resources shall provide additional personnel and equipment as required. They shall also maintain a detailed log of all actions taken and provide reports as requested by the Administrator. The MNR shall be accessed through the Duty Officer for EMO

6.13 Critical Incident Stress Management Team

If requested, the CISM Team will work with the Administrator and/or Incident Commander to provide debriefings and follow-ups for emergency service personnel and community intervention as required.

6.14 OPP Detachment Commander

Upon learning of a potential emergency, the Detachment Commander should consider the possible need for activation of the Plan, and if warranted, shall trigger the "Emergency Plan – Alert Procedure" **(see Appendix A)**.

The Detachment Commander or alternate shall:

1) provide the Municipal Emergency Control Group with information and advice on law enforcement matters;
2) participate in decision making, determining priorities, and issuing strategic directives for the resolution of the emergency;
3) activate the OPP Emergency Call Out Procedures;
4) establish a communications link with the Police Incident Commander;
5) direct the establishment of inner and outer perimeters around the emergency site(s);
6) direct and control the dispersal of crowds within the emergency site(s);
7) direct the movement of emergency vehicles to and from the emergency site(s);
8) coordinate the arrangements for police operations with other municipal, provincial, or federal departments and arrange for additional supplies and equipment as required;
9) maintain law and order in evacuation and reception centres and other temporary facilities;
10) protect property and maintain law and order at the emergency site(s);
11) maintain a detailed log of all actions taken by the OPP;
12) participate in a post-emergency debriefing and provide reports as requested by the Town Administrator.

6.15 Superintendent of the Power Corporation

Upon learning of a potential emergency, the Superintendent of Power Corporation should consider the possible need for activation of the Plan, and if warranted, shall trigger the "Emergency Plan – Alert Procedures" **(see Appendix A).**

(1) provide the Municipal Emergency Control Group with information and advice on electrical matters;

(2) participate in decision making, determining priorities, and issuing strategic directives through the Administrator - EOC Manager for the resolution of the emergency;

(3) Ensure an incident commander or sector officer has been appointed to control operations at the emergency site.

(4) discontinue private or public electrical service in the emergency area if continuation of electrical service constitutes a hazard to public safety.

(5) provide alternate supplies of electrical power where necessary and practicable

(6) maintain a detailed log of all actions taken by the Power Corporation;

(7) participate in a post-emergency debriefing and provide reports as requested by the Town Administrator.

7.0 Composition of the Emergency Management Program Committee

The Municipal Emergency Management Program Committee is the group responsible for conducting an annual review of the Municipalities Emergency Management Program and shall make recommendations to the Council for its revision if necessary.

The following are members of the Emergency Management Program Committee, as approved by Council:

- Mayor;
- Administrator;
- Fire Chief;
- CEMC;
- EIO;
- Manager of Operations & Facilities;
- Treasurer;
- Chief Building Official;
- Municipal Clerk.

8.0 TRAINING AND EVALUATION

8.1 Introduction

Training, exercise, and evaluation form the basis for ensuring that collective efforts at all levels can be properly coordinated and controlled. Effective emergency response is possible only when people understand the Plan and have had the opportunity to practice the procedures.

The Plan must provide for:

(1) the education of Town staff concerning emergency preparedness and their responsibilities established within the Plan;

(2) individual and collective training to ensure personnel are prepared to implement the Plan; and

(3) exercises and evaluations to practice and confirm the state of readiness of Town staff to respond to an emergency.

8.2 Definitions

Simulated Exercises:
Individual control agencies practice operational procedures without the actual deployment of personnel or resources. Common approaches to this type of exercise include paper exercises and tabletop discussions. The actions of upper and lower operations are simulated by the exercise design staff.

Specialty Exercises:
These exercises practice response to a specific risk such as: bomb threats, aircraft disaster, major flooding, or radiation spill. These types of exercises can involve a simulated approach or actual deployment of resources.

Communication Exercises:
These exercises are designed to test the emergency notification procedures or to practice or evaluate communication resources.

Emergency Operations Centre Exercises:
The Emergency Operations Centre staff shall convene to test and develop operational procedures, problem solving skills, communication systems, and interoperability within the Town of Fort Frances and other outside agencies. The conduct of these exercises is usually in the form of a paper or communication exercise with staff participating as the Emergency Site Manager and representing coordinated departmental control centres.

8.3 Definitions - continued

Major Exercise:
This exercise involves the physical deployment of resources in response to a staged emergency situation. It may be undertaken by a single department or agency or may be conducted in conjunction with others.

Mass Exercise:
This is a wide-scale, comprehensive exercise that involves all, or the majority of responding agencies and the actual deployment and exercise of resources at all levels. A mass exercise includes the activation of the Municipal Emergency Control Group, Emergency Operations Centre and one or more emergency sites.

8.4 Training

Each Department is responsible for conducting individual, team, and combined training to ensure that staff are prepared to perform the tasks and responsibilities outlined in their respective Emergency Response Procedures.

8.5 Exercises

The purposes of exercises are:

(1) to practice, test, evaluate, and improve plans and operational capabilities;

(2) to promote and refine co-operation and coordination among operational teams, staff, and support groups, and command and control elements;

(3) to stimulate and maintain interest and enthusiasm.

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

The Municipal Emergency Control Group shall conduct a minimum of one exercise each year. This may be a simulated or communication exercise.

8.6 Evaluation

Each department or agency is responsible for the evaluation of its Emergency Response Procedures and the readiness of its respective organization. Significant occurrences that limit or preclude an organization from performing the responsibilities outlined in the Plan must be reported to the Fire Chief.

9.0 PLAN MAINTENANCE AND REVISION

An Emergency Planning & Evaluation Committee chaired by the Community Emergency Management Coordinator or designate, will be composed of staff from various Town departments and outside agencies. The Committee will be responsible for keeping the Plan (and its appendices) current with respect

to legislation, agency roles and responsibilities and any other pertinent information.

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

The Emergency Planning & Evaluation Committee will review and revise the Plan in January of every year, and any amendments shall be distributed to all of the Plan holders in a timely manner (see **Appendix I**, Distribution List).