

# MUNICIPALITY OF HURON SHORES

# EMERGENCY RESPONSE PLAN

November 2012

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*Schedule 'A' to By-law #06-57*

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# MUNICIPALITY OF HURON SHORES EMERGENCY RESPONSE PLAN

## PART 1: INTRODUCTION

**Emergencies are defined as situations or impending situations caused by forces of nature, accident 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 Huron Shores.

The population of the Municipality of Huron Shores is 1723 residents, with a substantial influx of seasonal residents between May and November.

In order to protect residents, businesses and visitors, the Municipality of Huron Shores requires a coordinated emergency response by a number of agencies under the direction of the Community Control Group. These are distinct arrangements and procedures from the normal, day-to-day operations carried out by emergency services.

The Municipality of Huron Shores Emergency Management Committee developed this emergency response plan. Every official, municipal department and agency must be prepared to carry out assigned responsibilities in an emergency. The response plan has been prepared to provide key officials, agencies and departments of the Municipality of Huron Shores important emergency response information related to:

- arrangements, services and equipment; and
- roles and responsibilities during an emergency.

In addition, it is important that residents, businesses and interested visitors be aware of its provisions. Copies of the Municipality of Huron Shores Emergency Response Plan may be viewed at the Huron Shores Municipal Office, Library and on the municipal website: [www.huronshores.ca](http://www.huronshores.ca). For more information, please contact:

Community Emergency Management Coordinator  
Municipality of Huron Shores  
P.O. Box 460, 7 Bridge Street  
Iron Bridge, ON P0R 1H0  
Phone: (705) 843-2033  
Facsimile: (705) 843-2035

## **PART 2: AIM**

The aim of this plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare, environment and economic health of the residents, businesses and visitors of the Municipality of Huron Shores faced with an emergency.

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

Emergencies can occur within the Municipality of Huron Shores, and the most likely are:

1. Hazardous Materials - Transportation Incident (Technological Hazard)
2. Fires (Natural Events Hazard)
3. Energy Emergencies (Technological Hazard)
4. Snow/Ice Storms (Natural Events Hazard)
5. Floods (Natural Events Hazard)

For further details, please contact the Community Emergency Management Coordinator.

## **PART 3: AUTHORITY**

The *Emergency Management and Civil Protection Act* is the legal authority for this emergency response plan in Ontario.

The *Emergency Management and Civil Protection Act* states that:

“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*, 2003, this emergency response plan and its' elements have been:

- Originally issued under the authority of the Council of the Corporation of the Municipality of Huron Shores by By-law No. 04-58 and amended by By-law No. 06-57;
- Filed with Emergency Management Ontario, Ministry of Public Safety and Security.

### **a) Definition of an Emergency**

The *Emergency Management and Civil Protection Act* defines an emergency as:

“Emergency means a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or health risk, an accident, or an act whether intentional or otherwise.”

The Emergency Operations Centre can be activated for any emergency for the purposes of managing an emergency, by maintaining services to the community and supporting the emergency site.

### **b) 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 response plan as may be required to protect property and the health, safety and welfare of the Municipality of Huron Shores.

## **PART 4: EMERGENCY NOTIFICATION PROCEDURES**

Only a member of the Community Control Group may initiate the notification procedure.

The Community Control Group is provided with an Emergency Notification Contact List, containing contact phone numbers and addresses of the Community Control Group members, their alternates, support staff and resource personnel.

When a member of the Community Control Group receives a warning of a real or potential emergency, that member will immediately contact the Community Emergency Management Coordinator, or failing that, the alternate, or first member that can be reached on the Emergency Notification Contact List, and direct them to initiate the notification of the Community Control Group. The member initiating the call must provide pertinent details (e.g. - a time and place for the Community Control Group to meet) as part of the notification procedure, and as set out in the Notification Message Format provided to the Community Control Group.

If deemed appropriate, the individual Community Control Group members may initiate their own internal notification procedures of their staff and volunteer organizations.

The Community Control Group member initiating the notification of the Community Control Group must record the date and time all members were contacted.

The Contact of the Community Control Group will be initiated by land line telephone. If land lines are inoperable, notification will be activated using cell phones in conjunction with door-to-door notification.

### **a) *Standby Procedures***

Where a threat of an impending emergency exists, any member of the Community Control Group may initiate the notification procedure and place Community Control Group members on standby.

## ***b) Requests for Assistance***

Assistance may be requested by the Community Control Group for Support Staff and Resource Personnel.

Assistance may be requested from the Province of Ontario at any time without any loss of control or authority. A request for assistance should be made by contacting Emergency Management Ontario.

## ***c) A Declared Community Emergency***

The Mayor or Acting Mayor of the Municipality of Huron Shores, as the Head of Council, is responsible for declaring an emergency. This decision is usually made in consultation with other members of the Community Control Group.

Upon declaring an emergency, the Mayor will notify:

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

A community emergency may be terminated at any time by:

- Mayor or Acting Mayor; or
- Council; or
- Premier of Ontario.

When terminating an emergency, the Mayor will notify:

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

## **PART 5: EMERGENCY COMMUNITY CONTROL GROUP**

### **a) Emergency Operations Centre (EOC)**

The location of the Municipality of Huron Shores' primary and alternate Emergency Operations Centres are known as the Community Control Group.

### **b) Community Control Group (CCG)**

The emergency response will be directed and controlled by the Community Control Group - 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. The Community Control Group consists of the following officials:

- Mayor of the Municipality of Huron Shores, or alternate;
- Clerk/Administrator/Community Emergency Management Coordinator, or alternate, who also becomes the Operations Officer;
- Fire Chief, or alternate;
- Public Works Superintendent, or alternate;
- Fire Prevention Officer, or alternate; and
- Emergency Information/Telecommunications Coordinator, or alternate;

Additional personnel called or added to the Community Control Group may include:

- Emergency Management Ontario Representative;
- Ontario Provincial Police Representative;
- Medical Officer of Health, or alternate;
- Social Services Director, or alternate;
- Emergency Medical Services (EMS) Director, or alternate;
- Office of the Fire Marshal;
- Algoma District School Board representative;
- Local electrical utility representative, or alternate, if required or available;
- Representatives of local industrial and retail businesses;
- Volunteer organizations;
- Liaison staff from provincial ministries;
- Any other officials, experts or representatives from the public or private sector as deemed necessary by the Community Control Group.

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

### **c) Operating Cycle**

Members of the Community Control Group will gather at regular intervals to inform each other of actions taken and problems encountered. The Operations Officer will establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. The Operations Officer's Assistant will maintain status board and maps, which will be prominently displayed and kept up to date.

### **d) Community Control Group Responsibilities**

The members of the Community Control Group 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 Community Control Group 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 (ESM) is appointed;
- Ensuring support to the ESM by offering equipment, staff and resources, as required;
- Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger;
- Discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, gas, closing down retail stores;
- Arranging for services and equipment from local agencies not under community control i.e. private contractors, industry, volunteer agencies, 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 transport is required for evacuation or transport of persons and/or supplies;
- Ensuring that pertinent information regarding the emergency is promptly provided to the Emergency Information Coordinator, for dissemination to the media and public;
- Determining the need to establish advisory groups and/or sub-committees/working groups for any aspect of the emergency including recovery;
- Authorizing expenditure of money required dealing 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 Community Emergency Management Coordinator within one week of the termination of the emergency, as required;
- Participating in the debriefing following the emergency.

## **PART 6: EMERGENCY RESPONSE SYSTEM RESPONSIBILITIES**

Responsibilities of the Community Control Group and Support Staff are identified below:

### **a) *Community Control Group:***

#### **1. Mayor or Acting Mayor**

The Mayor or Acting Mayor is responsible for:

- Providing overall leadership in responding to an emergency;
- Declaring an emergency within the designated area;
- Declaring that the emergency has terminated (Note: Council may also terminate the emergency);
- Notifying the Emergency Management Ontario, Ministry of Public Safety and Security of the declaration of the emergency, and termination of the emergency;
- Ensuring the members of council are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation.

## **2. Clerk/Administrator / Community Emergency Management Coordinator (CEMC) / Operations Officer**

The Clerk/Administrator becomes the Operations Officer for the Municipality of Huron Shores and is responsible for:

- Chairing the Community Control Group;
- Activating the emergency notification system;
- Activating, arranging and ensuring security arrangements for the EOC;
- Registration of CCG members;
- As the Operations Officer, coordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings;
- Ensuring that all members of the CCG have necessary plans, resources, supplies, maps and equipment;
- Advising the Mayor on policies and procedures, as appropriate;
- Providing advice and clarification about the implementation details of the Emergency Response Plan;
- Ensuring liaison with Provincial and Community support agencies (e.g. OPP, Red Cross);
- Ensuring that the operating cycle is met by the CCG and related documentation is maintained and kept for future reference;
- Addressing any action items that may result from the activation of the emergency Response Plan and keep CCG informed of implementation needs;
- Approving, in conjunction with the Mayor, major announcements and media releases prepared by the Emergency Information Coordinator, in consultation with the Community Control Group;
- Ensuring that a communication link is established between the Community Control Group and the Emergency Site Manager (ESM);
- Calling out additional municipal staff to provide assistance, as required.

### **3. Fire Chief**

The Fire Chief is responsible for:

- Activating the emergency notification system, if the first CCG member contacted;
- Notifying necessary emergency and community services, as required;
- Assisting Ontario Provincial Police, as warranted and within capabilities;
- Providing the Community Control Group with information and advice on firefighting and rescue matters;
- Depending on the nature of the emergency, establishing a site command post with communications to the EOC;
- Depending on the nature of the emergency, assigning the Site Manager and inform the Community Control Group;
- Depending on the nature of the emergency, establishing an inner perimeter within the emergency site;
- Depending on the nature of the emergency, establishing an outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel;
- 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 firefighters and equipment, if needed;
- Determining if additional or special equipment is needed and recommending possible sources of supply, e.g., breathing apparatus, protective clothing;
- 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;
- Providing an Emergency Site Manager, if required.

#### **4. Public Works Superintendent**

The Public Works Superintendent is responsible for:

- Activating the emergency notification system, if the first CCG member contacted;
- Providing the Community Control Group with information and advice on public works matters;
- Assisting Ontario Provincial Police and Fire Department, as warranted and within capabilities;
- Depending on the nature of the emergency, assign the Site Manager and inform the Community Control Group;
- Establishing an ongoing communications link with the senior public works employee at the scene of the emergency;
- Ensuring liaison with the public works representative from the neighbouring community(s) to ensure a coordinated response;
- Ensuring provision of engineering assistance;
- Ensuring construction, maintenance and repair of municipal roads;
- Ensuring liaison with the fire chief concerning emergency water supplies for fire fighting purposes;
- Ensuring liaison with public utilities to disconnect 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;
- Ensuring liaison with the Ministry of Natural Resources and Ministry of the Environment regarding flood control, conservation and environmental matters and being prepared to take preventative action;
- Testing and implementing Generating Systems, as required.

## **5. Fire Prevention Officer**

The Fire Prevention Officer is responsible for:

- Activating the emergency notification system, if the first CCG member contacted;
- Providing the Community Control Group with information and advice on health and safety matters;
- Arranging for emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health;
- Opening of evacuee and warming centres, in collaboration with Social Services Representative;
- Ensuring liaison with the Social Services Representative regarding the establishment and operation of evacuation and reception centres;
- Coordinating the acquisition, distribution and scheduling of various modes of transport (i.e. school buses, boats and trucks) for the purpose of transporting persons and/or supplies, as required, by members of the Community Control Group and the support and advisory staff;
- Ensuring that a record is maintained of drivers and operators involved.

## **6. Emergency Information/Telecommunications Coordinator**

The Emergency Information/Telecommunications Coordinator is responsible for:

- Activating the emergency notification system, if the first CCG member contacted;
- Opening the Emergency Information Centre;
- Preparing major announcements and media releases in consultation with the Community Control Group;
- Dissemination of news and information to the media for the public, in a timely fashion;
- Ensuring that media reports are accurate;
- Acting as liaison between the CCG, media, support staff and the general public regarding all public information;
- Activating the emergency notification system of the local amateur radio operators group;
- Initiating the necessary action to ensure the telephone system at the EOC and other facilities, as required, function as effectively as possible, as the situation dictates;
- Ensuring that the emergency communications 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;
- Maintaining the following:
  - Emergency Telecommunications Plan; and
  - Emergency Information Plan.

## **b) Support Staff**

The following staff may be required to provide support, logistics and advice to the Community Control Group:

### **1. Administrative Staff (as designated)**

The Administrative Staff are responsible for:

- Assisting the Community Emergency Management Coordinator, as required;
- Ensuring all important decisions made and actions taken by the Community Control Group (CCG) are recorded;
- Ensuring that maps and status boards are kept up to date;
- Provide a process for registering CCG members and maintaining a CCG member list;
- Notifying the required support and advisory staff of the emergency, and the location of the Emergency Operations Centre (EOC);
- Initiating the opening, operation and staffing of public telephone lines at the Municipal Office, or specified location, as the situation dictates, and ensuring operators are informed of CCG members' telephone numbers in the EOC;
- Arranging for printing of material, as required;
- Coordinating the provision of clerical staff to assist in the Emergency Operations Centre, as required;
- Upon direction by the Mayor, ensuring that all Council are advised of the declaration and termination of declaration of the emergency;
- Upon direction by the Mayor, arranging special meetings of council, as required, and advising members of council of the time, date, and location of the meetings;
- Procuring staff to assist, as required;
- Coordinating and processing requests for human resources as instructed by the Clerk/Administrator;
- Coordinating offers of, and appeals for, volunteers with the support of the Community Control Group;
- Coordinating the most appropriate site(s) for the registration of human resources;
- Ensuring records of human resources and administrative detail, that may involve financial liability, are completed;
- Ensuring that a Volunteer Registration Form is completed, when volunteers are involved 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 Human Resources Development Canada, as well as other government departments, public and private agencies and volunteer groups as directed by the Clerk/Administrator.

## **2. Treasurer**

The Treasurer is responsible for:

- Providing information and advice on financial matters as they relate to the emergency;
- Ensuring liaison, if necessary, with the Treasurers of neighbouring 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;
- Providing and securing of equipment and supplies not owned by the Municipality of Huron Shores;
- Ensuring liaison with purchasing agents of the neighbouring communities, if necessary;
- Maintaining and updating a list of all vendors (including 24-hour contact numbers) who may be required to provide supplies and equipment.

### **c) Resource Personnel**

In an emergency, many agencies may be required to work with the Community Control Group (CCG). Some are listed below and others may be added and/or called upon depending on the nature of the emergency.

- Emergency Management Ontario Representative;
- Ontario Provincial Police Representative;
- Medical Officer of Health, or alternate;
- Social Services Director, or alternate;
- Emergency Medical Services (EMS) Director, or alternate;
- Office of the Fire Marshal;
- Algoma District School Board representative;
- Local electrical utility representative, or alternate, if required or available;
- Representatives of local industrial and retail businesses;
- Volunteer organizations;
- Liaison staff from provincial ministries;
- Any other officials, experts or representatives from the public or private sector as deemed necessary by the Community Control Group.

Refer to the various emergency plans from other agencies, which are located in the Community Emergency Management Coordinator's Office.

### **d) Relationship between Community Control Group (CCG) and Emergency Site Manager (ESM):**

Depending on the nature of the emergency, and once the Site Manager has been assigned, the Community Control Group relationship with the Emergency Site Manager is to offer support with equipment, staff and other resources, as required.

The Community Control Group will also ensure that the rest of the community maintains municipal services.

### **e) Relationship between Emergency Site Manager (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, so as to offer a coordinated and effective response. Regular briefings will be held at the site and chaired by the Emergency Site Manager, so as to establish the manner and process to address the emergency.

## PART 8: DISTRIBUTION LIST

No.	Location	Content Provided	Distributed By
1	Mayor L.C. (Gil) Reeves	Plan and all supporting documents	Black Binder
2	Councillor E.W. Linley - Acting Mayor	Plan and all supporting documents	Black Binder
3	CEMC D. Tonelli	Plan and all supporting documents	Black Binder
4	CEMC Alternate S. Leach	Plan and all supporting documents	Black Binder
5	Fire Chief G. Medve	Plan and Appendices A – C, I	Black Binder
6	Deputy Chief D. Smith	Plan and Appendices A – C, I	Black Binder
7	Deputy Chief R. Boisvenue	Plan and Appendices A – C, I	Black Binder
8	Public Works Supt. T. Dumont	Plan and Appendices A – C, I	Black Binder
9	Public Works Alt. K. Ravnaas	Plan and Appendices A – C, I	Black Binder
10	Fire Prev. Officer H. VanDelft	Plan and Appendices A – C, I	Black Binder
12	Councillor J. Armstrong	Plan and Appendices A, B	White Binder
13	Info. Co-ord. Councillor G. Campbell	Plan and Appendices A – C, I	Black Binder
14	Councillor E. (Boe) Eldner	Plan and Appendices A(a), A(b)	White Binder
15	Councillor G. Bilodeau	Plan and Appendices A(a), A(b)	White Binder
16	Councillor Debora Kirby	Plan and Appendices A(a), A(b)	White Binder
17	Councillor D. Wedgwood	Plan and Appendices A – C, I	Black Binder
18	Councillor K. Weber	Plan and Appendices A(a), A(b)	White Binder
19	EOC – 19(a) – 19(j)	Plan and all supporting documents	Vault5
20	EMO Field Officer, Jeannine Morin	Plan and Appendix A(a)	Email
21	Municipal Office – Front Desk	Plan only	White Binder
22	Huron Shores Public Library Librarian – Terri Beharriell	Plan only	White Binder
23	Ontario Provincial Police East Algoma	Plan and Appendix A(a)	White Binder
24	MMAH – Sudbury Office Local Gov. Manager – David King	Plan and Appendix A(a)	Email
25	Brookfield Renewable Power Mississagi Operations – Phil Reader	Plan and Appendix A(a)	White Binder
26	Ministry of Natural Resources Blind River Office – Kirk Dillabough	Plan and Appendix A(a)	White Binder
27	Algoma Public Health Blind River Office - Marshall Chow	Plan and Appendix A(a)	White Binder
28	Algoma District Services Administration Board Administrator - Keith Bell	Plan and Appendix A(a)	White Binder
29	Admin. Asst. C. Slomke	Plan and all supporting documents	White Binder
30	EMO – Emergency Management Asst Sharyn Berger	Plan and Appendix A(a)	Email

