

# **MUNICIPALITY OF CENTRAL MANITOULIN**

## **EMERGENCY RESPONSE PLAN**



**Revised November 21<sup>st</sup>, 2017**

Schedule "A" to By-law 2017-18

# MUNICIPALITY OF CENTRAL MANITOULIN EMERGENCY RESPONSE PLAN

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# **MUNICIPALITY OF CENTRAL MANITOULIN EMERGENCY RESPONSE PLAN**

## **PART 1: INTRODUCTION**

Emergencies are defined as a situation or 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 other health risk, an accident or an act whether intentional or otherwise. Emergencies can affect public safety, meaning the health, welfare and property, as well as the environment and economic health of the Municipality of Central Manitoulin.

The Municipality of Central Manitoulin is comprised of the geographical townships of Sandfield, Carnarvon and Campbell. There are five (5) settlement areas within Central Manitoulin; Sandfield, Mindemoya, Providence Bay, Spring Bay and Big Lake. The population of the Municipality of Central Manitoulin is 2084 people year-round, with that number rising to approximately 5,600 during the summer season.

The Council of the Municipality of Central Manitoulin, being aware of their responsibility to protect their residents, businesses and visitors and the importance of emergency planning have established this emergency response plan. The Municipality of Central Manitoulin requires a coordinated emergency response by a number of agencies under the direction of the Municipal Emergency Control Group (MECG). These arrangements and procedures are distinct from the normal, day-to-day operations carried out by these agencies.

The Municipality of Central Manitoulin's 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 Central Manitoulin 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 Central Manitoulin's Emergency Response Plan may be viewed at the Municipal Office. For more information, please contact:

Community Emergency Management Coordinator  
Municipality of Central Manitoulin  
(705) 377-5726  
[centralaa@amtelecom.net](mailto:centralaa@amtelecom.net)

## **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 Central Manitoulin when faced with an emergency.

It enables a centralized, controlled and coordinated response to emergencies in the Municipality of Central Manitoulin, and meets the legislated requirements of the Emergency Management and Civil Protection Act (EMCPA), and its supporting Regulation 380/04.

Emergencies can occur within the Municipality of Central Manitoulin, with the most likely being:

- Power Outages
- Floods
- Snow & Ice Storms
- Forest, Wild Fires
- Extreme Heat or Cold
- Human Health Emergencies
- Transportation Accidents

### **Emergency Management Program Committee**

The Emergency Management and Civil Protection Act and its supporting Regulation 380/04, requires the municipality to have an Emergency Management Program Committee.

The purpose of this committee is to assist in the development and advise the Municipal Council on the development and implementation of the municipal emergency plan.

The Central Manitoulin Emergency Management Program Committee and Chairperson shall be appointed by Council, and be comprised of, but not limited to:

- The Community Emergency Management Coordinator (CEMC)
- The CAO/Clerk
- Members of the Safety, Security, & Health Committee (Council Committee)
- Any other persons representing any level of government, industry, or organization, that is involved in Emergency Management.

The CAO/Clerk shall be the Chairperson of the committee.

## PART 3: AUTHORITY

All municipalities in Ontario must have an emergency management program. The Emergency Management and Civil Protection Act (EMCPA) (<https://www.ontario.ca/laws/statute/90e09>) and its supporting Regulation 380/04 (<https://www.ontario.ca/laws/regulation/040380>), outlines the responsibilities that a municipality must implement and follow.

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

Section **2.1** (1) of the EMCPA states that the:

*"Every municipality shall develop and implement an emergency management program and the council of the municipality shall by by-law adopt the emergency management program."*

As enabled by the Emergency Management and Civil Protection Act, this Emergency Response Plan and its elements have been:

- Issued under the authority of Municipality of Central Manitoulin By-law (copy attached and forming part of this plan); and
- Filed with the Office of the Fire Marshall and Emergency Management and the Ministry of Community Safety and Correctional Services.

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

The EMCPA defines an emergency as:

"An 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 other health risk, an accident or an act, whether intentional or otherwise."

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

### **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 Central Manitoulin.

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

Only a member of the MCEG may initiate the notification procedure.

The contact list of phone numbers and addresses of the MCEG members is kept on file at the EOC, the alternate EOC and with each member of the MCEG.

When a member of the MCEG receives a warning of a real or potential emergency, that member will immediately contact the CAO/Clerk and direct them to initiate the notification of the MCEG. This notification shall be done by telephone with the use of the Municipality or Fire Department radio systems as a backup. The CAO/Clerk must provide pertinent details (i.e. a time and place for the MCEG to meet) using the supplied format as a template for the notification procedure.

If deemed appropriate, the individual MCEG members may be directed by the CAO/Clerk to initiate their own internal notification procedures of their staff and volunteer organizations.

Where a threat of an impending emergency exists, only a member of the MCEG may initiate the notification procedure and have MCEG members placed on standby. Once the MCEG members are on standby they are to remain available until such time as an emergency is declared or they notified that the threat has passed.

The CAO/Clerk/Operations Officer **must** record the date and time each MCEG member was contacted.

### **a) Requests for Assistance**

Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. A request for assistance shall be made by contacting Emergency Management Ontario. Federal assistance may only be requested through EMO.

Mutual response agreements are in place with neighbouring communities. The Emergency Notification Contact List, including contact numbers for requesting assistance, is on file at the EOC, the alternate EOC and with each member of the MCEG.

### **b) A Declared Community Emergency**

The Mayor or the designated Council member as per By-law 2007-30 of the Municipality of Central Manitoulin, as the Head of Council, is responsible for declaring an emergency. This decision is usually made in consultation with other members of the MCEG.



**Upon declaring an emergency, the Mayor shall notify:**

- MECC
- Emergency Management Ontario and the 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
- Council
- Premier of Ontario

**When terminating an emergency, the Mayor or Designated Alternate shall notify:**

- MECC
- Office of the Fire Marshall and Emergency Management (OFMEM) and the Ministry of Community Safety and Correctional Services
- Council
- Public
- Neighbouring community officials, as required
- Local Member of the Provincial Parliament (MPP)
- Local Member of Parliament (MP)

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

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

The location of the Municipality of Central Manitoulin's primary and alternate Emergency Operations Centers are detailed in Annex B.

### **b) Municipal Emergency Control Group (MECG)**

The Municipal Emergency Control Group is responsible for directing the municipal response during an emergency, including the implementation of the municipal emergency plan, and are responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the community.

The Municipal Emergency Community Control Group (MECG) members shall be appointed by Council, and they may be municipal officials, and municipal employees. The MECG consists of the following officials:

- Mayor of the Municipality of Central Manitoulin;
- CAO/Clerk, who becomes the Operations Officer in the EOC;
- Fire Chief;
- Community Emergency Management Coordinator;
- Roads Superintendent;
- Social Services Director;
- Treasurer.

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

### **c) Operating Cycle**

Members of the MECG shall gather at regular intervals to inform each other of actions taken and problems encountered. The CAO/Clerk/Operations Officer shall 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 Assistant Clerk shall maintain a status board and maps which will be prominently displayed and kept up to date throughout the duration of the event.

#### **d) Municipal Emergency Control Group Responsibilities**

The members of the Municipal Emergency Control Group (MECG) are responsible for the following actions or decisions:

- Calling out and mobilizing their emergency service, agency and equipment;
- Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
- Determining if the location and composition of the MECG are appropriate;
- Advising the Mayor, as to whether the declaration of an emergency is recommended;
- Advising the Mayor on the need to designate all or part of the Municipality as an emergency area;
- Appoint an Emergency Site Manager (ESM) based on nature of incident.
- Ensuring support to the ESM by supplying equipment, staff and resources, as required;
- Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger;
- Requesting the discontinuance of utilities or services provided by public or private sector which may exacerbate condition, i.e. hydro, water, gas;
- 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 forwarded to the Emergency Information Officer and Citizen Inquiry Supervisor, 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 CAO/Clerk within one week of the termination of the emergency, as required;
- Participating in the debriefing following the emergency.

#### **e) Record Maintenance/Critical**

The recording of all meeting minutes, actions and decisions is critical to the operation of the MECG. This is the responsibility of the Assistant Clerk.

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

### **a) Responsibilities of the Municipal Emergency Control Group**

#### **1. Mayor**

The 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;
- Carrying out the duties of the Community Spokesperson as outlined in Annex B of this plan.

#### **2. CAO/Clerk/Operations Officer**

The CAO/Clerk becomes the Operations Officer for the Municipality of Central Manitoulin and is responsible for:

- Chairing the MCEG;
- Activating the emergency notification system, and ensuring all members of the MCEG are notified;
- Ensuring liaison with the Police Representative regarding security arrangements for the EOC;
- As the Operations Officer, coordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings;
- Advising the Mayor or Designated Alternate on policies and procedures, as appropriate;
- Approving, in conjunction with the Mayor, major announcements and media releases prepared by the Emergency Information Officer, in consultation with the MCEG;
- Ensuring that a communication link is established between the MCEG and the Emergency Site Manager (ESM);
- Calling out additional Municipal staff and volunteers to provide assistance, as required.

### **3. Fire Chief**

The Fire Chief is responsible for:

- Providing the MCEG with information and advice on firefighting and rescue matters;
- Establishing an ongoing communications link with the senior fire official at the scene of the emergency;
- Informing the Mutual Aid Fire Coordinators and/or initiating mutual aid arrangements for the provision of additional 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-firefighting operations if necessary, e.g., rescue, first aid, casualty collection, evacuation.

### **4. Community Emergency Management Coordinator**

The Community Emergency Management Coordinator shall be the Administrative Assistant for the Municipality and is responsible for:

- Activating and arranging the Emergency Operations Centre;
- Ensuring that security is in place for the EOC and registration of MCEG members;
- Ensuring that all members of the MCEG have necessary plans, resources, supplies, maps, and equipment;
- Providing advice and clarifications about the implementation details of the Emergency Response Plan;
- Supervising the Telecommunications Coordinator;
- Ensuring liaison with community support agencies (e.g. St. John Ambulance, Canadian Red Cross);
- Ensuring that the operating cycle is met by the MCEG 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 MCEG informed of implementation needs;
- Maintaining the records and logs for the purpose of debriefing and post-emergency reporting that will be prepared;
- Annual update of the Emergency Response Plan as necessary, including any minor administrative changes.

### **5. Roads Superintendent**

The Roads Superintendent is responsible for:

- Providing the MCEG with information and advice on engineering and public works matters;
- Establishing an ongoing communications link with the senior public works official 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 the maintenance of sanitary sewage and water systems;
- Providing equipment for emergency pumping operations.
- Ensuring liaison with the fire chief concerning emergency water supplies for fire- fighting purposes;
- Providing emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health;
- Discontinuing any public works service to any resident, as required, and restoring these services when appropriate;
- 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 conservation authority regarding flood control, conservation and environmental matters and being prepared to take preventative action.

## **6. Social Services Director**

The Social Services Director is responsible for:

- Ensuring the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services;
- Supervising the opening and operation of temporary and/or long-term evacuee centres, and ensuring they are adequately staffed;
- Ensuring liaison with the Police Representative with respect to the pre-designation of evacuee centres which can be opened on short notice;
- Liaison with the Medical Officer of Health on areas of mutual concern regarding operations in evacuee centres;
- Ensuring liaison with Manitoulin Centennial Manor and Manitoulin Lodge Home as required;
- Making arrangements for meals for the staff/volunteers at the EOC and the Site.

## **7. 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.

## **b) Support and Advisory Staff**

The following staff may be required to provide support, logistics and advice to the MCEG:

### **1. Assistant Clerk**

The Assistant Clerk is responsible for:

- Assisting the CAO/Clerk/Operations Officer, as required;
- Ensuring all important decisions made and actions taken by the MCEG are recorded;
- Ensuring that maps and status boards are kept up to date;
- Provide a process for registering MCEG members and maintaining a MCEG member list;
- Notifying the required support and advisory staff of the emergency, and the location of the Emergency Operations Centre;
- Initiating the opening, operation and staffing of switchboard at the community offices, as the situation dictates, and ensuring operators are informed of MCEG members' telephone numbers in the EOC;
- Assuming the responsibilities of the Citizen Inquiry Supervisor;
- 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 Council is 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.

### **2. Purchasing Agent**

The Purchasing Agent is responsible for:

- Providing and securing of equipment and supplies not owned by the Municipality of Central Manitoulin;
- 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.

### **3. Human Resources Director**

The Human Resources Director is responsible for:

- Coordinating and processing requests for human resources;
- Coordinating offers of, and appeals for, volunteers with the support of the MCEG;
- Selecting 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.

#### **4. Public Transportation Director**

The Public Transportation Director is responsible for:

- 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 MCEG and the support and advisory staff.;
- Procuring staff to assist, as required;
- Ensuring that a record is maintained of drivers and operators involved.

#### **5. Emergency Information Officer**

The Emergency Information Officer shall be the Municipal Coordinator and is responsible for the dissemination of news and information to the media for the public. A detailed Emergency Information Plan is included in Annex B.

#### **6. Municipal Solicitor**

The Municipal Solicitor is responsible for:

- Providing legal advice to any member of the Municipal Emergency Control Group on matters of a legal nature as they may apply to the actions of the Municipality of Central Manitoulin in its response to the emergency, as requested.

#### **7. Other Agencies**

In an emergency, many agencies may be required to work with the Municipal Emergency Control Group. Other agencies may include Office of the Fire Marshall and Emergency Management (contact information listed in Annex C), industry, volunteer groups, conservation authorities, and provincial ministries.

Additional personnel called in to assist with the MCEG, and may include:

- Ontario Provincial Police Representative;
- The Office of the Fire Marshall and Emergency Management;
- Medical Officer of Health, or alternate;
- Emergency Medical Services (EMS) Representative;
- Local electrical utility representative, or alternate, if required or available;



- Telecommunications Coordinator;
- Liaison staff from provincial ministries;
- Any other officials, experts or representatives from the public or private sector as deemed necessary by the MCEG.

## **8. Ontario Provincial Police Representative**

The Ontario Provincial Police Representative is responsible for:

- Notifying necessary emergency and community services, as required;
- Establishing a site command post with communications to the EOC;
- Establishing an ongoing communications link with the senior police official at the scene of the emergency;
- Establishing the inner perimeter within the emergency area;
- Establishing the outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel;
- Providing traffic control staff to facilitate the movement of emergency vehicles;
- Alerting persons endangered by the emergency and coordinating evacuation procedures;
- Opening of evacuee centres in collaboration with the Social Services Representative;
- Ensuring liaison with the Social Services Officer regarding the establishment and operation of evacuation and reception centres;
- Ensuring the protection of life and property and the provision of law and order;
- Providing police service in EOC, evacuee centres, morgues, and other facilities, as required;
- Notifying the coroner of fatalities;
- Ensuring liaison with other community, provincial and federal police agencies, as required;
- Providing an Emergency Site Manager, if required.

## **9. Medical Officer of Health**

The Medical Officer of Health is responsible for:

- Acting as a coordinating link for all emergency health services at the MCEG;
- Ensuring liaison with the Ontario Ministry of Health and Long Term Care, Public Health Branch;
- Establishing an ongoing communications link with the senior health official at the scene of the emergency;
- Ensuring liaison with the ambulance service representatives;
- Providing advice on any matters, which may adversely affect public health;
- Providing authoritative instructions on health and safety matters to the public through the Emergency Information Officer;
- Coordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health and Long Term Care policies;

- Ensuring coordination of care of bed-ridden citizens and invalids at home and in evacuee centres during an emergency;
- Ensuring liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources;
- Ensuring coordination of all efforts to prevent and control the spread of disease during an emergency;
- Notifying the Public Works Representative regarding the need for potable water supplies and sanitation facilities;
- Ensuring liaison with Social Services Representative on areas of mutual concern regarding health services in evacuee centres.

The support provided by the SDHU during an emergency or disaster may include the following activities:

- Provide public health information, advice and direction to the community and to the MECG.
- Institute control measures, where necessary, regarding communicable diseases including immunization, isolation and quarantine.
- Distribute surveillance system tools for tracking cases, controls, quarantined people etc.
- Monitor food distribution to ensure a safe food supply.
- Monitor drinking water supplies to ensure a safe water supply.
- Recommend specific responses to conditions that could affect the health of the community.
- Coordinate efforts to control the spread of disease.
- Provide direction on pest control, disinfection procedures and personal sanitation.
- Coordinate the response to disease related emergencies (epidemics).
- Communicate information regarding the health effects of exposure to toxic chemicals, emerging infectious diseases, chronic diseases, and environmental hazards.
- Take the lead in communicating to the community any health-related issues with respect to the emergency or disaster.
- Respond to health-related issues associated with acts of bioterrorism in conjunction with first responders (fire, police, EMS).
- Ensure the proper storage of human remains to prevent the spread of communicable diseases.
- Monitor evacuation centers to prevent the occurrence of communicable diseases.
- Provide direction on the disposal of solid waste and sewage as required.

## **10. Emergency Medical Services (EMS) Representative**

The Emergency Medical Services Representative is responsible for:

- Ensuring emergency medical services at the emergency site;
- Establishing an ongoing communications link with the senior EMS official at the scene of the emergency;
- Obtaining EMS from other municipalities for support, if required;
- Ensuring triage at the site;
- Advising the MECG if other means of transportation is required for large scale response;

- Ensuring liaison with the receiving hospitals;
- Ensuring liaison with the Medical Officer of Health, as required.

### **11. Utility Representative – Hydro One**

The Utility Representative – Hydro One is responsible for:

- Monitoring the status of power outages and customers without services
- Providing updates on power outages, as required;
- Ensuring liaison with the public works representative;
- May aid with accessing generators for essential services, or other temporary power measures.

### **12. Telecommunications (ARES) Coordinator**

The Telecommunications Coordinator reports to the Community Emergency Management Coordinator and is responsible for:

- Activating the emergency notification system of the local amateur radio operators group;
- Initiating the necessary action to ensure the telephone system at the community offices functions as effectively as possible, as the situation dictates;
- Ensuring that the emergency 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.

### **13. Rainbow District School Board**

The Rainbow District School Board is responsible for:

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

#### **14. Manitoulin Health Centre Administrator**

The Manitoulin Health Centre Administrator is responsible for:

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

#### **c) Relationship between MCEG and Emergency Site Manager (ESM)**

The Emergency Site Manager (ESM) shall be the senior official of the lead responding agency.

Depending on the nature of the emergency, and once the Site Manager has been assigned, the MCEG relationship with the Emergency Site Manager is to ensure the supply of support, with equipment, staff and other resources, as required.

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

#### **d) Relationship between ESM, and command and control structures of emergency responders**

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

### **PART 7: EMERGENCY TELECOMMUNICATIONS PLAN**

Upon implementation of the Emergency Response Plan, it will be important to ensure that communications are established between the emergency site and the EOC. Also, communications may be required at various locations including evacuation centres, hospitals, and other key responding agencies.

The Emergency Telecommunications Coordinator for the Municipality of Central Manitoulin is a pre-designated Amateur Radio Operator. The Emergency Telecommunications Coordinator is part of the initial Emergency Notification Procedure who in turn will call upon his contacts for further communications support, as required.

The Emergency Telecommunications Office is in the Building Officials office of the EOC. It is equipped with portable hand radios, battery back-up, two-way radio with the necessary channels to communicate with police, fire, EMS and the Ontario Fire Marshall.

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

Should the Municipality of Central Manitoulin lose all telephone communications, pre-arranged communications systems will be enacted and will act as relay to the EOC and the emergency site.

[illegible]

[illegible]

## **ANNEX A: LOGISTICS**

### **a) Emergency Operations Centre**

The Emergency Operations Centre will be located in the Central Manitoulin Municipal Complex 6020, Hwy 542 Mindemoya.

The alternate Emergency Operations Centre will be located at the Providence Bay Hall Seniors Room which is at 11 Mutchmor St. Providence Bay.

### **b) Equipment**

The equipment required for the Emergency Operations Centre is organized in a kit form. The kit is located in the Municipal Office, Chief Building official's office. The Community Emergency Management Coordinator is responsible for inspecting the kit on a regular basis and for ensuring that kit contents are all in working order.

Additional equipment which is required for the Emergency Operations Centre is listed below:

<b>Item</b>	<b>Location</b>
Fax Machine	Municipal Office
Television	Mindemoya Library
Telephones	Municipal Office and Library
Ham Radio	Chief Building Official Office
Flip Charts	Council Chambers
Two-way FM Radio (Roads/Fire)	Municipal Office
Dry wipe boards	Municipal Office
Maps	Municipal Office
Flashlights	Municipal Office
Photocopier & computers	Municipal Office
Power Supply	Municipal Garage

### **c) Temporary Shelters**

The buildings available for temporary shelters are located strategically throughout the five (5) geographical townships:

Spring Bay Hall

Providence Bay Hall

Mindemoya Hall

Big Lake School

Sandfield School



## **ANNEX B: EMERGENCY INFORMATION PLAN**

Upon implementation of this Emergency Response Plan, it is EXTREMELY important to co-ordinate the release of accurate information to the news media, issue authoritative instructions to the public, and respond to or redirect individual requests for, or reports on, information concerning any aspect of the emergency.

In order to fulfill these functions during an emergency, the following positions have been established:

- Emergency Information Officer/Community Spokesperson;
- Citizen Inquiry Supervisor

The local Emergency Information Centre (EIC) will be located in the Central Manitoulin Municipal Complex, 6020 Hwy 542 Mindemoya. In the event that this centre cannot be used, the secondary location will be the Providence Bay Library, 11 Mutchmor St. Providence Bay.

Depending on the nature of the emergency, it may be necessary to establish a media information area separated from the EOC, as decided by the Community Control Group. This area, if established, will be staffed as determined by the Emergency Information Officer.

The Citizen Inquiry Section is to be located in the Central Manitoulin Municipal Complex, under the supervision of the Social Services Representative.

### **1. Emergency Information Officer**

The Emergency Information Officer reports to the Clerk/CAO and is responsible for:

- Implementing the municipality's emergency information arrangements;
- Depending upon the needs and capacity of the municipality, the EIO may have additional emergency information staff; such as media liaison, news monitors, call takers, writers, etc;
- Recommending responses to the media, and for misinformation or rumours;
- Coordinating with staff from other organizations;
- Preparing and disseminating emergency information messages and supervising emergency information staff (if available);
- Establishing a communication link with the Community Spokesperson, the Citizen Inquiry Supervisor and any other media coordinator(s) (i.e. provincial, federal, private industry, etc.) involved in the incident, ensuring that all information released to the media and public is timely, full and accurate;
- Ensuring that the EIC is set up and staffed and a site EIC, if required;
- Ensuring liaison with the MCECG to obtain up-to-date information for media releases, co-ordinate individual interviews and organize press conferences;
- Ensuring that the following are advised of the telephone number of the media centre:
  - Media;
  - Municipal Emergency Control Group;
  - Switchboard (Municipal and Emergency Services);
  - Community Spokesperson;
  - Police Public Relations Officer;
  - Neighbouring Communities;

- Citizen Inquiry Supervisor;
  - Providing direction and regular updates to the Citizen Inquiry Supervisor to ensure that the most accurate and up-to-date information is disseminated to the public;
  - Ensuring that the media releases are approved by the CAO/Clerk (in consultation with the Mayor) prior to dissemination, and distributing hard copies of the media release to the EIC, the MCEG, Citizen Inquiry Supervisor and other key persons handling inquiries from the media;
  - Monitoring news coverage, and correcting any erroneous information;
  - Maintaining copies of media releases and newspaper articles pertaining to the emergency.

## **2. Community Spokesperson**

The community spokesperson will always be the Mayor, and is responsible for:

- Giving interviews on behalf of the Municipality of Central Manitoulin's Council;
- Establishing a communication link and regular liaison with the Emergency Information Officer at the EOC;
- Redirecting all inquiries about decisions made by the MCEG and about the emergency to the Emergency Information Officer;
- Coordinating media photograph sessions at the scene when necessary and appropriate;
- Coordinating on-scene interviews between the emergency services personnel and the media.

## **3. Citizen Inquiry Supervisor**

The Citizen Inquiry Supervisor is responsible for:

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

**ANNEX C: PROVINCIAL EMERGENCY CONTACTS****Provincial Emergency Operations Centre****PEOC Duty Office (24/7)**

Phone: (416) 314-0472 or 1-866-314-0472

E-mail: [peocd01@ontario.ca](mailto:peocd01@ontario.ca)

Fax: (416) 314-0474

**Satellite Phone: 011 881 6234 86684 (Only use if Primary Phone is out of service)**

**Field Officer in Killarney Sector**

Sarah Jacob

E-mail: [sarah.jacob@ontario.ca](mailto:sarah.jacob@ontario.ca)

Phone: (705) 564-4210

Cell: (249) 878-5920

Fax: (705) 564-4555

## ANNEX D: EMERGENCY FORMS



### Checklist in Consideration of a Declaration of Emergency

(Note: All references in this document refer to the *Emergency Management and Civil Protection Act*, R.S.O. 1990, Chapter E.9, as amended 2006)

*\* This checklist is for use by municipal heads of council considering the declaration of an emergency within their municipality. This checklist is not intended to provide any sort of legal advice – it is merely a reference tool.*

An emergency is defined under the *Emergency Management and Civil Protection Act* as “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 other health risk, an accident or an act whether intentional or otherwise” [Section 1, definition of an emergency].

Under the *Emergency Management and Civil Protection Act*, only the head of council of a municipality (or his or her designate) and the Lieutenant Governor in Council or the Premier have the authority to declare an emergency. The Premier, the head of council, as well as a municipal council, have the authority to terminate an emergency declaration [Sections 4 (1), (2), (4)].

An emergency declaration may extend to all, or any part of the geographical area under the jurisdiction of the municipality [Section 4 (1)].

If the decision is made to declare an emergency, the municipality must notify Emergency Management Ontario (on behalf of the Minister of Community Safety and Correctional Services) as soon as possible [Section 4 (3)]. Although a verbal declaration of emergency is permitted, all declarations should ultimately be made in writing to ensure proper documentation is maintained. Written declarations should be made on municipal letterhead, using the template provided by Emergency Management Ontario, and should be faxed to (416) 314-0474. When declaring an emergency, please notify the Provincial Emergency Operations Centre at 1-866-314-0472.

When considering whether to declare an emergency, a positive response to one or more of the following criteria **may** indicate that a situation, whether actual or anticipated, warrants the declaration of an emergency:

### **General and Government:**

- ☐ **Is the situation an extraordinary event requiring extraordinary measures?** [Section 4 (1) permits a head of council to “take such action and make such orders as he or she considers necessary and are not contrary to law” during an emergency.]
- ☐ **Does the situation pose a danger of major proportions to life or property?** [Section 1, definition of an emergency]
- ☐ **Does the situation pose a threat to the provision of essential services (e.g., energy, potable water, sewage treatment/containment, supply of goods or medical care)?**  
[Some situations may require extraordinary measures be taken or expenditures be made to maintain or restore essential services. A declaration of emergency may allow a head of council to expend funds outside of his or her spending resolutions and/or the regular approval process of the municipality.]

- ❑ **Does the situation threaten social order and the ability to govern?** [Whether due to a loss of infrastructure or social unrest (e.g., a riot), a crisis situation has the potential to threaten a council's ability to govern. In such cases, extraordinary measures may need to be taken. Section 4 (1) provides for extraordinary measures, not contrary to law. Section 55 (1) of the *Police Services Act* provides for the creation of special policing arrangements during an emergency.]
- ❑ **Is the event attracting significant media and/or public interest?** [Experience demonstrates that the media and public often view the declaration of an emergency as a decisive action toward addressing a crisis. It must be made clear that an "emergency" is a legal declaration and does not indicate that the municipality has lost control. An emergency declaration provides an opportunity to highlight action being taken under your municipal emergency response plan.]
- ❑ **Has there been a declaration of emergency by another level of government?** [A declaration of emergency on the part of another level of government (e.g., lower-tier, upper-tier, provincial, federal) may indicate that you should declare an emergency within your municipality. For example, in the event of a widespread disaster affecting numerous lower-tier municipalities within a county, the county will likely need to enact its emergency response plan and should strongly consider the declaration of an emergency. In some cases, however, a declaration of emergency by a higher level of government may provide sufficient authorities to the lower-tier communities involved (e.g., municipalities operating under the authority of a provincial or federal declaration).]

#### Legal:

- ❑ **Might legal action be taken against municipal employees or councilors related to their actions during the current crisis?** [Section 11 (1) states that "no action or other proceeding lies or shall be instituted against a member of council, an employee of a municipality, an employee of a local services board, an employee of a district social services administration board, a minister of the Crown, a Crown employee or any other individual acting pursuant to this Act or an order made under this Act for any act done in good faith in the exercise or performance or the intended exercise or performance of any power or duty under this Act or an order under this Act or for neglect or default in the good faith exercise or performance of such a power or duty." Section 11 (3), however, states "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..."]
- ❑ **Are volunteers assisting?** [The *Workplace Safety and Insurance Act* provides that persons who assist in connection with a declared emergency are considered "workers" under the Act and are eligible for benefits if they become injured or ill as a result of the assistance they are providing. This is in addition to workers already covered by the Act.]

#### Operational:

- ❑ **Does the situation require a response that exceeds, or threatens to exceed the capabilities of the municipality for either resources or deployment of personnel?** [Section 4 (1) permits the head of council to "take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan." Section 13 (3) empowers a municipal council to "make an agreement with the council of any other municipality or with any person for the provision of any personnel, service, equipment or material during an emergency."]
- ❑ **Does the situation create sufficient strain on the municipal response capability that areas within the municipality may be impacted by a lack of services, thereby further endangering life and property outside areas directly affected by the current crisis?** [Some situations may require the creation of special response agreements between the municipality and other jurisdictions, private industry, non-government organizations, etc. Section 13 (3) states that the "council of a municipality may make an agreement with the council of any other municipality or with any person for the provision of personnel, service, equipment or material during an emergency."]

- ❑ **Is it a consideration that the municipal response may be of such duration that additional personnel and resources may be required to maintain the continuity of operations?** [In the event of a large-scale crisis, such as an epidemic or prolonged natural disaster, municipal resources may not be able to sustain an increased operational tempo for more than a few days. This is particularly true if emergency workers are injured or become ill as a result of the crisis. In such a case, the municipality may need to utilize outside emergency response personnel. Section 13 (3) provides for mutual assistance agreements between municipalities.]
- ❑ **Does, or might, the situation require provincial support or resources?** [Provincial response (e.g., air quality monitoring, scientific advice, airlift capabilities, material resources, etc.) may involve numerous ministries and personnel. Activation of the municipal emergency response plan, including the opening of the Emergency Operations Centre and meeting of the Community Control Group, can greatly facilitate multi-agency and multi-government response.]
- ❑ **Does, or might, the situation require assistance from the federal government (e.g., military equipment)?** [Section 13 (2) authorizes the Solicitor General, with the approval of the Lieutenant Governor in Council, to make agreements with the federal government. In Canada, federal emergency assistance is accessed through, and coordinated by, the province. The declaration of an emergency may assist a municipality in obtaining federal assistance.]
- ❑ **Does the situation involve a structural collapse?** [Structural collapses involving the entrapment of persons *may* require the deployment of one or more Heavy Urban Search and Rescue (HUSAR) teams. Ontario has a HUSAR team. This team is specially equipped and trained to rescue persons trapped as a result of a structural collapse. Any municipality in the province can request a HUSAR deployment to a declared emergency. Requests for HUSAR resources should be made through your local mutual aid fire coordinator. Approval for the dispatch of the HUSAR team comes from the Commissioner of Emergency Management.]
- ❑ **Is the situation a large-scale or complex chemical, biological, radiological, or nuclear (CBRN) incident?** [Response to CBRN incidents requires specialized resources and training. Ontario is developing three CBRN teams to respond to incidents throughout the province. CBRN teams are only dispatched to declared emergencies. Requests for a CBRN deployment should be made through your local mutual aid fire coordinator. Approval for the dispatch of CBRN teams comes from the Commissioner of Emergency Management.]
- ❑ **Does the situation require, or have the potential to require the evacuation and/or shelter of people or animals [livestock] from your municipality?** [Evacuee and reception centres often use volunteers as staff. As noted above, the declaration of an emergency enacts certain parts of the *Workplace Insurance and Safety Act* related to volunteer workers. Secondly, an evacuation or sheltering of citizens has the potential to generate issues pertaining to liability. Section 11 of the *Emergency Management and Civil Protection Act* may provide municipal councilors and employees with certain protections against personal liability.]
- ❑ **Will your municipality be receiving evacuees from another community?** [The issues discussed in the previous bullet may apply equally to municipalities accepting evacuees.]

### **Economic and Financial:**

- ❑ **Does the situation pose a large-scale disruption to routine patterns of transportation, or re-routing of large numbers of people and vehicles?** [The rerouting of people and vehicles poses a potential liability risk. Keeping persons from their homes and delaying commercial traffic are both sensitive issues. Section 11 of the Act may provide certain protection from liability. Section 4 (1) allows for extraordinary measures to be taken, providing they are not contrary to law.]
- ❑ **Is an event likely to have a long term negative impact on a community's economic viability/sustainability, including resulting unemployment, lack of available**

**banking services and restorative measures necessary to re-establish commercial activity?** [The declaration of an emergency may facilitate the ability of the municipality to respond to economic losses.]

- ❑ **Is it possible that a specific person, corporation, or other party has caused the situation?** [Section 12 states that “where money is expended or cost is incurred by a municipality or the Crown in the implementation of an emergency plan or in connection with an emergency, the municipality or the Crown, as the case may be, has a right of action against any person who caused the emergency for the recovery of such money or cost...”]



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 Mindemoya, ON P0P 1S0  
 Tel: 705-377-5726 Fax: 705-377-5585  
 Email: [centralm@amtelecom.net](mailto:centralm@amtelecom.net)

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## **Declaration of Emergency**

(I)(We) \_\_\_\_\_ hereby declare an Emergency  
*(Mayor or Elected Head of Council)*  
 in accordance with the Emergency Management and Civil Protection Act,  
 R.S.O. 1990,  
 c.E.9,S.4.(1) Due to the emergency described herein

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For the Emergency Area or part thereof described as:

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*Signed* \_\_\_\_\_

*Title* \_\_\_\_\_

*This* \_\_\_\_\_ *day of* \_\_\_\_\_ *20* \_\_\_\_\_ *at* \_\_\_\_\_ *A.M./P.M.*  
*In the Municipality of Central Manitoulin*



## Termination of Emergency

Signed \_\_\_\_\_  
 Title \_\_\_\_\_  
 This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ at \_\_\_\_\_ A.M./P.M.  
 In the Municipality of Central Manitoulin