



Corporation of the Municipality of Temagami

Report No.
2018-023

File No.

Subject: Temagami Emergency Response Plan

Agenda Date: October 18, 2018

Attachments:

- Temagami Emergency Response Plan version 1
- DRAFT – By-law 18-1418

RECOMMENDATION

WHEREAS Council passed By-Law No. 05-628 being a by-law to adopt an emergency management program; AND WHEREAS Section 2.1 (1) of the *Emergency Management Act* requires every municipality to develop and implement an emergency management program; AND WHEREAS Section 3 (5) requires every municipality to conduct training programs and exercises to ensure the readiness of employees and other persons; AND WHEREAS changes are required to update the existing Emergency Plan to reflect the current provincial legislation, facilitate compliance with annual exercise requirements and introduce two new appendices for communications and evacuation planning; AND WHEREAS Staff recommends to Council to repeal By-Law No.05-628; AND WHEREAS if Council deems it desirable to adopt the attached Draft By-law to repeal and replace By-Law No. 05-628; NOW THEREFORE BE IT RESOLVED THAT Council receive Report 2018-023 and direct staff to proceed.

BACKGROUND

Changes to the Emergency Plan have been made to facilitate the municipality meeting the annual exercise requirement (specifically EM's definition of MECG members)

The proposed changes that are included in the attached are as follows:

1. Community Control Group has been changed to Municipal Emergency Control Group (updated to reflect provincial legislation)
2. Removed "or alternate" from the list of MECG members, support agencies
3. Changed "Operations Officer/CAO" to "Operations Officer"
4. Reduced the members of the Municipal Emergency Control Group – to three – moving the remainder of the agencies to "support agencies" - to facilitate compliance when conducting annual desktop exercises (# of must attend the annual exercise is reduced to the 3 members of the MECG)
5. Reduced the number of MECG members needed before the MECG meeting can start (originally said 3 MECG members – reduced to 1, - with the expectation there would be support agencies relevant to the emergency in attendance)
6. Added 2 appendixes – Appendix O – Evacuation Planning, MOU's; Appendix P – Communications
 - There will allow the CEMC a location in the appendixes for associated documents (host community agreements, templates & good practices developed during the forest fire emergency)

Prepared By:

Jim Sanderson

Name
Position

**Reviewed and
submitted by:**

Name
Position

**Accepted for Council
consideration by:**

Name
Position

Emergency Quick Reference Guide

- ⇒ Upon the arrival of one or more members, the Municipal Emergency Control Group (MECG) may initiate its function.

- ⇒ Ensure that all Community departments have been notified and either activated or placed on standby. Each MECG member is responsible for their own department.

- ⇒ The Mayor must inform the Province of Ontario that the Municipality of Temagami has declared an emergency, and specify the nature of the emergency situation. The provision of a return contact number is required for communications purposes. The call is made to the Emergency Management Ontario.

The number to use for this purpose is **(416) 314-0472**.

- ⇒ Turn to individual responsibilities within the plan. Provide input and assistance as required.

- ⇒ Each member of the MECG will report and respond to immediate needs in accordance with the Operations Cycle format.

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Introduction

The Emergency Plan for the Municipality of Temagami has been developed to reflect the public safety requirements of our community. The effective use and maintenance of this plan is reliant upon all concerned being aware of its provisions and prepared to fulfill their roles and responsibilities in the event of an emergency. Responsible individuals, are expected to participate in emergency training, and exercises which will assist them in the fulfillment of their roles accordingly.

The heads of departments and agencies are expected to develop their own internal notification lists, procedures and contingency plans to fulfill their departmental or agency responsibilities.

Together we work to ensure that our community is prepared to respond to an emergency in the most effective manner possible.

Aim

The Aim of this plan is to protect the health, safety, welfare and property of our citizens, from the effects of a natural, technological or human caused emergency.

Authority

This Plan has been developed and will be implemented in accordance with the Emergency Management Act, detailed in Appendix “D”, which is the Provincial statute under which all emergency management activities are conducted in the Province of Ontario.

4.(1) “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.”

This Emergency Plan and its elements has been issued under the authority of The Municipality of Temagami By-law No. 05-628. A copy of the By-law is available for inspection at the Municipal Offices.

Definition of an Emergency

1.0 “An emergency means a situation or an impending situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property.”

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 citizens of the Municipality of Temagami.

Requests for Outside Assistance

Assistance may be requested from the Province of Ontario at any time by contacting Emergency Management Ontario. The request shall NOT be deemed to be a request that the Province assume authority and control of the emergency.

The Emergency Notification Contact List, including contact numbers for requesting assistance, is contained within **Appendix A**.

Freedom of Information and Protection of Privacy

Any personal information collected under the authority of this Plan shall be used solely for the purpose of planning, preparing and conducting response to emergencies as defined with the Emergency Management Act, and the release of information under this Plan shall be made in conformity with the Municipal Freedom of Information and Protection of Privacy Act.

Plan Maintenance

The Plan was written in 2005 and it is essential that it be kept current and viable by adherence to a maintenance schedule. Responsibility for the plan being kept up to date rests with the Community Emergency Management Coordinator who may delegate tasks accordingly.

The emergency telephone numbers will be reviewed on an annual basis.

The notification system will be tested annually.

The plan will be exercised once every year as a minimum requirement.

The Control Group and Support Staff shall receive training and participate in an exercise, once every year as a minimum requirement.

The Vital Services and/or Local Services Directory should be updated annually.

The Community Emergency Management Coordinator will determine the schedule under which the maintenance activities will be performed.

The Community Emergency Management Coordinator may update, correct or amend any information contained within the appendices of this emergency plan on an as required basis

Distribution List

Position/Location	Number of Copies
Mayor/Council	7
Operations Officer	1 *
CEMC	1 *
OPP	1
Fire Chief	1
EMS / Ambulance	1
Public Works Superintendent	1
Medical Officer of Health	1
Evacuation Coordinator	1
Emergency Information Officer	1
Emergency Management Ontario	2 *
Emergency Operations Centre	14 *

(* = complete copy of plan with Annexes)

It is understood that Municipal Emergency Control Group members are not expected to carry a copy of the Municipality of Temagami Emergency Response Plan with them at all times. Complete copies of the Towns Emergency Response Plan including appendices will be used primarily for training or Emergency response. Since the nature of an Emergency notification normally requires an immediate response to the Municipal EOC, therefore complete copies, including all appendices, will be kept at the Emergency Operations Centre for issue during training or an actual municipal emergency. Every member of the primary Municipal Emergency Control Group, along with Council, will be issued a copy of the main body of the Emergency Plan.

Part 2 Emergency Operations and Procedures

2.0 **Municipal Emergency Control Group (MECG) – Membership**

The Municipal Emergency Control Group (MECG) is the group that is responsible for the direction and control of the overall emergency response within the community. The MECG ensures the provision of the essential services necessary to minimize the effects of an emergency on the community.

The Municipal Emergency Control Group is made up of the following members;

- Mayor
- CEMC
- Operations Officer

Support Agencies to the MECG:

- OPP
- Fire Departments /Chiefs
- EMS/Ambulance
- Public Works Superintendent
- Medical Officer of Health
- Evacuation Coordinator
- Emergency Information Officer (*Planning officer*)

IMPLEMENTATION:

Any member of the Municipal Emergency Control Group or MECG support agencies may request through the Operations Officer, or another member of the MECG in the absence of the Operations Officer, that the Emergency Plan be implemented.

The Emergency Plan may be implemented in whole, or in part, based on conditions at the site or severity of the situation.

The Operations Officer will immediately notify the Mayor, CEMC and Support Agencies (ad-hoc members) as required. **Notification lists and procedures are located in Appendix A.**

2.1

Emergency Operations Centre Procedures (EOC)

The Emergency Operations Centre (EOC) has both a primary and a secondary or alternate location. During the notification process, direction as to which location members of the MECG will report to will be given. For example, members will be told that this is an emergency plan activation and that they should report to the primary Emergency Operations Centre immediately. The primary and secondary locations are geographically separated so that if one or the other is endangered or rendered non-functional as a result of the emergency situation the other should be safe and operational.

Primary EOC Location; Municipality of Temagami Municipal Office
7 Lakeshore Drive, Temagami South.

Alternate EOC Location; Temagami Community Centre
100A Spruce Drive, Temagami North

Upon receiving notification the Operations Officer will contact the administrative staff who have been assigned the task of setting up the EOC. The EOC will be set up and operational within one hour of activation. The Operations Officer will supervise the set up and ensure operational viability.

Upon arrival at the EOC, each MECG member/designate will;

- a. Sign In
- b. Check telephone/communications devices.
- c. Open personal log.
- d. Contact their own agency and obtain a status report.
- e. Participate in the initial briefing.
- f. Participate in planning initial response/decision making process.
- g. Pass MECG decisions on to member's agencies/areas of responsibility.
- h. Continue participation in the EOC Operations Cycle.

Upon leaving the Emergency Operations Centre, each Control Group member will;

- a. Conduct a hand over with the person relieving them.
- b. Sign out on the location board indicating where they can be reached.

Once the initial response is established, routines are put into place by the Operations Officer. The MECG functions most efficiently on a system known as an Operations Cycle.

2.2

Operations Cycle

An operations cycle is how the Municipal Emergency Control Group manages overall emergency operations. Municipal Emergency Control Group members will come together usually around a planning board or map at which time they will in turn report their agencies' status to the Mayor and Operations Officer. It is essential that every member, covering each area of responsibility, be heard from during this process. The Municipal Emergency Control Group is a team, and the actions taken by one, or the lack of action by one, may have a significant impact upon operations.

The round table discussion should include problems, questions, resources requests and any other relevant information so that timely informed decisions can be made as a group. Once the meeting is completed, the members should contact their agencies' and pass on any relevant information or directives that come out of the Control Group meeting. The frequency of the meetings are determined by the Operations Officer in conjunction with the Mayor, but should reflect the pace of the emergency and occur on a scheduled basis which may be adjusted accordingly.

During the period after the meeting and dissemination of information, members will be in the process of gathering information and preparing for the next scheduled meeting. The Municipal Emergency Control Group members use this time to follow up and ensure that Control Group decisions are being implemented. Each member is responsible for informing their respective agency of the schedule for MCEG meetings. No calls are supposed to interrupt the proceedings. All calls must occur prior to or after the formal meetings of the Municipal Emergency Control Group.

It is essential that the Emergency Operations Centre is comfortable, has good communications and is secure from unnecessary distractions. Only Municipal Emergency Control Group members, support agencies requested to participate and support staff should have access to the Emergency Operations Centre. No media are allowed into the Emergency Operations Centre, nor is anyone who has not been authorized by the Operations Officer.

2.3 **Municipal Emergency Control Group (MECG)**

The Municipal Emergency Control Group is responsible for the following:

1. Implementing the Emergency Plan in whole or in part to respond to an impending, potential, or existing emergency.
2. Coordination and direction of Community resources used to mitigate the effects of an emergency.
3. Ensuring that the composition of the MECG is appropriate to mitigate the effects of a given emergency situation, by determining which, if any, ad-hoc members are required.
4. Advise the Head of Council regarding need for declaration or termination of an emergency.
5. Advising the Head of Council regarding requests for assistance from the Province, and the Federal Government.
6. Ensuring the provision of essential resources and services to support emergency response activities.
7. Coordination of services provided by outside agencies.
8. Appointing or Confirming an Emergency Site Manager.
9. Ensuring that the Emergency Information Officer is kept informed and up to date to facilitate the information flow to the media and the public.
10. Coordinating the evacuation of citizens who may be in danger.
11. Discontinuing utilities or services provided by public or private concerns, ie. Hydro.
12. Coordination for volunteers.
13. Establishment of advisory subcommittees to work on specific problem areas related to the emergency, as required.
14. Authorization of expenditures during the emergency; provision for cost accounting and facilitation of cost recovery.
15. Maintenance of an operational log detailing the group's decisions and activities.
16. Deactivating the plan, and notifying all of those who had been notified of its activation.
17. Conducting and participating in a debriefing, generating a post-emergency report and implementing recommendations for improvement of the emergency response plan.

2.4

Mayor

The Head of Council, or designate, is responsible for:

- a. Declaration of an Emergency.
- b. Termination of an Emergency.
- c. Notifying the Province of Ontario of the declaration of emergency, and termination of the emergency. (*Contact made through Emergency Management Ontario*)
- d. Take such action and make such orders, as considered necessary and not contrary to law, in order to protect the health, safety, welfare, environment and property of residents in the Municipality of Temagami.
- e. Ensuring the members of Council are advised of the declaration and termination of an emergency, and are kept informed of the emergency operational situation.
- f. Ensuring that the local MPP and MP, and neighboring municipalities are advised of the declaration and termination, and kept informed of the emergency situation.
- g. Approving all major announcements and media releases prepared by the Public Information Officer, in conjunction with the Operations Officer & Control Group.
- h. Maintaining a personal log.

2.5

Operations Officer

The responsibilities of the Operations Officer are:

- a. Activating the emergency notification system.
- b. As the Operations Officer, coordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings.
- c. Chairing meetings of the Municipal Emergency Control Group.
- d. Advising the head of council on policies and procedures, as appropriate.
- e. Approving, in conjunction with the head of council, major announcements and media releases prepared by the Emergency Information Officer, in conjunction with the MEEG.
- f. Ensuring that a communication link is established between the Municipal Emergency Control Group and the Emergency Site Manager.
- g. Calling out additional staff as required.
- h. Maintaining a master record of all events and actions taken. (main events board)
- i. Maintaining a personal log.

2.6

Community Emergency Management Coordinator - CEMC

The Community Emergency Management Coordinator is responsible for:

- a. Requesting activation of the emergency notification system.
- b. Provide information, advice and assistance to members of the Municipal Emergency Control Group on Emergency Management programs and principles.
- c. Provide direction to Emergency Operations Centre support staff as required in support of the Control Group, and ensure proper set-up and operation of the Emergency Operations Centre.
- d. Maintain Emergency Response Plan in accordance with requirements of the Emergency Management Act.
- e. In conjunction with the Operations Officer, coordinate a post-emergency debriefing and assist in the development of a final report to the Mayor and Council.
- f. Maintaining a personal log.

2.7

OPP representative

The Ontario Provincial Police Representative or alternate is responsible for:

- a. Requesting activation of the emergency notification system.
- b. Establishing and maintaining ongoing communications with the senior police representative at the emergency site.
- c. The provision of traffic control to facilitate the movement of emergency vehicles.
- d. Co-ordination of evacuation routes.
- e. The protection of life and property and the provision of law and order.
- f. Ensure perimeter security and crowd control at emergency site.
- g. The provision of police services in evacuation centres, morgues, and other facilities as required.
- h. Notifying the coroner of fatalities.
- i. Liaison with external police agencies, as required.
- j. Providing an Emergency Site Manager if requested to by the Municipal Emergency Control Group.
- k. Maintaining a personal log.

2.8

Fire Chief

The Fire Chief, or designate, is responsible for:

- a. Requesting activation of the emergency notification system.
- b. Providing the Municipal Emergency Control Group with the information and advice on fire fighting and rescue matters.
- c. Establishing an ongoing communications link with the senior fire official at the scene of the emergency.
- d. Initiating Mutual Aid as required.
- e. Determining if additional or specialized equipment is required ie. Protective suits, Chemical, Biological, Radiological, Nuclear team (Haz-Mat), etc.
- f. Coordinating or providing assistance with, rescue, first aid, casualty collection, evacuation etc.
- g. Providing an Emergency Site Manager as required.
- h. Maintaining a personal log.

2.9

EMS / Ambulance

The EMS/Ambulance representative is responsible for:

- a. Requesting activation of the emergency notification system.
- b. Providing the Municipal Emergency Control Group with information and advice on treatment and transport of casualties.
- c. Liaise with the Medical Officer of Health, area hospitals, police and fire officials during an emergency situation.
- d. Alert all staff using the Provincial Health Emergency Alert System.
- e. Take charge of casualties within the emergency area and be responsible for triage, lifesaving care, and the transport to area hospitals.
- f. Maintaining a personal log.

2.10 Public Works Superintendent

The Public Works Superintendent or alternate is responsible for;

- a. Requesting activation of the emergency notification system.
- b. Providing the Municipal Emergency Control Group with information and advice on Public Works matters.
- c. Ensure Municipal facilities are available for evacuation or reception center purposes if required.
- d. Liaison with the senior public works officers from the neighboring community(s) to ensure a coordinated response.
- e. The provision of engineering assistance.
- f. The construction, maintenance and repair of public roads.
- g. Assistance with road closures and/or roadblocks.
- h. Maintenance of sanitation and a safe supply of potable water, as required.
- i. The provision of equipment for emergency pumping operations.
- j. Discontinuing any public works service to any consumer, as required, and restoring these services when appropriate.
- k. Liaise with Electrical and Gas utilities.
- l. Providing public works vehicles and resources to any other emergency service, as required.
- m. Maintain liaison with flood control, conservation and environmental agencies and being prepared to take preventative action.
- n. Providing an Emergency Site Manager if required.
- o. Maintaining a personal log.

2.11 Medical Officer of Health

The Medical Officer of Health, or designate, is responsible for:

- a. Acting as a coordinating link for all emergency health services at the Municipal Emergency Control Group.
- b. Liaison with the Ontario Ministry of Health, Public Health Branch.
- c. Liaison with the Community Care Access representative.
- d. Providing advice on any matters that may adversely affect public health.
- e. Providing authoritative instructions on health and safety matters to the public through the Emergency Information Officer.
- f. Coordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health policies.
- g. Ensuring liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources.
- h. Ensuring coordination of all efforts to prevent and control the spread of disease during an emergency.
- i. Liaison with the Evacuation Coordinator representative regarding health services in evacuee centers.
- j. Maintaining a personal log.

2.12 Evacuation Coordinator

The Evacuation Coordinator or alternate is responsible for;

- a. Ensuring or arranging for the care, feeding and temporary shelter of evacuees.
- b. Management of reception and evacuation centers.
- c. Liaison with the Medical Officer of Health in areas regarding public health in evacuation centers.
- d. Liaison with the public school board regarding the use of school facilities for reception and evacuation centers.
- e. Liaison with Canadian Red Cross if required.
- f. Liaison with local volunteer groups regarding care of citizens at local reception or evacuation centers.
- g. Maintaining a personal log.

2.13 **Emergency Information Officer**

The Emergency Information Officer is responsible for;

- a. Notifying information centre staff.
- b. Ensuring that the Information Centre is set up and operational.
- c. Initial and subsequent media releases, subject to approval by the Mayor and Operations Officer.
- d. Establish and maintain linkages with provincial, municipal and industry media officials as appropriate.
- e. Coordinate interviews and media conferences.
- f. Designate a site media spokesperson as appropriate.
- g. Ensuring set up and staffing of public inquiry lines.
- h. Coordination of public inquiries.
- i. Monitoring news coverage.
- j. Maintaining copies of all media releases.
- k. Maintaining a personal log.

Part 3 Emergency Support

**3.0

Administrative Assistant(s)

The Administrative Assistant(s) is/are responsible for:

- a. Assisting the Operations Officer and/or CEMC, as required.
- b. Ensuring all important decisions made and actions taken by the Municipal Emergency Control Group are recorded.
- c. Ensuring that maps and status boards are kept up to date.
- d. Notifying any additional support staff required to assist.
- e. Arranging for printing of material, as required;
- f. Coordinating the provision of clerical staff to assist in the Emergency Operations Centre, as required.
- g. Ensuring identification cards are issued to authorized Municipal Emergency Control Group members and Support Staff for access to Emergency Operations Centre.
- h. Other duties as assigned by the Operations Officer and/or CEMC.

3.1 Canadian Red Cross - Responsibilities

The representative of the Canadian Red Cross is responsible for:

- a. Upon receiving notification, activating the local Red Cross Emergency Response Plan.
- b. Providing support to the emergency response.
- c. Providing registration and inquiry services if required.
- d. Assisting Ambulance personnel at first aid stations established at reception centres, on an as-need basis.
- e. Liaising with Regional Red Cross to access additional resources.
i.e. Emergency Response Team.
- f. Establishing and maintaining contact with the Evacuation Coordinator in the Emergency Operations Centre to co-ordinate activities.

3.2

Clergy Responsibilities

The local Clergy representative is responsible for:

- a. Providing for multi-denominational religious observances.
- b. Establishing visitations to evacuees in evacuation centres on a scheduled basis.
- c. Providing guidance to the Municipal Emergency Control Group regarding matters of a religious nature.
- d. Providing advice regarding care of the deceased in areas that relate to religious observances.
- e. Liaising with Evacuation Coordinator regarding the use of churches and related facilities for reception and evacuation centres.

3.3 **Board of Education - Responsibilities**

The local Board of Education representative is responsible for:

- a. Providing schools for reception centers as required and/or applicable.
- b. Providing schools for evacuation centers, as required and/or applicable.
- d. Providing liaison with the Evacuation Coordinator and the Municipal Emergency Control Group.

3.4

Legal Advisor - Responsibilities

The municipal legal advisor is responsible for:

- a. Providing legal opinions and advice to the Municipal Emergency Control Group as required.
- b. Providing legal representation as required.

CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

BY-LAW NO.18-1418

BEING A BY-LAW to repeal and replace By-Law No. 05-628 an emergency management program for the Municipality of Temagami, pursuant to Section 2.1 (1) of The Emergency Management Act, R.S.O., 1990, Ch. E 9, as amended.

WHEREAS the Emergency Management Act, Section 2.1 (1) requires every municipality to develop and implement an emergency management program;

AND WHEREAS Section 2.1 (2) of the Emergency Management Act stipulates the content of each municipality's emergency management program;

AND WHEREAS Section 14(1) of the Emergency Management Act requires emergency management programs to conform with regulatory standards, in accordance with international best practices;

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

AND WHEREAS the Act, consistent with Section 242 of the Municipal Act, S.O., 2001, as amended, provides for the designation of one or more members of council who may exercise the powers and perform the duties of the Head of Council during his/her absence or his/her inability to act or the office is vacant;

AND WHEREAS the Act authorizes employees of a community to respond to an emergency in accordance with the emergency response plan where an emergency exists but has not yet been declared to exist;

NOW THEREFORE Council for the Corporation of the Municipality of Temagami hereby enacts as follows:

- 1) **That** an Emergency Management Plan be amended as per the attached Schedule A for the Municipality of Temagami to be consistent with and in accordance with international best practices as considered by Regulatory Standards established under the Act, including the four core components of emergency management, namely: mitigation/prevention, preparedness, response and recovery;
- 2) **That** the Emergency Management Plan for the Municipality of Temagami shall be consistent with the objectives of protecting public safety, public health, the environment, critical infrastructure and property, and to promote economic stability and a disaster-resilient community;
- 3) **That** Schedules "A", attached hereto, shall form part of this By-law:
 - **Schedule A**, being the Emergency Plan for the *Municipality of Temagami*, pursuant to Section 3 of the Emergency Management Act, R.S.O., 1990, Ch.E9, as amended

- 4) **That** the Municipality of Temagami's *Emergency Management Program* shall be reviewed annually by Council;
- 5) **That** the Clerk of the Municipality of Temagami is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.
- 6) **That** By-law 05-628 be repealed;
- 7) **That** this By-law shall come into force and effect on the date of Third and Final reading.

READ a First and Second time this 18th day of October, 2018.

READ a Third and Final time this 18th day of October, 2018.

Mayor

Clerk