

# **THE CORPORATION OF THE MUNICIPALITY OF FRENCH RIVER**

## **BY-LAW 2017-56**

### BEING A BY-LAW TO ADOPT AN EMERGENCY MANAGEMENT PROGRAM

**WHEREAS** Section 2.1 (1) of the Emergency Management and Civil Protection Act, R.S.O., 1990, Ch.E9, as amended, requires every municipality to develop and implement an emergency management program;

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

**AND WHEREAS** Section 14(1) of the Emergency Management and Civil Protection Act, as amended, requires emergency management programs 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, R.S.O., 1990, 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;

**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 THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF FRENCH RIVER ENACTS AS FOLLOWS:**

- 1) That an Emergency Management Program be developed for the Municipality of French River 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 Program for the Municipality of French River 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 the Community Emergency Management Program Committee will cause the emergency management program to be reviewed annually and to recommend changes to the program as considered appropriate and refer recommendations to Council for further review and approval;

- 4) That the following Schedules, attached hereto, shall form part of this By-law:
  - **Schedule “A”**, being the Municipal Emergency Plan for the Municipality of French River, pursuant to Section 3 of the Emergency Management and Civil Protection Act.
  - **Schedule “B”**, being a schedule for the appointment of a Community Emergency Management Coordinator (CEMC), alternate and an Emergency Information Officer (EIO)
  - **Schedule “C”**, being a Schedule to establish the composition, organization and operational guidelines of the Emergency Management Program Committee (EMPC).
  - **Schedule “D”**, being a Schedule to appoint the members to the Municipal Emergency Control Group (MECG)
- 5) The Municipality of French River Emergency Management Program shall be reviewed annually by Council;
- 6) That this by-law repeals By-law 2017-06 of the Municipality of French River;
- 7) That this By-law shall come into force and effect on the date of Third and Final reading.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 1<sup>st</sup> DAY OF NOVEMBER, 2017.**



**Municipality of French River**

# **Municipal Emergency Plan**

**Schedule 'A' of By-Law 2017-56  
dated November 1, 2017**

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## **GLOSSARY OF TERMS**

**Alerting Instruction** - A message sent out by the CAO/MECG to all response elements advising them of a potential emergency situation and the steps that need to be taken.

**Municipal Emergency Plan (MEP)** - A document describing the structure of the municipal organization that deals with emergencies, its operations, individual responsibilities, notification system and available resources.

**Emergency Management Program Committee** - A Committee to assist in the development and advise the Municipal Council on the development and implementation of the municipal emergency management program and to conduct an annual review of the Municipality's emergency management program and shall make recommendations to Council for its revision if necessary.

**Emergency Operations Centre (EOC)** - A designated facility, or backup, that provides the necessary communication and support resources for the MECG to deal with an emergency.  
**Emergency Alert** - The operational status where emergency services are notified of a potential emergency but are not yet asked to respond.

**Emergency Response Plan (ERP)** - An action checklist for specific emergencies (chemical spill, flood, forest fire) to ensure an adequate emergency response.

**Emergency Warning** - A situation where a full emergency response is required, the Municipal Emergency Plan is implemented and a full call-out is given.

**Municipal Emergency Control Group (MECG)** - The officials who will direct and control the emergency response and who are responsible for providing essential community services during an emergency.

**Operations Instruction** - A message sent out by the CAO/MECG to all response elements advising them of the emergency and what immediate actions are to be taken.

**Service Emergency Response Plan (SERP)** - A document outlining the responsibilities, manning and alerting procedures and notification system during an emergency for individual Municipal Departments, key agencies, various government ministries and private industry.

**Standard Operating Procedure (SOP)** - Procedures necessary to deal with incidents which are relatively straight forward events and for which emergency response agencies have standard procedures and sufficient resources.

## **PURPOSE**

The purpose of this plan is to make provisions 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 French River when faced with an emergency.

It enables a centralized, controlled and coordinated response to emergencies in the Municipality of French River, and meets the legislated requirements of the *Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9.*

The Municipality of French River Municipal Emergency Plan reflects and enhances its approach to Emergency Management as defined by Emergency Management Ontario and incorporates subordinate plans as annexes which provide detailed response procedures for the most likely hazards which could confront the Municipality of French River. These hazards have been determined through the conduct of a Hazard Identification and Risk Assessment (HIRA).

There are a number of common standard response goals in any emergency:

1. Safety and Health of Responders
2. Save Lives
3. Reduce Suffering
4. Protect Public Health
5. Protect Critical Infrastructure
6. Protect Property
7. Protect the Environment
8. Reduce Economic and Social Losses

It is important that residents, businesses, and interested visitors be aware of its provisions. Copies of the Municipality of French River Emergency Plan may be viewed at the Municipal Office, Municipal Website [www.frenchriver.ca](http://www.frenchriver.ca) and at both library branches.

For more information, please contact: The Municipality of French River 44 St. Christophe St., Box 156 Noëlville Ontario, P0M 2N0 (705) 898-2294

## AUTHORITY

The *Emergency Management and Civil Protection Act (EMCPA)* is the legal authority for an Emergency.

"Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan." (EMCPA s. 3(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 he or she considers necessary and are not contrary to law to implement the emergency plan of municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area." (EMCPA s. 4(1))

As enabled by the *Emergency Management and Civil Protection Act*, this emergency response plan and its' elements have been:

1. Issued under the authority of **By-law 2017-56**, and;
2. Filed with the Office of the Fire Marshal and Emergency Management Ontario, Ministry of Community Safety and Correctional Services.

### **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." (EMCPA s. 1)

By their very nature and magnitude, these emergency situations require a response that is different from the day-to-day operations of fire, police, and emergency medical services. They require a coordinated response through a control group representing not only the three traditional front line services of police, fire and ambulance, but all essential services and levels of government represented within the community.

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.

## **Actions Prior to Declaration**

When an emergency exists, but has not yet been declared to exist, Municipality of French River 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 French River.

This plan may be implemented, in whole or in part, as soon as an emergency, which is considered to be such a magnitude as to warrant its being implemented, occurs, or is expected in the absence of a formal declaration.

Any implementation, in whole or in part, or action(s) taken under this emergency response plan requires notification of the MECG.

## **Emergency Notification Procedures**

Only a member of the Municipal Emergency Control Group (MECG) may initiate the notification procedure.

When a member of the MECG receives a warning of a real or potential emergency, that member will immediately notify the other members of the MECG using the telephone contact list. The member initiating the call must provide details (e.g. a time and place for the MECG to meet) as part of the notification procedure. The contact telephone numbers of the MECG members and their alternates are contained in Appendix A of the Municipal Emergency Plan.

If deemed appropriate, the individual MECG members may initiate their own internal notification procedures of their staff.

Where a threat of an impending emergency exists, any member of the MECG may initiate the notification procedure and place MECG members on standby. The Municipality of French River subordinate plans may be implemented at any time, in whole or in part, as required, by their respective custodians, and when such action is taken, a standby alerting of the MECG is mandatory.

## **MAJOR EMERGENCY/DISASTER BY-LAW**

The Municipal Emergency Plan is adopted by By-law to provide for the formulation of a Municipal Emergency Plan governing the provision of necessary services during a major emergency or disaster.

### **Declaration and Termination of Emergency**

The Mayor, or in the absence of the Mayor, a designated Councilor or a Councilor in order of seniority, may declare that a major emergency or disaster exists and after the emergency/disaster ceases, must declare that it is terminated. The Mayor may declare that an emergency/disaster exists in the Municipality or any part thereof and may take such action and make such orders as considered necessary and that are not contrary to law to implement the Municipal Emergency Plan to protect property and the health, safety and welfare of all inhabitants in the Emergency Area. These decisions are usually made in consultation with the members of the MECG.

Upon declaring an emergency, the Mayor will notify:

- Office of Fire Marshal and Emergency Management (OFMEM);
- Municipal council
- Public (via the Emergency Information Officer);
- Neighboring municipal 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:

- The Mayor; or
- Municipal Council; or
- The Premier of Ontario

When terminating an emergency, the Mayor will notify:

- Office of Fire Marshal and Emergency Management (OFMEM);
- Municipal council
- Public (via the Emergency Information Officer);
- Neighboring municipal officials, as required;
- Local member of the Provincial Parliament (MPP);
- Local member of Parliament (MP).

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

The emergency response will be directed and controlled by the Municipal Emergency Control Group (MECG), a group of officials who is responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the community. The MECG consists of the following officials as appointed by the Emergency Management Program:

- Community Emergency Management Coordinator (CEMC);
- Emergency Information Officer;
- Fire Chief;
- Public Works Director;
- Treasurer

The MECG may function with only a limited number of persons depending upon the emergency. While the MECG may not require the presence of all the people listed as members (above), all members of the MECG **must** be notified.

Additional personnel called or added to support the MECG may include, as appropriate to the emergency:

- Emergency Management Ontario representative;
- Liaison staff from provincial ministries;
- Local electrical utility representative;
- The Canadian Red Cross;
- Any other officials, experts or representatives from the public or private sector as deemed necessary by the MECG.

### **Operating Cycle**

Members of the MECG will gather at regular intervals to inform each other of actions taken and problems encountered. The Incident Manager 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 Logistics Officer will maintain the status board and maps which will be prominently displayed and kept up to date.

## **Municipal Emergency Control Group Responsibilities**

The members or the MECG are likely to be responsible for the following actions or decisions:

- Acquire and assess information to determine status of the emergency;
- Identify the geographic extent and scope of the emergency and then determine what response elements are to be involved;
- Calling out and mobilizing emergency services, allied agencies and equipment;
- Coordinating and directing key services and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
- Determine and assess resource capability and, if necessary, activate mutual aid agreements;
- Determined if the EOC location and the current composition of the CCG are appropriate;
- Advising the Mayor on the need to designate all or part of the municipality as an emergency area;
- Supporting the onsite Incident Commander;
- Ensuring support to the Operations Chief by providing equipment, staff and resources, as required;
- Ordering, coordinating and/or overseeing the evacuation of all persons considered to be in danger;
- Discontinuing utilities or services provided by public or private concerns, (i.e. hydro, water, closing of stores);
- Arranging for and coordinating services and equipment from local agencies not under community control i.e. private contractors, industry, volunteer agencies, services 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 registered 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 Information Officer 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;
- Establish the priorities for incident recovery and the restoration of services and facilities
- 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 within one week of the termination of the emergency;
- Participating in the debriefing following the emergency;
- Prepare submissions for funding under the Ontario government programs for disaster recovery.

## **Mayor**

The Mayor or Acting Mayor is responsible for:

- Enacting the Emergency Notification System, if appropriate;
- Declaring an emergency to exist;
- Declaring that an emergency has terminated (note that also Council and the Premier of Ontario may also terminate the emergency);
- Notifying the Office of Fire Marshal and Emergency Management (OFMEM) of the declaration of the emergency and the 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;
- Providing liaison between the MECG and Council
- Maintain a personal record of all decisions or actions taken.

## **Chief Administrative Officer (CAO)**

The CAO becomes the **Incident Manager** for the Municipality of French River. The Incident Manager is responsible for:

- Activating the emergency notification system, if required;
- Scheduling and chairing the MECG briefing cycle;
- Establishing the organizational structure of the incident response;
- Assesses incident priorities;
- With the MECG, determines the operational objectives;
- Coordinates overall emergency activities;
- Advising the Mayor on policies and procedures, as appropriate;
- Approving, in conjunction with the Mayor, major announcements and media releases prepared by the Emergency Information Officer;
- Ensuring that a communication link is established between the MECG and Emergency Site Manager (ESM);
- Authorizing the call out of additional municipal staff to provide assistance, as required;
- Maintain a personal record of all decisions or actions taken.

## **Community Emergency Management Coordinator (CEMC)**

The designated Community Emergency Management Coordinator (CEMC) shall be the Chief Administrative Officer (CAO) and the alternate shall be the Fire Chief as provided for in Schedule 'B' of the Emergency Program By-law.

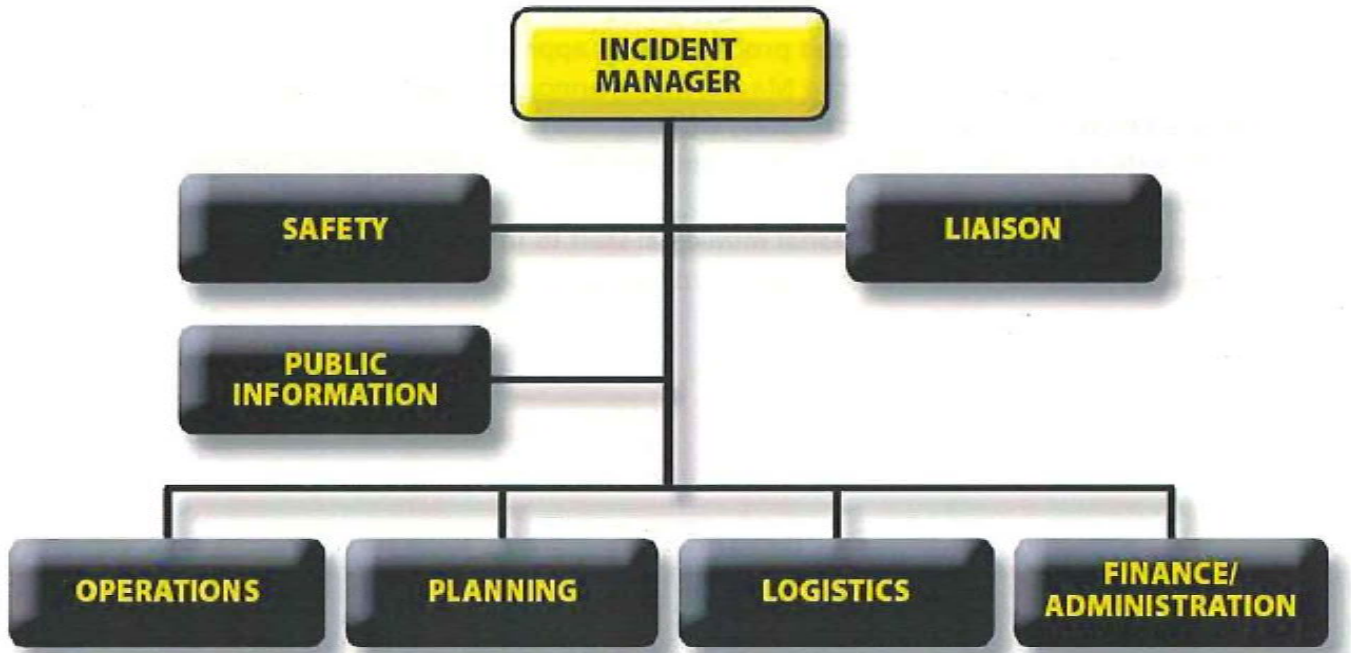
The Community Emergency Management Coordinator (CEMC) or alternate is responsible for:

- Filling a role in the IMS structure - typically that of Logistics Officer in the MECG;
- In concert with CAO, activating the emergency notification system;
- In concert with another member of the MECG, authorize the activation of the emergency notification system;
- Ensuring the identification and registration of MECG members as they arrive;
- Ensuring that all members of the MECG have necessary plans, resources, supplies, maps, and equipment;
- Ensuring liaison with community support agencies (e.g. St. John Ambulance, Canadian Red Cross);

- Ensuring that the operating cycle is met by the MECG 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 MECG informed of implementation needs;
- Oversee the maintaining of the various records and logs for the purpose of the debriefs and post-emergency reporting that will be prepared;
- Maintain a personal record of all decisions or actions taken.

The CEMC may request assistance from the Province of Ontario at any time without any loss of control or authority. A request for assistance should be made by contacting Office of Fire Marshal and Emergency Management (OFMEM)

## BASIC IMS STRUCTURE



### **Incident Manager (Command)**

The Incident Manager is responsible for:

- Establishing command for the incident
- Appointing Community Municipal Control Group membership and functions
- Setting and chairing the Municipal Community Control Group meetings
- Assessing incident priorities
- Coordinating overall emergency activities and determining operational objectives
- Overseeing the development of and approving the Incident Action Plan
- Authorizing the release of information to the media
- Ensuring responder safety

### **Operations**

The Operations function is responsible for:

- Carrying out the plans and strategies of the Incident Action Plan
- Managing tactical operations - field/ on-site response
- Communicating with response staff and allied response agencies
- Keeping the Incident Manager informed of the situation and resource status within Operations
- May include specialty teams with specific resources and tasks.
- Bringing all support requests to the Emergency Control Group (resources, finances, stakeholder communications, etc.)
- Developing the operational portion of the Incident Action Plan to implement the strategies and meet the objectives as set out by the Incident Manager/Command
- Overseeing the coordination of the various response agencies (e.g. Fire, EMS, Police, Public Works, Natural Resources) and obtaining regular updates from their senior officers
- Determining the need for additional resources/field staff/equipment

## **Planning**

The Planning function is responsible for:

- Identifying the potential of the incident
- Identifying response measures/options/alternatives and assessing the impact on the response measures
- Short (up to 24 hours) and long-term (multiple days) incident planning of the response to the incident
- Collecting, evaluating and displaying information about the incident (maps, charts etc.).
- May access resources for specialized tasks (e.g. documentation, demobilization) and Technical Specialists (e.g. Geographical Information Systems, scientific/ technical/ medical experts).
- Bringing all support requests to MECG (resources, finances, stakeholder communications, etc.).
- Ensuring documentation within the MECG is tracked and archived
- Developing the Incident Action Plan document from the MECG briefings and distributes

## **Logistics**

The Logistics function is responsible for:

- Logistical support and obtaining the services and support needs of an incident including supplies, equipment, vehicles, facilities, accommodations, and personnel resources.
- Focusing on supporting the incident responders and their needs such as equipment, supplies, food, and facilities.
- Ensuring the set up and operational logistics of the EOC (e.g. computers, telephones, communication equipment, food, space)
- Monitoring the physical security of the EOC
- Recording and displaying the situational status
- Coordinating the registration, assignment, and supervision of volunteers
- Ensuring the documentation within the EOC is tracked and filed for access

## **Finance/Administration**

The Finance/ Administration function is responsible for:

- Monitoring, tracking, and reporting on: response and recovery costs; compensation and expenditure process; and the financial implication on the community.
- Ensuring that attendance records for the emergency are kept for payroll purposes
- Leading procurement needs and vendor options, working closely with Logistics (e.g. assist Logistics with the procurement through purchase orders)
- Ensuring the payment and settlement of all legitimate invoices and claims
- Notification and coordination of insurance companies, solicitors, etc.

## **Legal Services**

The Legal Services function is responsible for:

- Provide Legal advice to ECG as it pertains to the organization's response
- Identify and legislation and regulations that may be applicable to the incident.
- Conduct risk assessments.
- Identify and confirm legal authority/responsibilities that the organization has for the response.
- Provide advice on areas of risk in response activities.
- Coordinate provision of information to other legal services as needed.
- Assist with contracts and procurement documents as requested.
- Handle any legal claims related to the incident.

## **Safety Officer**

The Safety Officer is responsible for:

- Monitoring responder safety, health and wellness (e.g. mental, emotional wellness), including those working in the EOC.
- Receiving and reviewing reports from other EOC members regarding hazardous situations.
- Assessing actual and potential hazardous/ unsafe situations.
- Developing measures to assure personnel safety.
- Has emergency authority to bypass chain of command to stop work or prevent an action being taken that may place staff or others at risk.
- Providing directions on safe work processes.
- Working with JHSC representatives, should there be staff concerns regarding health and safety.
- Receiving and reviewing copies of all incident reports involving injury or illness related to the incident.
- Monitors the investigations of staff injuries or illness related to the incident.

## **Liaison**

The Liaison Officer function is responsible for:

- Establishing contact with supporting/cooperating agencies; assisting command with activities (briefings, meetings etc.).
- Point of contact for various stakeholder groups including government and agencies, community service organizations, NGOs, etc.
- Obtaining input from stakeholder groups through consultations and meetings.
- Receiving information requests, questions, and concerns from stakeholder representatives

## **Emergency Information Officer (EIO)**

The designated Emergency Information Officer (EIO) shall be the Clerk who acts as the primary media and public contact for the municipality in an emergency as provided for in Schedule 'B' of the Emergency Program By-law.

The EIO is responsible for:

- Expediting effective, accurate dissemination of media information including traditional media (radio, television, newspapers) and social media (Facebook, Twitter, Instagram, etc.)
- When appropriate, organizing press briefings, news releases, coaches those doing the speaking, escorts media representatives through scene (when safe and approved by MECG)
- Monitoring the media reports for accuracy and key concerns
- Monitoring social media for intelligence (e.g. information from the public on the incident), requests for help, key concerns, and accuracy).
- Anticipating questions the media/ public may have and prepare responses.
- Establishing communications with residents. This may include the establishing of a citizen inquiry center/ telephone line.
- Ensuring all staff are aware that all media and public information requests are to be forwarded to the Information Officer
- Prepare and coordinate all news releases/ briefings for approval by the Incident Manager

## **External Agencies**

### **Ontario Provincial Police Representative**

The Ontario Provincial Police representative is responsible for: (Responsibilities may change depending on the nature of the emergency)

- Notifying the CAO or CEMC of major police emergencies affecting the community;
- Depending on the nature of the emergency, assigning an Emergency Site Manager (for incidents that are Police incidents, e.g. violence, crime investigations) and notifying the MECG;
- Establishing an ongoing communications link with the senior police official at the scene of the emergency;
- Working with the Operations Chief to coordinate the response based on the Incident Action Plan
- Establishing the outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access;
- Providing traffic control staff to facilitate the movement of emergency vehicles and evacuation of non-emergency personnel, as required;
- Alerting persons endangered by the emergency and coordinating evacuating procedures;
- 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 police agencies, as required;
- Maintaining a personal record of all decisions or actions taken.

### **Medical Officer of Health**

The Medical Officer of Health or delegate is responsible for:

- Notifying the CAO or CEMC of public health emergencies affecting the community;
- Establishing an ongoing communications link with the senior health official at the scene of the emergency
- Ensuring liaison with the Ontario Ministry of Health and Long Term Care, Public Health Branch:
- Providing advice on any matters, which may adversely affect public health;
- Providing authoritative instructions on health and safety matters to the public through the Information Officer;
- Coordinating the response to disease related emergencies or anticipated emergencies such as epidemics or food/water illness outbreaks according to Ministry of Health and Long Term Care Policies;
- Ensuring coordination of all efforts to prevent and control the spread of disease during an emergency;
- Notifying the CCG regarding the need for drinking water supplies and sanitation facilities;
- Ensuring health and hygiene standards are maintained in the evacuation centres;
- Maintaining a personal record of all decisions or actions taken.

### **Emergency Medical Services (MS-DSB)**

The Emergency Medical Services Director or delegate is responsible for:

- Notifying CAO or CEMC of a major multi-casualty incident;
- Depending on the nature of the emergency, assign a temporary Emergency Site Manager and notify the MECG;
- Establishing an ongoing communications link with the senior EMS official at the scene of the emergency;
- In concert with other members of the MECG, provide an Emergency Site Manager as required;
- Ensuring emergency medical services at the emergency site;
- Obtaining EMS from other municipalities for support, if required;
- Ensuring triage at the site;
- Advising the MECG if other means of transportation are required for large scale response;
- Ensuring liaison with the receiving hospitals;
- Maintaining a personal record of all decisions or actions taken.

### **Social Services (MS-DSB)**

The Social Services Director or designate is responsible for:

- Depending on the nature of the emergency, assigning a temporary Emergency Site Manager and notifying the MECG;
- In concert with the Canadian Red Cross, 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;
- Assigning a Social Services team member in reception and evacuation centres and notifying the MECG;
- Liaison with the Medical Officer of Health on areas of mutual concern regarding operations in evacuee centres;
- Ensuring that a representative of the various school boards is notified when facilities are required as evacuee reception centres, and that staff utilizing the school facilities take direction from the school representative(s) with respect to their maintenance, use and operation;
- Ensuring liaison with the various senior citizen residences and nursing homes as required;
- Maintaining a personal record of all decisions or actions taken.

## **APPOINTMENTS**

Within the individual Municipal Departments, lines of succession will be as normal or as detailed as part of their own Service Emergency Response Plans. Appointments and/or replacements of personnel within the MECG may be made by Mayor and Council from time to time for whatever reason. These will normally be made with personnel from within the MECG structure and follow the lines of succession.

## **EMERGENCY RESPONSE**

Once the Notification of Emergency Personnel and the Manning of the Emergency Operations Centre (EOC) has been completed and the decision to implement the Municipal Emergency Plan has been made, the following steps shall be taken:

- Gather and assess information/data from the incident
- Identify priorities and an incident action plan
- Monitor and maintain necessary emergency and municipal operations
- Plan for the recovery of the community and return to normal municipal operations

Step 1: The Mayor will be given a personal briefing of the emergency by the CAO and establish those controls as deemed necessary to deal with the emergency. A decision for a Declaration of Emergency will be made based on the advice of the MECG.

Step 2: Upon the Declaration of an Emergency by the Mayor, the CAO will assume control of the emergency response operations with general direction from the Mayor and exercised through the MECG.

Step 3: The On-Site Commander has control and coordination of the site and the on-site emergency response elements, and will take general direction from the MECG.

Step 4: Command and communications will be structured with the CAO working through the MECG and supported by the Community Emergency Management Coordinator. Communications will be ongoing between the Emergency Operations Centre and the Emergency Site.

Step 5: Public information will be released as approved by the Incident Manager (CAO/designate) and will include alerts, instructional orders and general situational messages.

## **BUSINESS CYCLE**

During a Declared Emergency, the MECG will follow a Business Cycle that is set in motion in the early stages of the emergency and developed by the CEMC. A Business Cycle details when meetings are to be held, at what intervals and how all actions and decisions taken at these meetings are to be logged. Meetings are to be kept brief with the frequency and agenda set by the CEMC. Situations are reviewed and duties assigned. The EOC will also have an operational display board detailing the location and time of major events and the decisions that have been made. A map will also be kept up to date showing staging areas, evacuation centres and traffic routes. It is the responsibility of the CEMC to ensure accurate minutes are kept of all meetings both within the EOC and at the site of the emergency.

## DECLARATION/TERMINATION OF A MUNICIPAL EMERGENCY

Overall authority over an emergency lies with the Mayor, who, with the advice of the MECG, can declare an emergency, designate an area as an "Emergency Area", or order an evacuation of a building or an area (Section 4 of *Emergency Management and Civil Protection Act*). A Declaration of Emergency can also be made by the Premier of Ontario who can take over community resources (Section 7.0.1 *Emergency Management and Civil Protection Act*). The Premier may also order one community to assist another. Emergency Planning legislation permits the recovery of costs of responding to an emergency.

A Declaration of Emergency is not required in order for a community to recover costs for its emergency response. Records of expenditures can be submitted to Emergency Management Ontario for consideration of payment.

By virtue of an approved Municipal Emergency Plan, when an emergency exists but has not yet been declared to exist, employees of the Municipality may take such actions as may be required to protect lives and property within the community. (Section 9.a - *Emergency Management and Civil Protection Act*)

A Declaration of Emergency permits the following actions to be taken:

- Evacuation of those buildings considered dangerous to their occupants
- Dispersal of people not directly connected to the emergency relief operations, or who, by their presence, endanger themselves or hinder the efficiency of the operations
- Discontinuation of any services, including gas and hydro, where its continuation poses a public hazard
- Arrangements for the accommodation and maintenance of any residents in need of assistance
- The calling out and employment of any Municipal equipment and personnel
- A request for the assistance of personnel and equipment not under Municipal control and associated with such agencies as the Red Cross, St. John ambulance, etc.
- Registering of volunteers, who would be covered by the Worker's Compensation Board, if they are injured carrying out the tasks they were asked to do.

The following steps shall be taken by the CCG in the declaration and termination of a Municipal Emergency:

Step 1: The Head of Council, whether it be the Mayor or his designate, makes the declaration while the recommendation to declare the emergency is made amongst the members of the CCG. Upon declaration, the Mayor may take such action and make such orders as considered necessary and that are not contrary to law, to implement the Municipal Emergency Plan for the Municipality of French River (Section 3.1, *Emergency Management and Civil Protection Act*).

The declaration will include:

- Date and time of the Declaration/termination
- Who advised and recommended the implementation of the Declaration
- Reference to the Municipal By-law through which the Emergency Plan is implemented
- A statement of the circumstances which caused it to be made
- A designation of the part or parts of the Municipality to which it applies
- The anticipated time the declaration will no longer be required
- Signature and Title of the Declarer

Step 2: After the declaration, a special meeting of council will be convened within 24 hours to review and assess the situation. If the emergency extends beyond the boundaries of the Municipality, the appropriate Ministry will be notified. A media spokesperson from the MECG will be appointed to make media releases.

Step 3: The Mayor will notify the Solicitor General of Ontario (See Appendix B 3), neighboring municipalities as required and the media and public (Section 4(3), *Emergency Management and Civil Protection Act*) of the Declaration.

Step 4: The emergency may at any time be terminated by the Mayor, the Municipal Council or the Premier of Ontario (Section 4(2) and 4(4), *Emergency Management and Civil Protection Act*).

Step 5: Upon the termination of the Declaration, the Mayor shall notify the Solicitor General, neighbouring municipalities and the media and the public.

## **REQUESTS FOR OUTSIDE ASSISTANCE**

Outside assistance may be requested from any surrounding communities at any time. It may also be requested from the Province of Ontario at any time without any loss of control or authority by contacting Emergency Management Ontario. Formal and informal mutual aid agreements exist with surrounding communities for fire services and can be quickly activated by the Fire Chief/ delegate as the need arises. This would include any requirements for personnel, equipment and materials.

## **EMERGENCY PREPAREDNESS**

Emergency preparedness includes those activities that result in an operational capability that provides an effective emergency response. Responsibility for the coordination and implementation of these activities within the Municipal Emergency Plan lies with the CEMC.

## **EMERGENCY MANAGEMENT PROGRAM COMMITTEE (EMPC)**

The Program Committee will consist of members as provided for in Schedule 'C' of the Emergency Program By-law. Meetings and documentation will be the responsibility of CEMC. The Committee will meet at least once a year or as per Operating Guidelines.

It is the responsibility of the CEMV to ensure the review, and if applicable, the amendment of the Municipal Emergency Plan document. All names, phone numbers and addresses contained within the Municipal Emergency Plan will be updated by February 10th of each year.

## **PUBLIC EDUCATION**

Public education will be coordinated by the CEMC. It will focus on increasing the public's knowledge and awareness of emergencies; individual citizens being responsible to prepare themselves for emergencies and preparing to be self-sufficient for a minimum of 72 hours; what actions to take to reduce the effects of an emergency and what potential risks they may be most exposed to. Such a program may be consulted with the Fire Department, OPP, Manitoulin-Sudbury District Services Board (MSDSB) Paramedic Services and may involve other agencies such as the Canadian Red Cross and St. John Ambulance.

## **RISK REDUCTION**

Risk reduction proposals for the various hazards the Municipality is faced with should be included in the plan review and update procedures. This will be done through the Community Emergency Management Program Committee as convened by the CEMC and completed on an annual basis.

## **TESTING OF THE PLAN**

The plan will be tested annually to rate overall effectiveness and provide training to the MECG. Revisions will be based on the results.

A Community Emergency Management Program Committee shall review the Emergency Plan for the Municipality of French River and ensure training exercises are carried out. These training exercises will occur annually and include:

- a community risk assessment process to identify which types of emergency training is highest priority
- conduct a tabletop exercise with all parties to test interaction of plans

## **POST EMERGENCY PROCEDURES**

An emergency is considered over when the threat to life and property no longer exists and the Municipality has returned to some degree of normalcy. This includes the return of evacuees to their homes or, if repairs or reconstruction need to be completed, to temporary shelters. The emergency is not considered over until all services (hydro, sewer, water and gas) have been restored, either permanently or improvised on a short-term basis.

Normalization may begin even though a Declared Emergency is still in place. If certain areas of the emergency site are determined to be safe, cleanup and a controlled return of evacuees may commence if it does not interfere with ongoing operations.

The CEMC, working through the Community Emergency Management Program Committee, will prepare an evaluation of the community's emergency response effort with recommendations for improvement.

This report will include actions taken, personnel involved, fatalities, property damage, cost estimates and any long-term effects. It will also look at the effectiveness of the notifications, communication, overall preparedness and any items within the Municipal Emergency Plan that require review and amendment. Much of this information will be brought forth in a debriefing of the Municipal Emergency Control Group and the review of the event logs for all members of the Municipal Emergency Control Group.

### **Disaster Recovery Assistance for Ontarians**

Disaster Recovery Assistance for Ontarians is designed to help people affected by natural disasters get back on their feet.

After a natural disaster, people may need help to cover the costs of cleaning, repairing and replacing essential property, so their lives can get back to normal. Disaster Recovery Assistance for Ontarians provides financial assistance to individuals, small owner-operated businesses, farmers and not-for-profit organizations. It helps cover emergency expenses, repairs, or replacement of essential property after a natural disaster.

The Ontario Minister of Municipal Affairs and Housing may activate the program in the event of a natural disaster such as a flood or a tornado. Homeowners and residential tenants, small business owners, farmers, and not-for-profit organizations can apply for assistance under the program if they are located in the defined geographical area for which the program has been activated following a natural disaster.

Disaster Recovery Assistance for Ontarians is activated for a specific period of time after a natural disaster.

Eligible applicants can receive financial assistance for emergency expenses and costs for repair or replacement of essential property. The intent of the program is to return essential property to its basic function. The program covers the cost of returning property to a basic standard, and cannot be used for making improvements. Financial assistance under the program is subject to caps and deductibles.

For more information please visit the Ministry of Municipal Affairs and Housing web page: <http://www.mah.gov.on.ca/Page13722.aspx>

### **Municipal Disaster Recovery Assistance**

If municipalities have experienced extraordinary damage to public infrastructure due to a natural disaster, they are to contact the Ministry of Municipal Affairs and Housing to determine if sustained damages may be eligible for assistance under the Municipal Disaster Recover Assistance program. Eligible expenses may include capital costs to repair public infrastructure or property to pre-disaster condition, and operating costs over and above regular budgets that are necessary to protect public health, safety or access to essential services. Costs are not eligible if they are covered by insurance or if they would have been incurred anyway had the natural disaster not occurred.

If the program is activated, the province and municipality enter into a grant agreement. All payments under the grant agreement are based on eligible costs actually incurred by the municipality as a result of the natural disaster.

**SCHEDULE 'B' of By-law 2017-56**  
**EMERGENCY MANAGEMENT PROGRAM**

**APPOINTMENT OF OFFICERS**

**Community Emergency Management Coordinator and Emergency Information Officer**

1. Council hereby appoints the Chief Administrative Officer (CAO) as Community Emergency Management Coordinator (CEMC) and the Fire Chief as the alternate CEMC.
  
2. Council hereby appoints the Chief Administrative Officer (CAO) and the Clerk as Emergency Information Officers (EIO).

**SCHEDULE 'C' of By-law 2017-56**  
**EMERGENCY MANAGEMENT PROGRAM**

**EMERGENCY MANAGEMENT PROGRAM COMMITTEE (EMPC)**

The purpose of the Emergency Management Program Committee is to assist in the development and advise the Municipal Council on the development and implementation of the municipal emergency management program and to conduct an annual review of the Municipality's emergency management program and shall make recommendations to Council for its revision if necessary.

1. Council hereby appoints the following members to the Emergency Management Program Committee:
  - a) Community Emergency Management Coordinator (CEMC)
  - b) Emergency Information Officer (EIO)
  - c) Fire Chief
  - d) Public Works Director
  - e) Treasurer
  - f) Mayor
2. Council hereby appoints the Community Emergency Management Coordinator (CEMC) as Chair of the Emergency Management Program Committee.
3. Operational Guidelines: To oversee the development, implementation and continuous improvement of the Municipality's Emergency Management Program (EMP).

**Objectives:**

- Develop and continuously improve an emergency management program which conforms to legislation and includes the five core components namely: prevention, mitigation, preparedness, response and recovery;
- To make provisions for the extraordinary arrangements and measures that may have to be taken to reduce impacts to public safety, the environment, property and the economy of the Municipality of French River that may occur as the result of an emergency;
- To facilitate communication between the Municipal Emergency Control Group and all Support Agencies; and
- To advise Council on the development and implementation of the EMP

**Terms of Office:**

The Mayor in each four (4) year term will sit on the Committee.

**Quorum:**

A quorum shall consist of 50 percent of the voting members.

**Motions:**

Decisions made during Emergency Management Program Committee meetings are by making a motion, having it seconded and having it voted on and passed by the committee.

Meetings of the Committee shall be governed by Procedural By-law, Legislation, and Robert's Rules of Order.

**Chair:**

In the absence of the CEMC at a given meeting the alternate CEMC will be the chairperson for that meeting.

The Committee Chair shall be responsible for:

- Establishing a regular meeting schedule
- Preparation of meeting agendas and minutes of meetings
- Facilitate meetings
- Ensure completion of tasks by Committee members

**Role of Members**

The members of the Emergency Management Program Committee shall:

- Attend regular meetings as scheduled and additional meetings as time permits
- Participate in discussion and planning and share in the workload of the Committee
- Provide expertise in their professional area of responsibility
- Provide regrets to the Chairperson if unable to attend
- Declare any Conflict of Interest in accordance with the Municipal Conflict of Interest Act and exclude themselves from any discussion and or voting where such a conflict exists or may exist

**Sub-Committee:**

The Emergency Management Program Committee may from time to time appoint a sub-committee from the Emergency Management Program Committee members for specific purposes. The sub-committee will report back to the Emergency Management Program Committee by a spokesperson or written summary

**Reporting to the Municipal Council:**

The Emergency Management Program Committee shall report to Council:

- 1) Through the minutes of the meetings;
- or**
- 2) As deemed necessary by the Committee for submission.

**Closed Sessions:**

Due to the nature of activity, portions of a meeting may be closed from time to time.

**Conflicts of Interest:**

Members shall abide by the rules outlined within the Municipal Conflict of Interest Act and shall disclose the pecuniary interest to the Chair in the public agenda and absent himself or herself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

**Meetings:**

The Committee shall meet at least once a year or as deemed necessary to fulfill the requirements listed in the Activities and Responsibilities or at the call of the Chair.

**Errors/Omissions:**

The accidental omission to give notice of any meeting of the Committee to its members, or the non-receipt of any notice by any member, or any error in any notice that does not affect its substance, does not invalidate any resolution passed or any proceedings taken at the meeting. Any member of the Committee may at any time waive notice of any meeting.

**Meeting Attendance:**

Missed meetings will be referred to the appropriate departmental director.

**Budget:**

Funds for the Emergency Management Program are included in the budget for Emergency Planning.

Program training shall be a corporate responsibility and is to be included in the Human Resources budget.

**Activities and Responsibilities:**

1. Develop, implement and maintain an emergency plan as required by section 3 (1) of The *Emergency Management and Civil Protection Act*.
2. Provide training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities. Training of at least four hours and a risk-based exercise shall be delivered annually to the Municipal Emergency Control Group.
3. Provide public education on risks to public safety and on public preparedness for emergencies.
4. Conduct an annual review of the Hazard Identification and Risk Assessment (HIRA) and make recommendations for any changes
5. Conduct an annual review of the Critical Infrastructure List, noting key infrastructure required to maintain a continuity of operations within the municipality, and make recommendations for any changes.
6. Address any other element required by the standards for emergency management programs set under section 14. 2002, c. 14, s. 7.
7. Conduct an annual review of the emergency management program and make recommendations for revisions as necessary as per legislation.

**SCHEDULE 'D' of By-law 2017-56**  
**EMERGENCY MANAGEMENT PROGRAM**

**MUNICIPAL EMERGENCY CONTROL GROUP (MECG)**

The Municipal Emergency Control Group (MECG) is responsible to develop procedures to govern its responsibilities during an emergency and for directing the municipal response during an emergency, including the implementation of the municipal emergency plan. The members of the MECG must complete annual training and participate in an annual emergency exercise which evaluates the municipal emergency plan and procedures.

1. Council hereby appoints the following members to the Municipal Emergency Control Group:
  - a) Community Emergency Management Coordinator (CEMC)
  - b) Emergency Information Officer (EIO)
  - c) Fire Chief
  - d) Public Works Director
  - e) Treasurer