



By-Law 2022-67

## TOWNSHIP OF PLUMMER ADDITIONAL

# Emergency Response Plan

Last update: Nov 16, 2022

(prev. by-law 2021-45)

**PUBLIC COPY**

**\*For Privacy Purposes, specific contact information has been removed from this plan. Please contact the office to request specific contact information.**

**Approved by By-Law 2022-67 on Nov. 16<sup>th</sup>, 2022**

Mayor: Beth West

Deputy Clerk: Lars Moffatt

### **DISCLAIMER**

The Township of Plummer Additional Emergency Response Plan has been formulated to contain information pertinent to the Township of Plummer Additional. However, it is not intended to fulfill the needs of every community in Ontario. Further independent needs assessment is recommended. Pursuant to completion of the community risk profile, each community must draw up their plans accordingly.

# TOWNSHIP OF PLUMMER ADDITIONAL EMERGENCY RESPONSE PLAN

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**Full copy of the Red Cross Memorandum of Understanding is with the original copy of the Emergency Response Plan**

# TOWNSHIP OF PLUMMER ADDITIONAL EMERGENCY RESPONSE PLAN

## PART 1: INTRODUCTION

### 1.1 Preamble

**Emergencies are defined as situations or impending situations caused by forces of nature, accident or an intentional act that constitutes a danger of major proportions to life and property.** Emergencies affect public safety, meaning the health, welfare and property, as well as the environment and economic health of the Township of Plummer Additional.

The population of the Township of Plummer Additional is 650 residents.

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

The Township of Plummer Additional 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 Township of Plummer Additional with 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 Township of Plummer Additional Emergency Response Plan may be viewed at the Municipal Office and Bruce Mines & Plummer Additional Union Public Library. For more information, please contact the Emergency Management Coordinator at the Township of Plummer Additional Municipal Office, 38 Railway Crescent, RR # 2, Bruce Mines, ON P0R 1C0. The office phone number is (705) 785-3479.

### 1.2 Title

This document is the Township of Plummer Additional Emergency Response Plan, herein referred to as the “Plan”.

### **1.3 Definitions**

**“Command Post”** is the central control/communications centre from which the Emergency Site Manager and Incident Commanders will coordinate on-site activities and communicate with the Emergency Operations Centre and other operational communications centers.

**“Emergency Operations Centre” (EOC)** is the physical facility from which the Community Control Group coordinates and directs the response effort of all the responding agencies to an emergency. This facility is located at a predetermined location with an alternate location designated if the primary EOC is not accessible.

**“Emergency Site Manager” (ESM)** is the individual appointed by the Community Control Group who is responsible for directing and coordinating the actions of all responding agencies at the emergency site. The ESM reports directly to the Community Control Group. The individual in this position may change as the nature of the emergency changes. If more than one emergency arises during the same period of time, more than one ESM may be appointed by the MECG.

**“Incident Commander”** is an individual appointed by his/her agency who is responsible for directing and coordinating the actions of all personnel of his/her agency at the emergency site. The Incident Commander reports directly to the Emergency Site Manager. The individual in this position may change as the emergency progresses.

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

**“Municipal Emergency Control Group (formerly the Community Control Group)” (MECG)** is responsible for planning and directing the actions of all personnel and resources of all agencies responding to an emergency.

**“Community Emergency Management Coordinator” (CEMC)** is responsible for running the EOC and coordinating all decisions or directions of the Municipal Emergency Control Group (formerly the MECG) to all responding agencies.

### **1.4 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 Township of Plummer Additional when faced with an emergency.

It enables a centralized controlled and coordinated response to emergencies in the Township of Plummer Additional, and meets the legislated requirements of the Emergency Management Act.

## **1.5 Most Common Emergencies**

Emergencies can occur within the Township of Plummer Additional and the most likely are:

1. Transportation Accidents
2. Snowstorms/Blizzards/Ice or Sleet Storms/High winds/Tornados
3. Fire
4. Phone System Bell (down)
5. An Act of terrorism at Sault Locks
6. Epidemics
7. Blackouts

## **1.6 ACCESSIBILITY**

Upon request, individuals can request copies of this plan in alternative formats. For alternative formats, residents should contact the Township Office.

[info@plummertownship.ca](mailto:info@plummertownship.ca)

705-785-3479

## **PART 2: AUTHORITY**

### **2.1 Emergency Management Act (EMA)**

The *Emergency Management Act (EMA)* is the legal authority for this emergency response plan in Ontario.

The *EMA* states that the:

“The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area.”

As enabled by the *Emergency Management Act, 2003*, this emergency response plan and its' elements have been:

- Issued under the authority of *Township of Plummer Additional By-law #2004-46* as amended and
- Filed with Emergency Management Ontario, Ministry of Public Safety and Security.

### **2.2 Definition of an Emergency**

The EMA defines an emergency as:

“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.”

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.

### **2.3 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 people of the Township of Plummer Additional.

### **2.4 Amendment of Plan**

This Plan forms Schedule “A” to By-Law 2004-46. Any amendments to the Township of Plummer Additional’s Emergency Response Plan require an amending by-law approved and passed by the Township Council.

The annexes attached to the Plan do not form part of the Plan. Annexes may be amended or updated as deemed necessary by the Emergency Management Committee.

Due to the critical nature of having current contact information, the CEMC is authorized to update Annex “A” immediately upon receipt of new contact information without the necessity of obtaining prior approval of the Emergency Management Committee.

### **2.5 Freedom of Information and Protection of Privacy**

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

## **PART 3: EMERGENCY PROCEDURES**

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

The contact phone numbers and addresses of the MECG members (and their alternates) are contained in Annex A.

When a member of the MECG receives a warning of a real or potential emergency, that member will immediately contact the East Algoma Ontario Provincial Police and direct them to initiate the notification of the MECG. The member initiating the call must provide pertinent details (e.g. – a time and place for the MECG to meet) as part of the notification procedure. Sample in Annex A is the recommended format.

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

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

The East Algoma Ontario Provincial Police must record the date and time the MECG members were contacted.

It is imperative that the person making the calls to the MECG member must record the date, time and any other important details of the call.

### **3.1 Requests for Assistance**

Assistance may be requested from neighboring municipalities at any time. The request shall not be deemed to be a request that the assisting entity assume authority and control of the emergency.

Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. A request for assistance should be made by contacting Emergency Management Ontario. A hard copy of the *declaration*, on municipal letterhead must be faxed to the Duty Officer at (416) 314-6220 after the telephone notification is made.

Notification of the Ministry of Community Safety and Correctional Services must be done through **Emergency Management Ontario** by calling **1-866-314-0472**. The Emergency Notification Contact List, including contact numbers for requesting assistance, is attached as **Annex A**.

### **3.2 A Declared Community Emergency**

The Mayor or Acting Mayor of the Township of Plummer Additional, as the **Head of Council, is responsible for declaring an emergency.**

This decision is usually made in consultation with other members of the MECG. The advantage of declaring an emergency is that all volunteers are covered by WSIB, and additional resources can be accessed.

Upon declaring an emergency, the Mayor will notify:

**Form to Declare: go to page 42**

**Phone & Fax Numbers: go to ANNEX page 43 - 49**

- Emergency Management Ontario, DUTY OFFICER @ Ministry of Public Safety and Security; (fax form)
- OPP, Ambulance, FIRE, Municipal Waste & Recycling,
- Media: radio & OPP Christie McClelland to do Media Post
- Township Council;
- Public; (via email contact list)
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP).
- Municipal Affairs and Housing

## **PART 4 PLAN IMPLEMENTATION**

### **4.1 Activation of the Plan:**

Note: The plan can be activated with or without first declaring an emergency.

Upon declaration by the Mayor or alternate, the Community Control Group shall activate the Plan and become responsible for directing and controlling all emergency operations and for providing the necessary personnel and resources.

### **4.2 Actions of Emergency Response Agencies and Emergency Site Manager**

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

Each agency responding to the emergency shall appoint an Incident Commander who is responsible for directing and coordinating the actions of all personnel of their agency at the emergency site. Incident Commanders report directly to the Emergency Site Manager.

For each emergency site defined, the Community Control Group shall confirm or appoint an Emergency Site Manager to assume responsibilities outlined in Section 6.1.13 (pg 13) of this Plan. The Emergency Site Manager shall report directly to the Community Control Group.

#### **4.3 Chain of Command**

The Emergency Site Manager reports directly to the Community Control Group and is no longer subject to the command structures of his own organization. Incident Commanders will report to the Emergency Site Manager and are still subject to the command structure of their own organization.

#### **4.4 Emergency Operations Centre**

The location of the Township of Plummer Additional's primary and alternate Operation Centers are detailed in Annex B.

The first arriving Community Control Group member(s) are responsible for setting up the Emergency Operations Centre. The CEMC is responsible for maintaining a level of preparedness within the Emergency Operations Centre by updating all print material and equipment.

#### **4.5 Media Centre**

The Media Centre will be established in the municipal office or at such other location as deemed necessary by size or type of incident.

The Emergency Information Coordinator is responsible for setting up the Media Centre. The CEMC is responsible for maintaining a level of preparedness within the Media Centre by ensuring that communications equipment and supplies are available for use at the EOC.

#### **4.6 Telecommunications**

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

#### **4.7 Emergency Operations Centre Message Traffic**

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

**Emergency** is any message with implications of imminent death or serious injury to any person or groups of persons. Emergency alerts or immediate action directives are included in this category. Emergency messages take priority over all other traffic and should be used only when absolutely required.

**Priority** is assigned to important messages with a specific time limit or may result in a significant impact. It also includes those official messages not covered in the "emergency" category.

**Routine** covers most administrative or non-critical messages that are not time limited, including routine logistics support.

It is the responsibility of the originator of the message to designate the message according to the above hierarchy. The line(s) dedicated to incoming calls to the Emergency Operations Centre shall be operated by support staff under the direction of the CEMC,

who shall be responsible for ensuring that all messages are properly classified and routed to their intended recipients.

#### **4.8 Command Post**

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

#### **4.9 Dissemination of Decisions by the Municipal Emergency Control Group (MECG)**

Decisions of the Community Control Group shall be transmitted to the appropriate response agency. This function shall be coordinated by the CEMC.

#### **4.10 Operating Cycle**

Members of the Community Control Group shall gather at regular intervals to inform each other of actions taken and problems encountered. Frequency of meetings and agenda items will be established by the Clerk. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. Maps and status boards shall be prominently displayed and kept up to date by the Clerk's Assistant or by support staff designated by the Clerk.

The Emergency Site Manager shall schedule regular briefings with Incident Commanders. After each briefing, the ESM shall update the MECG of the content of such briefings.

#### **4.11 Evacuation**

Refer to Annex B for Location of Emergency Evacuation Centre

#### **4.12 Termination of a Community Emergency**

A community emergency may be terminated at any time by:

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

When terminating an emergency, the Mayor will notify:

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

A copy of the termination on municipal letterhead must be faxed to the Duty Officer at (416) 314-6220, after the telephone notification is made.

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

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

The location of the Township of Plummer Additional's primary and alternate Operations Centres are detailed in Annex B.

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

The emergency response will be directed and controlled by a member of the Municipal Emergency Control Group (MECG) may initiate the notification procedure to place MECG members on standby or call them in to action. MECG is a group of officials who are responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the community. The MECG consists of the following officials:

- Mayor of the Township of Plummer Additional, or alternate;
- Clerk, or alternate, who becomes the Operations Officer and Chair of the EOC;
- Clerk/Emergency Management Coordinator, or alternate;
- Chief of Police, or alternate;
- Fire Chief, or alternate;
- Community Fire Safety Officer
- Roads working Foreman
- Medical Officer of Health, or alternate;
- Social Services Representative (s), or alternate;
- Emergency Medical Services (EMS) Director, or alternate;
- Local electrical utility representative, or alternate, if required or available;
- Emergency Information Coordinator;
- Telecommunications Coordinator;
- Additional personnel called or added to the MECG may include:
  - Emergency Management Ontario Representative;
  - Ontario Provincial Police Representative;
  - Sault Ste. Marie Region Conservation Authority Representative;
  - Liaison staff from provincial ministries;
  - Plummer Additional Township Council, and any other officials, experts or representatives from the public or private sector as deemed necessary by the MECG.

The Control Group may function with only a limited number of persons depending upon the emergency (may be as few as 4 individuals). While the MECG may not require the presence of all the people listed as members of the control group, all members of the MECG must be notified.

### **5.3 Operating Cycle**

Member of the MECG will gather at regular intervals to inform each other of actions taken and problems encountered. The Clerk 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 Clerk's Assistant will maintain status board and maps which will be prominently displayed and kept up to date.

### **5.4 Community Control Group Responsibilities**

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

- Calling out and mobilizing their emergency service, agency and equipment;
- Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
- Determining if the location and composition of the 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 township as an emergency area;
- Ensuring that an Emergency Site Manager (ESM) is appointed;
- Ensuring support to the ESM by offering equipment, staff and resources, as required;
- Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger;
- Discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, gas;
- 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;
- Appointing a Community Spokesperson;
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Coordinator, the Community Spokesperson 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 Clerk within one week of the termination of the emergency, as required;
- Participating in the debriefing following the emergency.

## **PART 6: EMERGENCY RESPONSE TEAM**

### **6.1 The Individual Responsibilities of the Community Control Group:**

Mayor - **Beth West**

Acting Mayor- **Mike Jones**

The Mayor or Acting Mayor is responsible for:

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

#### **1. Emergency Management Coordinator or Alternate**

**Primary Keith Hoback**

1<sup>st</sup> Alternate: **Grahame Gordon**

2<sup>nd</sup> Alternate **Mike Jones**

The Emergency Management Coordinator or Alternate is responsible for:

- Activating and arranging the Emergency Operations Centre;
- Ensuring that security is in place for the EOC and registration of MECG members;
- Ensuring that all members of the MECG 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);
  - We have a Memorandum of Understanding with the Red Cross attached to the original copy of the Emergency Response Plan.
- 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;
- Maintaining the records and logs for the purpose of the debriefs and post-emergency reporting that will be prepared.

**2. Clerk/ Operations Officer or Alternate**  
 Clerk / Operations Officer: **Lars Moffatt**

Deputy Clerk-Alternate: **As employed**

The Clerk becomes the Operations Officer for the Township of Plummer Additional and is responsible for:

- Chairing the MECG;
- Activating the emergency notification system through the East Algoma Ontario Provincial Police Service;
- Ensuring liaison with the Police Chief 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 on policies and procedures, as appropriate;
- Approving, in conjunction with the Mayor, major announcements and media releases prepared by the Emergency Information Coordinator, in consultation with the MECG;
- Ensuring that a communication link is established between the MECG, EOC and the Emergency Site Manager (ESM) by phone, radio, etc.;
- Calling out additional township staff to provide assistance, as required.

**4. Emergency Information Coordinator**  
**Lars Moffatt (Clerk-Treasurer)**

The Township's Clerk will act as the Emergency Information Coordinator during an emergency. The Emergency Information Coordinator is responsible for the dissemination of news and information to the media for the public. He/she will report back to the Mayor. A detailed list of responsibilities is included in Annex C.

**5. OPP (1-888-310-1122)**  
**OPP Court Officer/Community Service Officer (Tyler Sturgeon)**  
**Ph: 705-842-3243**

**Fax: 705-842-3843**

**Email: [Tyler.Sturgeon@opp.ca](mailto:Tyler.Sturgeon@opp.ca)**

The Ontario Provincial Police Representative's Responsibility:

Activating the "Alert":

The on scene Ontario Provincial Police "Officer in Charge" will activate the Community Control Group "Alert" whenever it is apparent that the emergency is beyond the capabilities of normal emergency services including Fire Department Mutual Aid and normal other agency assistance. This decision is best made in consultation with the Fire Department "Officer in Charge" and/or other emergency services officials.

The Ontario Provincial Police Representative is responsible for:

- Activating the emergency notification system, and ensuring all members are notified by calling in order the personnel on the Community Control Group Call List provided;
- Notifying necessary emergency and community services, as required;
- Establishing a site command post with communications to the EOC;
- Depending on the nature of the emergency, assign the Site Manager and inform the MECC;
- Establishing an ongoing communications link with the senior police official at the scene of the emergency;
- Establishing (in consultation with the Emergency Site Manager) the inner perimeter within the emergency area. Access inside the inner perimeter will be limited to those directly involved in dealing with the emergency;
- Establishing (in consultation with the Emergency Site Manager) 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. Access inside the outer perimeter will be limited to those with a specific function to perform such as media, emergency equipment and vehicles, treatment areas, rest areas for emergency workers, communication equipment, etc.;
- 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 Representative (Canadian Red Cross) 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.

REFER TO: ANNEX A for call list and telephone numbers.

## **6. Fire Representative and CFSO (Community Fire Safety Officer)**

Fire Chief – Randy Morin

CFSO – Community Fire Safety Officer

Lars Moffatt (Acting)

Email: [lmoffatt@plummertownship.ca](mailto:lmoffatt@plummertownship.ca)

The Fire Representative is responsible for:

- Activating the emergency notification system through the East Algoma Ontario Provincial Police Service;
- Providing the MECG with information and advice on firefighting and rescue matters;
- Depending on the nature of the emergency, assign the Site Manager and inform the MECG;
- Establishing an ongoing communications link with the senior fire official at the scene of the emergency;
- Determining if additional or special equipment is needed and recommending possible sources of supply, e.g., breathing apparatus, protective clothing;
- Providing assistance to other community departments and agencies and being prepared to take charge of or contribute to non-fire fighting operations if necessary, e.g., rescue, first aid, casualty collection, evacuation;
- Providing an Emergency Site Manager, if required.

The CFSO will assist the Fire Representative or Fire Department on an “as needed” basis.

## **7. Township Roads Working Foreman & Town of Bruce Mines Public Works Officer**

Chad Mullen (RWF for P-A)

Tom Brown

Tom Phillips (Bruce Mines)

The Township Roads Working Foreman & Town of Bruce Mines Public Works Officer is responsible for:

- Providing the MECG with information and advice on engineering and public works matters;
- Depending on the nature of the emergency, assign the Site Manager and inform the MECG;
- 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 township 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.

**8. (Acting) Medical Officer of Health – APHU**

Dr. Jennifer Loo associate MOH (Maternity Leave 2023)

**Dr. John Tuinema Acting MOH**

The Medical Officer of Health may be responsible for some or all of the following duties:

- Acting as a coordinating link for all emergency health services at the MECG;
- Ensuring liaison with the Ontario Ministry of Health and Long Term Care, Public Health Branch;
- Depending on the nature of the emergency, assign the Site Manager and inform the MECG;
- 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 Coordinator;
- 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 Representatives on areas of mutual concern regarding health services in evacuee centres.

**9. Social Services Representative (s) – Canadian Red Cross (contracted by ADSSAB)  
Canadian Red Cross: Mara DeFazio**

**Emergency Management Coordinator for Algoma: Jenni McDonald**

The Social Services Representative 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 chief 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 that a representative of the Algoma District School Board of Education and/or Separate School Board is/are notified when facilities are required as evacuee reception centres, and that staff and volunteers utilizing the school facilities take direction from the Board representative(s) with respect to their maintenance, use and operation;
- Ensuring liaison with Algoma Homes for the Aged and Light Haven Nursing Home as required;
- Making arrangements for meals for the staff/volunteers at the EOC and the Site.

Refer to ADSSAB agreement with Canadian Red Cross – effective Sept. 23, 2004 (see next two pages).

## **SCHEDULE A**

Schedule A to an Agreement between the Municipality and the Society dated the 23rd day of September, 2004.

### **15. EMERGENCY SOCIAL SERVICES**

Emergency Social Services is a planned emergency response organization designed to provide those basic services essential for the immediate and continuing well-being of persons affected by a disaster. It is the responsibility of Red Cross to secure supplier Agreements for supplies procurement, volunteer resources and services necessary to provide the **five Emergency Social Services**.

#### **1. Registration and Inquiry (R&I) Services:**

Assists in reuniting families. Collects information and answers inquiries regarding the conditions and whereabouts of missing persons.

#### **2. Emergency Feeding:**

Provides food or meals to those persons without food or food preparation facilities.

#### **3. Emergency Clothing:**

Supplies clothing or emergency covering until regular sources of supply are available.

#### **4. Personal Services:**

Provides for the initial reception of disaster victims arriving at Reception Centers; informs them of immediate emergency help available; offers temporary care for unattended children and dependent adults/elderly; assists with the temporary care of residents from Special Care Facilities; and offers immediate and ongoing emotional support to people with personal problems and needs created or aggravated by a disaster. \*Particular personal services may be coordinated through the Community Emergency Operating Control Group and contracted with local services providers to meet special needs of disaster victims.

#### **5. Emergency Lodging:**

Arranges for safe, immediate, temporary lodging for homeless or evacuated people and is comprised of the following elements.

##### **Lodging Management:**

Provide supervision and administrative support for Red Cross functions within the lodging facility. Ensure that the needs of facility occupants are being met. \*Designation, evaluation as per the guidelines established by Health Canada, set up and a space utilization plan for each temporary shelter is the responsibility of the Emergency Management Program Committee and/or Community Emergency Operating Control Group.

Registration:

Ensure that all occupants are registered upon arrival. Maintain a system for checking occupants in and out when they leave for any period of time. Manage the system of record keeping for registrations.

Feeding:

Supervise on-site food preparation and service for residents and workers. Advise the Logistics/Feeding Managers of needed supplies. Ensure that the food ordering system is established and implemented. Keep accurate records of food and supplies received and expended. Prepare and monitor the food service staff work schedule. Record the hours of personnel as requested.

Management of Sleeping Area:

Set up sleeping areas. Assign residents to sleeping areas. Coordinate with Logistics staff for cots, blankets and comfort kits if available.

Personal Client Services:

In coordination with Community Emergency Operating Control Group, organize and administer childcare, recreation, transportation, first aid, pet care and other services as needed. Identify residents needing additional services and collaborate with appropriate sources to meet such needs.

Volunteer/Staff Recruitment, Training and Placement:

Recruit, place and support staff assigned to the lodging facility. Provide opportunities to residents to serve as volunteers in the facility. Manage other local volunteer organizations.

Logistics:

Provide support for the use of the facility. Ensure the safety, security and sanitation for the lodging facility. Procure, store and distribute supplies and equipment to the lodging facility. Work with the representative of the facility to ensure that the building is used properly. In coordination with Community Emergency Operating Control Group, contract out some specialized logistics services i.e. security and sanitation.

**10. Emergency Medical Services (EMS) Representative (Ambulance Attendants)**  
**911**

The Emergency Medical Services Representative is responsible for:

- Ensuring emergency medical services at the emergency site;
- Depending on the nature of the emergency, assign the Site Manager and inform the MECC;
- 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 MECC 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 – Algoma Power**

705- 256-3850 - select “0” ask for Superintendent on call

705- 253-0211 After hours

The Utility Representative – Algoma Power is responsible for:

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

**12. Chief Building Official**

Kevin Morris, CBO Tulloch Engineering, Thessalon, ON

Ph: 705-842-3372

Fax: 705-842-2658

Cell: 705-542-4462

If requested, the Chief Building Official shall:

- advise the MECG on all matters relating to buildings;
- coordinate with the Municipal Road Superintendent regarding the securing of unsafe buildings, or demolition of structures found to be unsafe;
- liaise with Chief Building Officials from area municipalities, as required;
- maintain a detailed log of all actions taken by the Chief Building Official;
- participate in a post-emergency debriefing and provide reports as requested by the CEMC.

### 13. Emergency Site Manager

#### **Relationship between MECG and Emergency Site Manager (ESM):**

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

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

#### **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, so as to offer a coordinate and effective response. Regular briefings will be held at the site and chaired by the Emergency Site Manager, so as to establish the manner and process to the emergency.

## 6.2 Support and Advisory Staff

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

1. Clerical Assistant and Log Officer  
Administrative Assistant (As employed)

The Clerk's Clerical Assistant is responsible for:

- Assisting the Clerk, as required;
- Ensuring all important decisions made and actions taken by the MECG are recorded;
- Ensuring that maps and status boards are kept up to date and to log all calls;
- Provide a process for registering MECG members and maintaining a MECG 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 MECG 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 all council are advised of the declaration and termination of declaration of the emergency;
- Upon direction by the Mayor, arranging special meetings of council, as required, and advising members of council of the time, date, and location of the meetings;
- Procuring staff to assist, as required.

2. Township Solicitor

**Christopher P. Coccimiglio | Lawyer**  
**Allemano Fitzgerald Pascuzzi & Berlingieri Lawyers\***

The Township Solicitor is responsible for:

- Providing advice to any member of the Community Control Group on matters of a legal nature as they may apply to the actions of the Township of Plummer Additional in its response to the emergency, as requested.

### **3. Treasurer/ Purchasing Agent**

Deputy Clerk/Treasurer As Employed

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/Directors of Finance 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.

4. **Telecommunications (ARES) Coordinator** - (predesignated Amateur Radio Operator) see Part 7 for more details.

**Mike Allen**

Alternate: **Bob Raynor**

The Telecommunications Coordinator reports to the 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;

**5. Emergency Information Coordinator**

The assigned individual is the Municipal Clerk:

Clerk/Treasurer – Lars Moffatt  
lmoffatt@Plummertownship.ca

In the event the Clerk is unable to assume the responsibility of the EIC, then the individual appointed to the position is referred to Annex C of the Plan for the list of responsibilities.

## **6. Other Agencies**

In an emergency, many agencies may be required to work with the Community Control Group. Two such agencies are detailed below. Others might include Emergency Management Ontario, Ontario Provincial Police, Office of the Fire Marshal, industry, volunteer groups, conservation authorities, and provincial ministries.

**7. Board of Education and Separate School Board**

<b>BOARD OF EDUCATION</b>	<b>705-945-7111</b>
<b>HURON SUPERIOR CATHOLIC DISTRICT SCHOOL BOARD</b>	<b>705-945-5400</b>

The Board of Education and the Separate School Board are 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;

**8. Thessalon Hospital Administrator**  
Lynn Jobst -

The Thessalon Hospital 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.

## **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 Township of Plummer Additional is a pre-designated Amateur Radio Operator (Mike Allan). The Emergency Telecommunications Coordinator is part of the initial Emergency Notification Procedure who in turned will call upon his contacts for further communications support, as required.

The Emergency Telecommunications Office is located in the office adjacent to 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 Township of Plummer Additional lose all telephone communications, pre-arranged communications could be obtained from the school bus radios, which will act as relay to the EOC and the emergency site.





**ANNEX A: EMERGENCY NOTIFICATION CONTACT LIST**  
(Last update: November 15, 2022 L.Moffatt)

## EMERGENCY NOTIFICATION CONTACT LIST

The list identifies all members of the Community Control Group and their alternates. All telephone numbers should be included -- home, work, cottage, cell phone, pager, etc.

The notification may be activated by the Clerk, the Fire Chief, the Police Chief, the Mayor, the Medical Officer of Health and the Emergency Management Coordinator.

Upon activation the notification process will be carried out at once by the police dispatcher, who will note the detail of the message (e.g. description of the emergency, instructions to remain on stand by or assemble at the EOC, etc). This dispatcher will ensure this information is passed to and understood by each person called.

Persons on the notification list will be called in order, starting with the Mayor.

If the primary person cannot be reached at any of the listed numbers, telephone the alternate.

If neither can be reached, go on to the next appointment on the list.

Should an emergency occur or an impending emergency, contact should be made with the Emergency Management Ontario Duty Officer (24/7) at 1-861-314-0472 or fax at 1-416-314-6220.

Once the end of the list has been reached, try again to reach those who were not available on the first attempt.

**Note** the exact time each person was reached.

# NOTIFICATION MESSAGE FORMAT

## SAMPLE SCRIPT

I am **(insert caller's name)**, and I am calling to inform you that the Emergency Operations Centre will be activated at **(insert date and time)** due to **(state the nature of the emergency)**.

As a member of the Community Control Group you **should report to (list location: primary/alternate EOC or other location at (insert date/time))** and report to the CEMC or Operations Officer.

Please bring the following resources with you **(list any required items, including a copy of the Emergency Response Plan, extra clothing, phone list)**

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Thank you

**Note:** The caller delivering this message MUST record the date and time EACH member (or alternate) of the MECG was contacted.

## **ANNEX B: LOGISTICS**

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

The Emergency Operations Centre will be located in Plummer Additional Council Chamber, which is located in Municipal Building, 38 Railway Crescent, Bruce Mines, ON.

#### Per Dec 7, 2016 Council Minutes:

The alternate Emergency Operations Centre will be located at the Bruce Mines Community Hall, which is located at #9180 Hwy 17 East, Bruce Mines, ON.

### ***b) Equipment***

The equipment required for the Emergency Operations Centre is organized in a kit form. The kit is located at the Bruce Station Hall on the top of the cabinets located on the right stage entrance. The 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:

Item	Location
Laptops	Municipal Office
Computers	Municipal Office
Fax Machine	Municipal Office
Radios	Municipal Office
Television	None (purchase or bring one in if necessary)
Telephones	Municipal Office
Ham Radio	ARES
Flip Chart	Council Chambers

### ***c) Emergency Evacuation Centre***

The Emergency Evacuation Centre is the Bruce Station Community Hall, located at 109 Station Road, Bruce Station, ON. The phone number is 705-785-3919. Equipped with 2 -2pc bathrooms, kitchen facilities: 2 stoves, 2 fridges; tables and chairs available; 154 person total occupancy; back up generator (shared with office).

#### Per Dec 7, 2016 Council Minutes:

The alternate Emergency Evacuation Centre will be located at the Bruce Mines Community Hall, which is located at #9180 Hwy 17 East, Bruce Mines, ON.

## **ANNEX C:           EMERGENCY INFORMATION PLAN**

Upon implementation of this Emergency Response Plan, it will be 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 will be established:

- Emergency Information Coordinator;
- Community Spokesperson; and
- Citizen Inquiry Supervisor.

Depending on the nature of the emergency, it may be necessary to establish a media information area adjacent to the emergency site, as decided by the Community Control Group. This area, if established, will be staffed as determined the community spokesperson.

### **1.       Emergency Information Coordinator: Lars Moffatt**

The Emergency Information Coordinator reports to the Mayor and is responsible for:

- 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 MECG 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;
  - Community Control Group;
  - Switchboard (Township and Emergency Services);
  - Community Spokesperson;
  - Police Public Relations Officer;
  - Neighbouring Communities;
  - Citizen Inquiry Supervisor;
  - Any other appropriate persons, agencies or businesses.
- 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 Clerk (in consultation with the mayor) prior to dissemination, and distributing hard copies of the media release to the EIC, the MECG, 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: appointed by MECG**

The community spokesperson will be appointed by the Community Control Group and is responsible for:

- Giving interviews on behalf of the Township of Plummer Additional's Council;
- Establishing a communication link and regular liaison with the Emergency Information Coordinator at the EOC;
- Redirecting all inquiries about decisions made by the MECG and about the emergency as a whole, to the Emergency Information Coordinator;
- 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: Administrative Assistant (as employed)**

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 Coordinator of the establishment of the Citizen Inquiry Service and designated telephone number(s);
- Informing the affected emergency services, the MECG and Township switchboards of the establishment of the Citizen Inquiry Service and designated telephone numbers;
- Ensuring liaison with the Emergency Information Coordinator 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 Coordinator. (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 located in evacuation and reception centres to the registration and inquiry telephone number(s);
- Procuring staff to assist, as required.