

**PLAN DE SÉCURITÉ CIVILE MUNICIPAL  
MUNICIPAL EMERGENCY PLAN**

MUNICIPALITY **MARKSTAY-WARREN**  
OF

DESIGNATION **MUNICIPALITY**

POPULATION **2,666**

REGION **SUDBURY EAST**

PUBLISHED **03 - 01 - 2002**

REVISED **December 19<sup>th</sup> 2007**

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# ACRONYMS

CCG	Community Control Group
CEMC	Community Emergency Management Coordinator
DND	Department of National Defence
EMA	Emergency Management Act
EMC	Emergency Management Committee
EMO	Emergency Management Ontario
EOC	Emergency Operations Centre
ESM	Emergency Site Manager
GSA	Good Samaritan Act
HIRA	Hazard Identification and Risk Assessment
HUSAR	Heavy Urban Search and Rescue
IMS	Incident management System
JEPP	Joint Emergency Preparedness Program
JIC	Joint Information Centre
LFCA	Land Forces Central Area
MMA	Ministry of Municipal Affairs
NFPA	National Fire Protection Association
NIMS	National Incident Management System
ODRAP	Ontario Disaster Relief Assistance Program
PERT	Provincial Emergency Response Team
POC	Provincial Operations Centre

## FOREWORD

It gives me great pleasure to present the emergency preparedness plan prepared for our municipality.

**This Plan has three objectives:**

- To encourage reflection on the nature and effects of disaster threatening us, as well as on possible measures which might reduce the probabilities of disasters occurring or diminish their effects.
- To determine resources and an organizational structure of action adapted to our municipality and its vulnerable points.
- To prepare resources to effective action through an annual training and exercise program.

**This Plan is drawn up in accordance with Section 3 of the Emergency Management Act R.S.O. 1990 Chapter E.9 and municipal regulations.**

In order to be in a position to prepare this Plan properly, the authorities of our municipality and the coordinator have joined together with the required people in what is called the Emergency Preparedness Committee.

I invite all those who have a role to play in our Emergency Preparedness Organization to take their tasks seriously and to continually familiarize themselves with their responsibilities in an emergency, by recommending updates or revisions to the Plan as needed and by making an effort to attend all meetings, courses and organized exercises.

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Mayor  
Markstay-Warren

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CAO/Clerk  
Markstay-Warren

# **EMERGENCY PREPAREDNESS PLAN DISTRIBUTION LIST**

	Copy
MAYOR	1
COORDINATOR	1
DEPUTY COORDINATOR	1
CHAIR PERSON EMERGENCY SERVICES COMMITTEE	1
MUNICIPAL FILE	2
SITE COMMANDER	1
PROVINCIAL SOLICITOR GENERAL PROVINCE OF ONTARIO EMO	2
DIRECTOR OF ADMINISTRATION	1
DIRECTOR OF SUPPLIES	1
DIRECTOR OF COMMUNICATIONS	1
DIRECTOR OF FIRE - RESCUE - HAZARDOUS MATERIALS	1
DIRECTOR OF INFORMATION	1
DIRECTOR OF POLICE ( O.P.P. )	1
DIRECTOR OF HEALTH	1
DIRECTOR OF SOCIAL SERVICES	1
DIRECTOR OF TECHNICAL SERVICES	1
DIRECTOR OF TRANSPORTATION	1

## **EMERGENCY PREPAREDNESS PLAN MUNICIPAL BY - LAWS**

NUMBER	DATE	OBJECT
2004-33	December 15, 2004	Being a by-law requiring an emergency management program for the protection of public safety, health, the environment, the critical infrastructure and property, and to promote economic stability and a disaster-resilient community.
2005-16	June 15 <sup>th</sup> , 2005	Being a by-law to authorize the Mayor and Clerk to execute a Fire Protection Services Agreement with the Corporation of the Municipality of West Nipissing.
2006-11	March 15 <sup>th</sup> , 2006	Being a by-law to authorize the Mayor and Clerk to execute a Forest Fire Management Agreement with the Ministry of Natural Resources.
2006-16	April 19 <sup>th</sup> , 2006	Being a by-law to authorize the Mayor and Clerk to execute a Fire Protection Services Agreement with the Corporation of the City of Greater Sudbury.

**EMERGENCY PREPAREDNESS PLAN  
LIST OF UPDATES**

NUMBER	DATE	REMOVE	INSERT

# **EMERGENCY PREPAREDNESS PLAN**

## **INTRODUCTION**

In order to ensure the protection of persons and property, an emergency preparedness plan has been drawn up.

**The objectives of the plan are :**

- to eliminate certain threats, or at least reduce their effects, by encouraging the adoption of preventive measures,
- to prepare residents of the municipality to act promptly in times of disaster,
- to control and eliminate the effects of disaster,
- to plan ahead for outside help in the event that the municipality's resources are inadequate for dealing with any anticipated disaster.
- to protect the health, safety, welfare and property of the residents and to assist them during emergency situations.

# THE STRUCTURE OF THE MUNICIPALITY WITH RESPECT TO EMERGENCY PREPAREDNESS

## 1. THE ORGANIZATIONAL STRUCTURE

Emergency preparedness in the municipality is structured around two organizational entities: the Municipal Emergency Management Committee (E.M.C.) which is in charge of planning, and the Community Control Group (C.C.G.) which is in charge of operations.

## 2. THE MUNICIPAL EMERGENCY MANAGEMENT COMMITTEE ( E.M.C.)

The EMC comes under the Municipal council and acts as an advisory committee.

**The EMC is authorized to act as advisor to the municipality in matters of emergency preparedness.** This committee is mandated to determine the policies and plan of action that will enable the Community Control Group to function effectively.

## INTRODUCTION

Because an emergency plan can only be effective if it is updated on a regular basis, a revision and updating program has been put into effect.

## ELEMENTS OF THE PROGRAM

The C.C.G. forms a sub-committee to carry out this program, which is divided into two parts: revision and updating.

The members of this sub-committee will make sure that all changes to the plan are brought to their attention and will see that all those having a copy of the plan in their possession are advised of the changes.

The Municipal Clerk

The Fire Chief

## REVISION

The municipal emergency plan must be totally revised at fixed intervals.

The plan for our municipality will be revised every two years.

Three months before the due date, all those having a copy of the plan will be advised by the sub-committee to check over their part of the plan and to report any corrections or changes to those responsible for revision.

## UPDATING

The most frequent modifications usually involve changes in the names, addresses and telephone numbers of staff at the municipal level as well as changes with respect to the human resources from outside agencies.

Material resources may also be affected; this however, occurs less frequently.

A procedure is established as follows:

Every two months or thereabouts, an update report indicating the changes to be made is submitted to the sub-committee responsible. If no changes have been made, the report states simply " no changes ".

Once all reports have been received, the sub-committee makes the necessary corrections and send out the modified portions of the text to those having a copy of the emergency preparedness manual.

Updates will be part of administrative procedures and will not form part of this plan, however, any changes in human or material resources will be reported to the sub-committee responsible on the form included at the end of this program.

### 3. THE COMMUNITY CONTROL GROUP (C.C.G.)

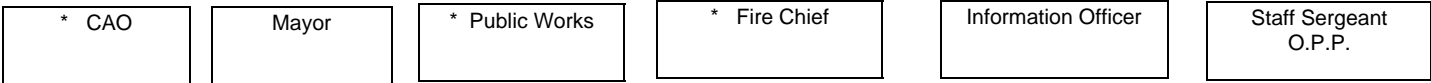
The C.C.G. is responsible for integrating the various emergency services.

The C.C.G. is **the** operational nerve team of the municipality during an emergency. As such, it is responsible for ensuring that all of the operations that figure in the emergency preparedness plan are executed by the appropriate personnel.

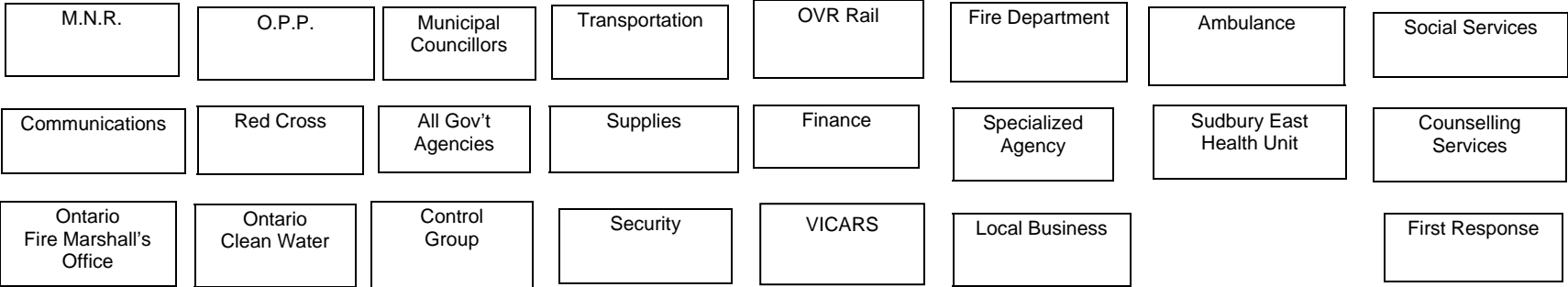
The duties of the C.C.G. are outlined in Chapter 1 under the Emergency Management Organization – key duties.

Co-ordinator Control Group

**EMERGENCY PREPAREDNESS ORGANIZATION CHART**



***Sub - Committees***



\* Also members of the Emergency Management Program Committee

**EMERGENCY PREPAREDNESS PLAN  
UPDATE REPORT  
MARKSTAY-WARREN**

EMERGENCY PREPAREDNESS PLAN

Report No \_\_\_\_\_

Date \_\_\_\_\_

Addressed to \_\_\_\_\_

Sender

SUBJECT	REMOVE	INSERT

# Declaration of an Emergency

I, \_\_\_\_\_ hereby declare an Emergency in  
(Mayor or elected Head of Council)

accordance with the Emergency Management Act 1990, s.4.(1) due to the  
emergency described herein:

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for an Emergency Area or part thereof described as:

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Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_ at \_\_\_\_\_ (time)

In the Municipality of: \_\_\_\_\_

(Note: Fax to EMO Duty Officer @ 416-314-0474)

# Termination of a Declared Emergency

I, \_\_\_\_\_ hereby declare an Emergency  
(Mayor or elected Head of Council)

terminated in accordance with the Emergency Management Act 1990, s.4.(2) due to the emergency described herein:

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for an Emergency Area or part thereof described as:

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Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_ at \_\_\_\_\_ (time)

In the Municipality of: \_\_\_\_\_

(Note: Fax to EMO Duty Officer @ 416-314-0474)

# **CHAPTER I**

**EMERGENCY PREPAREDNESS PLAN  
DUTIES OF KEY PERSONS**

# **DUTIES OF KEY PERSONS IN THE EMERGENCY MANAGEMENT ORGANIZATION**

## **THE MUNICIPAL COUNCIL**

The Municipal Council of the Corporation of the Municipality of Markstay-Warren consists of one (1) Mayor and four (4) councillors elected for a term of four (4) years.

In addition to their normal duties, members of the municipal council, and the Mayor in particular, have the duty and obligation to be present in a very important way in a time of major catastrophe.

### **In normal times :**

- pass a resolution creating a CCG, determine its goals, and name its members;
- name a coordinator and define his responsibilities;
- approve the emergency preparedness plan proposed by the EMC;
- approve the structure of the CCG submitted by the EMC;
- name one or more service directors according to the recommendations of the EMC;
- approve the various plans and programs submitted by the CCG;
- sign the drafts of agreements required by the various plans;
- designate a place that will serve as a coordination centre and another that can be used as an

alternate centre;

- maintain the interest of all persons responsible for disaster prevention and emergency preparedness.

**During an emergency :**

- evaluate the situation and apply the appropriate emergency measures;
- ensure that the municipal emergency preparedness plan is implemented;
- follow development in the situation and the means used to deal with the disaster and document same by means of a log of events and expenditures;
- issue instructions with regard to operations when and where necessary;
- assure the stricken population of the support of the authorities;
- sanction every expenditure in case of a major intervention;
- inform the media;
- support the coordinator in carrying out operating procedures;
- request a state of emergency be declared if necessary or terminated when deemed appropriate.
- ensure that Emergency Management Ontario has been notified of declared or pending emergencies.
- liaison with other municipalities, including the activation of mutual aid agreements.

**In time of recovery :**

- request that the municipality be declared a disaster area in order to be eligible for financial assistance;
- take all steps necessary for a return to normal life in the affected areas.
- study the cause and effects of the disaster in order to prevent its re-occurrence.

**THE COMMUNITY EMERGENCY MANAGEMENT COORDINATOR**

The main duty of the community emergency management coordinator is to assure personnel and citizens that effective and appropriate measures are taken during an emergency.

The duties of the coordinator are described below for the three different situations.

**In normal times**

- participate in the CCG and chair meetings;
- prepare the agendas and appoint an official secretary;
- name an assistant and define the assistant's responsibilities;
- act as a liaison between the authorities of the organization and the EMC;
- participate in the development of a disaster prevention program;
- manage the coordination centre and decide how it will be run;
- develop the operational skills of the directors of staff of the emergency services by means of training and exercise programs;
- evaluate the relevance of the scenarios in the emergency plan.

## **C.E.M.C.- CONTINUED**

### **During an emergency :**

- evaluate the situation;
- put the emergency plan into effect;
- open and run the coordination centre if necessary;
- obtain reports about the situation;
- inform Emergency Management Ontario about the disaster;
- control, coordinate and direct overall operations;
- issue instructions concerning operations to the service directors and the site manager;
- obtain any additional or special resources needed by the director of operations and the service directors.

### **In time of recovery:**

- gather all information about the cause and effects of the disaster and submit a report to authorities;
- help the stricken population obtain financial assistance if needed;
- coordinate the implementation of recovery measures;
- close the coordination centre;
- make an account of all expenses related to the disaster and prepare a report on its cost and consequences;
- analyze the running of the emergency operations and suggest any corrections that should be made.

## **C.C.G. – CONTINUED**

### **THE SITE MANAGER**

**The site manager is responsible for ensuring that appropriate action is carried out when necessary by the human resources at his disposal. In accordance with his mandate, he performs a number of duties in each of the three situations.**

**In normal times:**

- be a member of the CCG;
- ensure that operational scenarios are prepared;
- coordinate needed resources at the site of a disaster;
- provide the staff and material needed for a centre of operations;
- test the efficiency of operational scenarios by means of exercises;
- arrange for the training of substitutes.

The principal responsibilities of the site manager are as follows:

- To establish his/her own communications network;
- To obtain information about the situation;
- To appoint and mobilize the on-site team of relief workers;
- To advise the coordinator to carry out the emergency plan;
- To open up a centre for emergency operation (EOC).
- To make arrangements for a press centre;
- To evaluate the situation;

## **SITE MANAGER – CONTINUED**

- To outline strategies of response to the disaster;
- To establish goals and priorities that will facilitate on-site emergency work;
- To provide for the health and safety of members of the on-site relief team;
- To obtain necessary second-line resources;
- To organize and direct the work of the heads of the various emergency services operating in the disaster area;
- To decide how to meet the needs assessed by the relief team in the impact zones;
- To maintain contact with outside relief workers:
- To ensure that neighbouring municipalities and jurisdiction are informed, along with members of the relief team, when operations in the disaster area pose a threat;
- To assess the psychological needs of those involved in front-line work;
- To control and approve expenditures in the area;
- To inform his coordinator about the development of the situation by means of a situation report
- To keep a journal of on-site operations;
- To provide for the return or relocation of victims in the impact and buffer zones;
- To close down the centre for emergency operations;
- To assist the coordinator in collecting information about the disaster and its consequences;
- To organize and participate in a feedback session for those involved in the relief effort.

## **SITE MANAGER – CONTINUED**

### **During an emergency:**

- obtain information about the situation and coordinate with the C.C.G.;
- determine objectives and evaluate the resources that are required;
- develop one or more strategies of action along with contingency options;
- coordinate, control and direct the action at the site of the disaster including the establishment of a command post;
- develop a geographical layout, including perimeters for hot and cold zones, staging areas and rehab sectors so that access to and from the site can be controlled;
- inform the coordinator about developments in the situation and the means being taken to combat the disaster;
- carry out instructions received from the coordinator with regard to operations;
- inform the coordinator of any irregularities as well as additional needs;
- consult with experts, as required, to help mitigate the incident;
- provide timely status reports so that the C.C.G. can coordinate the media releases

### **In time of recovery :**

- demobilize the command post and release resources as they complete their assigned tasks;
- help the coordinator gather information about the disaster and its consequences, provide a detailed log of all actions taken;
- participate in a post incident evaluation (post mortem) of the emergency with an eye to making constructive recommendations for future improvement.

## **C.C.G. – CONTINUED**

### **THE SERVICE DIRECTOR**

The service director ensures appropriate action at the site of a disaster as well as the protection of persons and property unaffected by the disaster.

In an emergency, the service director must support the site manager for all action taken within the disaster area.

The duties of the service director in the three types of situations can be summed up as follows :

#### **In normal times:**

- be a member of the CCG;
- take part in the implementation of the disaster prevention program;
- develop the part of the plan concerning the areas of responsibility that have been entrusted to his service;
- identify and evaluate the training needs of his staff and make them known to the coordinator;
- test the competence of his staff and the effectiveness of the plan by means of exercises;
- maintain the interest of the staff;
- appoint one or more assistants.

## **SERVICE DIRECTOR - CONT'D**

### During an emergency :

- direct the service (the director's assistant acts in his name);
- put resources to proper use, carry out the instructions received from the coordinator and collaborate with the site manager at the site of the disaster;
- make a regular report to the coordinator concerning the development of the operation in his service's area of responsibility;
- inform the director of any irregularity, shortage, need for additional resources, etc.

### In time of recovery:

- record all the expenses related to the emergency and submit a report to the coordinator;
- take part in examining the running of the emergency operation (post mortem).

## DUTIES OF THE SERVICE DIRECTORS

AREA OF RESPONSIBILITY	SUMMARY DESCRIPTION OF THE DUTIES OF SERVICE DIRECTORS DURING AN EMERGENCY
<b>Administration</b>	<p>Records, and controls emergency expenditures according to category;</p> <p>Supplies the additional human resources needed by the other services;</p> <p>Advises victims as to how to obtain available compensation;</p> <p>Assesses the damage to public and private property;</p> <p>Administers financial aid programs if necessary;</p>
<b>Supplies</b>	<p>Obtains the necessary resources and forward them to the services in operation according to need;</p>
<b>Fire – Rescue - Hazardous materials team</b>	<p>Prevents possible disaster-related fires and fight actual fires;</p> <p>Provides necessary rescue operations, arrange for equipment that may be required;</p> <p>Attends to the extrication of victims/body retrieval ;</p> <p>Identifies dangers threatening the population;</p> <p>Assists other services in evacuating the population and transporting the wounded;</p> <p>Supplies the expertise and the specialized equipment necessary to deal with situations involving hazardous materials (example; explosi-meters, radioactivity detectors, information on hazardous materials, etc.)</p> <p>Coordinates with the plans and directions of the CCG.</p>

## DUTIES OF THE SERVICE DIRECTORS – CONT.

AREA OF RESPONSIBILITY	SUMMARY DESCRIPTION OF THE DUTIES OF SERVICE DIRECTORS DURING AN EMERGENCY
<b>Information</b>	<p>                     Informs the population about developments in the situation and the emergency services available;                      Notifies the population of the disaster area by warnings with respect to health, welfare or the protection of property;                      Issues to the population of the disaster area instructions needed for the effective running of the operations that are under way;                      Establishes the media centre;                      Answers requests for information from the media;                      Prepares press releases and organizes press conferences;                 </p>
<b>Police</b>	<p>                     Checks the authenticity of the alarm;                      Submits report to the official in charge of implementing the plan on the nature, gravity and scope of the disaster;                      Controls access to the disaster area;                      Directs traffic within the disaster area and on the main access routes to the area, establishes perimeters;                      Calls for ambulance services and notifies hospitals;                      Assists with the evacuation process;                      Prevents looting, lists missing persons and notifies the coroner;                      Has bodies removed;                 </p>
<b>Health</b>	<p>                     Provides instruction on matters pertaining to health and safety (coordinated through the information officer)                      Looks after communicable disease control, water quality for drinking and bathing, applies appropriate sanitation standards;                      Ensures the safety of food supplies for human consumption;                      Liaisons with Ministry of Health;                 </p>

## DUTIES OF THE SERVICE DIRECTORS - CONT.

AREA OF RESPONSIBILITY	SUMMARY DESCRIPTION OF THE DUTIES OF SERVICE DIRECTORS DURING AN EMERGENCY
(Health) Hospital / Ambulance Services	Ensures qualified personnel are in place to care for the wounded and send them to the hospitals; Coordinates the transportation of any relocated hospital patients;
Social Services	Opens the required number of evacuation centres: Welcomes, registers and informs the affected persons Traces family members who may have been scattered; Gives particular attention to persons with special needs; Feeds, lodges and clothes victims who are unable to care for themselves; Assure a psychological assistance to all persons in need (both those affected as well as those assisting).
Technical Services	Repairs or has repaired any damage to public services; Carries out decontamination and clean-up; Inspects public and private buildings in the stricken area in order to guarantee the safety and possible re-integration (for occupancy).
Telecommunications	Provides telecommunications between decision centres and emergency services at the site of the disaster; Ensures the smooth running of existing communications networks (telephone, radio, message transmission equipment); Assumes maintenance of the networks: Provides communications facilities to workers who request them; Controls and coordinates overall communications; Provides alternate means if normal communications media are not operational (messenger service, couriers, etc);
Transportation	Provides all types of transportation to services who request it. Assists with people entering and departing from evacuation centres.

# **CHAPTER II**

**THE EMERGENCY PREPAREDNESS PLAN  
VULNERABILITY STUDY  
RISK IDENTIFICATION**

# THE EMERGENCY PREPAREDNESS PLAN

## RISK IDENTIFICATION

An evaluation was made of the potential risks that could impact negatively on the Municipality of Markstay-Warren and the following scenarios were identified and retained:

- \* Hazardous Materials – Train (Internal) (Chapter 4 pg 13)
- \* Forest Fire (Chapter 4 pg 21)
- \* Contamination –Drinking Water (Chapter 4 pg 28)
- \* Hazardous Materials - Highway (Chapter 4 pg 35)
- \* Power failure (Chapter 4 pg 42)
- \* Flooding (Chapter 4 pg 50)
- \* Hazardous Materials – Train (External) (Chapter 4 pg 57)
- \* Influenza Pandemic (Chapter 4 pg 64)
- \* Fire (Conflagration) (Chapter 4 pg 65)
- \* Tornado –Hurricane – Torrential Rain (Chapter 4 pg 72)
- \* Environmental Pollution (Chapter 4 pg 79)
- \* External Disaster (Chapter 4 pg 86)
- \* Municipal Evacuation Plan (Chapter 4 pg 94)

The identified risks were analyzed by evaluating their gravity and probability of occurrence so that an order of priority could be established.

## **BACKGROUND**

Since its incorporation, Markstay-Warren has been fortunate in that there have been no significant incidents of serious disaster that have disturbed the community.

Today however, the revision of the emergency plan and the study of the probability of risks have demonstrated that major disasters may very well occur. The transportation of hazardous and toxic materials by vehicle, the proximity of major highways, the neighbouring used tire depot and flooding that has occurred along the Veuve River and Highway 17 indicate that certain preventive measures must be considered for our area.

The risks mentioned on the preceding page have been identified as likely to occur, not because any such events have taken place in the past, but because they provide a basis for drawing up a coherent policy of emergency preparedness.

# HISTOGRAM

## IDENTIFICATION OF IMPORTANCE - PROBABILITY

### Probability

Incident	Low		High	
	1	2	3	4
Train Incident with HazMat		X		
Highway Vehicle Tanker HazMat			X	
Gas Pipeline	X			
Gas Plant	X			
Aircraft - Small – Medium	X			
Biohazardous		X		
Nuclear	X			
Radioactive		X		
Flooding			X	
Forest Fire			X	
Water contamination		X		
Fire	X			
Power failure		X		
Earthquake		X		
Tornado-hurricane-torrential rain		X		
Environmental Pollution eg. Tires (dump)		X		
Influenza Pandemic			X	

Grading:

- 4 = multiple incidents in the last 5 years
- 3 = one or two incidents in the last 5 years
- 2 = multiple incidents in the last 15 years
- 1 = one or two incidents in the last 15 years

# HISTOGRAM

## IDENTIFICATION OF IMPORTANCE – GRAVITY

### Impact to the Community (consequences)

Incident	Low		High	
	1	2	3	4
Train Incident with HazMat				X
Highway Vehicle -Tanker HazMat			X	
Gas Pipeline		X		
Gas Plant				X
Aircraft - Small – Medium		X		
Biohazardous		X		
Nuclear	X			
Radioactive		X		
Flooding		X		
Forest Fire			X	
Water contamination (drinking)			X	
Fire		X		
Power failure			X	
Earthquake		X		
Tornado-hurricane-torrential rain		X		
Environmental Pollution eg. Tires (dump)		X		
Influenza Pandemic			X	

Grading: 4 = multiple incidents in the last 5 years  
 3 = one or two incidents in the last 5 years  
 2 = multiple incidents in the last 15 years  
 1 = one or two incidents in the last 15 years

# PREVENTIVE MEASURES PROGRAM

## FORESEEABLE IMPACT OF IDENTIFIED RISKS

DEGREE OF PROBABILITY : NONE - UNLIKELY - PROBABLE - CERTAIN

POSSIBLE EFFECTS	Electrical Failure	Earthquake	Explosions	Road Accident	Pollution (Tires)
Injuries	Unlikely	Certain	Probable	Probable	None
Deaths	Unlikely	Probable	Probable	Probable	None
Persons requiring assistance	Unlikely	Certain	Probable	Certain	Probable
Evacuees	Probable	Certain	Probable	Unlikely	Certain
Dispersal of irritating and/or toxic gas	None	None	None	Probable	Certain
<b>SIDE EFFECTS</b>					
Halt in traffic	Unlikely	Certain	Probable	Certain	None
Gathering of curious onlookers	None	Certain	Certain	Certain	Probable
Interruption of services / Electricity/Communications Water - Others	Certain	Certain	Probable	None	None

**DEGREE OF PROBABILITY : NONE - UNLIKELY - PROBABLE - CERTAIN**

POSSIBLE EFFECTS	Hazardous Materials	Tornado Hurricane	Snow Storm	Dry Spell Extreme Cold	Torrential Rains	Conflagration
Injuries	Probable	Probable	Probable	Unlikely	None	Probable
Deaths	Unlikely	Probable	Probable	Unlikely	None	Probable
Persons requiring assistance	Certain	Certain	Certain	Probable	Probable	Probable
Evacuees	Certain	Certain	Probable	Unlikely	Unlikely	Certain
Dispersal of irritating and/or toxic gas	Certain	Unlikely	Unlikely	None	None	Unlikely
<b>SIDE EFFECTS</b>						
Halt in traffic	Certain	Probable	Certain	Unlikely	Certain	Certain
Gathering of curious onlookers	None	Certain	Probable	None	None	Probable

Interruption of services : Electricity - Communications Water - Others	Unlikely	Certain	Probable	Unlikely	Probable	Probable
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## PREVENTIVE MEASURES PROGRAM

### FORESEEABLE IMPACT OF IDENTIFIED RISKS

DEGREE OF PROBABILITY : NONE - UNLIKELY - PROBABLE - CERTAIN

POSSIBLE EFFECTS	Building Cave-in	Shortage of Drinking water	Radioactivity	COMMENTS
Injuries	Certain	None	Probable	NOTE : The heading "Radioactivity" concerns accidents taking place in a time of peace, such as the loss or breakdown of a major radioactive source.
Deaths	Certain	None	Unlikely	
Persons requiring assistance	Certain	None	Probable	
Evacuees	Certain	None	Unlikely	
Dispersal of irritating and/or toxic gas	Unlikely	None	None	
<b>SIDE EFFECTS</b>				
Halt in traffic	Certain	None	Certain	
Gathering of curious onlookers	Certain	None	None	
Interruption of services : Electricity - Communications Water - Others	Unlikely	Unlikely	Unlikely	

## Municipality of Markstay-Warren Critical Infrastructure Identification

November 9th 2004

Page #1

Sector	Type of Critical Infrastructure	Component	Location	Owner/ Operator	Priority
Food & Water	Water Storage	Water tower, pumps & treatment	Markstay	Markstay-Warren	1
	Water Storage	Water tower, pumps & treatment	Warren	Markstay-Warren	1
	Water Distribution	Mains, hydrants	Markstay	Markstay-Warren	1
	Water Distribution	Mains, hydrants	Warren	Markstay-Warren	1
	Wastewater & sewage treatment	Sanitary sewers, sewage lagoon, pumping	Warren	Markstay-Warren	2
Electricity	Electricity transmission & distribution	Transmission towers, power lines, transformers stations, distribution transformers, offices, other equipment	Markstay-Warren	Hydro-One	1
Natural Gas	Distribution	Pipelines	Markstay-Warren	Uniongas	1
Telecommunications	Emergency Radio Communications	Transmission tower for Markstay-Warren fire department, St. Charles fire department, Markstay-Warren first response, St. Charles first response	Markstay	Spectrum 2000	1
	Telephones System & wireless communications	Wiring (cables, fiber-optics, coaxial etc.), entrance bridge, switching equipment, microwave towers, telephone poles, service equipment etc.	Markstay-Warren	Bell Canada	2

	Mail Delivery	Post office, couriers, related equipment	Markstay	Canada Post	3
	Mail Delivery	Post office, couriers, related equipment	Warren	Canada Post	3
Industry	Manufacturing	Plant and equipment	Markstay	Canadiana Cabinets	3
	Energy distribution	Storage tank, buildings	St. Charles	Duke Energy Corporation	3
Transportation	Highways and roads	Trans-Canada Highway, municipal roads, private roads, bridges	Markstay-Warren	Markstay-Warren, Province of Ontario	2
	Railroad	Railroad lines, bridges, equipment and buildings	Markstay-Warren	Ottawa Valley Railway (OVR)	3

## Municipality of Markstay-Warren Critical Infrastructure Identification

November 9th 2014

Page #2

Sector	Type of Critical Infrastructure	Component	Location	Owner/ Operator	Priority
Continuity of Government Services	Municipal Government	Municipal Office (council chambers), major government building, vital municipal operations, information technology, critical data, archival information, public contact point	Municipal office, Markstay	Markstay-Warren	1
Public Safety & Security	Emergency Operation Centre	Emergency Operations Centre, Provincial Operations Centre point of contact,	Municipal Office, Markstay	Markstay-Warren	2
	Emergency Operation Centre	Backup, Emergency Operations Centre, Provincial Operations Centre point of contact,	Arena, Warren	Markstay-Warren	2
	Evacuation Centre	Evacuation Centre	Arena, Warren	Markstay-Warren	2
	Evacuation Centre	Evacuation Centre	Schools, Markstay	Markstay-Warren	2
	Public Works	Facilities, equipment, storage, communications	Markstay	Markstay-Warren	2
	Public Works	Facilities, equipment, storage, communications	Warren	Markstay-Warren	2
	OPP	Police station, facilities, equipment, storage, communications	Old Municipal Office, Warren	Markstay-Warren	2
	Fire & Emergency Service	Fire station, facilities, equipment, storage, communications	#1 Fire Hall, Awrey	Markstay-Warren	1
	Fire & Emergency Service	Fire station, facilities, equipment, storage, communications	#2 Fire Hall, Loughrin	Markstay-Warren	3

	Fire & Emergency Service	Fire station, facilities, equipment, storage, communications	#3 Fire Hall, Markstay	Markstay-Warren	1
	Fire & Emergency Service	Fire station, facilities, equipment, storage, communications	#4 Fire Fall, Warren	Markstay-Warren	1
	Emergency Medical	Ambulance station, facilities, equipment, storage, communications	Ambulance Station, Hagar		2

# **CHAPTER IV**

**EMERGENCY PREPAREDNESS PLAN  
ALARM AND OPERATIONAL SCENARIOS**

# DISASTER MANAGEMENT

This chapter deals with the operations involved in response to disaster.

It contains brief descriptions of the duties of the main decision-makers, the alarm procedures, the coordination centre, disaster response scenarios, the evacuation plan and outside support services.

## THE DECISION - MAKERS

### The Mayor:

In accordance with existing laws, the Mayor is the principal decision-maker in any emergency situation. The Mayor evaluates the situation with his coordinator and decides if a state of emergency should be declared. Following this he:

- ensures that the emergency plan is put into effect,
- assures the stricken population of support from the authorities,
- orders all expenditures in the event of a major disaster,
- informs the media,
- assists the coordinator in carrying out operational procedures,
- requests a state of emergency be declared if necessary.

(See Chapter I Page 3 - Tasks of CCG officers)

## The CEMC:

- evaluates the situation,
- informs the Mayor,
- puts all or part of the plan into operation by giving the alarm,
- opens up the coordination centre and directs its operations,
- appoints a manager at the site of the disaster,
- organizes and directs the operation as a whole,
- informs the Emergency Management Ontario and the F.M.O. if necessary.

(See Chapter 1 Page 3 - Tasks of CCG officers)

## The Site manager

The site manager (SM) is appointed by the C.C.G. who has full jurisdiction over the impact zone and is responsible for the protection of persons and property. One person or one or more substitutes are designated in advance according to their operational skills. The SM takes his orders from the coordinator of emergency preparedness.

**NOTE:** A more detailed description of the operational responsibilities of the site manager is given in Chapter 1 page 6 of this plan.

## The Service Directors

The service director ensures appropriate action at the site of a disaster as well as the protection of persons and property unaffected by the disaster.

In an emergency, the service director must support the site manager for all action taken within the disaster area. The service director also provides technical and logistical support to the Site Manager as well as being a source of information to the C.C.G.

The duties of the service directors are covered in greater detail in Chapter 1, pages 9 – 13.

# **THE EMERGENCY PREPAREDNESS PLAN**

## **THE ALARM PROCEDURE**

The alarm procedure of an emergency plan must be well structured and thoroughly understood by participants.

The alarm procedure has been divided into three distinct phases so it can be used in two different situations: a gradually evolving danger and a disaster having an immediate impact.

### **SETTING OFF THE ALARM (SCENARIOS I AND II)**

<b>SCENARIO</b>	<b>DEVELOPING SITUATION</b>
<b>PHASE I</b> (INFORMATION)	A serious gradually developing situation that is presently under control and does not call for emergency action.
<b>PHASE II</b> (WARNING)	A major deterioration of the preceding situation, which could make it necessary to put the emergency plan into operation and open the coordination centre.  <b>MINIMUM MOBILIZATION OF REQUIRED PERSONNEL AT THE COORDINATION CENTRE: WAITING.</b>
<b>PHASE III</b> (IMPLEMENTATION OF EMERGENCY PLAN AND OPENING OF COORDINATION CENTRE)	A situation disaster is identified, making emergency action necessary.  <b>GENERAL MOBILIZATION OF PERSONNEL AND OPENING OF COORDINATION CENTRE</b>

## SETTING OFF THE ALARM (SCENARIOS I AND II)

SCENARIO	IMMEDIATE IMPACT SITUATION
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**PHASE III**  
(IMPLEMENTATION OF  
EMERGENCY PLAN AND  
OPENING OF COORDINATION  
CENTRE)

An imminent, grave, unforeseeable situation that seriously affects the municipality.

**MOBILIZATION OF PERSONNEL ASSIGNED TO THE PLAN AND COORDINATION OF THE INTERVENTION.**

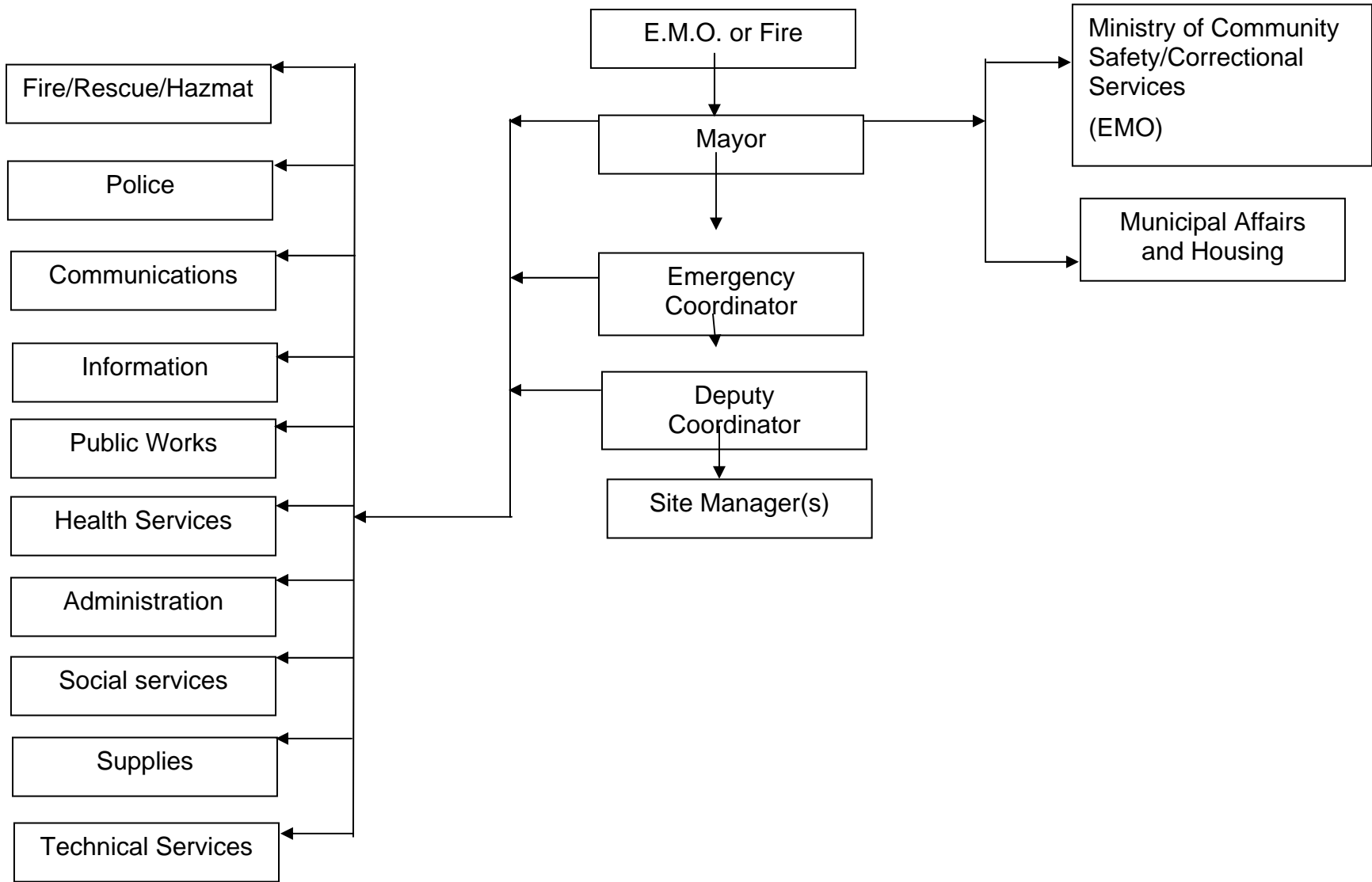
## IMPLEMENTATION OF THE ALARM PROCEDURE

PHASE I	PHASE II	PHASE III
---------	----------	-----------

INFORMATION	WARNING	IMPLEMENTATION OF PLAN
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<p style="text-align: center;">DISASTER</p> <p style="text-align: center;">(predictable evolving situation)</p> <p style="text-align: center;">Call originating by telephone</p> <p style="text-align: center;">Or</p> <p style="text-align: center;">EMO</p> <p style="text-align: center;">Or</p> <p style="text-align: center;">citizen(s)</p> <p style="text-align: center;">Municipality Mayor or Coordinator</p>	<p style="text-align: center;">C.C.G. (on standby)</p> <p style="text-align: center;">Ontario Provincial Police</p> <p style="text-align: center;">Deputy coordinator</p> <p style="text-align: center;">Department Heads</p> <p style="text-align: center;">EMO</p>	<p style="text-align: center;">(unpredictable situation having an immediate or gradual impact) Phase III</p> <p style="text-align: center;">Administration</p> <p style="text-align: center;">Supplies</p> <p style="text-align: center;">Fire/rescue dangerous goods Information</p> <p style="text-align: center;">Police OPP Health Services Social services Ambulance</p> <p style="text-align: center;">Technical services Communications Transportation Public Works</p>
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# TELEPHONE FAN OUT



# THE COORDINATION CENTRE

- LOCATION ;**                      **Markstay-Warren Fire Hall and Municipal Complex**  
**21 MAIN STREET S.**  
**MUNICIPALITY OF MARKSTAY-WARREN**
- SECONDARY SITE ;**        **Warren Community Centre (Arena)**  
39 Lafontaine Street, Warren

To carry out an emergency plan to deal with disaster, a coordination centre must be made available to the Municipal Emergency Management Committee.

This centre groups together the decision-makers involved in disaster relief.  
These are:

The Mayor,  
The municipal coordinator and his assistant,  
Heads of services as named in the plan (service directors),  
Administrative support staff,  
Any needed outside consultants from the government or the private sector,

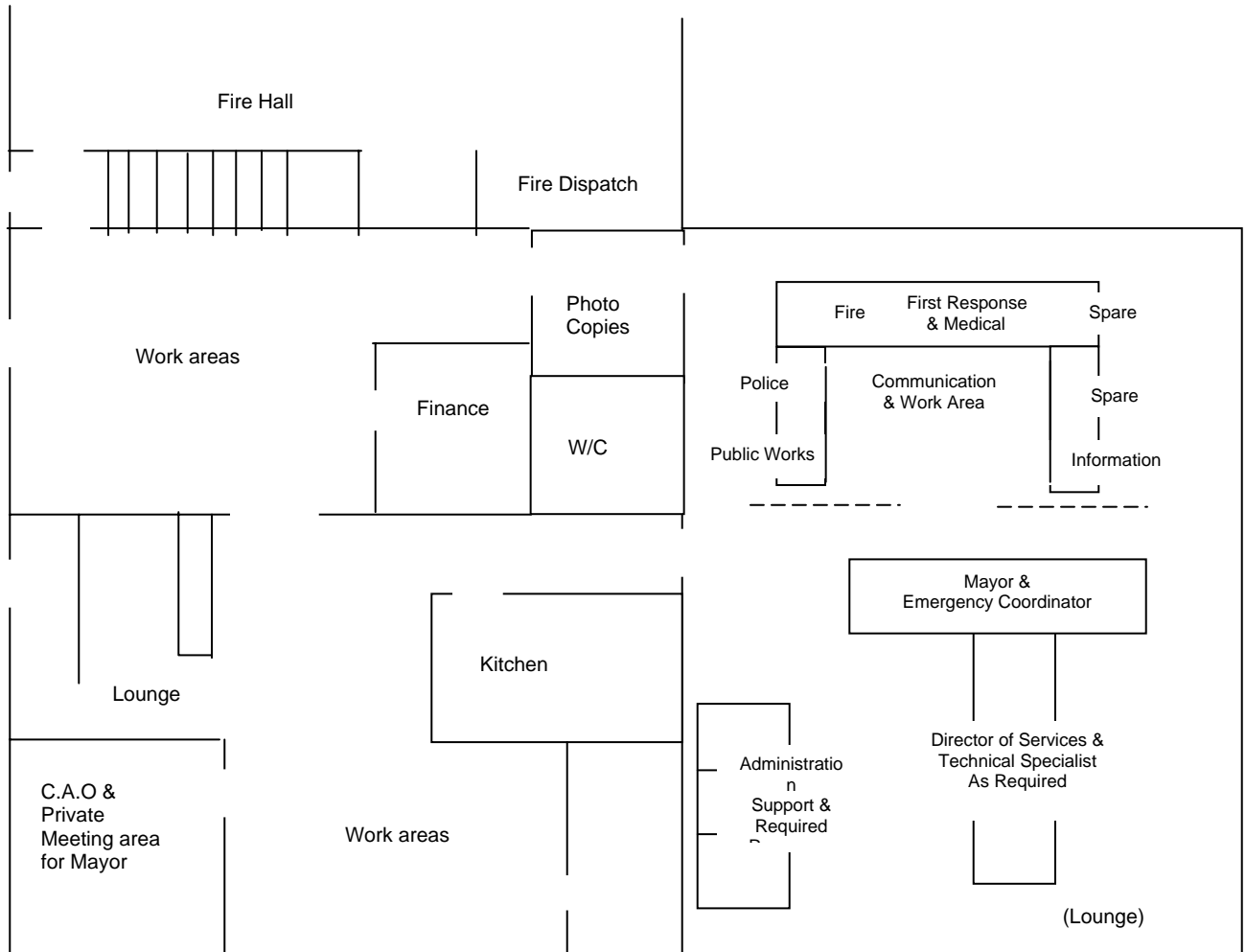
The layout of the centre ideally includes:

A coordination room for the decision-makers,  
A communication room  
A lounge  
A kitchenette,  
A ladies' room,  
A men's room,  
A security room (at the entrance) where access to the centre is controlled and where credentials can be checked.

The following pages contain the names of members of the administrative support staff who will assist the municipal coordinator and the heads of services, as well as a sample plan for the coordination centre.

# COORDINATION CENTRE - LOCAL

## SUGGESTED LAYOUT



## ALLOCATION FOR COMMUNICATIONS

PROJECTED ALLOCATION FOR COMMUNICATIONS TO THE VARIOUS EMERGENCY SERVICES.

OPERATIONAL NETWORK.

SERVICES	FIXED BASE	PORTABLE MOBILE RADIOS	TELEPHONES	CELLULAR TELEPHONE	FAX
ADMINISTRATION		1	7	2	1
PRESS ROOM					
COMMUNICATIONS					
SUPPLIES					
FIRE/RESCUE	4	20	3	1 + 2 Sat	
INFORMATION					
SOCIAL SERVICES					
PUBLIC WORKS	2	10	2	1	
POLICE - OPP*					
AMBULANCE					
EMERGENCY MEASURES	1	4	1		

**\*NOTE :**

1. The OPP POLICE supply their own equipment.  
Other equipment will be assigned as needed

# **EMERGENCY RESPONSE PLAN**

## **SCENARIO – HAZARDOUS MATERIALS – TRAIN ( internal )**

Type of disaster	Localized - (Railway car within Town limits)
Management	Fire fighters / Rescue
Possible effects	Injuries, deaths, dispersion, explosion, danger to human beings, halt in traffic and in business and industrial activity, evacuation
Required emergency Services	All services

### **1 - CONTEXT**

Substantial amounts of hazardous materials are carried through the rail yard or stored within our territory (industries, businesses, etc.). These chemical products are often toxic and pose a permanent threat to our population, since a leak caused by accident or neglect may result in a toxic cloud. A scenario dealing with this eventuality has been included in our emergency plan.

### **2 - PURPOSE**

This scenario describes a series of well-ordered actions for the purpose of determining the measures needed for a rapid and effective response.

### 3 - IMPLEMENTATION

Many variables are involved in dealing with a disaster of this kind. Among them, the kind of merchandise spilled, its volatility, its toxic effects and the direction and force of the prevailing winds. The Municipality of Markstay-Warren will use its own resources to deal with the situation at first. Should this prove inadequate, however, it can call upon the aid of OFM, the EMO and the municipalities with which it has agreements.

A disaster of this kind is considered unpredictable but its development may vary according to the cause and amount of the spill. A spill from an explosion would release a large amount of dangerous goods and create an immediate danger. A crack in a reservoir, on the other hand, would be a source of unfolding danger that could turn into a major disaster if an explosion takes place. The emergency plan is then carried out in three phases.

#### Phase I ALARM

Unfolding danger: Minor spill that is under control. Information given to coordinator and heads of service. Waiting period.  
Deterioration of situation and explosion.  
Mobilization of personnel at coordination centre.

Immediate danger: Mobilization of personnel at coordination centre.

#### Phase II INTERVENTION

Location of the disaster area,  
Verification of degree of toxicity of hazardous materials,  
Verification of direction of the prevailing winds,  
Set up a safety perimeter,  
Appointment of a site manager,  
Application of specified emergency measures (see Plan of Action)

#### Phase III RECOVERY

Gradual return to normalcy,  
Restoration of services in the affected area,  
Evaluation of damage and costs,  
Request for financial aid (if necessary)

#### 4 - RESPONSIBILITIES

The Municipality of Markstay-Warren assumes the responsibility for applying emergency measures in its area.

- A/ The responsibilities of the municipality are as follows:
- i/ To ensure the direction and supervision of overall emergency operations in its area.
  - ii/ To coordinate all available human and material resources needed to monitor the situation,
  - iii/ Work jointly with the OFM and the EMO in the case of a combined operation
  - iv/ To set up an information plan for the population,
  - v/ To coordinate all operations involved in evacuation, reception and the return to normal life,
  - vi/ To supply the administrative support needed by the various intervention teams,
  - vii/ To coordinate the request for financial aid, if necessary,
- B/ The responsibilities of the intervention team are as follows:
- i/ The municipal services carry out their respective plan in accordance with required operational needs,
  - ii/ The OPP Police ensures traffic control and protects installations in the disaster area(s),
  - iii/ The HEALTH SERVICES provides health services,
  - iv/ Upon demand of the municipality, the OFM will provide support. The EMO will coordinate governmental support.

## **5 - COORDINATION**

After the alarm has been given, CCG members report to the municipal coordination centre.

All information concerning the disaster, including the seriousness of the situation, the appointment of a site manager, the mobilization of resources, the assignment of tasks and the coordination of operations, falls within the jurisdiction of the municipal coordinator.

The information officer is responsible for coordinating the information to be passed on to the public. Announcements will be authorized in advance by the Mayor.

Relief workers and support staff must all have the authorization of the municipal coordinator before leaving the site of operations.

The coordination centre will determine, if necessary, what groups must remain in the area to begin cleanup.

Only the municipal coordinator is authorized to request an end to the state of emergency.

## **6 - SUPPORT**

The following services will assist front-line workers in the relief effort:

Administration,  
Supplies,  
Information,  
Social services,  
Technical services and OVR emergency response personnel.

## **7 - COMMAND AND COMMUNICATIONS**

The following authorities are responsible for directing operations:

The Mayor  
The municipal coordinator,  
The coordination centre,  
The site manager.

Emergency communications will be organized by the coordination centre in the Municipal Offices. Cellular phones and an amateur radio network will increase the effectiveness of existing municipal networks.

## 8 - DISTRIBUTION OF PUBLIC INFORMATION

The official spokespersons are:

The Mayor,  
The municipal coordinator,  
The information officer.

The Mayor, acting in the name of the Council, authorizes the official communiqués that are afterwards distributed to the media and the population at large by the information officer.

The municipal coordinator authorizes the issuance of evacuation notices to the media and the population, and acts as spokesman for the coordination centre with regard to operations.

The site manager authorizes warnings to citizens in the danger zone when there is no time to consult the coordination centre. He also acts as spokesman for the intervention team.

The information officer prepares and holds press conferences, issues communiqués, makes information available to the public, and sets up and manages a press centre and a public information centre.

All workers involved in the relief effort must pass their information on to the information officer, who acts as the sole intermediary for the media and the public.

## PLAN OF ACTION

RESPONSE	SERVICES
Give information about an accident involving hazardous materials	Eyewitnesses OVR OPP Police
Give the alert, mobilize heads of service at the coordination centre, put emergency plan into effect  Inform OFM, EMO, Canutec  Determine the nature and effects of the merchandise	Coordination centre  Coordination centre  Coordination centre Environment Ontario Environment Canada Canutec and OVR
Define a safety perimeter	OPP Police and Fire
Determine the direction of the wind	Weather service
Keep population informed	Information
Set up a centre of operations near the spill or explosion. Set up communications among relief workers	Coordination centre Communications
Evacuate the danger zone	OPP Police Fire fighters/Rescue Social Services Transportation
Begin rescue and fire fighting operations if necessary and if possible in the situation	Fire fighters/Rescue Ambulances
Set up reception centre for any evacuated persons	Social services
Notify adjacent areas of the movement of the toxic cloud	Coordination centre

## PLAN OF ACTION (CONTINUED)

RESPONSE	SERVICE
Notify hospitals of number of injuries and condition of the injured	Ambulances HEALTH SERVICES
Stock reception centres	Supplies
Maintain a system for the circulation of communiqués and instructions to the population	Information
Set up services to assist the evacuated	Social Services
Assist the OPP Police in the maintenance of the safety perimeter (barricades)	Public Works
Seal the leak	Specialists – OVR
Organize the return of evacuated persons	Social Services Transportation OPP Police
Cleanup the area	Public Works Environmental specialists

EQUIPMENT	SOURCE
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Ambulance-stretchers-blankets	Ambulances
Fire fighting and rescue equipment, gas masks, protective equipment against toxic fumes, resuscitation equipment	Fire fighters/Rescue Special equipment OVR and other Fire depts.
Snow ploughs with scrapers (clearing of entrance roads in winter)	Public Works
Buses (evacuation)	Transportation – Private
Communications equipment -	Communications
Barricades	Public Works
Mobile canteens	Supplies Social Service
Decontamination equipment	Environmental Specialists

# **EMERGENCY RESPONSE PLAN**

## **SCENARIO FOREST FIRE**

Type of disaster	Localized or general
Management	MNR assisted by municipal fire fighters
Possible effects	Injuries, deaths, material damage, halt in traffic, public services, communications, explosions, building fires, presence of hazardous materials,
Required emergency services	All services

### **1 - CONTEXT**

The development of a conflagration is often unpredictable. A fire assumed to be under control may suddenly be fuelled by violent winds, and if it is close to a storage areas containing volatile and highly flammable materials, it may grow into a fire of major proportions involving private homes and buildings. To prevent such a situation from occurring, the Municipality of Markstay-Warren has included a scenario for conflagration.

### **2 - PURPOSE**

This scenario describes a series of well-ordered actions for the purpose of determining the measures needed for a rapid and effective response.

### 3 - IMPLEMENTATION

When a major disaster occurs, the Municipality of Markstay-Warren must first use its own resources to deal with the situation. Should these prove inadequate, it can then call on those of the neighbouring municipalities with which it has agreements, as well as the assistance of the OFM and the EMO.

This type of disaster is unfolding in nature. The emergency plan is carried out in the three following phases:

#### Phase I ALARM

Unfolding danger: Controllable, medium-sized fires, information given to coordinator.

Deterioration of the situation due to strong winds and an unexpected explosion that seriously fuels the fire, making it difficult to control. Mobilization of personnel at the coordination centre.

#### Phase II INTERVENTION

Verification of the extent of damage in the immediate area of the disaster,

Verification of the direction and schematization of the wind's corridor,

Verification of toxicity of hazardous materials (if present),

Set up a safety perimeter,

Application of specified emergency measures (See Plan of Action)

#### Phase III RECOVERY

Gradual return to normalcy,

Return of evacuated persons,

Restoration of services in the affected area,

Evaluation of damage and costs and request for financial aid (if necessary)

#### 4 - RESPONSIBILITIES

The Municipality of Markstay-Warren assumes the responsibility for applying emergency measures in its area.

- A/ The responsibilities of the municipality are as follows:
  - i/ To ensure the direction and supervision of overall emergency operations in its area.
  - ii/ To coordinate all available human and material resources needed to monitor the situation,
  - iii/ Work jointly with the OFM and the EMO in the case of a combined operation
  - iv/ To supply the administrative support needed by the various relief workers,
  - v/ To coordinate the request for financial aid, if necessary,
  
- B/ The responsibilities of relief workers are as follows:
  - i/ The municipal services carry out their respective plan in accordance with required operational needs,
  - ii/ The OPP Police ensures traffic control and protects installations in the disaster area(s),
  - iii/ The HEALTH SERVICES provides health services,
  - iv/ Upon demand of the municipality, the OFM will provide support. The EMO will coordinate governmental support.

## **5 - COORDINATION**

After the alarm has been given, CCG members report to the municipal coordination centre.

All information concerning the disaster, including the seriousness of the situation, the appointment of a site manager, the mobilization of resources, the assignment of tasks and the coordination of operations, falls within the province of the municipal coordinator.

The information officer is responsible for coordinating the information to be passed on to the public. Announcements will be authorized in advance by the Mayor.

Relief workers and support staff must all have the authorization of the municipal coordinator before leaving the site of operations.

The coordination centre will determine, if necessary, what groups must remain in the area to begin cleanup.

Only the municipal coordinator is authorized to request an end to the state of emergency.

## **6 - SUPPORT**

The following services will assist front-line workers in the relief effort:

Administration,  
Supplies,  
Information,  
Social services,  
Technical services and the MNR.

## **7 - COMMAND AND COMMUNICATIONS**

The following authorities are responsible for directing operations:

The Mayor  
The municipal coordinator,  
The coordination centre,  
The site manager.

Emergency communications will be organized by the coordination centre in Municipal Offices. Cellular phones and an amateur radio network will increase the effectiveness of existing municipal networks.

## 8 - DISTRIBUTION OF PUBLIC INFORMATION

The official spokespersons are:

The Mayor,  
The municipal coordinator,  
The information officer.

The Mayor, acting in the name of the Council, authorizes the official communiqués that are afterwards distributed to the media and the population at large by the information officer.

The municipal coordinator authorizes the issuance of evacuation notices to the media and the population, and acts as spokesman for the coordination centre with regard to operations.

The site manager authorizes warnings to citizens in the danger zone when there is no time to consult the coordination centre. He also acts as spokesman for the relief team.

The information officer prepares and holds press conferences, issues communiqués, makes information available to the public, and sets up and manages a press centre and a public information centre.

All workers involved in the relief effort must pass their information on to the information officer, who acts as the sole intermediary for the media and the public.

## PLAN OF ACTION

RESPONSE	SERVICES
Give alarm, mobilize service heads to the coordination centre, put emergency plan into effect. Set up a press centre	Coordination centre Information
Set up a centre of operations, combat the fire, set up communications, define a safety perimeter	Coordination centre Fire fighters/Rescue OPP Police Communications MNR
Administer first aid to the injured, notify hospitals	HEALTH SERVICES
Set up evacuation centres for evacuated persons	Social Services Transportation
Keep population informed and set up a public information centre	Information
Ensure traffic control near the safety perimeter and hold back bystanders	OPP Police
Send needed resources on to relief workers	Supplies Transportation
Ensure water supplies	Public Works Fire fighters
Organize the arrival of outside resources if necessary	Coordination centre Administration
Eliminate risks posed by damaged public installations	Public Works
Supply means of transportation to persons without vehicles	Transportation
Monitor public services that have broken down or been damaged	Public Works Ontario Hydro One Bell Canada Others

**PLAN OF ACTION (CONTINUED)**

EQUIPMENT	SOURCE
Fire fighting and rescue equipment	Fire fighters/Rescue/MNR
Communications equipment; portable radios, cellular phones, mobile units	Communications
Ambulances, stretchers, blankets, etc	HEALTH SERVICES Ambulances
Auxiliary lighting equipment: generators, lights, barricades	Public Works
Loudspeakers	Fire fighters/Rescue
Mobile canteens, beds, blankets	Social Services
Special equipment (Presence of hazardous materials)	Suppliers

# **EMERGENCY RESPONSE PLAN**

## **SCENARIO - CONTAMINATION OF DRINKING WATER**

Type of disaster	Localized or general
Management	Supplies - Social Services - Fire fighters
Possible effects	Interruption of commercial and industrial activity, epidemic, overcrowding of health centres
Required emergency services	Supplies, Social Services, OPP Police, Transportation, Health, Information, Administration, Public Works, Fire fighters, OCWA

### **1 - CONTEXT**

A shortage of drinking water could occur for two reasons: an act of public wrongdoing such as poisoning of the reservoirs, or a break in the water lines caused by soil collapse. For the latter to be considered a disaster, a major collapse would have to occur over a large part of the municipal area (Village). The Municipality of Markstay-Warren has included a scenario to deal with these possibilities.

### **2 - PURPOSE**

This scenario describes a series of well-ordered actions for the purpose of determining the measures needed for a rapid and effective response.

### 3 - IMPLEMENTATION

When a major disaster occurs, the Municipality of Markstay-Warren must first use its own resources to deal with the situation. Should these prove inadequate it can then call on those of the neighbouring municipalities with which it has agreements, as well as the assistance of the OFM and the EMO.

A disaster of this kind is considered to be unfolding when it concerns a break in the water lines and immediate when the public water supply is poisoned. The emergency plan is carried out in the following three phases:

#### Phase I ALARM

Unfolding danger: Minor break in water lines  
Information to coordinator  
Deterioration of situation, serious loss. Mobilization of personnel at the coordination centre.

Immediate danger: Mobilization of personnel at coordination centre.

#### Phase II INTERVENTION

Determination of cause,  
Identification of available water resources,  
Creation of a distribution network,  
Control of distribution,  
Application of specified emergency measures (see Plan of Action).

#### Phase III RECOVERY

Gradual return to normalcy,  
Restoration of services in the affected area,  
Evaluation of damage and costs.

#### 4 - RESPONSIBILITIES

The Municipality of Markstay-Warren assumes the responsibility for applying emergency measures in its area.

A/ The responsibilities of the municipality are as follows:

- i/ To ensure the direction and supervision of overall emergency operations in its area.
- ii/ To coordinate all available human and material resources needed to monitor the situation,
- iii/ Work jointly with the OCWA, the OFM and the EMO in the case of a combined operation
- iv/ To supply the administrative support needed by the various relief workers,
- v/ To coordinate the request for financial aid, if necessary,

B/ The responsibilities of relief workers are as follows:

- i/ The municipal services carry out their respective plan in accordance with required operational needs,
- ii/ The OPP Police ensures traffic control and protects installations in the disaster area(s),
- iii/ The HEALTH SERVICES provides health services,
- iv/ Upon demand of the municipality, the OFM will provide support. The EMO will coordinate governmental support.
- v/ OCWA will assess the extent of contamination, the means of treatment or neutralization if feasible, assist in arrangements for alternate water supplies, assist in cleanup and the return to a safe and reliable water supply.

## **5 - COORDINATION**

After the alarm has been given, CCG members report to the municipal coordination centre.

All information concerning the disaster, including the seriousness of the situation, the appointment of a site manager, the mobilization of resources, the assignment of tasks and the coordination of operations, falls within the province of the municipal coordinator.

The information officer is responsible for coordinating the information to be passed on to the public. Announcements will be authorized in advance by the Mayor.

Intervention and support staff must all have the authorization of the municipal coordinator before leaving the site of operations.

The coordination centre will determine, if necessary, what groups must remain in the area to begin cleanup.

Only the municipal coordinator is authorized to request an end to the state of emergency.

## **6 - SUPPORT**

The following services will assist front-line workers in the relief effort:

Administration,  
Supplies,  
Information,  
Social services,  
Technical services and OCWA.

## **7 - COMMAND AND COMMUNICATIONS**

The following authorities are responsible for directing operations:

The Mayor  
The municipal coordinator,  
The coordination centre,  
The site manager.

Emergency communications will be organized by the coordination centre in Municipal Offices. Cellular phones and an amateur radio network will increase the effectiveness of existing municipal networks.

## 8 - DISTRIBUTION OF PUBLIC INFORMATION

The official spokespersons are:

The Mayor,  
The municipal coordinator,  
The information officer.

The Mayor, acting in the name of the Council, authorizes the official communiqués that are afterwards distributed to the media and the population at large by the information officer.

The municipal coordinator authorizes the issuance of evacuation notices to the media and the population, and acts as spokesman for the coordination centre with regard to operations.

The site manager authorizes warnings to citizens in the danger zone when there is no time to consult the coordination centre. He also acts as spokesman for the relief team.

The information officer prepares and holds press conferences, issues communiqués, makes information available to the public, and sets up and manages a press centre and a public information centre.

All workers involved in the relief effort must pass their information on to the information officer, who acts as the sole intermediary for the media and the public.

## PLAN OF ACTION

RESPONSE	SERVICES
Deterioration of the situation. Give alarm, mobilize heads of service at coordination centre, put emergency plan into effect	Coordination centre
Set up press centre. Inform the population	Information
Set up operation centre	Coordination Centre
Set up a network of distribution points	Coordination Centre
Request transportation services for carrying drinking water to the distribution points	Supplies Transportation
Manage distribution centres	Social Services
Set up special services for distribution to elderly, handicapped or bedridden persons at home	Social Services Transportation
Monitor crowd at distribution points	OPP Police
Check quality of water	HEALTH SERVICES OCWA
Maintain an effective network of communications between distribution points, the centre of operations and the coordination centre	Communications
Provide ambulance service	Ambulances
Keep population informed of all new developments	Information
Organize emergency transportation for special cases	Transportation
In the event of fire, ensure water reserves for fire fighting needs	Public Works Fire fighters

## PLAN OF ACTION (CONTINUED)

EQUIPMENT	SOURCE
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Transport trucks (milk tankers or water tankers)	Transportation
Establishments that have parking facilities and can serve as distribution points	Coordination centre
Barricades	Public Works
Communications equipment	Communications
Loudspeakers	Fire fighters

## **Notification to the Public - Boil Water Advisory Policy 1- 2003**

Using our civic addresses (which is a listing by streets and occupants), the municipality will go door to door to advise the public immediately. All businesses and schools will be advised also and posted on Bulletin Boards in the area affected.

**Medical Officer of Health Issues**  
**BOIL WATER ADVISORY**  
Sample Form Only  
To be issued by SDHU as Required

**DATE:**

Medical Officer of Health, \_\_\_\_\_ has issued a boil water advisory, effective immediately, for all residents of \_\_\_\_\_ who draw their water from the municipal water system. This order was precipitated by \_\_\_\_\_ levels in the town's water supply.

A boil water advisory means that people who take their water from the municipal water system should not drink the water, use it to brush their teeth, or use it to wash foods such as fruit and vegetables which will be consumed without cooking. Water should be brought to a rolling boil and allowed to boil for one full minute. People should ensure that water used for cooking comes to a full boil. Otherwise, the water is safe for bathing and washing clothes.

Health Unit staff will continue to monitor this situation. The Medical Officer of Health will notify the residents when the boil water advisory has been lifted.

For more information, contact the Sudbury District Health Unit at our \_\_\_\_\_ office at \_\_\_\_\_ or at the (Location) office at (705) xxx-xxxx or 1-800-xxx-xxxx.

“SAMPLE NOTICE”

Date: \_\_\_\_\_

Dear \_\_\_\_\_:

**RE: Boil Water Advisory**

Further to your \_\_\_\_\_ telephone conversation with \_\_\_\_\_  
\_\_\_\_\_, and due to \_\_\_\_\_  
\_\_\_\_\_, I require you to notify all residents of the  
municipality of \_\_\_\_\_ to boil their water  
prior to consumption. This boil water advisory will continue until consistently  
acceptable \_\_\_\_\_ levels are obtained.

Residents should bring water to a rolling boil and continue boiling for at least one  
minute. For further information, please contact Person at 705-xxx-xxxx, ext. xxx.

Yours truly,

merson, M.D., F.R.C.S. (C), F.A.C.S.  
Acting Medical Officer of Health

Person, C.P.H.I. (C)  
Manager of Health Protection Services  
Sudbury District Health Unit

Address  
Sudbury, ON xxx xxx  
Phone: 705-xxx-xxxx  
Fax: 705-xxx-xxxx  
Toll Free: 1-800-xxx-xxxx  
Email: [xxx@xxxxxxxx.on.ca](mailto:xxx@xxxxxxxx.on.ca)

# **EMERGENCY RESPONSE PLAN**

## **SCENARIO HAZARDOUS MATERIALS – HIGHWAY ACCIDENT**

Type of disaster	Localized
Management	Fire fighters / Rescue
Possible effects	Injuries, deaths, fire, halt in traffic, persons trapped in vehicles, explosions.
Required emergency services	Fire, rescue, OPP Police, Ambulances, Public Works, Information. Others municipal services that can provide support.

### **1 - CONTEXT**

An example of a major road accident would be an accident involving one or more school buses and/or Transport vehicles that occurs on a street of our municipality or on the Trans Canada Highway. A scenario to deal with a situation of this kind is included in the emergency plan.

### **2 - PURPOSE**

This scenario describes a series of well-ordered actions for the purpose of determining the measures needed for a rapid and effective response.

### 3 - IMPLEMENTATION

Since this is a local disaster occurring in a small area, the Municipality of Markstay-Warren can depend upon its own resources to deal with it effectively. If necessary, however, we can count on the assistance of the OFM or on the neighbouring municipalities with which we have agreements.

This type of disaster is a case of immediate action, the emergency plan is carried out in three phases.

#### Phase I ALARM

Mobilization of heads of emergency services according to the alarm procedure described at the beginning of this chapter.

#### Phase II INTERVENTION

Verification of extent of damage.

Set up of a safety perimeter,

Appointment of a site manager,

Application of the emergency measures specified for this scenario (See Plan of Action)

#### Phase III RECOVERY

Gradual return to normalcy,

Restoration of services in the affected area,

Evaluation of damage and costs,

Request for financial aid (if necessary)

#### **4 - RESPONSIBILITIES**

The Municipality of Markstay-Warren assumes the responsibility for applying emergency measures in its area.

- A/ The municipality must:
  - i/ To ensure the direction and supervision of overall emergency operations in its area.
  - ii/ To coordinate all available human and material resources needed to monitor the situation,
  - iii/ To set up an information plan for the population,
  - iv/ To supply the administrative support needed by the various relief workers,
  - v/ To coordinate the request for financial aid, if necessary,
  
- B/ The responsibilities of relief workers are as follows:
  - i/ The municipal services carry out their respective plan in accordance with required operational needs. The non-activated services remain in support,
  - ii/ The OPP Police ensures traffic control and polices installations in the disaster area(s),
  - iii/ The HEALTH SERVICES provides health services,

## **5 - COORDINATION**

After the alarm has been given, CCG members report to the municipal coordination centre.

All information concerning the disaster, including the seriousness of the situation, the appointment of a site manager, the mobilization of resources, the assignment of tasks and the coordination of operations, falls within the jurisdiction of the municipal coordinator.

The information officer is responsible for coordinating the information to be passed on to the public. Announcements will be authorized in advance by the Mayor.

Relief workers and support staff must all have the authorization of the municipal coordinator before leaving the site of operations.

The coordination centre will determine, if necessary, what groups must remain in the area to begin cleanup.

Only the municipal coordinator is authorized to request an end to the state of emergency.

## **6 - SUPPORT**

The following services will assist front-line workers in the relief effort:

Administration,  
Supplies,  
Information,  
Social services,  
Technical services.

## **7 - COMMAND AND COMMUNICATIONS**

The following authorities are responsible for directing operations:

The Mayor  
The municipal coordinator,  
The coordination centre,  
The site manager.

Emergency communications will be organized by the coordination centre in the Municipal Offices. Cellular phones and an amateur radio network will increase the effectiveness of existing municipal networks.

## 8 - DISTRIBUTION OF PUBLIC INFORMATION

The official spokespersons are:

The Mayor,  
The municipal coordinator,  
The information officer.

The Mayor, acting in the name of the Council, authorizes the official communiqués that are afterwards distributed to the media and the population at large by the information officer.

The municipal coordinator authorizes the issuance of evacuation notices to the media and the population, and acts as spokesman for the coordination centre with regard to operations.

The site manager authorizes warnings to citizens in the danger zone when there is no time to consult the coordination centre. He also acts as spokesman for the relief team.

The information officer prepares and holds press conferences, issues communiqués, makes information available to the public, and sets up and manages a press centre and a public information centre.

All workers involved in the relief effort must pass their information on to the information officer, who acts as the sole intermediary for the media and the public.

## PLAN OF ACTION

RESPONSE	SERVICES
Give the alarm and bring together heads of service responsible for this type of disaster. Those not involved stay ready for action	Coordination centre
Set up a centre of emergency operations on the site of disaster	Fire fighters/rescue OPP Police Ambulances Public works
Set up communications between the site of the disaster and the coordination centre	Communications
Define a perimeter around the area. Set up access routes for emergency vehicles	OPP Police
Mobilize doctors, ambulances, tow trucks, rescue equipment, specialized equipment	Coordination centre Fire fighters/Rescue OPP Police Ambulances Public Works
Inform the population about the blocked roads, detours, etc	Information
Notify hospitals of the numbers of injuries and condition of the injured.	Ambulances
Set up a temporary morgue (if necessary)	OPP Police - Coroner
Check for the presence of hazardous materials if trucks carrying these items are involved	OPP Police Fire fighters
Evacuate the area if hazardous materials are identified	OPP Police
Set up a reception centre in the event of evacuation	Social Services

**PLAN OF ACTION (CONTINUED)**

RESPONSE	SERVICES
Seal off sewer entrances (Village) in the event of leakage of flammable liquids	Public Works
Assure the safety of the evacuated area and disperse onlookers	OPP Police
Restore public services	Coordination centre
Organize the return of evacuated persons	Social Services
Start cleanup	Public Works

EQUIPMENT	SOURCE
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Fire fighting and rescue equipment	Fire fighters
Ambulances, stretchers, tow trucks, blowtorches, barricades, amplifiers, generators.	Ambulances OPP Police Fire fighters Public Works
Detection equipment (hazardous materials)	Fire fighters Environmental specialists
Communications equipment	Communications
Auxiliary lighting.	Public Works Fire fighters
Loudspeakers	Fire fighters
Mobile canteens	Social services

# **EMERGENCY RESPONSE PLAN**

## **SCENARIO - POWER FAILURE**

Type of disaster	Localized or general
Management	Municipal technical services together with Ontario Hydro One.
Possible effects	Injuries, deaths (indirect consequences of the blackout), panic, breakdown in public services, halt in traffic, persons trapped in various locations
Required emergency services	All municipal services as well as Ontario Hydro One, OPP Police and ambulance(s)

### **1 - CONTEXT**

This scenario deals with both localized and general power failures in our municipality. A localized failure would affect only a part of our area, whereas a general failure would affect the municipality as a whole. A power failure may be caused by the explosion of overloaded transformers or by an overall breakdown in the Ontario Hydro One network such as happened in August of 2003, across the north eastern States and Ontario.

### **2 - PURPOSE**

This scenario describes a series of well-ordered actions for the purpose of determining the measures needed for a rapid and effective response.

### 3 - IMPLEMENTATION

When a major disaster occurs, the Municipality of Markstay-Warren must first use its own resources to deal with the situation. Should these prove inadequate, it can then call on those of the neighbouring municipalities with which it has agreements, as well as on the assistance of the EMO.

Because this is a case of immediate disaster, the emergency plan is carried out in three phases:

#### Phase I ALARM

Mobilization of heads of emergency services according to the alarm procedure described at the beginning of this chapter.

#### Phase II INTERVENTION

Checking out the source or sources of the failure,

Determination of the time needed for a return to normal life,

Application of the emergency measures specified for this scenario (See Plan of action).

#### Phase III RECOVERY

Gradual or total restoration of electric service,

Return of persons evacuated,

Restoration of municipal services,

Evaluation of damage and costs,

Request for financial aid (if necessary).

#### 4 - RESPONSIBILITIES

The Municipality of Markstay-Warren assumes the responsibility for applying emergency measures in its area.

- A/ The responsibilities of the municipality are as follows:
- i/ To ensure the direction and supervision of overall emergency operations in its area.
  - ii/ To coordinate all available human and material resources needed to monitor the situation,
  - iii/ To set up an information plan for the population,
  - iv/ To inform the surrounding area and the EMO and request any needed assistance,
  - v/ To coordinate all operations related to evacuation, reception and the return to normal life,
  - vi/ To supply the administrative support needed by the various relief workers,
  - vii/ To coordinate the request for financial aid, if necessary,
- B/ The responsibilities of relief workers are as follows;
- i/ Ontario Hydro One restores the network,
  - ii/ The OPP Police ensures policing,
  - iii/ Municipal services carry out their respective emergency plans according to operational needs,
  - iv/ The OFM and the EMO act in an advisory capacity at the request of the municipalities.

## **5 - COORDINATION**

After the alarm has been given, CCG members report to the municipal coordination centre.

All information concerning the disaster, including the seriousness of the situation, the appointment of a site manager, the mobilization of resources, the assignment of tasks and the coordination of operations, falls within the jurisdiction of the municipal coordinator.

The information officer is responsible for coordinating the information to be passed on to the public. Announcements will be authorized in advance by the Mayor.

Relief workers and support staff must all have the authorization of the municipal coordinator before leaving the site of operations.

The coordination centre will determine, if necessary, what groups must remain in the area to begin cleanup.

Only the municipal coordinator is authorized to request an end to the state of emergency.

## **6 - SUPPORT**

The following services will assist front-line workers in the relief effort:

- Administration,
- Supplies,
- Information,
- Social services,
- Technical services.

## **7 - COMMAND AND COMMUNICATIONS**

The following authorities are responsible for directing operations:

- The Mayor
- The municipal coordinator,
- The coordination centre,
- The site manager.

Emergency communications will be organized by the coordination centre in the Municipal Offices. Cellular phones and an amateur radio network will increase the effectiveness of existing municipal network.

## 8 - DISTRIBUTION OF PUBLIC INFORMATION

The official spokespersons are:

The Mayor,  
The municipal coordinator,  
The information officer.

The Mayor, acting in the name of the Council, authorizes the official communiques that are afterwards distributed to the media and the population at large by the information officer.

The municipal coordinator authorizes the issuance of evacuation notices to the media and the population, and acts as spokesman for the coordination centre with regard to operations.

The site manager authorizes warnings to citizens in the danger zone when there is no time to consult the coordination centre. He also acts as spokesman for the relief team.

The information officer prepares and holds press conferences, issues communiqués, makes information available to the public, and sets up and manages a press centre and a public information centre.

All workers involved in the relief effort must pass their information on to the information officer, who acts as the sole intermediary for the media and the public.

## PLAN OF ACTION

RESPONSE	SERVICES
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Give the alarm mobilize heads of services at the coordination centre.	Coordination centre
Set up an emergency coordination centre to restore power.	Coordination centre Ontario Hydro One
Identify the affected area(s)	Coordination centre Ontario Hydro One
Determine the cause of the power failure	Ontario Hydro One
Call on the municipal services needed according to the size of the failure and set up communications among relief workers	Coordination centre Communications
Restore power as quickly as possible where feasible	Ontario Hydro One
Establish an order of priority for essential needs	Coordination centre
Set up a system for the circulation of public information Set up a press centre and issue accreditation papers to journalists	Coordination centre Information
Define a safety perimeter in the event of a local and long term power failure	OPP Police
Coordinate resources according to the requests of relief workers	Coordination centre
Pinpoint sensitive areas through the help of municipal service centres	Fire fighters Technical services Public works
Set up communications with the OFM and the EMO if necessary	Coordination centre Communications

## PLAN OF ACTION CONTINUED

RESPONSE	SERVICES
Supply the logistic support necessary to respond to identified needs	Administration Information Supplies Social services Transportation
Protect property and direct traffic	OPP Police
Set up special services to assist the elderly, the handicapped and the bedridden in their homes in the event of a long term power failure	Social services Health Services
Maintain operational communications networks and ensure the monitoring of messages	Communications
Identify any outside resources	Coordination centre
Set up reception centres with light and heating (A long term power failure in winter)	Social services
Remove trapped persons	Fire fighters/rescue
Circulate joint communiqués regularly about developments in the situation (Municipality & Ontario Hydro One	Coordination centre Information Ontario Hydro One
Assess the danger to public health and provide emergency services	HEALTH SERVICES
Provide for relief staff and maintain an information service to respond to the various needs of the population	Administration Information
Restore power	Ontario Hydro One

**PLAN OF ACTION (CONTINUED)**

RESPONSE	SERVICES
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Restore public services	Coordination centre All services
Help displaced persons return to their area of residence if necessary	Social Services Police - OPP Transportation
Inform the population in wintertime how to restart heating systems without causing fire	Information Fire fighters

EQUIPMENT	SOURCE
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Auxiliary generators	Public Works Fire Suppliers
Heating appliances	Technical services Suppliers
Loudspeakers	Fire fighters
Locales for reception centre	Social Services
Ambulances	Suppliers

# **EMERGENCY RESPONSE PLAN EXTREME WEATHER CONDITIONS SCENARIO – FLOODING**

Type of disaster	Localized or general
Management	Fire fighters / Rescue
Possible effects	Injuries, deaths, interruption of public services, material damage, halt in traffic, building cave-ins, fires, damage to sewer networks, localized flooding, contamination of drinking water
Required emergency services	All services

## **1 - CONTEXT**

The torrential rains of July 14<sup>th</sup> 1987, the floods in Lanark County of 1998, the tornado in Barrie in 1985 and Guelph in 2000 and the ice storm of 1998, proved the need to be prepared for extreme disturbances in the weather.

## **2 - PURPOSE**

This scenario describes a series of well-ordered actions for the purpose of determining the measures needed for a rapid and effective response.

### 3 - IMPLEMENTATION

Disasters of this kind are complicated because although their intensity can be predicted, their direction cannot always be controlled. Flooding can affect either all or part of the municipality. The Municipality of Markstay-Warren should depend upon its own resources at first, and then upon the assistance of the OFM, the EMO or the municipalities with which it has agreements.

These kinds of situations can be described as unfolding, since they begin slowly and gradually become more serious. Because they concern the weather, their structure, force, potential direction and, in the case of torrential rains, amount of downpour can be predicted. These factors allow for a certain preparation. The impact of these occurrences is always grave and results in serious disaster.

The alarm procedure is put into effect according to warnings issued by the weather service. The emergency plan is then carried out in three phases:

#### Phase I ALARM

Unfolding danger: Strong but not violent wind.  
Heavy intermittent rain.  
Warning.

Deterioration of situation. Torrential rains. Mobilization of personnel at coordination centre.

Immediate danger: Mobilization of personnel at coordination centre.

#### Phase II INTERVENTION

Location of the disaster,

Check up of current and future weather conditions,

Set up a safety perimeter around affected areas,

Application of specified emergency measures (see Plan of Action)

#### Phase III RECOVERY

Gradual return to normalcy,

Return of evacuated persons,

Restoration of public services in the affected area,

Evaluation of damage and costs and request for financial aid (if needed).

#### **4 - RESPONSIBILITIES**

The Municipality of Markstay-Warren assumes the responsibility for applying emergency measures in its area.

A/ The responsibilities of the municipality are as follows:

- i/ To ensure the direction and supervision of overall emergency operations in its area.
- ii/ To coordinate all available human and material resources needed to monitor the situation,
- iii/ Work jointly with the OFM and the EMO in the case of a combined operation
- iv/ To set up an information plan for the population,
- v/ To coordinate all operations involved in evacuation, reception and the return to normal life,
- vi/ To supply the administrative support needed by the various relief workers,
- vii/ To coordinate the request for financial aid, if necessary,

B/ The responsibilities of relief workers are as follows:

- i/ The municipal services carry out their respective plan in accordance with required operational needs,
- ii/ The OPP Police ensures traffic control and protects installations in the disaster area(s),
- iii/ The HEALTH SERVICES provides health services,
- iv/ Upon demand of the municipality, the OFM will provide support. The EMO will coordinate governmental support.

## **5 - COORDINATION**

After the alarm has been given, CCG members report to the municipal coordination centre.

All information concerning the disaster, including the seriousness of the situation, the appointment of a site manager, the mobilization of resources, the assignment of tasks and the coordination of operations, falls within the jurisdiction of the municipal coordinator.

The information officer is responsible for coordinating the information to be passed on to the public. Announcements will be authorized in advance by the Mayor.

Relief workers and support staff must all have the authorization of the municipal coordinator before leaving the site of operations.

The coordination centre will determine, if necessary, what groups must remain in the area to begin cleanup.

Only the municipal coordinator is authorized to request an end to the state of emergency.

## **6 - SUPPORT**

The following services will assist front-line workers in the relief effort:

Administration,  
Supplies,  
Information,  
Social services,  
Technical services.

## **7 - COMMAND AND COMMUNICATIONS**

The following authorities are responsible for directing operations:

The Mayor  
The municipal coordinator,  
The coordination centre,  
The site manager.

Emergency communications will be organized by the coordination centre at the Municipal Offices. Cellular phones and an amateur radio network will increase the effectiveness of existing municipal networks.

## 8 - DISTRIBUTION OF PUBLIC INFORMATION

The official spokespersons are:

The Mayor,  
The municipal coordinator,  
The information officer.

The Mayor, acting in the name of the Council, authorizes the official communiqués that are afterwards distributed to the media and the population at large by the information officer.

The municipal coordinator authorizes the issuance of evacuation notices to the media and the population, and acts as spokesman for the coordination centre with regard to operations.

The site manager authorizes warnings to citizens in the danger zone when there is no time to consult the coordination centre. He also acts as spokesman for the relief team.

The information officer prepares and holds press conferences, issues communiqués, makes information available to the public, and sets up and manages a press centre and a public information centre.

All workers involved in the relief effort must pass their information on to the information officer, who acts as the sole intermediary for the media and the public.

## PLAN OF ACTION

RESPONSE	SERVICES	
Weather alert	Environment Canada	
Alert population to:  A - the possibility of violent winds that may in turn bring torrential rains  B - the imminence of disaster	Information Media	
Give alert, mobilize heads of service at coordination centre, put emergency plan into effect, and establish a press centre.	Coordination centre Information	
Pinpoint devastated or affected area	Fire fighters/Rescue OPP Police Public Works	
Set up a centre of operations in the disaster area	Coordination Centre	
Define one or more safety perimeters	OPP Police	
Keep population informed	Information	
Begin rescue operations and administer first aid to injured. Notify hospitals	Fire fighters/Rescue Ambulances HEALTH SERVICES	
Inform the OFM and the EMO if help is needed or in the event of a joint operation	Coordination Centre OFM EMO	
Reroute traffic and set up access routes for emergency vehicles.	OPP Police	
Set up reception centres for any evacuated persons	Social Services	
Supply emergency services as needed	Supplies Transportation	
Build dikes if necessary and feasible	Public Works	
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## PLAN OF ACTION (CONTINUED)

RESPONSE	SERVICE
Eliminate risks caused by debris and clear streets of any rubble that may get in the way of operations. Set up barricades if necessary	Public Works
Monitor broken down service networks	Public Works Ontario Hydro One Bell Canada Others
Set up a temporary morgue if needed	OPP Police - Coroner
Set up a public information centre	Information

EQUIPMENT	SOURCE
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Sand, canvas bags, barricades, electric equipment, pumps, generators, etc	Public Works
Communications equipment	Communications
Mobile amplification equipment Rescue equipment	Fire fighters
Ambulances, stretchers, etc	Ambulances
Buses, various transportation vehicles.	Transportation
Mobile canteen, beds, blankets.	Social services
Telephone equipment	Information

# **EMERGENCY RESPONSE PLAN**

## **SCENARIO - HAZARDOUS MATERIALS – TRAIN (external)**

Type of disaster	Localized - (Storage car, railway siding or in movement)
Management	Fire fighters / Rescue
Possible effects	Injuries, deaths, dispersion, explosion, danger to human beings, halt in traffic and in business and industrial activity, evacuation
Required emergency services	All services and OVR and/or CNR and CPR depending on the line

### **1 - CONTEXT**

Substantial amounts of hazardous materials are carried through or stored beyond our territory (industries, businesses, etc.). This could still have an impact on our community. These chemical products are often toxic and pose a permanent threat to our population, since a leak caused by accident or neglect may result in a toxic cloud. A scenario dealing with this eventuality has been included in our emergency plan.

### **2 - PURPOSE**

This scenario describes a series of well-ordered actions for the purpose of determining the measures needed for a rapid and effective response.

### 3 - IMPLEMENTATION

Many variables are involved in dealing with a disaster of this kind. Among them, the kind of merchandise spilled, its volatility, its toxic effects and the direction and force of the prevailing winds. The Municipality of Markstay-Warren will use its own resources to deal with the situation at first. Should this prove inadequate, however, it can call upon the aid of OFM, the EMO and the municipalities with which it has agreements.

A disaster of this kind is considered unpredictable but its development may vary according to the cause and amount of the spill. A spill from an explosion would release a large amount of dangerous goods and create an immediate danger. A crack in a reservoir, on the other hand, would be a source of unfolding danger that could turn into a major disaster if an explosion takes place. The emergency plan is then carried out in three phases.

#### Phase I ALARM

Unfolding danger: Minor spill that is under control. Information given to coordinator and heads of service. Waiting period.  
Deterioration of situation.  
Mobilization of personnel at coordination centre.

Immediate danger: Mobilization of personnel at coordination centre.

#### Phase II INTERVENTION

Location of the disaster area,  
Verification of degree of toxicity of hazardous materials,  
Verification of direction of the prevailing winds,  
Set up a safety perimeter,  
Application of specified emergency measures (see Plan of Action)

#### Phase III RECOVERY

Gradual return to normalcy,  
Restoration of services in the affected area,  
Evaluation of damage and costs,  
Request for financial aid (if necessary)

#### **4 - RESPONSIBILITIES**

The Municipality of Markstay-Warren assumes the responsibility for applying emergency measures in its area.

A/ The responsibilities of the municipality are as follows:

- i/ To ensure the direction and supervision of overall emergency operations in its area.
- ii/ To coordinate all available human and material resources needed to monitor the situation,
- iii/ Work jointly with the OFM and the EMO in the case of a combined operation
- iv/ To set up an information plan for the population,
- v/ To coordinate all operations involved in evacuation, reception and the return to normal life,
- vi/ To supply the administrative support needed by the various intervention teams,
- vii/ To coordinate the request for financial aid, if necessary,

B/ The responsibilities of the intervention team are as follows:

- i/ The municipal services carry out their respective plan in accordance with required operational needs,
- ii/ The OPP Police ensures traffic control and protects installations in the disaster area(s),
- iii/ The HEALTH SERVICES provides health services,
- iv/ Upon demand of the municipality, the OFM will provide support. The EMO will coordinate governmental support.

## **5 - COORDINATION**

After the alarm has been given, CCG members report to the municipal coordination centre.

All information concerning the disaster, including the seriousness of the situation, the mobilization of resources, the assignment of tasks and the coordination of operations, falls within the jurisdiction of the municipal coordinator.

The information officer is responsible for coordinating the information to be passed on to the public. Announcements will be authorized in advance by the Mayor.

Relief workers and support staff must all have the authorization of the municipal coordinator before leaving the site of operations.

The coordination centre will determine, if necessary, what groups must remain in the area to begin cleanup.

Only the municipal coordinator is authorized to request an end to the state of emergency.

## **6 - SUPPORT**

The following services will assist front-line workers in the relief effort:

Administration,  
Supplies,  
Information,  
Social services,  
Technical services.

## **7 - COMMAND AND COMMUNICATIONS**

The following authorities are responsible for directing operations:

The Mayor  
The municipal coordinator,  
The coordination centre,  
The site manager.

Emergency communications will be organized by the coordination centre in the Municipal Offices. Cellular phones and an amateur radio network will increase the effectiveness of existing municipal networks.

## 8 - DISTRIBUTION OF PUBLIC INFORMATION

The official spokespersons are :

The Mayor,  
The municipal coordinator,  
The information officer.

The Mayor, acting in the name of the Council, authorizes the official communiqués that are afterwards distributed to the media and the population at large by the information officer.

The municipal coordinator authorizes the issuance of evacuation notices to the media and the population, and acts as spokesman for the coordination centre with regard to operations.

The information officer prepares and holds press conferences, issues communiqués, makes information available to the public, and sets up and manages a press centre and a public information centre.

All workers involved in the relief effort must pass their information on to the information officer, who acts as the sole intermediary for the media and the public.

## PLAN OF ACTION

RESPONSE	SERVICES
Give information about an accident involving hazardous materials	Eyewitnesses OVR or CNR or CPR OPP Police
Give the alert, mobilize heads of service at the coordination centre, put emergency plan into effect  Inform OFM, EMO, Canutec  Determine the nature and effects of the merchandise implicated (if able)	Coordination centre  Coordination centre  Coordination centre Environment Ontario Environment Canada Canutec
Define a safety perimeter	OPP Police
Determine the direction of the wind	Weather service
Keep population informed	Information
Set up communications among relief workers	Communications
Evacuate the danger zone	OPP Police Fire fighters/Rescue Social Services Transportation
Begin rescue and fire fighting operations if necessary and if possible in the situation	Fire fighters/Rescue Ambulances
Set up reception centre for any evacuated persons	Social services
Notify adjacent areas of the movement of the toxic cloud	Coordination centre

**PLAN OF ACTION (CONTINUED)**

RESPONSE	SERVICE
Notify hospitals of number of injuries and condition of the injured	Ambulances HEALTH SERVICES
Stock reception centres	Supplies
Maintain a system for the circulation of communiqués and instructions to the population	Information
Set up services to assist the evacuated	Social Services
Assist the OPP Police in the maintenance of the safety perimeter (barricades)	Public Works
Organize the return of evacuated persons	Social Services Transportation OPP Police

EQUIPMENT	SOURCE
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Ambulance-stretchers-blankets	Ambulances
Fire fighting and rescue equipment, gas masks, protective equipment against toxic fumes, resuscitation equipment	Fire fighters/Rescue Special equipment
Snow ploughs with scrapers (clearing of entrance roads in winter)	Public Works
Buses (evacuation)	Transportation
Communications equipment -	Communications
Barricades	Public Works
Mobile canteens	Supplies Social Service

# **EMERGENCY RESPONSE PLAN**

## **SCENARIO – INFLUENZA PANDEMIC**

Type of disaster	Localized or general
Management	Sudbury & District Health Unit
Possible effects	Illness, deaths, reduction in traffic, restrictions to public services, reduction in business and industrial activity, overcrowding of health centres
Required emergency services	Health services, Ambulances, Fire, Social Services, OPP, municipal services for support

### **1 - CONTEXT**

The onset of an influenza pandemic is unpredictable as to where, when or to what level it will manifest itself. It may start anywhere in the world and affect our community. Depending on the time line will determine the effect that it will have on our community which could be from minimal to devastating. To reduce any effect Markstay-Warren has addressed this and has a separate plan.

### **2 - PURPOSE**

In order to stay current with the latest developments in dealing with a possible influenza pandemic, we are continuously staying in touch with Federal, Provincial and local health units as to the best way mitigating an emergency of this nature. As such, attached in appendix “C” is our “Influenza Pandemic Guidelines for Municipal Emergency Management Programs”.

# **EMERGENCY RESPONSE PLAN**

## **SCENARIO - FIRE ( CONFLAGRATION )**

Type of disaster	Localized or general
Management	Fire fighters
Possible effects	Injuries, deaths, material damage, halt in traffic, public services, communications, explosions, building cave-ins, presence of hazardous materials, flooding of basements
Required emergency services	All services

### **1 - CONTEXT**

The development of a conflagration is often unpredictable. A fire assumed to be under control may suddenly be fuelled by violent winds, and if it is close to storage areas containing volatile and highly flammable materials, it may grow into a fire of major proportions involving private homes and buildings. To prevent such a situation from occurring, the Markstay-Warren has included a scenario for conflagration.

### **2 - PURPOSE**

This scenario describes a series of well-ordered actions for the purpose of determining the measures needed for a rapid and effective response.

### 3 - IMPLEMENTATION

When a major disaster occurs, the Municipality of Markstay-Warren must first use its own resources to deal with the situation. Should these prove inadequate, it can then call on those of the neighbouring municipalities with which it has agreements, as well as the assistance of the OFM and the EMO.

This type of disaster is unfolding in nature. The emergency plan is carried out in the three following phases:

#### Phase I ALARM

Unfolding danger: Controllable, medium-sized fires, information given to coordinator.

Deterioration of the situation due to strong winds and an unexpected explosion that seriously fuels the fire, making it difficult to control. Mobilization of personnel at the coordination centre.

#### Phase II INTERVENTION

Verification of the extent of damage in the immediate area of the disaster,

Verification of the direction and schematization of the wind's corridor,

Verification of toxicity of hazardous materials (if present),

Set up a safety perimeter,

Application of specified emergency measures (See Plan of Action)

#### Phase III RECOVERY

Gradual return to normalcy,

Return of evacuated persons,

Restoration of services in the affected area,

Evaluation of damage and costs and request for financial aid (if necessary)

#### 4 - RESPONSIBILITIES

The Municipality of Markstay-Warren assumes the responsibility for applying emergency measures in its area.

- A/ The responsibilities of the municipality are as follows:
  - i/ To ensure the direction and supervision of overall emergency operations in its area.
  - ii/ To coordinate all available human and material resources needed to monitor the situation,
  - iii/ Work jointly with the OFM and the EMO in the case of a combined operation
  - iv/ To supply the administrative support needed by the various relief workers,
  - v/ To coordinate the request for financial aid, if necessary,
  
- B/ The responsibilities of relief workers are as follows:
  - i/ The municipal services carry out their respective plan in accordance with required operational needs,
  - ii/ The OPP Police ensures traffic control and protects installations in the disaster area(s),
  - iii/ The HEALTH SERVICES provides health services,
  - iv/ Upon demand of the municipality, the OFM will provide support. The EMO will coordinate governmental support.

## **5 - COORDINATION**

After the alarm has been given, CCG members report to the municipal coordination centre.

All information concerning the disaster, including the seriousness of the situation, the appointment of a site manager, the mobilization of resources, the assignment of tasks and the coordination of operations, falls within the province of the municipal coordinator.

The information officer is responsible for coordinating the information to be passed on to the public. Announcements will be authorized in advance by the Mayor.

Relief workers and support staff must all have the authorization of the municipal coordinator before leaving the site of operations.

The coordination centre will determine, if necessary, what groups must remain in the area to begin cleanup.

Only the municipal coordinator is authorized to request an end to the state of emergency.

## **6 - SUPPORT**

The following services will assist front-line workers in the relief effort:

Administration,  
Supplies,  
Information,  
Social services,  
Technical services.

## **7 - COMMAND AND COMMUNICATIONS**

The following authorities are responsible for directing operations:

The Mayor  
The municipal coordinator,  
The coordination centre,  
The site manager.

Emergency communications will be organized by the coordination centre in the Municipal Offices. Cellular phones and an amateur radio network will increase the effectiveness of existing municipal networks.

## **8 - DISTRIBUTION OF PUBLIC INFORMATION**

The official spokespersons are:

The Mayor,  
The municipal coordinator,  
The information officer.

The Mayor, acting in the name of the Council, authorizes the official communiqués that are afterwards distributed to the media and the population at large by the information officer.

The municipal coordinator authorizes the issuance of evacuation notices to the media and the population, and acts as spokesman for the coordination centre with regard to operations.

The site manager authorizes warnings to citizens in the danger zone when there is no time to consult the coordination centre. He also acts as spokesman for the relief team.

The information officer prepares and holds press conferences, issues communiqués, makes information available to the public, and sets up and manages a press centre and a public information centre.

All workers involved in the relief effort must pass their information on to the information officer, who acts as the sole intermediary for the media and the public.

## PLAN OF ACTION

RESPONSE	SERVICES	
Give alarm, mobilize service heads to the coordination centre, put emergency plan into effect. Set up a press centre	Coordination centre Information	
Set up a centre of operations, combat the fire, set up communications, define a safety perimeter	Coordination centre Fire fighters/Rescue OPP Police Communications	
Administer first aid to the injured, notify hospitals	HEALTH SERVICES	
Set up evacuation centres for evacuated persons	Social Services Transportation	
Keep population informed and set up a public information centre	Information	
Ensure traffic control near the safety perimeter and hold back bystanders	OPP Police	
Send needed resources on to relief workers	Supplies Transportation	
Ensure water supplies	Public Works Fire fighters	
Organize the arrival of outside resources if necessary	Coordination centre Administration	
Eliminate risks posed by damaged public installations	Public Works	
Supply means of transportation to persons without vehicles	Transportation	
Monitor public services that have broken down or been damaged	Public Works Ontario Hydro One Bell Canada Others	
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## PLAN OF ACTION (CONTINUED)

EQUIPMENT	SOURCE
Fire fighting and rescue equipment	Fire fighters/Rescue
Communications equipment; portable radios, cellular phones, mobile units	Communications
Ambulances, stretchers, blankets, etc	HEALTH SERVICES Ambulances
Auxiliary lighting equipment: generators, lights, barricades	Public Works
Loudspeakers	Fire fighters/Rescue
Mobile canteens, beds, blankets	Social Services
Special equipment (Presence of hazardous materials)	Suppliers

# EMERGENCY RESPONSE PLAN SCENARIO

## EXTREME WEATHER CONDITIONS

### TORNADO-HURRICANE-TORRENTIAL RAINS

Type of disaster	Localized or general
Management	Fire fighters / Rescue
Possible effects	Injuries, deaths, interruption of public services, material damage, halt in traffic, building cave-ins, fires, damage to sewer networks, localized flooding, contamination of drinking water
Required emergency services	All services

#### 1 - CONTEXT

The torrential rains of July 14<sup>th</sup> 1987, the floods in Lanark County of 1998, the tornado in Barrie in 1985 and Guelph in 2000 and the ice storm of 1998, proved the need to be prepared for extreme disturbances in the weather. Tornadoes and hurricanes are covered in the same scenario because the measures for responding to these situations are similar.

#### 2 - PURPOSE

This scenario describes a series of well-ordered actions for the purpose of determining the measures needed for a rapid and effective response.

### 3 - IMPLEMENTATION

Disasters of this kind are complicated because although their intensity can be predicted, their direction cannot be controlled. A hurricane can affect either all or part of the municipality. The Municipality of Markstay-Warren should depend upon its own resources at first, and then upon the assistance of the OFM, the EMO or the municipalities with which it has agreements.

These kinds of situations can be described as unfolding, since they begin slowly and gradually become more serious. Because they concern the weather, their structure, force, potential direction and, in the case of torrential rains, amount of downpour can be predicted. These factors allow for a certain preparation. A tornado, however, can occur without warning. The impact of these occurrences is always grave and results in serious disaster.

The alarm procedure is put into effect according to warnings issued by the weather service. The emergency plan is then carried out in three phases:

#### Phase I ALARM

Unfolding danger: Strong but not violent wind.  
Heavy intermittent rain.  
Warning.

Deterioration of situation. Very violent wind forming a spiral.  
Torrential rains. Mobilization of personnel at coordination  
centre.

Immediate danger: Tornado.  
Mobilization of personnel at coordination centre.

#### Phase II INTERVENTION

Location of the disaster,

Check up of current and future weather conditions,

Set up a safety perimeter around affected areas,

Application of specified emergency measures (see Plan of Action)

#### Phase III RECOVERY

Gradual return to normalcy,

Return of evacuated persons,

Restoration of public services in the affected area,

Evaluation of damage and costs and request for financial aid (if needed).

#### **4 - RESPONSIBILITIES**

The Municipality of Markstay-Warren assumes the responsibility for applying emergency measures in its area.

- A/ The responsibilities of the municipality are as follows:
- i/ To ensure the direction and supervision of overall emergency operations in its area.
  - ii/ To coordinate all available human and material resources needed to monitor the situation,
  - iii/ Work jointly with the OFM and the EMO in the case of a combined operation
  - iv/ To set up an information plan for the population,
  - v/ To coordinate all operations involved in evacuation, reception and the return to normal life,
  - vi/ To supply the administrative support needed by the various relief workers,
  - vii/ To coordinate the request for financial aid, if necessary,
- B/ The responsibilities of relief workers are as follows:
- i/ The municipal services carry out their respective plan in accordance with required operational needs,
  - ii/ The OPP Police ensures traffic control and protects installations in the disaster area(s),
  - iii/ The HEALTH SERVICES provides health services,
  - iv/ Upon demand of the municipality, the OFM will provide support. The EMO will coordinate governmental support.

## **5 - COORDINATION**

After the alarm has been given, CCG members report to the municipal coordination centre.

All information concerning the disaster, including the seriousness of the situation, the appointment of a site manager, the mobilization of resources, the assignment of tasks and the coordination of operations, falls within the jurisdiction of the municipal coordinator.

The information officer is responsible for coordinating the information to be passed on to the public. Announcements will be authorized in advance by the Mayor.

Relief workers and support staff must all have the authorization of the municipal coordinator before leaving the site of operations.

The coordination centre will determine, if necessary, what groups must remain in the area to begin cleanup.

Only the municipal coordinator is authorized to request an end to the state of emergency.

## **6 - SUPPORT**

The following services will assist front-line workers in the relief effort:

Administration,  
Supplies,  
Information,  
Social services,  
Technical services.

## **7 - COMMAND AND COMMUNICATIONS**

The following authorities are responsible for directing operations:

The Mayor  
The municipal coordinator,  
The coordination centre,  
The site manager.

Emergency communications will be organized by the coordination centre at the municipal offices. Cellular phones and an amateur radio network will increase the effectiveness of existing municipal networks.

## 8 - DISTRIBUTION OF PUBLIC INFORMATION

The official spokespersons are:

The Mayor,  
The municipal coordinator,  
The information officer.

The Mayor, acting in the name of the Council, authorizes the official communiqués that are afterwards distributed to the media and the population at large by the information officer.

The municipal coordinator authorizes the issuance of evacuation notices to the media and the population, and acts as spokesman for the coordination centre with regard to operations.

The site manager authorizes warnings to citizens in the danger zone when there is no time to consult the coordination centre. He also acts as spokesman for the relief team.

The information officer prepares and holds press conferences, issues communiqués, makes information available to the public, and sets up and manages a press centre and a public information centre.

All workers involved in the relief effort must pass their information on to the information officer, who acts as the sole intermediary for the media and the public.

## PLAN OF ACTION

RESPONSE	SERVICES
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Weather alert	Environment Canada
Alert population to:  A - the possibility of violent winds that may turn into a tornado, a hurricane or torrential rains  B - the imminence of disaster	Information Media
Give alert, mobilize heads of service at coordination centre, put emergency plan into effect, establish a press centre.	Coordination centre Information
Pinpoint devastated or affected area	Fire fighters/Rescue OPP Police Public Works
Set up a centre of operations in the disaster area	Coordination Centre
Define one or more safety perimeters	OPP Police
Keep population informed	Information
Begin rescue operations and administer first aid to injured. Notify hospitals	Fire fighters/Rescue Ambulances HEALTH SERVICES
Inform the OFM and the EMO if help is needed or in the event of a joint operation	Coordination Centre OFM EMO
Reroute traffic and set up access routes for emergency vehicles.	OPP Police
Set up reception centres for any evacuated persons	Social Services
Supply emergency services as needed	Supplies Transportation
Build dikes if necessary	Public Works

**PLAN OF ACTION (CONTINUED)**

RESPONSE	SERVICE
Eliminate risks caused by debris and clear streets of any rubble that may get in the way of operations. Set up barricades if necessary	Public Works
Monitor broken down service networks	Public Works Ontario Hydro One Bell Canada Others
Set up a temporary morgue if needed	OPP Police - Coroner
Set up a public information centre	Information

EQUIPMENT	SOURCE
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Sand, canvas bags, barricades, electric equipment, pumps, generators, etc	Public Works
Communications equipment	Communications
Mobile amplification equipment Rescue equipment	Fire fighters
Ambulances, stretchers, etc	Ambulances
Buses, various transportation vehicles.	Transportation
Mobile canteen, beds, blankets.	Social services
Telephone equipment	Information

# **EMERGENCY RESPONSE PLAN**

## **SCENARIO – ENVIRONMENTAL POLLUTION (TIRES)**

Type of disaster	Localized
Management	Fire fighters / Rescue
Possible effects	Injuries, fires, material damage, halt in traffic, interruption of business and commercial activities, contamination of drinking water, dispersal of toxic smoke
Required emergency services	All services

### **1 - CONTEXT**

On a daily basis, significant quantities of chemicals and similar concerns are stored within or pass through our territory. It could be something inert such as tires at the municipal dump or at a private tire dump. These tires, should they catch fire, constitute a permanent danger for our population. An accidental fire, caused by negligence or otherwise could release toxic smoke that would endanger the lives of our citizens. In the case of such an eventuality, we have included this scenario in our emergency plan.

### **2 - PURPOSE**

This scenario describes a series of well-ordered actions for the purpose of determining the measures needed for a rapid and effective response.

### 3 - IMPLEMENTATION

When a major disaster occurs, the Municipality of Markstay-Warren must first use its own resources to deal with the situation. Should these prove inadequate, it can then call on those of the neighbouring municipalities with which it has agreements, as well as the assistance of the OFM and the EMO.

A disaster of this kind is considered unpredictable but its development may vary according to the quantity of tires that are implicated. A fire could release a large amount of toxic smoke and create an immediate danger. On the other hand, a large quantity of burning tires could be a source of unfolding danger that could turn into a major disaster. The emergency plan is therefore carried out in three phases.

#### Phase I ALARM

Unfolding danger: Minor fire that is under control. Information given to coordinator and heads of service. Waiting period.

Deterioration of situation. Large scale implication.  
Mobilization of personnel at coordination centre.

Immediate danger: Mobilization of personnel at coordination centre.

#### Phase II INTERVENTION

Location of the disaster area,

Verification of direction of prevailing winds

Set up a safety perimeter,

Application of specified emergency measures (See Plan of Action)

#### Phase III RECOVERY

Gradual return to normalcy,

Return of evacuated persons

Restoration of services in the affected area,

Cleaning of the area,

Evaluation of damage and costs,

Request for financial aid (if necessary)

#### 4 - RESPONSIBILITIES

The Municipality of Markstay-Warren assumes the responsibility for applying emergency measures in its area.

- A/ The responsibilities of the municipality are as follows:
  - i/ To ensure the direction and supervision of overall emergency operations in its area.
  - ii/ To coordinate all available human and material resources needed to monitor the situation,
  - iii/ Work jointly with the OFM and the EMO in the case of a combined operation
  - iv/ To supply the administrative support needed by the various intervention teams,
  - v/ To coordinate the request for financial aid, if necessary,
  
- B/ The responsibilities of relief workers are as follows:
  - i/ The municipal services carry out their respective plan in accordance with required operational needs,
  - ii/ The OPP Police ensures traffic control
  - iii/ The HEALTH SERVICES provides health services,
  - iv/ Upon demand of the municipality, the OFM will provide support. The EMO will coordinate governmental support.

## **5 - COORDINATION**

After the alarm has been given, CCG members report to the municipal coordination centre.

All information concerning the disaster, including the seriousness of the situation, the appointment of a site manager, the mobilization of resources, the assignment of tasks and the coordination of operations, falls within the jurisdiction of the municipal coordinator.

The information officer is responsible for coordinating the information to be passed on to the public. Announcements will be authorized in advance by the Mayor.

Relief workers and support staff must all have the authorization of the municipal coordinator before leaving the site of operations.

The coordination centre will determine, if necessary, what groups must remain in the area to begin cleanup.

Only the municipal coordinator is authorized to request an end to the state of emergency.

## **6 - SUPPORT**

The following services will assist front-line workers in the relief effort:

Administration,  
Supplies,  
Information,  
Social services,  
Technical services.

## **7 - COMMAND AND COMMUNICATIONS**

The following authorities are responsible for directing operations:

The Mayor  
The municipal coordinator,  
The coordination centre,  
The site manager.

Emergency communications will be organized by the coordination centre in the municipal offices. Cellular phones and an amateur radio network will increase the effectiveness of existing municipal networks.

## 8 - DISTRIBUTION OF PUBLIC INFORMATION

The official spokespersons are:

The Mayor,  
The municipal coordinator,  
The information officer.

The Mayor, acting in the name of the Council, authorizes the official communiqués that are afterwards distributed to the media and the population at large by the information officer.

The municipal coordinator authorizes the issuance of evacuation notices to the media and the population, and acts as spokesman for the coordination centre with regard to operations.

The site manager authorizes warnings to citizens in the danger zone when there is no time to consult the coordination centre. He also acts as spokesman for the relief team.

The information officer prepares and holds press conferences, issues communiqués, makes information available to the public, and sets up and manages a press centre and a public information centre.

All workers involved in the relief effort must pass their information on to the information officer, who acts as the sole intermediary for the media and the public.

## PLAN OF ACTION

RESPONSE	SERVICES	
Immediately - cordon off the area by defining a safety perimeter	OPP Police	
Give the alarm, mobilize heads of services at the coordination centre, and put emergency plan in operation.  Inform the OFM, the EMO, Environment Ontario  Determine the nature and effects of the incident	Coordination Centre  Coordination Centre  Environment Ontario Environment Canada	
Identify the direction of prevailing winds	Weather Service	
Inform the population	Information	
Set up a centre of operations near the spill or contamination site. Set up communications among relief workers	Coordination Centre Communications	
Evacuate the danger zone	OPP Police Fire fighters Social Service Transport	
Begin rescue and fire fighting operations if necessary and if the situation permits or requires.	Fire fighters Ambulances	
Set up one or more reception centres for evacuated persons in the area	Social Service	
Alert adjacent communities if there is a shifting of toxic smoke	Coordination Centre	
Stock the reception centres	Supplies Social Service	
Set up and maintain a public information centre	Information Airline	
Set up services to assist the evacuated	Social Service	
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**PLAN OF ACTION (CONTINUED)**

RESPONSE	SERVICE
Assist OPP Police in the maintenance of the safety perimeter (barricades)	Public Works
Organize the return of evacuated persons	Social Service Transport OPP Police
Clean up the site	Public Works Environmental Specialists
Take water samples to ensure safety of domestic drinking water supply	OCWA

EQUIPMENT	SOURCE
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Fire fighting and rescue equipment, self contained breathing apparatus, protective equipment against toxic fumes	Fire fighters/Rescue Specialized suppliers
Communications equipment: portable bases, cellular phones, mobile units	Communications
Ploughs with scrapers (clearing of entrance roads in winter)	Private suppliers
Auxiliary lighting equipment, snows ploughs, cranes, compressors, bulldozers, barricades, etc.	Public Works Private suppliers
Decontamination equipment	Environmental specialists
Loudspeakers	Fire fighters
Mobile canteens, beds, blankets, etc.	Suppliers Social Services

# **EMERGENCY RESPONSE PLAN**

## **SCENARIO – EXTERNAL DISASTER**

Type of disaster	General
Management	Fire fighters / Rescue
Possible effects	Injuries, deaths, damage to private property, buildings, businesses, public services, bridges, viaducts and roads, fires, gas leaks, falling rocks, panic, risk to public health, evacuation.
Required emergency services	All municipal services plus OPP Police

### **1 - CONTEXT**

There have been as an example, snowstorms, fires and other situations that could conceivably mean a significant influx of people into our town, putting a strain on our resources if the duration is more than a few days. While this has not happened frequently, it does point to the need for preventive measures. Accordingly, the Markstay-Warren has included a scenario for external disaster in its emergency plan.

### **2 - PURPOSE**

This scenario describes a series of well-ordered actions for the purpose of determining the measures needed for a rapid and effective response.

### 3 - IMPLEMENTATION

When a major disaster occurs, the Municipality of Markstay-Warren must first use its own resources to deal with the situation. Should these prove inadequate, it can then call on those of the neighbouring municipalities with which it has agreements, as well as on the assistance of the OFM and the EMO.

Because this is a case of imminent disaster, the emergency plan is carried out in three phases:

#### Phase I ALARM

Mobilization of heads of emergency services according to the alarm procedure described at the beginning of this chapter.

Information given to coordinator and heads of service. Waiting period.

#### Phase II INTERVENTION

Application of specified emergency measures (see Plan of Action)  
Mobilization of personnel at coordination centre.

#### Phase III RECOVERY

Return of evacuated persons,

Restoration of municipal services,

Evaluation of costs,

Request for financial aid (if necessary).

#### 4 - RESPONSIBILITIES

The Municipality of Markstay-Warren assumes the responsibility for applying emergency measures in its area.

- A/ The responsibilities of the municipality are as follows:
- i/ To ensure the direction and supervision of overall emergency operations in its area.
  - ii/ To coordinate all available human and material resources needed to mitigate the situation,
  - iii/ To set up an information plan for the population,
  - iv/ Work jointly with the OFM and the EMO in the case of an overall operation covering beyond the whole of the territory;
  - v/ To coordinate all operations involved in evacuation, reception and the return to normal life,
  - vi/ To supply the administrative support needed by the various relief workers,
  - vii/ To coordinate the request for financial aid, if necessary,
- B/ The responsibilities of relief workers are as follows:
- i/ The municipal services carry out their respective plan in accordance with required operational needs,
  - ii/ The OPP Police ensure traffic control,
  - iii/ The HEALTH SERVICES provides health services,
  - iv/ In the event of a joint operation, the OFM and the EMO regularly inform the Municipality of Markstay-Warren about the development of operations in the affected areas of the evacuation and act as advisors at the request of the municipality.

## **5 - COORDINATION**

After the alarm has been given, CCG members report to the municipal coordination centre.

All information concerning the disaster, including the seriousness of the situation, the mobilization of resources, the assignment of tasks and the coordination of operations, falls within the jurisdiction of the municipal coordinator.

The information officer is responsible for coordinating the information to be passed on to the public. Announcements will be authorized in advance by the Mayor.

Relief workers and support staff must all have the authorization of the municipal coordinator before leaving the site of operations.

Only the municipal coordinator is authorized to request an end to the state of emergency, if one has been declared.

## **6 - SUPPORT**

The following services will assist front-line workers in the relief effort:

Administration,  
Supplies,  
Information,  
Social services.

## **7 - COMMAND AND COMMUNICATIONS**

The following authorities are responsible for directing operations:

The Mayor  
The municipal coordinator,  
The coordination centre.

Emergency communications will be organized by the coordination centre at the municipal offices. Cellular phones and an amateur radio network will increase the effectiveness of existing municipal network.

## 8 - DISTRIBUTION OF PUBLIC INFORMATION

The official spokespersons are:

The Mayor,  
The municipal coordinator,  
The information officer.

The Mayor, acting in the name of the Council, authorizes the official communiqués that are afterwards distributed to the media and the population at large by the information officer.

The information officer prepares and holds press conferences, issues communiqués, makes information available to the public, and sets up and manages a press centre and a public information centre if it has been deemed that such an approach is required.

All workers involved in the relief effort must pass their information on to the information officer, who acts as the sole intermediary for the media and the public.

## PLAN OF ACTION

RESPONSE	SERVICES	
Give the alarm, mobilize heads of services at the coordination centre, and put emergency plan in operation.	Coordination centre	
Set up a centre of operations.	Coordination centre	
Mobilize necessary workers and equipment	Administration	
Set communications between the evacuation shelters and the coordination centre	Communications	
Request outside help (if needed).	Coordination centre	
Set up a press centre and a telephone network for public information. Issue accreditation to the media	Information	
Open up evacuation shelters as per the anticipated number of people seeking lodging, etc.,		
Set up emergency clinics.	HEALTH SERVICES	
Set up a network of reception centres.	Social services Supplies Transportation	
Recruit relief staff (volunteers)	Administration	
Control traffic and hold off bystanders	OPP Police	
Provide constant monitoring of communications and messages sent and received.	Communications	
Supervise the equitable distribution of supplies in general and food in particular.	Supplies	
Organize the return of evacuated persons to inhabitable, risk free zones	Social Services OPP Police Transportation	
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**PLAN OF ACTION (CONTINUED)**

RESPONSE	SERVICES
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Cumulate entries in the journal of operations for a final report on the activities of each service	Administration
Request government financial assistance and organize the program if request is granted.	Coordination centre Administration

EQUIPMENT	SOURCE
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Transportation vehicles (all types)	Transportation
Mobile generators, lighting and communications equipment if required	Technical services Communications
Medical units and supplies	Ambulance Service HEALTH SERVICES
Loudspeakers	Fire fighters Suppliers
Mobile canteen	Suppliers

# EMERGENCY PREPAREDNESS PLAN

## EVACUATION PLAN

### INTRODUCTION

The Municipal Emergency Preparedness Committee has included provisions for evacuation in its emergency preparedness plan in the event of a major disaster that necessitates the displacement of part or all of our community.

The decision to begin evacuation should always be taken after an in-depth analysis of the need to evacuate.

Many problems are involved in a mass displacement of the population; the situation must therefore be carefully considered before any decisions are made.

Risks fall into two categories; the predictable and the unpredictable. But the result of these risks - a disaster- is always unpredictable, because the time, place, severity and impact are unknown.

A procedure for analysing the situation has been set up in view of this to help our emergency preparedness organization arrive at the proper decision for the protection of our citizens.

### EVALUATION PROCEDURE

- What type of disaster do we have to deal with?
- How serious is it and do we have the choice to evacuate or not?
- Where has it occurred? In the centre of the municipality or the outskirts (Township)? (Affects the number of persons to be displaced)
- What are the weather conditions? (Is it sunny? Is it raining? Is it nighttime, daytime, summer or winter?).

The above factors, quickly evaluated, can influence the choice of the appropriate time for and means of evacuation. If the decision is made to evacuate, the instructions suggested on the following pages may serve as administrative and instructional guidelines.

# ADMINISTRATIVE AND OPERATIONAL GUIDELINES FOR THE EVACUATION PLAN

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## 1 - RELOCATION OF FAMILIES

During and immediately after a disaster necessitating the displacement of a number of our citizens, the following emergency measures will be put into effect for the relocation of evacuated families.

## 2 - RESPONSIBILITIES

The relocation of families will fall under the responsibility of social services assisted, if necessary by, the OPP Police and the transportation, communications and information services. (For places of shelter, see Social Services, Chapter 3.)

## 3 - PROCEDURE

The procedure for the displacement of evacuated persons will consist of the following:

Identification of the area(s) to be evacuated;

Determination of the number of persons that may need to be evacuated;

Identification of reception centres within the areas chosen for this purpose;

Setting up a help and information centre for destitute persons in the reception area(s);

Application of the public and information plan (location of reception centres, instructions concerning routes to take, things to bring, etc.);

Application of the traffic plan (OPP Police); evacuation routes, parking, safety plan, etc.;

In the case of evacuation to places outside, identification of reception municipalities, evacuation routes and the whereabouts of reception centres in each reception municipality;

Organization of transportation for persons without vehicles (buses, ambulances, family van, etc.).

## ADMINISTRATIVE AND OPERATIONAL GUIDELINES FOR THE EVACUATION PLAN -(CONTINUED)

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### 4 - TEMPORARY SHELTER

Displaced persons may have to be relocated quickly if events take a rapid turn for the worse. For this reason, provision must be made for places of temporary shelter.

The following may be considered places of temporary shelter:

- schoolrooms
- churches
- parents and friends on the outskirts
- reception rooms
- riding arenas (horse) if needed (for a short time)
- community centre

The choice of these places must take into account the presence of such basic services as:

- a bathroom
- a canteen or kitchen
- telephones
- a room that can be used for a day-care centre.

It is advisable to take down the names of all persons using a reception centre. Evacuated persons should not be kept in temporary shelters for too long a time. This often creates a demoralizing atmosphere that can lead to psychological problems, particularly if people are housed in school rooms, arenas or similar places.

Hotels and motels provide more acceptable places of shelter for the evacuated.

#### **NOTE:**

**An agreement should be made with the Society for the Prevention of Cruelty to Animals or the local Humane Society for the care of small domestic animals.**

## ADMINISTRATIVE AND OPERATIONAL GUIDELINES FOR THE EVACUATION PLAN- (CONTINUED)

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### 5 - THE HELP AND INFORMATION CENTRE

A help and information centre will be organized for the purpose of providing the following assistance and information to the evacuated:

- The location of reception centres that will take them in;
- The approximate time of their stay at the reception centre, if possible;
- Where and how to obtain material, physical or psychological assistance;
- A summary of the latest developments in the situation to keep them informed and so avoid any unfounded rumours that may lower morale.

### 6 - SECURITY AND CONTROL

The OPP police will ensure the safety of property belonging to those evacuated by establishing a safety perimeter to control access to the disaster area as soon as these areas are declared free of danger for service staff, and up to such time, as authorization will be given for the return of the evacuated.

## PLAN OF ACTION

RESPONSE	SERVICES
Give alarm, mobilize service heads to the coordination centre, put emergency plan into effect. Set up a press centre	Coordination centre Information
Set up a centre of operations, combat any fires, set up communications, define a safety perimeter	Coordination centre Fire fighters/Rescue OPP Police Communications
Administer first aid to the injured, notify hospitals	HEALTH SERVICES
Set up evacuation centres for evacuated persons	Social Services Transportation
Keep population informed and set up a public information centre	Information
Ensure traffic control near the safety perimeter	OPP Police
Send needed resources on to relief workers	Supplies Transportation
Ensure water supplies	Public Works Fire fighters
Organize the arrival of outside resources if necessary	Coordination centre Administration
Eliminate risks posed by damaged public installations	Public Works
Supply means of transportation to persons without vehicles	Transportation
Monitor public services that have broken down or been damaged	Public Works Ontario Hydro One Bell Canada Others

**PLAN OF ACTION (CONTINUED)**

EQUIPMENT	SOURCE
Fire fighting and rescue equipment	Fire fighters/Rescue
Communications equipment; portable radios, cellular phones, mobile units	Communications
Ambulances, stretchers, blankets, etc	HEALTH SERVICES Ambulances
Auxiliary lighting equipment: generators, lights, barricades	Public Works
Loudspeakers	Fire fighters/Rescue
Mobile canteens, beds, blankets	Social Services
Special equipment (Presence of hazardous materials)	Suppliers

**ACTION SHEETS**

\_\_\_\_\_Municipality of  
Markstay-Warren\_\_\_\_\_

**FROM:**

**TO:**

**VIA:**

**TIME:**

**MESSAGE:**

**NOTES:**

## Evacuation Sheet

This is to inform you that the Municipality of Markstay-Warren or a part thereof is now being evacuated.

### **Please follow the procedures outlined below :**

- Do not panic or become over-alarmed
- Stay on your property
- In case of fire emergency, keep the garden hose coupled to the water outlet. Fill as many pails and workable utensils as possible with water.
- Keep the grass and building wetted down, especially roofs, keep shovels handy
- Flat roofs or vacant buildings should be patrolled
- Do not travel on highways unless you have essential business or authorization
- Do not travel to summer camps
- Wait for instructions from your Emergency Measures Control Group if evacuation is necessary. Stay home until instructed to move to the evacuation check point registration area
- Secure your home
- Fill out the enclosed Personal Evacuation/Registration form and bring it to the nearest Control Point
- Place white towel on front door to signify building empty
- Public Works Department services phone 853-4536
- **Route instructions**
  - 1.
  - 2.
  - 3.

### **You will be notified to evacuate by the following method :**

1. Television
2. By use of Police/Fire Department public address systems
3. By door to door notification, conducted under the direction of the Emergency Measures Control Group

### **Supplies**

Each person or family being evacuated will be requested to take the following supplies to sustain them during the journey and at the staging area :

- One blanket per person
- Air mattress if available
- Change of warm clothing, raincoat and windbreaker
- Enough ready-to-eat food such as sandwiches, fruit and cooked meat to last twelve hours
- Drinking cups, thermos bottle containing a hot beverage
- A flashlight and a spare set of batteries

- One piece of luggage per person, preferably a suitcase which will serve as a seat
- Cigarettes, tobacco , matches and/or lighter
- Towel, soap, toothbrush, kleenex or toilet paper and other toilet articles
- Money to meet contingencies
- Identification, such as driver's licence or birth certificate
- A book, magazine or playing cards
- Prescribed medication

Adults having small children in their care should include all or some of the following items:

- Baby carriage
- Infant formulas, kept warm in a thermos
- Candies
- Disposable type diapers
- Games or toys

MAPS

INCLUDE A MAP WITH THE EVACUATION ROURES AND/OR AREAS

MUNICIPALITY OF MARKSTAY-WARREN  
EVACUATION PLAN  
CONVOY REGISTRATION REPORT

LEAD VEHICLE OPERATOR: \_\_\_\_\_

DESTINATION: \_\_\_\_\_  
\_\_\_\_\_

DEPARTURE TIME: \_\_\_\_\_  
\_\_\_\_\_

E.T.A.: \_\_\_\_\_  
\_\_\_\_\_

License No. Name:	Check if Medical	Destination
	<i>Treatment Required</i>	<i>Check Off</i>

1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_

4. \_\_\_\_\_  
\_\_\_\_\_

5. \_\_\_\_\_

\_\_\_\_\_

6. \_\_\_\_\_

\_\_\_\_\_

7. \_\_\_\_\_

\_\_\_\_\_

8. \_\_\_\_\_

\_\_\_\_\_

9. \_\_\_\_\_

\_\_\_\_\_

10. \_\_\_\_\_

\_\_\_\_\_

Personal Evacuation  
Registration Form  
(please print)

Vehicle Operator: \_\_\_\_\_

Address: \_\_\_\_\_

Number in Party: \_\_\_\_\_ Occupants: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Destination (if known): \_\_\_\_\_

\_\_\_\_\_

Town: \_\_\_\_\_

\_\_\_\_\_

Name of Host: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

\_\_\_\_\_

Note: TO BE ATTACHED TO CONVOY LIST  
(a copy to be left at control centre)

# **CHAPTER V**

**THE EMERGENCY PREPAREDNESS PLAN  
THE RECOVERY PLAN**

# **THE EMERGENCY PREPAREDNESS PLAN**

## **THE RECOVERY PLAN**

### THE APPROACH

Once rescue operations have been carried out and the danger to lives eliminated following a disaster, steps must be taken to reorganize and return to normal.

With this in mind, the E.M.C. studies this step of the intervention process and draws up a recovery plan for the C.C.G.

The C.C.G. will have to adopt short-term temporary measures that will provide immediate relief to disaster victims by guaranteeing an essential minimum of assistance in the wake of a disaster.

The population must then be informed of the resources that ensure this minimum.

This plan has been prepared in terms of these short and long-range objectives for recovery.

The E.M.C. proposes the following administrative and operational guidelines to guarantee our population a structured operation in a time of crisis.

## SHARING RESPONSIBILITY

A recovery plan consists of several activities that require a sharing of responsibilities.

## **THE MUNICIPAL COUNCIL**

The Municipal Council makes all important decisions. Because of his position of authority, the Mayor assisted by his Councillors, is responsible for all lower-level decisions and procedures.

The responsibilities of the Municipal Council are as follows:

- to submit an official request for financial aid to government authorities;
- to authorize any unforeseen expenditure that may be necessary in the recovery phase;
- to see that the service in charge of administration supervises the financial aid program properly, if the government has authorized aid;
- to ensure that the Information Service circulates all information pertaining to the program;
- to ensure that the E.M.C. and the C.C.G. follow instructions concerning the emergency plan and, more particularly, the recovery plan.

## **THE MUNICIPAL EMERGENCY MANAGEMENT COMMITTEE**

In order to maintain a close watch over the implementation of the recovery plan, the E.M.C. advises the Municipal Council about the measures to be taken and makes recommendations to the C.C.G. about policies to apply and guidelines to follow.

## THE MUNICIPAL EMERGENCY MANAGEMENT ORGANIZATION

The C.C.G. carries out instructions and takes necessary action during the re-integration phase. The C.C.G. assembles the service directors; each director then carries out the instructions concerning his service as well as the recommendations and instructions issued by the E.M.C. to deal with the needs of the moment.

## THE MUNICIPAL COORDINATOR

The coordinator is in charge of the application and coordination of the plan. As the Mayor's immediate representative, he coordinates the actions of the E.M.C, and C.C.G. He must ensure that:

- each decision concerning the intervention is carried out;
- he will be kept regularly informed about developments in the situation so as to inform the Mayor and ensure that a high level of efficiency is maintained;
- the service directors assume their responsibilities;
- a journal is kept detailing the progress of the activities and the application of the emergency measures.

## THE REINTEGRATION PROCESS

Once the situation has returned to normal, the reintegration of the evacuated can begin.

This phase is important and should be supervised and coordinated by a reception centre that will have been set up in the return area.

This centre will supervise the arrival of evacuated persons and will carry out the instructions of the coordination centre of the municipality.

Social services will be responsible for this operation. The police, communications and other services, if necessary, will assist them.

A psychosocial support plan should be developed, whenever necessary, with the local health unit.

The reintegration procedure is based, first of all, on the size of the area to be reintegrated. Is it the entire municipality? Does it involve a neighbourhood or only a few streets? All utilities will be restored (electricity, water, sewers, telephones, etc.).

A physical inspection of the reintegrated areas is to be done by authorized persons in order to avoid any unexpected complaints.

Reintegration is to be carried out gradually, not all at once.

The Provincial Department of Community Health will proceed to evaluate the measures of protecting the public's health, also the health and welfare of the implicated workers. The D.S.C. will send out pertinent public notices and will coordinate health examinations, if necessary.

A quick examination is done of the areas to be integrated; this should begin by containing the simplest, safest access routes.

A return schedule is established.

Reintegration is done one block of streets or one neighbourhood at a time.

People returning to their homes must be given all necessary information. If it is winter, they must be informed about how to turn the heating and electric systems back on so that needless accidents will be avoided.

## INFORMING THE PUBLIC

Persons evacuated during an emergency are the most directly involved and must consequently be informed of the details concerning their return home.

A form concerning information to the public is included here for this purpose.

This form indicates the steps to be taken by the Information Centre once the coordination centre has decided to reintegrate the area.

**PUBLIC INFORMATION CONCERNING THE  
REINTEGRATION OF EVACUATED PERSONS**

**Date and Time**

Beginning of operation \_\_\_\_\_  
\_\_\_\_\_

**Reintegrated Area**

Streets/block \_\_\_\_\_ of \_\_\_\_\_ streets  
\_\_\_\_\_ Neighbourhood  
\_\_\_\_\_

**Means**

Special Bulletins \_\_\_\_\_  
News Bulletins \_\_\_\_\_  
\_\_\_\_\_

Newspapers \_\_\_\_\_

**Media**

(Refers to media listed under \_\_\_\_\_ Information \_\_\_\_\_ in  
\_\_\_\_\_ the  
emergency plan \_\_\_\_\_  
Chap.3) \_\_\_\_\_  
See Appendix "A" \_\_\_\_\_

**Specific information**

Location of the reception \_\_\_\_\_  
and information centre \_\_\_\_\_  
Address and telephone number \_\_\_\_\_ of \_\_\_\_\_ person \_\_\_\_\_ in  
\_\_\_\_\_ charge. \_\_\_\_\_

**General information**

(according to the \_\_\_\_\_ instructions of the  
\_\_\_\_\_ coordination  
centre) \_\_\_\_\_

**Public health notice** \_\_\_\_\_

## THE COMMUNICATIONS

To be effective, the supervision of an operation of this size must have the support of a well-structured communications network.

Since the rapid exchange of information is necessary in order to follow developments in the situation, one or more communications networks must be organized as needed.

A communications network consists of:

- a telephone network containing a group of numbers assigned by telephone companies according to an agreement;
- the usual networks of policemen, firemen, public works or others that are linked to a central base in the coordination centre;
- a support network made up of a group of "Ham" radio operators.

All requests for information from reintegrated persons will be dealt with by the reception centre in the reintegrated area.

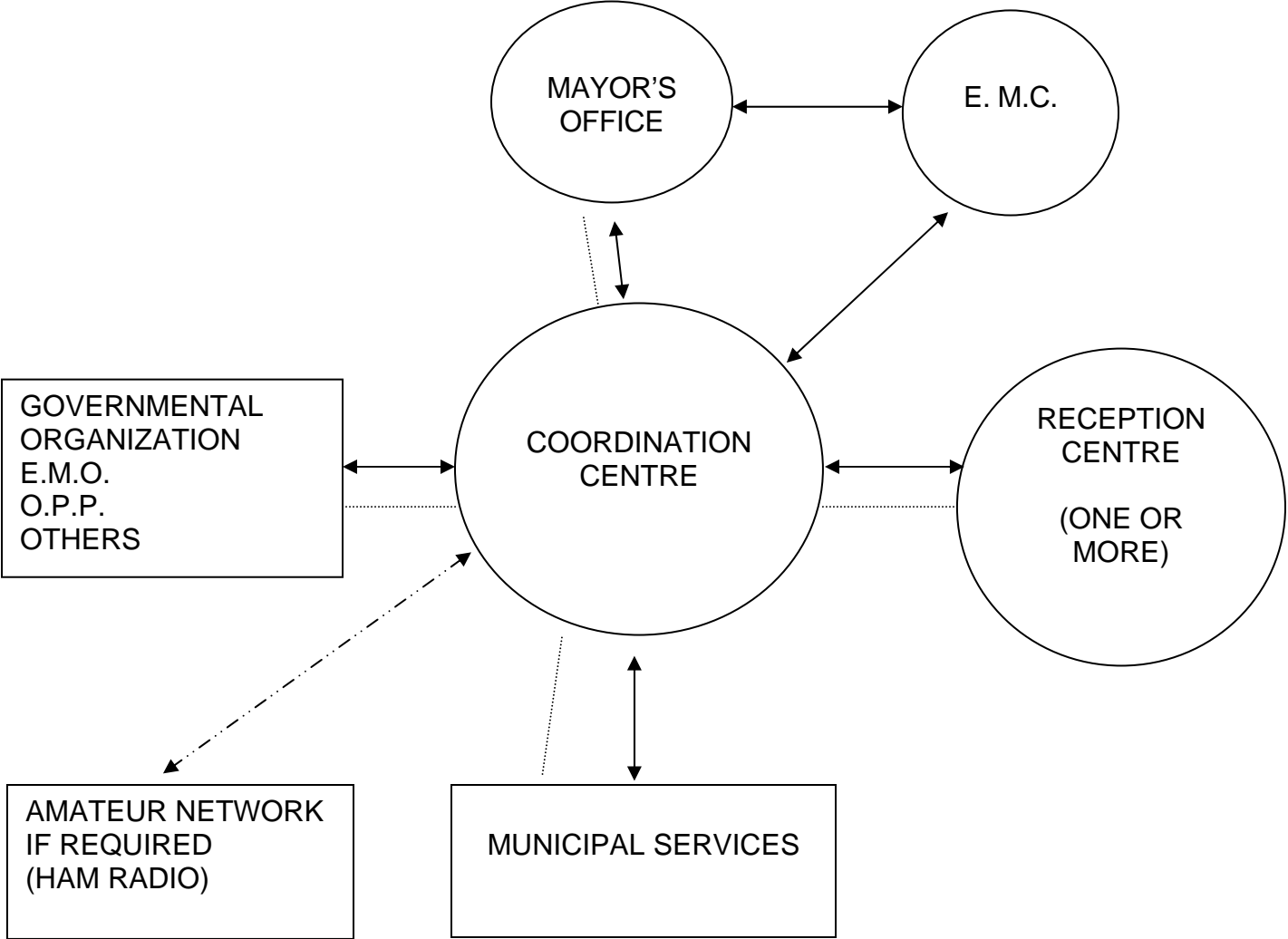
Any request that cannot be handled by the reception centre is forwarded to the coordination centre for a decision.

Any requests for information or instructions coming from an emergency service operating during reintegration, is forwarded to the coordination centre for a decision.

All messages given must be registered in a logbook containing the time the message was made, the reason for it and the names of the persons making and receiving the call.

Any organization wishing to communicate information to the media or the public will have to validate the message with the coordination centre before proceeding. Whenever possible, joint communications will be done to insure a better coordination of the information to be distributed.

# TELECOMMUNICATIONS DIAGRAM



Legend:

—————	telephone lines
.....	municipal network
- - - - -	short wave radio/ham

## DECISION-MAKING MECHANISMS

Managing an operation of this kind involves numerous decisions at both the administrative and operational levels. In addition, since aid to displaced persons is the purpose of the recovery plan, decision-making is organized in a way that takes this objective into account.

The structure of decision-making will consist of a round-table discussion by the following:

- the Mayor,
- one (1) councillor,
- the coordinator,
- a representative from the "Fire Marshal's Office",
- a representative from ministries involved in the relief effort (when necessary),
- a representative from Emergency Management Ontario (if needed)
- a representative from E.M.C.

The meeting will coordinate the efforts of the organizations from the municipality and the government that are taking part in discussions concerning a return to normal.

## THE COORDINATION CENTRE

The coordination centre will ensure that recommendations and decisions taken at the meeting are put into effect by re-allocating individual responsibilities to C.C.G. service directors.

A managing committee to deal specifically with requests for financial aid will reinforce the administrative service.

## THE EMERGENCY MANAGEMENT COMMITTEE

This committee can assist the coordination centre, if necessary.

## RESOURCES

The development of an operation of this kind calls for the use of a good many resources. Many of these can come from the municipality, but others will have to come from neighbouring municipalities. Accordingly, agreements will have to be reached with these municipalities so that the availability of needed resources can be ensured.

These agreements will be added to the list of agreements already provided for in the plan of the municipality. The services usually most affected by a lack of resources are social services, technical services and supplies. As a result, these services will have to consolidate their respective resources and conclude the necessary agreements.

## EVALUATION OF DAMAGE

A disaster always leaves traces behind, traces that often lead to the destruction of personal or collective property.

During the reorganization phase, which can last an indeterminate amount of time depending on the scope of the disaster; the municipality, with the help of the "Ministry of Municipal Affairs and Housing (ODRAP Ontario Disaster Relief Assistance Program), collects and assesses invoices pertaining to the damage caused by the disaster. All invoices are recorded, including those from citizens of the municipality, government organizations that provided help, and businesses or industries that suffered damage.

This accounting ensures that the cost of the disaster is established and that government authorities are provided with the information needed to decide if a program of financial aid should be set up.

The service in charge of administration assumes this responsibility.

An information office is organized for citizens and organizations of the municipality to help them make up bills and fill out registration forms for the program, if the government has authorized it.

# EMERGENCY PREPAREDNESS REINTEGRATION SCHEDULE

SECTOR TO BE  
REINTEGRATED \_\_\_\_\_

SECTOR NO	APPROXIMATE NO OF PERSONS TO REINTEGRATE	DATE OR TIME	BLOCKS OF STREETS OR NEIGHBOURHOODS	COMPLETED

# **CHAPTER VI**

**THE EMERGENCY PREPAREDNESS PLAN  
THE INFORMATION PROGRAM**

# **THE EMERGENCY PREPAREDNESS PLAN THE INFORMATION PROGRAM**

**MUNICIPAL EMERGENCY MANAGEMENT COMMITTEE**

**The Municipality of MARKSTAY-WARREN**

## **INTRODUCTION**

Within the context of its overall emergency preparedness plan, the Municipality of Markstay-Warren accepts the responsibility for informing all employees and all members about the contents of the emergency plan prepared to deal with the various emergencies liable to affect our municipality.

## **PURPOSE**

The purpose of the program is to define the guidelines intended to inform every person concerned about existing threats and dangers as well as about the preventive measures to take in times of emergency.

## **OBJECTIVE**

- inform all employees of the municipality of the dangers to which the community may be exposed;
- inform employees of the procedures to follow when a disaster occurs;
- inform the population of the municipality of the dangers to which it may be exposed and the preventive measures to take during emergencies;
- inform the population of the structures put in place to ensure efficient action during emergencies.

## ELEMENTS OF THE PROGRAM

Various elements can be taken into account to achieve desired objective:

- explanation to all persons concerned of the structure of the emergency plan and of the roles and responsibilities of the EMC and the CCG;
- information about established risks and the preventive measures to adopt during specific emergencies;
- information about service agreements and the training and exercise program in effect for participants;

## MEANS RECOMMENDED

The following means are recommended for informing persons involved about the elements of the program;

- a press conference to put forward the elements as a whole;
- publication of articles in local newspaper to inform all employees and the population on the structure of our Municipal emergency organization:
- development and distribution, to the population and to all employees, of a leaflet containing information about identified risks and the preventive measures to take in emergencies;
- a one-day " open house " held at the emergency measures coordination centre to provide information about the methods used for effective emergency management;
- the use of videocassettes from Emergency Management Ontario to particularly inform municipal employees on the work of the emergency teams and the preventive measures to be followed during a crisis;
- the use of simulation exercises as elements of information.

## SCHEDULE OF ACTIVITIES

The Information service is responsible for the annual development of a schedule of activities concerning all aspects of the information program. The Community Control Group (CCG) must approve the means of distribution before being approved by the Council.

Information is circulated to the public quarterly via local media and municipal newsletters and flyers.

# **CHAPTER VII**

**THE EMERGENCY PREPAREDNESS PLAN  
THE TRAINING PROGRAM**

# **EMERGENCY PREPAREDNESS PLAN TRAINING AND EXERCISE PROGRAM**

## **MUNICIPAL EMERGENCY MANAGEMENT COMMITTEE MUNICIPALITY OF MARKSTAY-WARREN**

### **INTRODUCTION**

A training program for participants is proposed to ensure that the emergency plan is carried out effectively in a time of crisis.

### **PURPOSE**

The program aims to provide a range of specialized courses to all persons, from the administrative staff on down, who are involved in the emergency plan.

### **OBJECTIVES**

- To train all of the Municipality of Markstay-Warren employees and volunteers involved in the plan with respect to the areas of emergency preparedness that have been assigned to them;
- To train senior staff, city officials and service directors in crisis management;
- To enable senior staff, city officials and service directors to manage a coordination centre and a disaster area and to become familiar with the relationship between the two;
- to train all volunteers or social groups involved in the plan according to their respective areas of responsibility.

## THE TRAINING PROGRAM

There are a number of different sources for training programs in emergency preparedness, among them:

- the provincial government, through the medium of the Fire Marshal's Office and Emergency Management Ontario.
- private organizations such as the Red Cross, St. John's Ambulance or consultants in emergency preparedness.

The training program for this municipality has been set up within the scope of these programs.

This program is divided into two sections:

- First program:** training of directors and participants
- Second program:** simulation exercise

## CHOICE OF PROGRAM

The choice of courses for the Municipality of Markstay-Warren has been based on the schedule of activities of Emergency Management Ontario (EMO). Reservations for participation in these courses must be made with the regional office of EMO. The municipality is responsible for forming the candidates into groups.

A schedule of training activities to take place in our municipality during the coming year will be found in the appendix.

## THE EXERCISES (simulation)

Simulation exercises will be held for the purpose of maintaining the interest and increasing the effectiveness of the staff assigned to the emergency plan. These exercises will be aimed primarily at the organization's administrative staff.

A schedule of simulation activities to take place annually in our municipality.

# **APPENDIX " A "**

**EMERGENCY PREPAREDNESS PLAN  
LEGISLATION**

# Emergency Management and Civil Protection Act

R.S.O. 1990, CHAPTER E.9

**Consolidation Period:** From August 20, 2007 to the [e-Laws currency date](#).

Last amendment: 2006, c. 35, Sched. C, s. 32.

## Definitions

**1.** In this Act,

“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; (“situation d’urgence”)

“emergency area” means the area in which an emergency exists; (“zone de crise”)

“emergency management program” means a program developed under section 2.1 or 5.1; (“programme de gestion des situations d’urgence”)

“emergency plan” means a plan formulated under section 3, 6, 8 or 8.1; (“plan de mesures d’urgence”)

“employee of a municipality” means an employee as defined in section 278 of the *Municipal Act, 2001* or a designated employee as defined in section 217 of the *City of Toronto Act, 2006*, as the case may be; (“employé municipal”)

“head of council” includes a chair of the board of an improvement district; (“président du conseil”)

“local board” means a local board as defined in the *Municipal Affairs Act*; (“conseil local”)

“local services board” means a Local Services Board established under the *Local Services Boards Act*; (“régie locale des services publics”)

“member of council” includes a trustee of the board of an improvement district; (“membre du conseil”)

“public servant” means a public servant within the meaning of the *Public Service of Ontario Act, 2006*. (“fonctionnaire”) R.S.O. 1990, c. E.9, s. 1; 1999, c. 12, Sched. P, s. 3; 2002, c. 14, s. 3; 2002, c. 17, Sched. C, s. 10 (1, 2); 2006, c. 13, s. 1 (2); 2006, c. 32, Sched. C, s. 17; 2006, c. 35, Sched. C, s. 32 (1, 2).

## **Administration of Act**

**2.** The Solicitor General is responsible for the administration of this Act. R.S.O. 1990, c. E.9, s. 2.

## **Cabinet advisory committee**

**2.0.1** The Lieutenant Governor in Council may appoint, from among the members of the Executive Council, a committee to advise the Lieutenant Governor in Council on matters relating to emergencies. 2006, c. 13, s. 1 (3).

## **Municipal emergency management programs**

**2.1 (1)** Every municipality shall develop and implement an emergency management program and the council of the municipality shall by by-law adopt the emergency management program. 2002, c. 14, s. 4.

## **Same**

- (2)** The emergency management program shall consist of,
- (a) an emergency plan as required by section 3;
  - (b) 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;
  - (c) public education on risks to public safety and on public preparedness for emergencies; and
  - (d) any other element required by the standards for emergency management programs set under section 14. 2002, c. 14, s. 4.

## **Hazard and risk assessment and infrastructure identification**

**(3)** In developing its emergency management program, every municipality shall identify and assess the various hazards and risks to public safety that could give rise to emergencies and identify the facilities and other elements of the infrastructure that are at risk of being affected by emergencies. 2002, c. 14, s. 4.

## **Confidentiality for defence reasons**

**(4)** Subject to subsection (5), a head of an institution, as defined in the *Municipal Freedom of Information and Protection of Privacy Act*, may refuse under that Act to disclose a record if,

- (a) the record contains information required for the identification and assessment activities under subsection (3); and
- (b) its disclosure could reasonably be expected to prejudice the defence of Canada or of any foreign state allied or associated with Canada or be injurious to the detection, prevention or suppression of espionage, sabotage or terrorism. 2002, c. 14, s. 4.

## **Same**

(5) A head of an institution, as defined in the *Municipal Freedom of Information and Protection of Privacy Act*, shall not disclose a record described in subsection (4),

- (a) if the institution is a municipality and the head of the institution is not the council of the municipality, without the prior approval of the council of the municipality;
- (b) if the institution is a board, commission or body of a municipality, without the prior approval of the council of the municipality or, if it is a board, commission or body of two or more municipalities, without the prior approval of the councils of those municipalities. 2002, c. 14, s. 4.

## **Confidentiality of third party information**

(6) A head of an institution, as defined in the *Municipal Freedom of Information and Protection of Privacy Act*, shall not, under that Act, disclose a record that,

- (a) contains information required for the identification and assessment activities under subsection (3); and
- (b) reveals a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence implicitly or explicitly. 2002, c. 14, s. 4.

## **Meetings closed to public**

(7) The council of a municipality shall close to the public a meeting or part of a meeting if the subject matter being considered is the council's approval for the purpose of subsection (5). 2002, c. 14, s. 4.

## **Application of *Municipal Freedom of Information and Protection of Privacy Act***

(8) Nothing in this section affects a person's right of appeal under section 39 of the *Municipal Freedom of Information and Protection of Privacy Act* with respect to a record described in this section. 2002, c. 14, s. 4.

## **Municipal emergency plan**

**3. (1)** Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and 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. 2002, c. 14, s. 5 (1).

(2) Repealed: 2002, c. 14, s. 5 (1).

### **Co-ordination by county**

[\(3\)](#) The council of a county may with the consent of the councils of the municipalities situated within the county co-ordinate and assist in the formulation of their emergency plans under subsection (1). R.S.O. 1990, c. E.9, s. 3 (3).

### **Specific emergencies may be designated**

[\(4\)](#) The Lieutenant Governor in Council may designate a municipality to address a specific type of emergency in its emergency plan and, if so required, the municipality shall include the type of emergency specified in its emergency plan. 2002, c. 14, s. 5 (2).

### **Training and exercises**

[\(5\)](#) Every municipality shall conduct training programs and exercises to ensure the readiness of employees of the municipality and other persons to act under the emergency plan. 2002, c. 14, s. 5 (3).

### **Review of plan**

[\(6\)](#) Every municipality shall review and, if necessary, revise its emergency plan every year. 2002, c. 14, s. 5 (3).

### **Declaration of emergency**

[4. \(1\)](#) The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area. R.S.O. 1990, c. E.9, s. 4 (1).

### **Declaration as to termination of emergency**

[\(2\)](#) The head of council or the council of a municipality may at any time declare that an emergency has terminated. R.S.O. 1990, c. E.9, s. 4 (2).

### **Solicitor General to be notified**

[\(3\)](#) The head of council shall ensure that the Solicitor General is notified forthwith of a declaration made under subsection (1) or (2). R.S.O. 1990, c. E.9, s. 4 (3).

### **Premier may declare emergency terminated**

[\(4\)](#) The Premier of Ontario may at any time declare that an emergency has terminated. R.S.O. 1990, c. E.9, s. 4 (4).

### **Conformity with upper-tier plan**

[5.](#) The emergency plan of a lower-tier municipality in an upper-tier municipality, excluding a county, shall conform to the emergency plan of the upper-tier municipality and has no effect to the extent of any inconsistency and, for the purposes of this section, The Corporation of the County of Lambton shall be deemed to be an upper-tier municipality. 2002, c. 17, Sched. C, s. 10 (3).

## **Emergency management programs of provincial government bodies**

**5.1 (1)** Every minister of the Crown presiding over a ministry of the Government of Ontario and every agency, board, commission and other branch of government designated by the Lieutenant Governor in Council shall develop and implement an emergency management program consisting of,

- (a) an emergency plan as required by section 6;
- (b) training programs and exercises for public servants and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
- (c) public education on risks to public safety and on public preparedness for emergencies; and
- (d) any other element required by the standards for emergency management programs set under section 14. 2002, c. 14, s. 7; 2006, c. 35, Sched. C, s. 32 (3).

## **Hazard and risk assessment and infrastructure identification**

**(2)** In developing an emergency management program, every minister of the Crown and every designated agency, board, commission and other branch of government shall identify and assess the various hazards and risks to public safety that could give rise to emergencies and identify the facilities and other elements of the infrastructure for which the minister or agency, board, commission or branch is responsible that are at risk of being affected by emergencies. 2002, c. 14, s. 7.

## **Confidentiality of third party information**

**(3)** A head of an institution, as defined in the *Freedom of Information and Protection of Privacy Act*, shall not, under that Act, disclose a record that,

- (a) contains information required for the identification and assessment activities under subsection (2); and
- (b) reveals a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence implicitly or explicitly. 2002, c. 14, s. 7.

## **Application of *Freedom of Information and Protection of Privacy Act***

**(4)** Nothing in this section affects a person's right of appeal under section 50 of the *Freedom of Information and Protection of Privacy Act* with respect to a record described in this section. 2002, c. 14, s. 7.

## **Emergency plans of provincial government bodies**

**6. (1)** It is the responsibility of,

- (a) each minister of the Crown presiding over a ministry of the Government of Ontario; and

(b) each agency, board, commission or other branch of government designated by the Lieutenant Governor in Council,

to formulate an emergency plan for the ministry or branch of government, as the case may be, in respect of the type of emergency assigned to it by the Lieutenant Governor in Council, governing the provision of necessary services during an emergency and the procedures under and the manner in which public servants and other persons will respond to the emergency. R.S.O. 1990, c. E.9, s. 6 (1); 2006, c. 35, Sched. C, s. 32 (3).

### **Training and exercises**

(2) Every minister of the Crown described in clause (1) (a) and every agency, board, commission or other branch of government described in clause (1) (b) shall conduct training programs and exercises to ensure the readiness of public servants and other persons to act under their emergency plans. 2002, c. 14, s. 8; 2006, c. 35, Sched. C, s. 32 (3).

### **Review of plan**

(3) Every minister of the Crown described in clause (1) (a) and every agency, board, commission or other branch of government described in clause (1) (b) shall review and, if necessary, revise its emergency plan every year. 2002, c. 14, s. 8.

### **Chief, Emergency Management Ontario**

6.1 The Lieutenant Governor in Council shall appoint a Chief, Emergency Management Ontario who, under the direction of the Solicitor General, shall be responsible for monitoring, co-ordinating and assisting in the development and implementation of emergency management programs under sections 2.1 and 5.1 and for ensuring that those programs are co-ordinated in so far as possible with emergency management programs and emergency plans of the Government of Canada and its agencies. 2002, c. 14, s. 9.

### **Emergency plans submitted to Chief**

6.2 (1) Every municipality, minister of the Crown and designated agency, board, commission and other branch of government shall submit a copy of their emergency plans and of any revisions to their emergency plans to the Chief, Emergency Management Ontario, and shall ensure that the Chief, Emergency Management Ontario has, at any time, the most current version of their emergency plans. 2002, c. 14, s. 10.

### **Repository for emergency plans**

(2) The Chief, Emergency Management Ontario shall keep in a secure place the most current version of every emergency plan submitted to him or her. 2002, c. 14, s. 10.

### **Definitions**

7. In sections 7.0.1 to 7.0.11,

“animal” means a domestic animal or bird or an animal or bird that is wild by nature that is in captivity; (“animal”)

“Commissioner of Emergency Management” means the person appointed from time to time by order in council as the Commissioner of Emergency Management; (“commissaire à la gestion des situations d’urgence”)

“municipality” includes a local board of a municipality, a district social services administration board and, despite subsection 6 (2) of the *Northern Services Boards Act*, a local services board; (“municipalité”)

“necessary goods, services and resources” includes food, water, electricity, fossil fuels, clothing, equipment, transportation and medical services and supplies. (“denrées, services et ressources nécessaires”) 2006, c. 13, s. 1 (4).

### **Declaration of emergency**

**7.0.1 (1)** Subject to subsection (3), the Lieutenant Governor in Council or the Premier, if in the Premier’s opinion the urgency of the situation requires that an order be made immediately, may by order declare that an emergency exists throughout Ontario or in any part of Ontario. 2006, c. 13, s. 1 (4).

### **Confirmation of urgent declaration**

**(2)** An order of the Premier that declares an emergency is terminated after 72 hours unless the order is confirmed by order of the Lieutenant Governor in Council before it terminates. 2006, c. 13, s. 1 (4).

### **Criteria for declaration**

**(3)** An order declaring that an emergency exists throughout Ontario or any part of it may be made under this section if, in the opinion of the Lieutenant Governor in Council or the Premier, as the case may be, the following criteria are satisfied:

1. There is an emergency that requires immediate action to prevent, reduce or mitigate a danger of major proportions that could result in serious harm to persons or substantial damage to property.
2. One of the following circumstances exists:
  - i. The resources normally available to a ministry of the Government of Ontario or an agency, board or commission or other branch of the government, including existing legislation, cannot be relied upon without the risk of serious delay.
  - ii. The resources referred to in subparagraph i may be insufficiently effective to address the emergency.
  - iii. It is not possible, without the risk of serious delay, to ascertain whether the resources referred to in subparagraph i can be relied upon. 2006, c. 13, s. 1 (4).

## **Emergency powers and orders**

### **Purpose**

[7.0.2 \(1\)](#) The purpose of making orders under this section is to promote the public good by protecting the health, safety and welfare of the people of Ontario in times of declared emergencies in a manner that is subject to the *Canadian Charter of Rights and Freedoms*. 2006, c. 13, s. 1 (4).

### **Criteria for emergency orders**

[\(2\)](#) During a declared emergency, the Lieutenant Governor in Council may make orders that the Lieutenant Governor in Council believes are necessary and essential in the circumstances to prevent, reduce or mitigate serious harm to persons or substantial damage to property, if in the opinion of the Lieutenant Governor in Council it is reasonable to believe that,

- (a) the harm or damage will be alleviated by an order; and
- (b) making an order is a reasonable alternative to other measures that might be taken to address the emergency. 2006, c. 13, s. 1 (4).

### **Limitations on emergency order**

[\(3\)](#) Orders made under this section are subject to the following limitations:

1. The actions authorized by an order shall be exercised in a manner which, consistent with the objectives of the order, limits their intrusiveness.
2. An order shall only apply to the areas of the Province where it is necessary.
3. Subject to section 7.0.8, an order shall be effective only for as long as is necessary. 2006, c. 13, s. 1 (4).

### **Emergency orders**

[\(4\)](#) In accordance with subsection (2) and subject to the limitations in subsection (3), the Lieutenant Governor in Council may make orders in respect of the following:

1. Implementing any emergency plans formulated under section 3, 6, 8 or 8.1.
2. Regulating or prohibiting travel or movement to, from or within any specified area.
3. Evacuating individuals and animals and removing personal property from any specified area and making arrangements for the adequate care and protection of individuals and property.
4. Establishing facilities for the care, welfare, safety and shelter of individuals, including emergency shelters and hospitals.
5. Closing any place, whether public or private, including any business, office, school, hospital or other establishment or institution.

6. To prevent, respond to or alleviate the effects of the emergency, constructing works, restoring necessary facilities and appropriating, using, destroying, removing or disposing of property.
7. Collecting, transporting, storing, processing and disposing of any type of waste.
8. Authorizing facilities, including electrical generating facilities, to operate as is necessary to respond to or alleviate the effects of the emergency.
9. Using any necessary goods, services and resources within any part of Ontario, distributing, and making available necessary goods, services and resources and establishing centres for their distribution.
10. Procuring necessary goods, services and resources.
11. Fixing prices for necessary goods, services and resources and prohibiting charging unconscionable prices in respect of necessary goods, services and resources.
12. Authorizing, but not requiring, any person, or any person of a class of persons, to render services of a type that that person, or a person of that class, is reasonably qualified to provide.
13. Subject to subsection (7), requiring that any person collect, use or disclose information that in the opinion of the Lieutenant Governor in Council may be necessary in order to prevent, respond to or alleviate the effects of the emergency.
14. Consistent with the powers authorized in this subsection, taking such other actions or implementing such other measures as the Lieutenant Governor in Council considers necessary in order to prevent, respond to or alleviate the effects of the emergency. 2006, c. 13, s. 1 (4).

#### **Terms and conditions for services**

(5) An order under paragraph 12 of subsection (4) may provide for terms and conditions of service for persons providing and receiving services under that paragraph, including the payment of compensation to the person providing services. 2006, c. 13, s. 1 (4).

#### **Employment protected**

(6) The employment of a person providing services under an order made under paragraph 12 of subsection (4) shall not be terminated because the person is providing those services. 2006, c. 13, s. 1 (4).

#### **Disclosure of information**

(7) The following rules apply with respect to an order under paragraph 13 of subsection (4):

1. Information that is subject to the order must be used to prevent, respond to or alleviate the effects of the emergency and for no other purpose.
2. Information that is subject to the order that is personal information within the meaning of the *Freedom of Information and Protection of Privacy Act* is subject to any law with respect to the privacy and confidentiality of personal information when the declared emergency is terminated. 2006, c. 13, s. 1 (4).

### **Exception**

[\(8\)](#) Paragraph 2 of subsection (7) does not prohibit the use of data that is collected as a result of an order to disclose information under paragraph 13 of subsection (4) for research purposes if,

- (a) information that could be used to identify a specific individual is removed from the data; or
- (b) the individual to whom the information relates consents to its use. 2006, c. 13, s. 1 (4).

### **Authorization to render information anonymous**

[\(9\)](#) A person who has collected or used information as the result of an order under paragraph 13 of subsection (4) may remove information that could be used to identify a specific individual from the data for the purpose of clause (8) (a). 2006, c. 13, s. 1 (4).

### **Powers of the Premier**

#### **Powers delegated to Premier**

[7.0.3 \(1\)](#) If an order is made under section 7.0.1, the Premier may exercise any power or perform any duty conferred upon a minister of the Crown or an employee of the Crown by or under an Act of the Legislature. 2006, c. 13, s. 1 (4); 2006, c. 35, Sched. C, s. 32 (4).

#### **Powers of Premier, municipal powers**

[\(2\)](#) If an order is made under section 7.0.1 and the emergency area or any part of it is within the jurisdiction of a municipality, the Premier, where he or she considers it necessary, may by order made under this section,

- (a) direct and control the administration, facilities and equipment of the municipality in the emergency area, and, without restricting the generality of the foregoing, the exercise by the municipality of its powers and duties in the emergency area, whether under an emergency plan or otherwise, is subject to the direction and control of the Premier; and
- (b) require any municipality to provide such assistance as he or she considers necessary to an emergency area or any part of the emergency

area that is not within the jurisdiction of the municipality and direct and control the provision of such assistance. 2006, c. 13, s. 1 (4).

### **By-law not necessary**

[\(3\)](#) Despite subsection 5 (3) of the *Municipal Act, 2001*, a municipality is authorized to exercise a municipal power in response to an order of the Premier or his or her delegate made under subsection (2) without a by-law. 2006, c. 13, s. 1 (4).

### **Delegation of powers**

[7.0.4 \(1\)](#) After an order has been made under section 7.0.1, the Lieutenant Governor in Council may delegate to a minister of the Crown or to the Commissioner of Emergency Management any of the powers of the Lieutenant Governor in Council under subsection 7.0.2 (4) and the Premier may delegate to a minister of the Crown or to the Commissioner of Emergency Management any of the Premier's powers under section 7.0.3. 2006, c. 13, s. 1 (4).

### **Same**

[\(2\)](#) A minister to whom powers have been delegated under subsection (1) may delegate any of his or her powers under subsection 7.0.2 (4) and section 7.0.3 to the Commissioner of Emergency Management. 2006, c. 13, s. 1 (4).

### **Proceedings to restrain contravention of order**

[7.0.5](#) Despite any other remedy or any penalty, the contravention by any person of an order made under subsection 7.0.2 (4) may be restrained by order of a judge of the Superior Court of Justice upon application without notice by the Crown in right of Ontario, a member of the Executive Council or the Commissioner of Emergency Management, and the judge may make the order and it may be enforced in the same manner as any other order or judgment of the Superior Court of Justice. 2006, c. 13, s. 1 (4).

### **Reports during an emergency**

[7.0.6](#) During an emergency, the Premier, or a Minister to whom the Premier delegates the responsibility, shall regularly report to the public with respect to the emergency. 2006, c. 13, s. 1 (4).

### **Termination of emergency**

[7.0.7 \(1\)](#) Subject to this section, an emergency declared under section 7.0.1 is terminated at the end of the 14th day following its declaration unless the Lieutenant Governor in Council by order declares it to be terminated at an earlier date. 2006, c. 13, s. 1 (4).

### **Extension of emergency, L.G. in C.**

[\(2\)](#) The Lieutenant Governor in Council may by order extend an emergency before it is terminated for one further period of no more than 14 days. 2006, c. 13, s. 1 (4).

### **Extension of emergency, Assembly**

[\(3\)](#) The Assembly, on the recommendation of the Premier, may by resolution extend the period of an emergency for additional periods of no more than 28 days. 2006, c. 13, s. 1 (4).

### **Same**

[\(4\)](#) If there is a resolution before the Assembly to extend the period of the emergency, the declaration of emergency shall continue until the resolution is voted on. 2006, c. 13, s. 1 (4).

### **Revocation of orders**

[7.0.8 \(1\)](#) Subject to this section, an order made under subsection 7.0.2 (4) is revoked 14 days after it is made unless it is revoked sooner. 2006, c. 13, s. 1 (4).

### **Commissioner's orders**

[\(2\)](#) An order of the Commissioner of Emergency Management made under subsection 7.0.2 (4) is revoked at the end of the second full day following its making unless it is confirmed before that time by order of the Lieutenant Governor in Council, the Premier or the Minister who delegated the power to make the order. 2006, c. 13, s. 1 (4).

### **Extension of orders, L.G. in C., etc.**

[\(3\)](#) During a declared emergency, the Lieutenant Governor in Council or a Minister to whom the power has been delegated may by order, before it is revoked, extend the effective period of an order made under subsection 7.0.2 (4) for periods of no more than 14 days. 2006, c. 13, s. 1 (4).

### **Extension of order after emergency**

[\(4\)](#) Despite the termination or disallowance of the emergency, the Lieutenant Governor in Council may by order extend the effective period of an order made under subsection 7.0.2 (4) for periods of no more than 14 days where the extension of the order is necessary to deal with the effects of the emergency. 2006, c. 13, s. 1 (4).

### **Disallowance of emergency by Assembly**

[7.0.9 \(1\)](#) Despite section 7.0.7, the Assembly may by resolution disallow the declaration of emergency under section 7.0.1 or the extension of an emergency. 2006, c. 13, s. 1 (4).

### **Same**

[\(2\)](#) If the Assembly passes a resolution disallowing the declaration of emergency or the extension of one, any order made under subsection 7.0.2 (4) is revoked as of the day the resolution passes. 2006, c. 13, s. 1 (4).

### **Report on emergency**

[7.0.10 \(1\)](#) The Premier shall table a report in respect of the emergency in the Assembly within 120 days after the termination of an emergency declared under section 7.0.1 and, if the Assembly is not then in session, the Premier shall

table the report within seven days of the Assembly reconvening. 2006, c. 13, s. 1 (4).

### **Content of report**

- (2) The report of the Premier shall include information,
- (a) in respect of making any orders under subsection 7.0.2 (4) and an explanation of how the order met the criteria for making an order under subsection 7.0.2 (2) and how the order satisfied the limitations set out in subsection 7.0.2 (3); and
  - (b) in respect of making any orders under subsection 7.0.3 (2) and an explanation as to why he or she considered it necessary to make the order. 2006, c. 13, s. 1 (4).

### **Consideration of report**

(3) The Assembly shall consider the report within five sitting days after the report is tabled. 2006, c. 13, s. 1 (4).

### **Commissioner's report**

(4) If the Commissioner of Emergency Management makes any orders under subsection 7.0.2 (4) or 7.0.3 (2), he or she shall, within 90 days after the termination of an emergency declared under subsection 7.0.1 (1), make a report to the Premier in respect of the orders and the Premier shall include it in the report required by subsection (1). 2006, c. 13, s. 1 (4).

### **Offences**

7.0.11 (1) Every person who fails to comply with an order under subsection 7.0.2 (4) or who interferes with or obstructs any person in the exercise of a power or the performance of a duty conferred by an order under that subsection is guilty of an offence and is liable on conviction,

- (a) in the case of an individual, subject to clause (b), to a fine of not more than \$100,000 and for a term of imprisonment of not more than one year;
- (b) in the case of an individual who is a director or officer of a corporation, to a fine of not more than \$500,000 and for a term of imprisonment of not more than one year; and
- (c) in the case of a corporation, to a fine of not more than \$10,000,000. 2006, c. 13, s. 1 (4).

### **Separate offence**

(2) A person is guilty of a separate offence on each day that an offence under subsection (1) occurs or continues. 2006, c. 13, s. 1 (4).

### **Increased penalty**

(3) Despite the maximum fines set out in subsection (1), the court that convicts a person of an offence may increase a fine imposed on the person by an amount equal to the financial benefit that was acquired by or that accrued to the person as a result of the commission of the offence. 2006, c. 13, s. 1 (4).

### **Exception**

(4) No person shall be charged with an offence under subsection (1) for failing to comply with or interference or obstruction in respect of an order that is retroactive to a date that is specified in the order, if the failure to comply, interference or obstruction is in respect of conduct that occurred before the order was made but is after the retroactive date specified in the order. 2006, c. 13, s. 1 (4).

### **Orders in emergency**

#### **Purpose**

**7.1 (1)** The purpose of this section is to authorize the Lieutenant Governor in Council to make appropriate orders when, in the opinion of the Lieutenant Governor in Council, victims of an emergency or other persons affected by an emergency need greater services, benefits or compensation than the law of Ontario provides or may be prejudiced by the operation of the law of Ontario. 2006, c. 13, s. 1 (5).

#### **Order**

(2) If the conditions set out in subsection (3) are satisfied, the Lieutenant Governor in Council may, by order made on the recommendation of the Attorney General, but only if the Lieutenant Governor in Council is of the opinion described in subsection (1),

- (a) temporarily suspend the operation of a provision of a statute, regulation, rule, by-law or order of the Government of Ontario; and
- (b) if it is appropriate to do so, set out a replacement provision to be in effect during the temporary suspension period only. 2006, c. 13, s. 1 (5).

#### **Conditions**

(3) The conditions referred to in subsection (2) are:

1. A declaration has been made under section 7.0.1.
2. The provision,
  - i. governs services, benefits or compensation, including,
    - A. fixing maximum amounts,
    - B. establishing eligibility requirements,
    - C. requiring that something be proved or supplied before services, benefits or compensation become available,

- D. restricting how often a service or benefit may be provided or a payment may be made in a given time period,
  - E. restricting the duration of services, benefits or compensation or the time period during which they may be provided,
  - ii. establishes a limitation period or a period of time within which a step must be taken in a proceeding, or
  - iii. requires the payment of fees in respect of a proceeding or in connection with anything done in the administration of justice.
3. In the opinion of the Lieutenant Governor in Council, the order would facilitate providing assistance to victims of the emergency or would otherwise help victims or other persons to deal with the emergency and its aftermath. 2006, c. 13, s. 1 (5).

**Maximum period, renewals and new orders**

(4) The period of temporary suspension under an order shall not exceed 90 days, but the Lieutenant Governor in Council may,

- (a) before the end of the period of temporary suspension, review the order and, if the conditions set out in subsection (3) continue to apply, make an order renewing the original order for a further period of temporary suspension not exceeding 90 days;
- (b) at any time, make a new order under subsection (2) for a further period of temporary suspension not exceeding 90 days. 2006, c. 13, s. 1 (5).

**Further renewals**

(5) An order that has previously been renewed under clause (4) (a) may be renewed again, and in that case clause (4) (a) applies with necessary modifications. 2006, c. 13, s. 1 (5).

**Effect of temporary suspension: time period**

(6) If a provision establishing a limitation period or a period of time within which a step must be taken in a proceeding is temporarily suspended by the order and the order does not provide for a replacement limitation period or period of time, the limitation period or period of time resumes running on the date on which the temporary suspension ends and the temporary suspension period shall not be counted. 2006, c. 13, s. 1 (5).

**Effect of temporary suspension: fee**

(7) If a provision requiring the payment of a fee is temporarily suspended by the order and the order does not provide for a replacement fee, no fee is payable at any time with respect to things done during the temporary suspension period. 2006, c. 13, s. 1 (5).

# **APPENDIX "B"**

**EMERGENCY PREPAREDNESS PLAN  
MISCELLANEOUS EMERGENCY PLANS:  
CORPORATE / MUNICIPAL**

Markstay-Warren & VICINITY  
Company "X"

Regular office hours telephone:      Monday to Friday 7:00 a.m. to 5:00 p.m.

<u>Requirement:</u>	<u>Contact:</u>	<u>Office Hours</u>	<u>After</u>
<u>Hours</u>			
General			
Mechanical Repair			
Road Construction			
Fire Fighting			
Environmental Cleanup			

*Equipment Available*

OCWA

*Equipment Available*

- Various Repair Clamps and Pipes
- Gas Detectors - LEL / Oxygen / Explosive
- Radio System - 1 base, 2 portables
- Portable DC Welder 250 amp Diesel
- Portable Lab - DR 2000

**OVR CN RAIL**

**SCHOOLS**