TOWNSHIP OF CHAPPLE

EMERGENCY PLAN

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By-Law #1646, Passed the 12th day of December 2017

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1.0   INTRODUCTION

1.1   Preamble

Municipal departments routinely respond to situations requiring fire, police, ambulance, and roads services; however, some situations may escalate beyond the scope of normal operations. These situations need to be dealt with via an emergency plan. The Township of Chapple Emergency Plan is a generic and flexible document, adaptable to any emergency.

While many emergencies occur within the Township of Chapple, the most likely to occur are severe storms, floods, air or rail crashes, toxic or flammable gas leaks, transportation incidents involving hazardous materials, electric power blackouts, uncontrollable fires, explosions, or any combination thereof.

The Township of Chapple Emergency Plan is a tool to assist emergency personnel in their response to such situations. To use this tool to its full potential, it is important that all personnel are aware of their roles and responsibilities within the response framework. To help increase this awareness, the Township of Chapple Emergency Plan provides for training, exercises, and evaluation.

1.2   Title

This document is the **Township of Chapple Emergency Plan**, herein referred to as the "Plan".

1.3   Aim

The aim of the Plan is to make provisions for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare, and property of the residents of the Township of Chapple when faced with an emergency.

1.4   Amending Formula

This Plan forms Schedule "A" to By-Law **1646**. Any amendments to the Township of Chapple Emergency Plan require an amending By-law approved by Township Council.

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

Due to the critical nature of having current contact information, the Community Emergency Management Coordinator (CEMC) is authorized to update Annex "A" immediately upon receipt of new contact information without the necessity of obtaining prior approval of the Emergency Management Program Committee. The CEMC shall distribute a copy of the updated Annex "A" to everyone cited in the distribution list attached as Annex "F".

Proposals for amendments to the Plan or its annexes shall be submitted to the Emergency Management Program Committee through the CEMC.

1.5   Emergency – Defined.

Emergencies are situations, or threats of serious impending situations, that will adversely affect a significant number of people, properties, or areas. By their nature or magnitude, these situations may require municipal expenditures, requests for additional resources, provisions for emergency shelter, or evacuation. These situations are distinct from normal operations where coordinated activities among agencies are adequate to resolve the situation.

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

CHECKLIST

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

General and Government:

o **Is the situation an extraordinary event requiring extraordinary measures?**

[Section 4 (1) permits a head of council to "take such action and make such orders as he or she considers necessary and are not contrary to law" during an emergency.]

o **Does the situation pose a danger of major proportions to life or property?**

[Section 1, definition of an emergency]

o **Does the situation pose a threat to the provision of essential services (e.g., energy, potable water, and sewage treatment/containment, supply of goods or medical care?**

[Some situations may require extraordinary measures be taken or expenditures be made to maintain or restore essential services. A declaration of emergency may allow a head of council to expend funds outside of his or her spending resolutions and/or the regular approval process of the municipality.]

o **Does the situation threaten social order and the ability to govern?**

[whether due to a loss of infrastructure or social unrest (e.g., a riot), a crisis has the potential to threaten a council's ability to govern. In such cases, extraordinary measures may need to be taken. Section 4 (1) provides for extraordinary measures, not contrary to law. Section 55 (1) of the *Police Services Act* provides for the creation of special policing arrangements during an emergency.]

o **Is the event attracting significant media and/or public interest?**

[Experience demonstrates that the media and public often view the declaration of an emergency as a decisive action toward addressing a crisis. It must be made clear that an "emergency" is a legal declaration and does not indicate that the municipality has lost control. An emergency declaration provides an opportunity to highlight action being taken under your municipal emergency response plan.]

Legal:

o **Might legal action be taken against municipal employees or councilors related to the actions during the current crisis?**

[Section 11 (1) states that "no action or other proceeding lies or shall be instituted against a member of council, an employee of a municipality, an employee of a local services board, an employee of a district social services administration board, a minister of the Crown, a Crown employee or any other individual action pursuant to this Act or an order made under this Act for any act done in good faith in the exercise or performance or the intended exercise or performance of any power or duty under this Act or an order under this Act or for neglect or default in the good faith exercise or performance of such a power or duty." Section 11 (3), how-ever, states

"subsection (1) does not relieve a municipality of liability for the acts or omissions of a member of council or an employee of the municipality…"]

- **Are volunteers assisting?**

[the *Workplace Safety and Insurance Act* provide those persons who assist in connection with a declared emergency are considered *"workers"* under the Act and are eligible for benefits if they become injured or ill as a result of the assistance they are providing. This is in addition to workers already covered by the Act.]

Operational:

- **Does the situation require a response that exceeds, or threatens to exceed the capabilities of the municipality for either resources or deployment of personnel?**

[Section 4 (1) permits the head of council to "take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan." Section 13 (3) empowers a municipal council to "make an agreement with the council of any other municipality or with any person for the provision of any personnel, service, equipment or material during an emergency."]

- **Does the situation create sufficient strain on the municipal response capability that areas within the municipality may be impacted by a lack of services, thereby further endangering life and property outside areas directly affected by the current crisis?**

[Some situations may require the creation of special response agreements between the municipality and other jurisdictions, private industry, non-government organizations, etc. Section 13 (3) states that the "council of a municipality may make an agreement with the council of any other municipality or with any person for the provision of personnel, service, equipment or material during an emergency."]

- **Is it a consideration that the municipal response may be of such duration that additional personnel and resources may be required to maintain the continuity of operations?**

[In the event of a large-scale crisis, such as an epidemic or prolonged natural disaster, municipal resources may not be able to sustain an increased operational tempo for more than a few days. This is particularly true if emergency workers are injured or become ill because of the crisis. In such a case, the municipality may need to utilize outside emergency response personnel. Section 13 (3) provides for mutual assistance agreements between municipalities.]

- **Does, or might, the situation require provincial support or resources?**

[Provincial response (e.g., air quality monitoring, scientific advice, airlift capabilities, material resources, etc.) may involve numerous ministries and personnel. Activation of the municipal emergency response plan, including the opening of the Emergency Operations Centre and meetings of the Community Control Group, can greatly facilitate multi-agency and multi-government response.]

- **Does, or might, the situation require assistance from the federal government (e.g., military equipment)?**

[Section 13 (2) authorizes the Solicitor General, with the approval of the Lieutenant Governor in Council, to make agreements with the federal government. In Canada, federal emergency assistance is accessed

through, and coordinated by, the province. The declaration of an emergency may assist a municipality in obtaining federal assistance.]

- o **Does the situation involve a structural collapse?**

  [Structural collapses involving the entrapment of people *may* require the deployment of one or more Heavy Urban Search and Rescue (HUSAR) teams. Ontario has a HUSAR team. This team is specially equipped and trained to rescue trapped people because of a structural collapse. Any municipality in the province can request a HUSAR deployment to a declared emergency. Requests for HUSAR resources should be made through your local mutual aid fire coordinator. Approval for the dispatch of the HUSAR team comes from the Commissioner of Emergency Management.]

- o **Is the situation a large-scale or complex chemical, biological, radiological, or nuclear (CBRN) incident?**

  [Response to CBRN incidents requires specialized resources and training. Ontario is developing three CBRN teams to respond to incidents throughout the province. CBRN teams are only dispatched to declared emergencies. Requests for CBRN deployment should be made through your local mutual aid fire coordinator. Approval for the dispatch of CBRN teams comes from the Commissioner of Emergency Management.]

- o **Does the situation require, or have the potential to require the evacuation and/or shelter of people or animals (livestock) from your municipality?**

  [Evacuee and reception centers often use volunteers as staff. As noted above, the declaration of an emergency enacts certain parts of the *Workplace Insurance and Safety Act* related to volunteer workers. Secondly, an evacuation or sheltering of citizens has the potential to generate issues pertaining to liability. Section 11 of the *Emergency Management and Civil Protection Act* may provide municipal councilors and employees with certain protections against personal liability.]

- o **Will your Municipality be receiving evacuees from another community?**

  [The issues discussed in the previous bullet may apply equally to municipalities accepting evacuees.

<u>Economic and Financial:</u>

- o **Does the situation pose a large-scale disruption to routine patterns of transportation, or re-routing of large numbers of people and vehicles?**

  [The re-routing of people and vehicles poses a potential risk. Keeping people from
  Their homes and delaying commercial traffic are both sensitive issues. Section 11 of the Act
  may provide certain protection from liability. Section 4 (1) allows for extraordinary measures,
  providing they are not contrary to law.]

- o **Is an event likely to have a long term negative impact on a community's economic viability/sustainability, including resulting in unemployment, lack of available banking services and restorative measures necessary to re-establish commercial activity?**

  [The declaration of an emergency may facilitate the ability of the municipality to respond to economic losses.]

- o **Is it possible that a specific person, corporation, or other party has caused the situation?**

  [Section 12 states that "where money is expended or cost in insured by a municipality or the Crown in the implementation of an emergency plan or in connection with an emergency, the municipality or the Crown, as the case may be, has a right of action against any person who caused the emergency for the recovery of such money or cost…."]

1.6   Definitions

"Command Post"

- is the central control/communications center from which the Emergency Site Manager(s) and Incident Commanders will coordinate on-site activities and communicate with the Emergency Operations Centre (EOC) and other operational communications centers.

"Community Emergency Management Coordinator" (CEMC)

- is responsible for running the EOC and coordinating all decisions or directions of the ECG to all responding agencies.

"Emergency Control Group" (ECG)

- is responsible for planning and directing the actions of all personnel and resources of all agencies responding to an emergency.

"Emergency Operations Centre" (EOC)

- is the physical facility from which the Emergency Control Group coordinates and directs the response effort of all the responding agencies to an emergency. This facility is located at a predetermined location with an alternate location if the primary EOC is not accessible.

"Emergency Site Manager" (ESM)

- is the individual who is confirmed/appointed by the Emergency Control Group and is responsible for directing and coordinating at the Emergency Site the actions of all the responding agencies. He/she reports directly to the Emergency Control Group. The individual in this position may change as the nature of the emergency changes.

"Incident Commander"

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

"Media Centre"

- is the location from which information, approved by the Emergency Control Group, is provided to the media. The center will also monitor the emergency media coverage to provide the Emergency Control Group with effective strategies on dealing with media issues. Media Emergency Site tours, interviews, and photo opportunities are coordinated through the Media Centre.

2.0 AUTHORITY

2.1 Emergency Management and Civil Protection Act (EMCPA)

The *Emergency Management and Civil Protection Act (EMCPA),* R.S.O. 1990, c. E.9, as amended, is the primary authority enabling passage of the by-law adopting the Plan. Important measures authorized under the legislation which form part of the Plan are:

a) Expenditure of monies is associated with the formulation and implementation of the Plan.

b) Authorization for municipal employees to take appropriate action before formal declaration of an emergency.

c) Procedures to be taken for safety and/or evacuation of people in an emergency area.

d) Designation of a Member of Council who may exercise powers and perform the duties of the Head of Council under the Plan during the absence or inability of the Head of Council to act

e) Establish committees and designation of employees to be responsible for reviewing the Plan, training employees in their functions, and implementing the Plan during an emergency.

f) Authorization to obtain and distribute materials, equipment, and supplies during an emergency; and

g) Authorization to attend to such other matters as are considered necessary or advisable for the implementation of the Plan during an emergency.

Protection from action

Section 11 of *the Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9, as amended*, states:

(1)11.1 No action or other proceeding lies or shall be instituted against a member of council, an employee of a municipality, an employee of a local services board, an employee of a district social services administration board, a minister of the Crown, a public servant or any other individual acting pursuant to this Act or an order made under this Act for any act done in good faith in the exercise or performance or the intended exercise or performance of any power or duty under this Act or an order under this Act or for neglect or default in the good faith exercise or performance of such a power or duty; 11.3 Subsection (1) does not relieve a municipality of liability for the acts or omissions of a member of council or an employee of the municipality referred to in subsection (1) and the municipality is liable as if subsection (1) had not been enacted and in the case of a member of council, as if the member were an employee of the municipality.

2.3 Public Access to the Plan

Section 10 of the *Emergency Management and Civil Protection Act*, R.S.O. c. E.9, as amended, provides that an emergency plan must be available to the public for inspection and copying during ordinary business hours at the municipal government office. This Plan will be made available to the public at the Chapple Municipal Office during regular working hours.

2.4   Freedom of Information and Protection of Privacy

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

3.0   EMERGENCY CONTROL GROUP

3.1   Composition of the Emergency Control Group

Emergency response operations will be directed and controlled by the following officials or their alternates at the Emergency Operations Centre:

- Reeve (Head of Council) *or Designated Alternate*
- CEMC *or Designated Alternate*
- VFD Fire Chief
- Public Information Officer *or Designated Alternate*

Other Township staff, government officials, and outside experts – including the Support Groups outlined in Section 4 – may be called by the Reeve or CEMC to join the Emergency Control Group.

The Emergency Control Group may be called together in whole or in part without the declaration of an emergency.

3.2   Responsibilities of the Emergency Control Group

The responsibilities of the Emergency Control Group are to:

1)   Advise the Reeve as to whether the declaration of an emergency is recommended.

2)   Designate any area(s) in the municipality as an Emergency Site(s)

3)   Determine the requirement to call or establish advisory sub-groups as may be required to support implementation of emergency operations.

4)   Direct and coordinate the responding services and agencies to ensure that all action necessary for the mitigation of the emergency are taken expeditiously and in accordance with the law.

5)   Provide recommendations on the spending of public funds for the implementation of the Plan.

6)   Appoint, or confirm the appointment of an Emergency Site Manager(s) who will be the Emergency Control Group's representative on site and will be responsible for the organization and coordination of all emergency response agencies at the Emergency Site and will carry out the roles and responsibilities as described in Section 4.2 of the Plan.

7)   Develop and implement aims, priorities, and strategies in consultation with the Emergency Site Manager(s)

8)   Approve or endorse the proposed courses of action for the resolution of the emergency.

9)   Direct the evacuation of buildings, or areas within the Emergency Site(s), if necessary

10)   Direct the dispersal or removal of people from the Emergency Site(s) who are in danger, or whose presence hinders emergency operations.

11)   Direct the discontinuation of public/private utilities or services due to safety or the efficient functioning of emergency operations, if required

12) Direct the activation and operation of reception centers to provide temporary accommodation to all residents who need assistance due to displacement because of the emergency.

13) Direct and committed municipal personnel or equipment to support emergency operations, as required

14) Arrange for assistance from agencies including other levels of government, public/private organizations, and volunteers, as required.

15) Direct the activation and operation of a Call Centre and Media Centre

16) Notify all services, agencies, groups, or people under the control of the Emergency Control Group of the termination of the emergency.

17) Direct follow-up in support of people directly involved in emergency operations, including Critical Incident Stress Programs, as required

18) Maintain a detailed log of all discussions, decisions or actions taken by the Emergency Control Group

19) Conduct and participate in a post-emergency debriefing and provide reports as requested by the CEMC.

3.3   Reeve (Head of Council)

Upon learning of a potential emergency, the Reeve should consider the possible need for activation of the Plan, and if warranted, shall trigger the "Emergency Plan –Notification Procedure" **(see Annex A).**

The Reeve or alternate shall:

1) Declare an emergency to exist. Complete the "Declaration of an Emergency" form
(See Annex "G1")

2) Notify the Minister of Community Safety and Correctional Services (through the Office of the Fire Marshal and Emergency Management (OFMEM)) of the declaration of an emergency and of the termination of an emergency, as well as all other parties set out in Section 3.2.

3) Take action to make orders, not contrary to law, to implement the Plan and to protect the property, health, safety, and welfare of the inhabitants of the Township

4) Participate in decision making, determining priorities, and issuing operational directives from the CEMC for the resolution of the emergency

5) Request assistance from senior levels of government, (i.e., OFMEM) when required.

6) In consultation with the Public Information Officer and the CEMC, approve news releases and public announcements

7) As the Township of Chapple's key spokesperson, address the media as soon as possible after declaring an emergency. Staff advisors shall accompany the Reeve to address technical questions

8) Keep Council updated regarding the situation and actions being taken to resolve the emergency.

9)   Terminate the emergency at the appropriate time and ensure all concerned have been notified.

3.4   Community Emergency Management Coordinator (CEMC)

Upon learning of a potential emergency, the CEMC should consider the possible need for activation of the Plan, and if warranted, shall trigger the "Emergency Plan – Notification Procedure" **(see Annex A)**.

The CEMC or CEMC alternate shall:

1)   Ensure the Emergency Operations Centre (EOC) is properly equipped.

2)   Participate in decision-making, determining priorities, and issuing operational directives for the resolution of the emergency in conjunction with the Emergency Control Group (ECG).

3)   Organize and supervise all activities within the Emergency Operations Centre

4)   Schedule and chair regular meetings of the Emergency Control Group

5)   Ensure a communications link is established between the Emergency Control Group and the Emergency Site Manager

6)   Select appropriate sites for location of a media area and for registration of volunteers.

7)   Advise the Emergency Control Group on administrative matters including Corporate Policies and Procedures

8)   Disseminate decisions or directions to all response agencies made by the Emergency Control Group

9)   Approve, in conjunction with the Reeve, all media and public information releases.

10)   In the absence of, or at the request of, the Reeve or alternate, assuming the Reeve's responsibilities in the Emergency Operations Centre

11)   Liaise with personnel of neighboring municipalities affected by the emergency or helping The Township of Chapple emergency operations.

12)   Maintain a detailed log of all actions taken by the CEMC.

13)   Coordinate and chair a post-emergency debriefing of all key personnel involved in the emergency operations.

14)   Prepare a post-emergency report for submission to Township Council.

3.5   Clerk-Treasurer/CAO

Upon learning of a potential emergency, the Clerk should consider the possible need for activation of the Plan, and if warranted, shall trigger the "Emergency Plan – Notification Procedure" **(see Annex A)**.

The Clerk-Treasurer/CAO or alternate will:

1)   Assist the CEMC with their functions as requested.

2) Maintain an inventory of community and public sector facilities and communications equipment which could be used to supplement existing resources during an emergency.

3) Ensure that timely and correct information is displayed or available within the Emergency Operations Centre

4) Maintain a detailed log of all actions taken by the Emergency Control Group

5) Coordinate the provision of clerical staff to assist in the Emergency Operations Centre as required

6) If directed by the Reeve or designate, ensure that all Councilors are advised of the declaration and termination of the emergency.

7) If directed by the Reeve or designate, arrange a special Council meeting(s)

8) Coordinate the arrangements for identification cards to be issued to the Emergency Control Group, Township support staff and external resource personnel as required.

9) With the CEMC, maintain the operation of feeding, sleeping, and meeting areas at the Emergency Operations Centre as required

10) Provide information and advice on fiscal and insurance matters as they relate to emergencies.

11) Ensure that records of human resources, administrative details and volunteer registration are maintained.

12) Ensure that legitimate expenses incurred during an emergency are paid and/or settled in a timely manner and that records of all expenses are maintained for potential future claim purposes.

13) Maintain a detailed list of all actions taken by the Office of the Township Clerk

14) Participate in a post-emergency debriefing and provide reports as requested by the CEMC.

3.6 Fire Chief

Upon learning of a potential emergency, the Fire Chief should consider the possible need for the activation of the Plan, and if warranted, shall trigger the "Emergency Plan – Notification Procedure" **(see Annex A)**.

The Fire Chief or alternate shall:

(1) Provide the Emergency Control Group with information and advice on fire service matters

(2) Participate in decision making, determining priorities, and issuing operational directives for the resolution of the emergency

(3) If directed by the Emergency Control Group, appoint an Emergency Site Manager(s) to control operations at the Emergency Site(s)

(4) Establish a communications link with the Fire Incident Commander

(5)   Direct and coordinate all Fire Service operations in accordance with the Plan and directions issued by the Emergency Control Group

(6)   If required, notify the Mutual Aid Fire Coordinator, and trigger mutual aid arrangements for the provision of additional firefighting resources and equipment

(7)   Arrange for additional equipment and materials as required.

(8)   Coordinate assistance with other municipal, regional, provincial, or federal departments and agencies, and be prepared to take charge of or contribute to non-firefighting operations if necessary (i.e., evacuation, rescue, first aid, etc.).

(9)   Maintain a detailed log of all actions taken by the Chapple Fire Service

(10)   Participate in a post-emergency debriefing and provide reports as requested by the CEMC.

3.7   Public Information Officer Responsibilities:

The Public Information Officer or his/her designate shall perform duties and responsibilities described in the Township of Chapple Emergency Plan, and, regarding the evacuation plan:

1) Advise the Emergency Operations Control Group (EOCG) on matters pertaining to public information, public affairs, and media relations.

2) Gather, process, and disseminate information for use by the EOCG.

3) Prepare public information, instructions, advisories, and media releases for review by the Reeve and CEMC or designate

4) Upon approval of the Reeve and CEMC or designate, release information to the public and media.

5) Oversee the operation of the EIC and an emergency site media center, as deemed necessary.

6) Provide public relations support, as required.

7) Coordinate all media requests, including arrangements for supervised tours near the emergency site.

8) Arrange for photos or video records of the emergency operations.

9) Maintain a detailed log of all actions taken by the Public Information Officer

10) Citizen Inquiry Supervisor Responsibilities

11) Establish a Citizen Inquiry Line, including the appointment of personnel and the designation of telephone lines.

12) Inform all key parties, including the EOCG and PIO of the establishment of the citizen inquiry service.

13) Liaise with the EIO to obtain current information on the emergency.

14) Respond to and redirect inquiries and reports from the public based upon the latest information available.

15) Redirect inquiries pertaining to the investigation of the emergency, deaths, injuries or matters of personnel involved with or affected by the emergency to the appropriate emergency service.

16) Redirect inquiries related to people who may be located in the evacuation and reception centers to the registration and inquiry telephone numbers.

17) Acquire staff to assist, as needed.

18) Maintain a personal log of all actions taken.

19) Reeve/Community Spokesperson Responsibilities

20) Give news media interviews on behalf of Council and the EOCG.

21) Redirect all inquiries about decisions made by the EOCG and about the emergency to the PIO.

22) Maintain a personal log of all actions taken by the Reeve/Community Spokesperson

4. 0   **SUPPORT GROUPS**

4.1   **Introduction**

Emergency Control Group Support Groups may be formed from Township staff and personnel from other government agencies and organizations. Their advice, resources and information will assist the Emergency Control Group in making decisions. The Clerk-Treasurer/CAO or alternate is responsible for notifying Support Group personnel to report to the Emergency Operations Centre.

Contact names and numbers of Township of Chapple staff who are not Emergency Control Group members or alternates are listed in the "Resource Contact List" **(see Annex B)** as well as contact names and numbers of external agencies.

4.2   **Members of Council:**

It is the responsibility of every member of Council to become thoroughly familiar with the Township of Chapple Emergency Plan to be ready to act as designate to the Reeve or Alternate, or to assist as requested by the Emergency Control Group.

4.3   **Emergency Site Manager(s)**

The Emergency Site Manager(s) shall:

(1)   Organize and coordinate the response at the Emergency Site(s) with all Incident Commanders

(2)   Assess the situation under existing and potential conditions by consulting with Incident Commanders and other agencies, take/authorize any action appropriate to preserve life, protect property and otherwise mitigate the adverse effects of the emergency

(3)   Coordinate with the Emergency Control Group and Incident Commanders to ensure that the necessary equipment, supplies, and personnel are available

(4)   Provide, at regular intervals, information updates and reports regarding activities at the Emergency Site(s) to the Emergency Control Group

(5)   Schedule briefings with individual and collective Incident Commanders as to agency response status

(6)   Activate or coordinate with agencies, the evacuation of the immediate area or any area likely to be placed at risk, if warranted by conditions, or as directed by the Emergency Control Group

(7)   Consider response alternatives and determine appropriate response actions (evacuation, containment, etc.) in consultation with Incident Commanders and the Emergency Control Group

(8)   Establish an on-site Command Post at an appropriate distance from the emergency area that provides a good vantage point from which access to the Emergency Site(s) can be controlled

(9)   Brief Incident Commanders regarding the situation as they become involved

(10)   Obtain background information from those involved in an emergency or those who may have witnessed the incident, concerning the nature of hazardous material(s) and/or situation(s). Consult with experts, as required, to mitigate the emergency.

(11) Develop an Emergency Site Organization Plan/Layout with the assistance of Agency Incident Commanders and establish inner and outer perimeters and staging areas to control access to and movement within the Emergency Site(s)

(12) Coordinate the release of information at the scene with the Public Information Officer.

(13) Request from the Emergency Control Group, logistical support for emergency operations and personnel at the scene

(14) Ensure the overall safety of the Emergency Site. Particularly safety precautions are enforced regarding wearing personal protective equipment. A Safety Officer will be provided by the Emergency Control Group upon request

(15) In consultation with Incident Commanders, develop a demobilization plan for all resources within the Emergency Site. Implement this plan upon official notification of the termination of the emergency.

(16) Ensure that all Incident Commanders have established work schedules for their personnel at the Emergency Site(s)

(17) Maintain a detailed log of all actions taken by the Emergency Site Manager(s)

(18) Participate in a post-emergency debriefing and provide such reports as requested by the CEMC.

4.4   Ambulance Service Representative

The Ambulance Service Representative or alternate shall:

(1) Provide the Emergency Control Group with information and advice on health service matters

(2) Participate in decision making, determining priorities, and issuing operational directives for the resolution of the emergency, as requested by the Emergency Control Group

(3) Activate the appropriate emergency call out procedures

(4) Direct and coordinate all ambulance services in accordance with the Plan and directions issued by the Emergency Control Group

(5) Coordinate with senior police officials the movement of ambulances to and from the Emergency Site(s)

(6) Coordinate with the Medical Officer of Health for the providing of triage and treatment at the Emergency Site(s), casualty collection posts, and the distribution of casualties in accordance with the Plan and directions issued by the Emergency Control Group

(7) Coordinate the provision of special emergency health service resources at the Emergency Site (i.e., ambulances, support units, paramedics, ambulance helicopters, etc.)

(8) Provide the main radio communication link among health services, and notify and request assistance from the Ontario Ministry of Health, Emergency Services Branch

(9)   Liaise with the Medical Officer of Health and assist with the organization and transportation of persons in health care facilities, homes for the aged, nursing and rest homes, and disabled citizens that need to be evacuated

(10)   Maintain a detailed log of all actions taken by the Ambulance Service

(11)   Participate in a post-emergency debriefing and provide reports as requested by the CEMC.

4.5   Rainy River District Social Services Administration Board (<u>RRDSSAB</u>)

The RRDSSAB representative or alternate shall:

(1)   Provide the Emergency Control Group with information and advice pertaining
        To community and social service needs

(2)   Participate in decision making, determining priorities, and issuing operational
        Directives for the resolution of the emergency

(3)   Coordinate and direct the actions of all social service and volunteer agencies in accordance with the Plan and directions issued by the Emergency Control Group

(4)   Coordinate the provision of emergency feeding, reception, accommodations,
        Clothing, identification, registration inquiry, and personal service programs

(5)   If directed by the Emergency Control Group activate and operate emergency evacuation reception and accommodation facilities at designated community halls, etc.

(6)   Provide staff from community service agencies to assist at the emergency reception center(s), and other tasks as directed by the Emergency Control Group

(7)   Coordinate assistance from other municipal, regional, provincial, federal departments, or private agencies

(8)   Maintain a detailed log of all actions taken.

(9)   Participate in a post-emergency debriefing and provide reports as requested by the CEMC.

4.6   <u>Medical Officer of Health or Health Unit Representative</u>

The Medical Officer of Health or Health Unit Representative shall:

(1)   Provide the Emergency Control Group with information and advice on matters pertaining to public and/or environmental health

(2)   Participate in decision making, determining priorities, and issuing operational directives for the resolution of the emergency, as requested by the Emergency Control Group

(3)   Coordinate with the Ambulance Service Representative for providing first aid, casualty collection posts, distribution of casualties, ambulance and hospital services, and health personnel augmentation in accordance with the Plan and directions issued by the Emergency Control Group

(4)   Coordinate the acquisition of additional pharmaceutical or surgical supplies through liaison with distributors, hospitals, and clinics.

(5)   Liaise with the Ministry of Health, Public Health branch

(6)   Provide recommendations regarding the evacuation of buildings or areas for reasons of health

(7)   Coordinate the response to disease related emergencies or anticipated emergencies such as epidemics, in accordance with the Ministry of Health policies

(8)   Liaise with the Roads Superintendent regarding the provision and testing of potable water and sanitation facilities

(9)   Liaise with the Director of Ontario Works and other agencies on areas of mutual concern regarding health services in emergency areas including - food safety, counseling of victims, general safety and sanitation, accommodation standards, air monitoring, provision of home care services

10)   Maintain a detailed log of all actions taken by the Northwestern Health Unit

(11)   Participate in a post-emergency debriefing and provide reports as requested by the CEMC.

4.7   <u>Chief Building Official</u>

If requested, the Chief Building Official shall:

(1)   Advise the Emergency Control Group on all matters relating to buildings

(2)   Coordinate with the Roads Superintendent regarding the securing of unsafe buildings or demolition of structures found to be unsafe

(3)   Liaise with Chief Building Officials from area municipalities, as required

(4)   Maintain a detailed log of all actions taken by the Chief Building Official and the Building and Planning Department

(5)   Participate in a post-emergency debriefing and provide reports as requested by the CEMC.

4.8   <u>Social Services Representative</u>

If requested, the Social Services representative will:

(1)   Arrange for the opening, operation, direction, and supervision of sufficient Social Service Centers required providing the immediate emergency social services needed. Arrange for additional assistance from other support groups if required (see Section 6 and Annex "B")

(2)   Provide social assistance to people in need of food - accommodation and clothing due to the emergency - as directed by the Director of Community Services and the Emergency Control Group

(3)   Establish a Registration and Inquiry Centre as directed by the Director of Community Services and the Emergency Control Group

(4)   Maintain a detailed log of all actions taken by the Ontario Works Department

(5)   Participate in a post-emergency debriefing and provide reports as requested by the CEMC.

4.9   Media Communications

The Emergency Control Group shall use CFOB 93.1 FM to inform emergency personnel and the public of the situation and of the action to be taken. If CFOB is unable to broadcast, CBC (FM 90.5) K104 FM, KGHS AM, Warroad 92.5FM or KBHW FM may be used as alternate stations. As per protocol agreement of September 13, 2016, the Township will utilize "211 Regional Service Partners" for notification of events.

4.10   Amateur Radio Operators

If requested, the Fort Frances Amateur Radio Operators shall provide radio equipment and operators at the Emergency Operations Centre and other locations as required and directed by the Emergency Control Group. It should also maintain a detailed log of all actions taken and provide reports as requested by the CEMC.

4.11   West Fraser, Barwick

If requested, West Fraser should provide additional personnel and equipment as required. It should also maintain a detailed log of all actions taken and provide reports as requested by the CEMC.

4.12   Ministry of Natural Resources

If requested, the Ministry of Natural Resources shall provide additional personnel and equipment as required. It should also maintain a detailed log of all actions taken and provide reports as requested by the CEMC.

4.13   Ontario Provincial Police Representative

Upon learning of a potential emergency, the OPP Detachment Commander should consider the possible need for activation of the Plan, and if warranted, shall trigger the "Emergency Plan – Notification Procedure" **(see Annex A).**

The OPP representative or alternate shall:

1) Provide the Emergency Control Group with information and advice on law enforcement matters;

2) Participate in decision making, determining priorities, and issuing operational directives for the resolution of the emergency;

3) If directed by the Emergency Control Group appoints an Emergency Site Manager to control operations at the Emergency Site;

4) Direct and coordinate all policy operations in accordance with the Plan and directions issued by the Emergency Control Group;

5) Establish a communications link with the Policy Incident Commander

6) Direct the establishment of inner and outer perimeters around the Emergency Site

7) Direct the control the dispersal of crowds within the Emergency Site

8) Direct the movement of emergency vehicles to and from the Emergency Site

9) Coordinate the arrangements for policy operations with other municipal, provincial, or federal departments and arrange for additional supplies and equipment as required

10) If requested by the Emergency Control Group, coordinate the arrangements for the evacuation of buildings or areas

11) Protect property and maintain law and order as required (i.e., at the Emergency Site, in evacuation centers, etc.)

12) Contact the Coroner in the event of fatalities and coordinate whatever additional support is necessary or required in accordance with the *Coroners Act*

13) Maintain a detailed log of all actions taken by the Ontario Provincial Police Service;

14) Participate in a post-emergency debriefing. Provide reports as requested by the CEMC.

4.14   Public Works Superintendent

Upon learning of a potential emergency, the Public Works Superintendent should consider the possible need for activation of the Plan, and if warranted, shall trigger the "Emergency Plan – Notification Procedure" **(see Annex A).**

The Public Works Superintendent or alternate shall:

(1)   Provide the Emergency Control Group with information and advice on engineering and transit matters

(2)   Participate in decision making, determining priorities, and issuing operational directives through the CEMC for the resolution of the emergency

(3)   If directed by the Emergency Control Group, appoint an Emergency Site Manager(s) to control operations at the Emergency Site(s)

(4)   Activate the Roads Emergency Call Out Procedures

(5)   Activate and coordinate the Roads Emergency Response Sub-Plan

(6)   Direct and coordinate all Roads operations in accordance with the Plan and directions issued by the Emergency Control Group

(7)   Maintain liaison with flood control centers, conservation and environmental agencies and be prepared to conduct relief or preventative operations

(8)   Provide engineering, personnel, materials, supplies, and equipment as required in support of emergency operations

(9)   Arrange for and coordinate provision and use of personnel, engineering materials, and equipment from other municipal, regional, provincial, or federal departments or private/commercial agencies

(10)   Assist with traffic control and emergency operations by clearing emergency routes, assisting the police in closing and opening roadways, marking obstacles, installing emergency road signs, and other actions as required

(11)   Coordinate the provision and use of all transportation resources in support of evacuation or other emergency operations as required

(12)   Coordinate the provision of emergency potable water, supplies, and sanitation facilities in support of emergency operations

(13)   Maintain liaison with regional roads and utility service agencies (i.e., hydro, gas, telephone, cable) and issue directions for the disconnection and reconnection of services as directed by the Emergency Control Group

(14)   Coordinate efforts to re-establish essential services.

(15)   Coordinate debris removal activities

(16)   Coordinate demolition or securing of all "unsafe" buildings as directed by the Chief Building Official

(17)   Coordinate roads support for restoration and clean-up activities following the termination of the emergency.

(18)   Maintain a detailed log of all actions taken by the Roads Department.

(19)   Participate in a post-emergency debriefing and provide reports as requested by the CEMC.

5.0   DECLARATION OF AN EMERGENCY

5.1   Authority to Declare.

The Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9, as amended, Section 4(1) states:

"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."

5.2   Notification to the Minister of Community Safety and Correctional Services

The Reeve or alternate can officially declare an emergency at any time and, upon doing so, shall immediately notify:

1. Provincial Emergency Operations Centre **(PEOC) 416-314-0472 or 1-866-314-0472**
2. Fax written declarations to OFMEM at **(416) 314-0474** or
3. Email written declaration to PEOC at **peocdo01@ontario.ca**
4. All members of Council
5. Neighboring municipal officials as required
6. The local Member of Parliament
7. The local Member of the Provincial Parliament
8. The public; and
9. The media.

5.3   Assembling the Emergency Control Group

On receipt of an official message from a member of the Emergency Control Group, The Emergency Plan – Notification Procedure **Annex A** shall be implemented. Members of the Emergency Control Group shall report to the Emergency Control Centre as directed. They may be asked to stand by for further direction if the emergency is building but not immediately pending.

6.0 PLAN IMPLEMENTATION

6.1 Activation of the Plan

Upon declaration by the Reeve or alternate, the Emergency Control Group shall activate the Plan and become responsible for directing and controlling all emergency operations and for providing the necessary personnel and resources. NOTE: The plan can be activated without the declaration of an emergency.

6.2 Actions of Emergency Response Agencies

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

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

For each Emergency Site(s) defined, the Emergency Control Group shall confirm or appoint Emergency Site Manager(s) to assume responsibilities outlined in Section 4.2 of this Plan. The Emergency Site Manager(s) shall report directly to the Emergency Control Group.

6.3 Chain of Command

All Emergency Site Managers report directly to the Emergency Control Group and are no longer subject to the command structures of their own organizations. Incident Commanders will report to the Emergency Site Manager and are still subject to the command structure of their own organization, see **Annex I**.

6.4 Emergency Operations Centre

The Emergency Operations Centre shall be established at the Township Municipal Office (54 Barwick Rd.) upstairs meeting room. The backup location is the EOC's in the Township of Morley (11,331 Hwy 11) upstairs meeting room, or the Village of Emo (39 Roy Street) meeting room.
(Please see attached agreements **Annex N).**

The Emergency Control Group members will be provided with a list of contact names and numbers for access into the Emergency Operation Centers. **(See Annex A).**

The first arriving Emergency Control Group members are responsible for setting up the Emergency Operations Centre, ensuring a level of preparedness and verifying all print material and equipment are readily available. For a layout of the Emergency Operations Centers, see **Annex D (Chapple Municipal Office) D-1 (Morley Municipal Office), and D-2 (Village of Emo).**

6.5   Media Centre

The Media Centre will be established in the Council Chamber or other locations as deemed necessary by size or type of incident.
The Public Information Officer is responsible for setting up the Media Centre and maintaining a level of preparedness within the Media Centre by providing equipment.

6.6   Telecommunications

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

6.7   Emergency Operations Centre Message Traffic

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

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

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

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

It is the responsibility of the originator of the message to designate the message according to the above hierarchy. The line(s) dedicated to incoming calls to the Emergency Operations Centre shall be operated by support staff under the direction of the CEMC. They shall be responsible to ensure that all messages are properly classified and routed to their intended recipients. The message form is shown in **Annex G-4**.

6.8   Command Post

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

6.9   Dissemination of Decisions by the Emergency Control Group

Decisions by the Emergency Control Group shall be transmitted to the appropriate response agency. This function shall be coordinated by the CEMC or alternate.

6.10   Meeting and Reporting Schedules

Members of the Emergency Control Group shall gather at regular intervals to inform each other of actions taken and problems encountered. Frequency of meetings and agenda items will be established by the CEMC. Maps and status boards shall be prominently displayed and kept up to date by the CEMC. The Emergency Site Manager(s) shall schedule regular briefings with Incident Commanders.

6.11   Evacuation

Refer to **Annex H** "Township of Chapple Evacuation Plan".

6.12   Request for Assistance

Assistance shall be requested from neighboring municipalities and/or the private sector as required (**see Annex B** "Resource Contact List").

Assistance may be requested from the Province of Ontario, or from the Federal Government through the Province of Ontario, at any time. Such a request can be made by contacting the **PEOC Duty Officer by calling 1-866-314-0472 (toll free) or by fax 1-416-314-0474.**

Such a request for assistance shall not be deemed to be a request that the province assume authority and control of the emergency.

6.13   Termination of a State of Emergency

The Reeve or alternate or Council (as a whole) can officially declare the termination of the emergency at any time and shall notify:

    (a)   Provincial Emergency Operations Centre **(PEOC) 1-866-314-0472**
    (b) All members of Council
    (c)   Neighboring municipal officials as required
    (d) The local Member of Parliament
    (e) The local Member of the Provincial Parliament
    (f)   The public; and
    (g) The media

Notification of termination to the Minister must be done through the Provincial Emergency Operations Centre (PEOC) by calling **1-866-314-0472** and confirm by faxing a hard copy to **1-416-314-0474**.

7.0   TRAINING AND EVALUATION

7.1   Introduction

Training, exercise, and evaluation form the basis for ensuring that collective efforts at all levels can be properly coordinated and controlled. Effective emergency response is possible only when people understand the Plan and have had the opportunity to practice the procedures.

The Plan must provide for:

1.   The education of Township staff concerning emergency preparedness and their responsibilities established within the Plan.

2.   Individual and collective training to ensure personnel are prepared to implement the Plan; and,

3.   Exercises and evaluations to practice and confirm the state of readiness of Township Staff to respond to an emergency.

7.2   Definitions

Simulated Exercises:

Communities and agencies practice operational procedures without the actual deployment of personnel or resources. Common approaches to this type of exercise include paper exercises and tabletop discussions.

Specialty Exercises:

These exercises practice response to a specific risk such as bomb threats, aircraft disaster, major flooding, or radiation spill. These types of exercises can involve a simulated approach or actual deployment of resources.

Communication Exercises:

These exercises are designed to test emergency notification procedures or to practice or evaluate communication resources.

Emergency Operations Centre Exercises:

The Emergency Operations Centre staff will convene to test and develop operational procedures, problem solving skills, communication systems, and interoperability within the Township of Chapple and other outside agencies. The conduct of these exercises is usually in the form of a paper or communication exercise with staff participating as the Emergency Site Manager and representing coordinated departmental control centers.

Major Exercise:

This exercise involves the physical deployment of resources in response in a staged emergency. It may be undertaken by a single department or agency or may be conducted in conjunction with others.
Mass Exercise:

This is a wide-scale, comprehensive exercise that involves all, or the majority of responding agencies, and the actual deployment and exercise of resources at all levels. A mass exercise includes the activation of the Emergency Control Group, Emergency Operations Centre and one or more Emergency Sites.

7.3 Training

Each Department is responsible for conducting individual, team, and combined training to ensure that staff are prepared to perform the tasks and responsibilities outlined in their respective Emergency Response Procedures.

7.4 Exercises

The purposes of exercises are:

(1) To practice, test, evaluate, and improve plans and operational capabilities.

(2) To promote and refine co-operation and coordination among operational teams, staff, and support groups, and command and control elements;

(3) To stimulate and maintain interest and enthusiasm.

Departments are responsible for developing and conducting simulated, specialty, communication, and major exercises within their departments.

The Emergency Control Group shall conduct a minimum of one simulated and one communication exercise each year.

7.5 Evaluation

Each department or agency is responsible for the evaluation of its Emergency Response Procedures and the readiness of its respective organization. Significant occurrences that limit or preclude an organization from performing the responsibilities outlined in the Plan must be reported to the Fire Chief.

8.0   PLAN MAINTENANCE AND REVISION

8.1   Plan Maintenance and Revision

An Emergency Plan Review Committee, chaired by the Clerk or designate, will be composed of staff from various Township departments and outside agencies. The Committee will be responsible for keeping the Plan (and its annexes) current with respect to legislation, agency roles and responsibilities and any other pertinent information.

Township departments are responsible for reviewing and amending their internal sub-plans annually.

The Emergency Plan Review Committee will review and revise the Plan annually, and any amendments shall be distributed to all the Plan holders in a timely manner (see **Annex F**, Distribution List).

Emergency Plan – Notification Procedure   <u>Annex A</u>

* Designated Alternates are listed in italics *

PROTOCOL: Upon learning of an emergency the CEMC or Designate Alternate CEMC will contact the control group by a group text. Every member of the control group shall then respond to this text with a text back to the CEMC/Designated Alternate. If a member does not respond only then will they receive a phone call.

RESPONDING AGENCY OR FIRST PERSON ON SCENE

CEMC	Cindy Nielson Res: Bus: Cell:	***Designated Alternate CEMC's***	*Tyrell Griffith* *Designated Alternate* ***Fire Chief*** *Res:* *Cell:*	*Courtney Marriott* *Designated Alternate* *Res:* *Cell:*

Emergency Operations Centre's and *Alternate Operations Centre's* After-Hours Key Holders **SEE NEXT PAGE**

Chapple Volunteer Fire Department Tyrell Griffith, Fire Chief Cell: *Abram Eberly, Deputy Chief* *Cell:* *Laverne Martin, Alt/TO* *Cell:*	**OPP** (Fort Frances Detachment) Inspector Greg Given 274–3322 or 274–7777 Thunder Bay Communications Unit 1-888-310-1122 or *807 area dial 310-1122*

Reeve James Gibson - Res: *Robert Barron – Alternate Res:*

Clerk-Treasurer/CAO Cindy Nielson Bus: Cell: Res: Cabin:

Public Works Superintendent Charlie Loveday Res: Cell:	***Alternate Public Works Superintendent:*** *Matt Morrison Res:* *Cell:* *Murray Wilson Res:* *Cell:*

Members of Council James Gibson Res: Robert Barron Res: Laura McCormick Res: Vaughan Wilson Res: Trish Neilson Res:	**Information Officer** Courtney Marriott Res: email: <u>deputy@chapple.on.ca</u> *Cell:* ***Alternate Information Officer*** *TBD*

Emergency Health Services (if required) **NWHU** Medical Officer of Health – Dr. Kit Young-Hoon   Bus: 1-807-468-3147 ext. 252 *Alternate: NWHU Fort Frances   Bus: 274-9827 or 1-705-674-0737 after hours* **Canadian Red Cross**, *Serenna Besserer, Regional Operations Manager* Email: <u>serenna.besserer@redcross.ca</u>   Bus: 1-807-223-4751   Fax: 1-807-223-5815   Toll Free: 1-888-227-9089

Emergency Operation Centre's – After Hours Key Access

Chapple Municipal Office - Upstairs Meeting Room
54 Barwick Road, Barwick ON

CAO/Clerk-Treasurer
Cindy Nielson
Bus: 487-2354 – ext. 3
Cell:
Res:

Deputy Clerk Treasurer
Courtney Marriott
Bus: 487-2354 - ext. 5
Res:
Cell:

Administrative Assistant
Carlee Bosma
Bus: 487-2354 – ext. 1
Cell:
Res:

CEMC
Cindy Nielson
Bus.: 487-2354 – ext. 3
Cell :

Media Centre will be established in the Council Chamber or other location as deemed necessary by size or type of incident.

Morley Municipal Office - Upstairs Meeting Room
11331 Hwy 11, Stratton ON

Clerk-Treasurer
Teresa Desserre
CEMC
Bus: 483-5455
Cell:

Deputy Clerk-Treasurer
Lindsay Grandbois
Alternate CEMC
Bus: 483-5455
Cell:
Res:

Media Centre will be established in the Township Municipal Garage or at such other location as deemed necessary by size or type of incident.

Emo Municipal Office – Meeting Room
39 Roy Street, Emo ON

CAO/Clerk-Treasurer
Crystal Gray
CEMC
Bus: 482-2378
Cell:

Deputy Clerk-Treasurer
Ceri Schraa
Bus: 482-2378
email: adminsc@emo.ca

Administrative Assistant

Bus: 482-2378
email: custoersc@emo.ca

If we need to initiate the alternate evacuation center (Emo-LaVallee Arena) contact Jason Smith (807) 275-8686 for assistance.

I N D E X

Part 1 – Emergency Evacuation Plan

1. Introduction:

There are two types of evacuation: Precautionary and Mandatory Evacuation:

Precautionary Evacuation occurs when it is recommended to evacuate within a certain parameter, usually a building or a block until the initial situation is contained.

Mandatory Evacuation takes place when it is determined by the Emergency Control Group that there is an absolute need to evacuate an area, usually on a large-scale, possibly for a long period of time (i.e., for more than 24 hours).

The purpose of this Evacuation Plan, the definition that shall set the plan, or part of this plan, in motion shall be Mandatory Evacuation.

Evacuation may result in a tremendous psychological effect on those people directly affected. Adequate communication with the people involved is essential and should include explaining that an evacuation is pending, what they shall be required to do and when they shall be required to react if an evacuation is issued. The economic effect of closing industry for even a short period of time is enormous and can be measured in millions of dollars in lost revenue. A decision to evacuate should only be made when necessary.

First response services alone cannot be expected to deal with a large-scale evacuation and relocation of residents. An effective response will require participation and cooperation between municipal services, industry, and volunteer services as outlined in the Township of Chapple Emergency Plan and this Plan.

2. Potential Community Hazards which may Necessitate Evacuation:

The following events – which list is not exhaustive and which events are not listed in any order of risk – are considered potential community hazards within the Township of Chapple and surrounding areas which may require mandatory evacuation:

(1) Severe windstorm, tornado
(2) Road, highway, or rail incident involving dangerous goods spill, fire and/or explosion.
(3) Snow/ice storm with power outage
(4) Heavy rain, flooding
(5) Rupture of vessel or piping containing propane, natural gas, or other volatile materials under pressure; and
(6) Forest fire.

3. Objective:

The objective of this Evacuation Plan is to provide a vehicle through which a timely and effective evacuation and reception of people can be achieved.

4. Steps for Activation of the Township of Chapple Evacuation Plan:

This Plan will be activated as soon as it becomes apparent that, due to an emergency of such magnitude as to warrant its implementation, evacuation and relocation of people is necessary.

Should a major incident occur in the Township of Chapple, a member of the Emergency Control Group, on the advice of the first response agency, activate the Township of Chapple Emergency Plan. This member of the ECG will activate the notification procedure set out in Annex "A" to the Township of Chapple Emergency Plan, so members of the ECG are alerted and instructed to report to the Emergency Operations Centre.

If the need to evacuate and relocate residents of the affected area(s) is apparent, the provisions of the Township of Chapple Evacuation Plan shall be implemented. In such events, the Reeve shall declare a state of emergency before a mandatory evacuation is carried out.

The Chapple Volunteer Fire Department will have the primary responsibility for implementation of evacuation consistent with their operating procedures. All other services and agencies will be prepared to support evacuation activities.

The exception to the above is where an evacuation site is under the management of a department other than fire service, (i.e., ruptured gas line or toxic spill due to train derailment). In this instance, the Emergency Site Manager has responsibility for the evacuation of people within the danger area.

Steps for Activation of the Township of Chapple Evacuation Plan
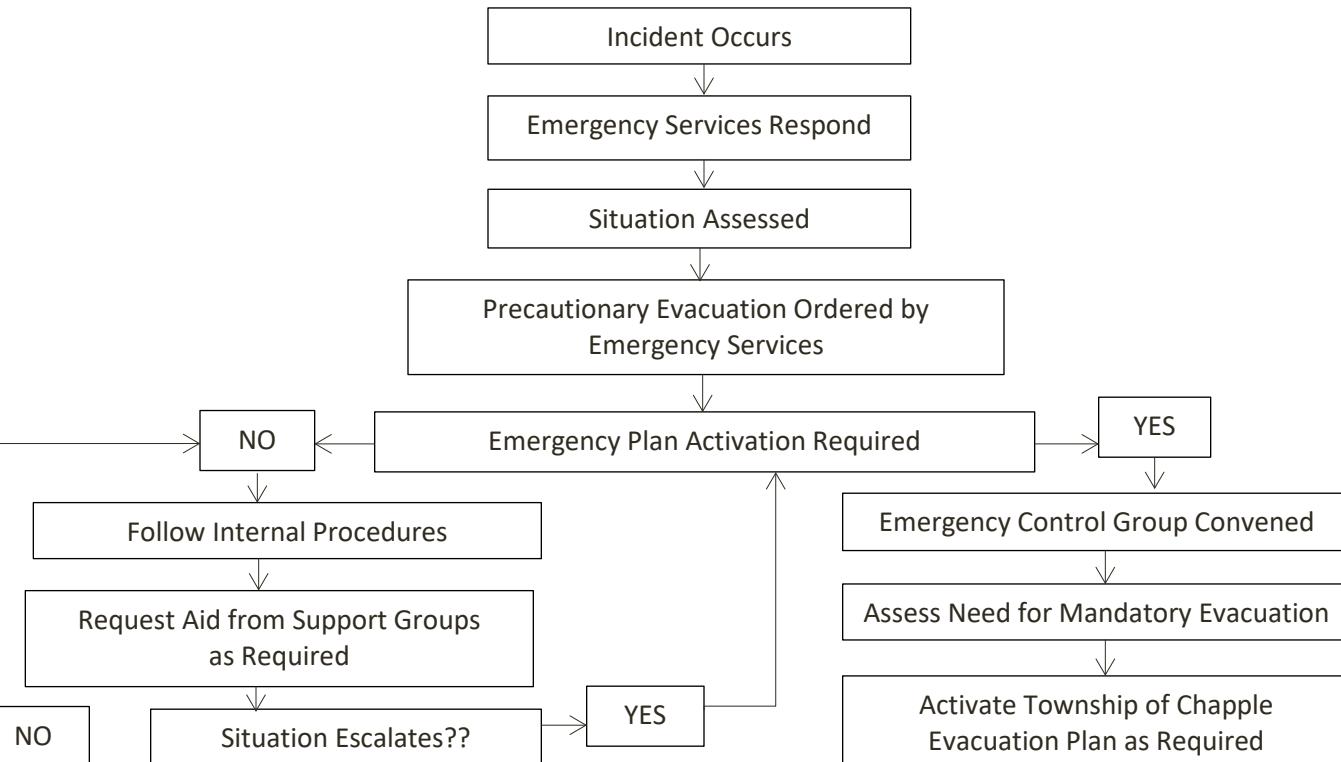
5. Evacuation Operations – Emergency Control Group Responsibilities:

Once the decision has been made to evacuate an area of the Township of Chapple, the Emergency Control Group shall determine the following:

1. Boundaries of area to be evacuated.
2. main evacuation route(s) to be used and identify necessary traffic control points.
3. Assembly areas to be used.
4. Location of facilities within the evacuation area to be notified, and how notifications will be carried out.
5. At the time of the evacuation starts, and if necessary, who will be evacuated first (stages of evacuation).
6. Shall proceed with the following:
   (a) alert of the evacuation order to all concerned including The Office of the Fire Marshal and Emergency Management (OFMEM).
   (b) preparation of media release for immediate broadcast to the public
   (c) If necessary, appointment of an Emergency Site Manager to direct the evacuation and relocation.

6. Evacuee Registration and Temporary Shelters:

If the evacuation of any residents of the Township of Chapple is necessary, the following locations will be used as Registration Areas:

1. Barwick Community Hall
2. East – Township of Emo, Emo-La Vallee Community Centre,
3. West – Township of Morley – Municipal Office (upstairs)
4. North – Off Lake Evangelical Church

From the Registration Areas, residents will be directed to appropriate facilities, shelters, etc.

The residents of the Township of Chapple who have been relocated to temporary shelters will require a wide range of support services. The District of Rainy River Services Board has the primary responsibility for the provision of all such services, with the assistance of volunteer agencies such as the Canadian Red Cross, St. John Ambulance, and the Salvation Army.

7. School Board Responsibilities During Evacuation:

Evacuation of the Sturgeon Creek School shall remain under the control of RRDSB, which has its own evacuation procedures that cover evacuation, transport, and relocation of the entire school population. All such school evacuations should, however, be coordinated with the Emergency Control Group.

In the event of a mandatory evacuation, students shall not be sent home. All students and staff will be evacuated to a designated Reception Centre. Parents or guardians wishing to remove their child from school during an evacuation may do so from the Reception Centre by making their request in person to school officials.

8. Essential Services:

Designated essential municipal and, in some cases, industrial facilities cannot be fully evacuated. Minimal staff must remain on the job. If there are other essential services within the community that cannot be left unattended, these positions will be rotated as often as feasible and will be abandoned only under immediate life-threatening circumstances. Essential positions would be those associated with traffic, hydro, telephone, and emergency services.

9.   Request for Assistance from the Province:

When an emergency evacuation order is in effect, the Reeve of the Township of Chapple, with the advice of the Emergency Control Group, may request assistance from the Provincial Government by contacting the PEOC Duty Officer by calling 1-866-314-0472 (toll free) or by fax 1-416-314-0474.

10.   Testing of Evacuation Plan:

This Plan shall be the object of occasional testing - to verify its overall effectiveness and provide training to the Emergency Control Group and Support Groups. The test can take the form of a simple paper exercise or a more elaborate functional exercise. Revisions to this plan should incorporate recommendations stemming from all such exercises.

Part 2 – Emergency Control Group Duties and Responsibilities

The following actions/decisions – which may have to be considered and dealt with by the Emergency Control Group in the event of an evacuation – are authorized in the Township of Chapple Emergency Plan and are listed here for ease of reference.

1.   Collective Responsibilities of the Emergency Control Group:

In addition to the responsibilities set out under Part 1 (Section 5) of this Plan, the Emergency Control Group is collectively responsible for the following regarding the Evacuation Plan:

(a) Advising the Reeve as to whether the declaration of an emergency and a mandatory evacuation is recommended.

(b) Appointing an Evacuation Site Manager as and when deemed necessary.

(c) Identifying the main evacuation routes

(d) Arranging for services and equipment from neighboring municipalities, private contractors, volunteer agencies and service clubs – including Support Groups listed under Section 6 of the Township of Chapple Emergency Plan – as required

(e) Arrange for police or other personnel at assembly areas and reception centers as required and when possible.

(f) Deciding to evacuate the buildings or sections within an emergency area which are themselves considered to be dangerous or in which the occupants are in danger from some other source.

(g) During the emergency/evacuation, authorizing extraordinary municipal expenditures as required.

(h) Arranging accommodation and well-being, on a temporary basis, of any residents who are in need of assistance due to displacement because of the emergency.

(i) Determining if additional transportation is required for evacuation or transport of persons and/or supplies.

(j) Ensuring that pertinent information regarding the emergency is promptly forwarded to the Public Information Officer for dissemination to the media and to the public.

(k) Establishing an Information Centre to handle individual requests for information concerning any aspect of the emergency.

(l) Advising the Reeve of when and why to terminate an emergency/evacuation order.

(m) Plan for orderly return of population after the need for evacuation has ended.

2. Individual Responsibilities of the Emergency Control Group:

2.1 Heads of Council:

It is the responsibility of every member of Council to become thoroughly familiar with the Township of Chapple Emergency Plan and the Evacuation Plan to be ready to act as designate to the Reeve or Deputy Reeve or to assist as requested by the Emergency Control Group.

2.2 Reeve:

The Reeve or his/her designate will perform the duties and responsibilities described in the emergency plan and, to the evacuation plan:

a) Declaring an emergency

b) On the advice of the Emergency Control Group, officially declaring mandatory evacuation.

c) Declaring that an emergency/evacuation order is in existence in accordance with the By-Law and announcing it via the Public Information Officer, (see the Township of Chapple Emergency Plan for details)

d) Confirming the release of information to the news media and the public on evacuation procedures

e) Terminating the emergency/evacuation order at the appropriate time and ensuring all agencies/services/departments concerned have been notified.

f) Acting as spokesperson for the Township of Chapple during the duration of the emergency/ evacuation

g) Execute other actions as outlined by the Township of Chapple Emergency Plan.

2.3   CEMC:

The CEMC or designate will perform the duties and responsibilities described in the Township of Chapple Emergency Plan.

2.4   Volunteer Fire Department (VFD) Fire Chief:

The VFD Fire Chief or his designate shall perform the duties and responsibilities described in the Township of Chapple Emergency Plan regarding the evacuation plan:

a) Assume the lead in evacuation planning within the Emergency Operations Centre

b) Enlist the assistance of other agencies and/or volunteers to assist in the evacuation process.

c) Determine where police or other personnel are needed and where barricades can be used.

d) Liaise with the Public Information Officer to ensure appropriate information is being released to the public.

2.5   Public Information Officer:

The Public Information Officer or his/her designate shall perform duties and responsibilities   described in the Township of Chapple Emergency Plan, and, regarding the evacuation plan:

(a) Establish the Media Centre under the direction of the Emergency Control Group for the preparation and release of all news bulletins

(b) Advise the media and the public on the location of reception centers and assembly areas

<div align="right">

ANNEX "I"

</div>

TOWNSHIP OF CHAPPLE

RECOVERY PLAN

This plan assigns responsibilities and outlines activities which may be required to bring the Township of Chapple back to its pre-emergency state.

It will be activated (in whole or in part) at the direction of the Emergency Control Group. This will be determined by the nature of the emergency and its aftermath but will normally occur once the immediate response to the emergency has been completed.

The following committees will be established:

- Recovery Committee
- Human Needs Sub-Committee
- Infrastructure Sub-Committee
- Finance Sub-Committee

Recovery Committee:

In the early stages, the Emergency Control Group (as a whole) may function as the Recovery Committee. Once the emergency has terminated, the following will form the Recovery Committee and will meet at the direction of the Chair as required:

- Head of Council (Chair)
- Community Emergency Management Coordinator
- Clerk-Treasurer/CAO
- Chairs of Sub-Committees

Representatives of internal departments, the District of Rainy River, the Province of Ontario, and other agencies may be added as members of the Committee as appropriate.

The Recovery Committee shall:

1. Ensure that the public and elected officials of the community are informed of the status and activities of the recovery process.

2. Ensure that elected officials from neighboring communities are kept abreast of recovery activities which may have an impact on them or whose resources may be required in the recovery process.

3. Receive information from, and provide directions to, the recovery sub-committees to ensure that necessary services are provided and are being coordinated.

4. Request funding from senior levels of government.

5. Provide recommendations to Council concerning expenditure of funds, new by-laws or changes to existing by-laws and such other matters as may require Council approval.
6. Ensure continuity of mandated services to those residents not affected by the emergency.

7. Decide on the termination of recovery activities and the wind-up of recovery committees.

8. Prepare a final report on the recovery phase of the emergency for submission to Council.

9. Make recommendations for amendments to this recovery plan.

Human Needs Sub-Committee:

The following will form the Human Needs Sub-Committee and will meet in the direction of the Chair as required:

- Member of Council (Chair)
- Representative of RRDSSAB
- Representative of Salvation Army
- Red Cross

Representatives of internal departments, the District of Rainy River, the Province of Ontario, and other agencies such as volunteer groups may be added to the committee as appropriate.

The Human Needs Committee will:

1. Ensure the continued operation of the evacuation center(s), including the provision of housing, feeding, clothing, registration & identification of personal services that may be required.

2. Assist homeless citizens to locate long-term housing and have utilities connected.

3. Coordinate storage and distribution of donated materials.

4. Ensure that the needs of "special populations" (such as children, the elderly and the handicapped) are met.

5. Ensure health standards are maintained throughout the community.

6. Provide counseling services as required.

7. Work with affected business/industries to ensure that employment opportunities are restored at the earliest opportunity.

8. Assist affected citizens to replace documents that may have been lost during the emergency.

9. Arrange financial assistance for those in need of it.

10. Ensure mail service to those within the affected area.

11. Ensure that provisions are made for the care of pets.

12. Arrange for secure storage of residents' property that has been recovered and cannot immediately be secured by the residents.

13. Provide information on sources of retraining assistance for residents whose employment has been affected or who have been injured and cannot return to their former employment.

14. Coordinate transportation for those in need of out-patient care or therapy.

15. Ensure that burials can be conducted in an appropriate manner.

16. Coordinate their activities with those of other sub-committees.

17. Report regularly to the Recovery Committee

18. Ensure that detailed financial records relating to the sub-committee's activities are maintained.

19. Prepare a final report on the sub-committee's activities, together with recommendations for amendments to this Recovery Plan.

Infrastructure Sub-Committee:

The following will form the Infrastructure Sub-Committee and will meet at the direction of the Chair as requested:

- Member of Council (Chair)
- Public Works Superintendent
- Public Health representative
- Emergency Site Manager
- Chief Building Official
- Clerk-Treasurer/CAO

Representatives of internal departments, the District of Rainy River, the Province of Ontario, and other agencies may be added to the committee as appropriate.

The infrastructure sub-committee will:

1. Determine, based on engineering advice, the extent of the damage to homes, municipal and commercial buildings, together with damage to roads, bridges, and utilities.

2. Ensure (in conjunction with the OPP or Volunteer Fire Department) that access to unsafe areas or structures is restricted.

3. Maintain liaison with insurance adjusters concerning damaged structures, both private and municipal.

4. Expedite demolition permits as required.

5. Ensure that, when safe to do so, residents are given an opportunity to secure and/or remove personal property from damaged locations.

6. Ensure traffic controls (lights, signage) are restored.

7. Expedite procedures to establish new housing or rebuild/repair damaged housing or other structures.

8. Ensure appropriate removal of debris (including hazardous and/or organic materials) and arrange for sorting and recycling of as much debris as possible.

9. Ensure that proper sanitation (drinking water, garbage, vermin control) measures are taken.

10. Recommend, if appropriate, the waiving of tipping fees at waste disposal site.

11. Ensure the safety of workers in the damaged area, including volunteers.

12. Continue to work with utilities (hydro, gas, and phone) to permanently restore services.

13. Coordinate use of volunteer labor to assist residents with clean-up on private property.

14. Develop a list of reliable contractors.

15. Coordinate their activities with those of other sub-committees.

16. Report regularly to the Recovery Committee

17. Ensure that detailed financial records relating to the sub-committee's activities are maintained; and

18. Prepare a final report on the sub-committee's activities, together with recommendations for amendments to this Recovery Plan.

Finance Sub-Committee:

The following will form the Finance Sub-Committee and will meet in the direction of the Chair as required:

- Clerk-Treasurer/CAO (Chair)
- A member of Council
- A DRRSB representative

Representatives of the internal departments, the District of Rainy River, the Province of Ontario, and other agencies may be added to the sub-committee as appropriate.

The Finance Sub-Committee shall:

1. Maintain accurate records of all emergency-related expenditures.

2. In the event of a natural emergency with widespread damage, coordinate the formation of a Disaster Relief Committee in accordance with Ministry of Municipal Affairs and Housing guidelines

3. If required, arrange to advance funds to those in need and arrange for recovery of these funds.

4. In the event of a human-caused emergency, prepare and submit claim against the person(s) causing the emergency.

5. Prepare claims for provincial and/or federal funding, relief, or assistance.

6. Analyze the impact of the emergency on the municipal budget.

7. Prepare insurance claims on behalf of the municipality.

8. If required, assist with insurance claims on behalf of affected residents.

9. Coordinate their activities with those of other sub-committees.

10. Report regularly to the Recovery Committee

11. Prepare a final report on the sub-committee's activities, together with recommendations for amendments to this Recovery Plan.

Provincial Assistance:

Several Provincial ministries have special responsibilities for the provision of emergency assistance. This assistance should be sought through the OFMEM.

If required, a Provincial Liaison Team, consisting of representatives of various ministries, can be set up in the Township of Chapple to assist the Recovery Committee and its sub- committees.

Federal Assistance:

If federal assistance is required, same should be sought through OFMEM.

Public Information:

It is vital that accurate and up-to-date information be provided regularly to residents throughout the recovery phase of an emergency.

During recovery, it is the responsibility of each committee chair to ensure that information flows between the Recovery Committee and its sub-committees to the Public Information Coordinator.

Checklist for the Completion of the Essential Program of the *Framework for Community Emergency Management Programs* issued October 2002, in accordance with the *Emergency Management and Civil Protection Act*.

Municipality: _____

		Yes	No
1.	Has your municipality designated a Community Emergency Management Coordinator and submitted a completed Verification Form 4-1?	☐	☐
2.	Has your municipality formed a community emergency management program committee and submitted a completed Verification Form 4-2?	☐	☐
3.	Has your municipality passed and submitted a by-law adopting its emergency management program?	☐	☐
4.	Has your municipality completed a community risk profile and submitted it with a completed Verification Form 4-0?	☐	☐
5.	Has your emergency management program committee approved a municipal emergency response plan and submitted it along with a completed Verification Form 4-3?	☐	☐
6.	Has your municipality passed and submitted a by-law adopting your municipal emergency response plan?	☐	☐
7.	Does your municipality have a designated Emergency Operations Center, and have you submitted a completed Verification Form 4-4?	☐	☐
8.	Has your municipality completed a list of its critical infrastructure and submitted it along with a complete Verification Form 4-5?	☐	☐
9.	Has your municipality conducted a training session for its Community Control Group since January 1, 2003, and have you submitted a complete Verification Form 4-7?	☐	☐
10.	Has your municipality conducted at least one exercise involving the Community Control Group since January 1, 2003, and have you submitted complete Verification Form 4-8?	☐	☐
11.	Does your municipality's emergency response plan designate an individual or individuals (by name or title) to provide emergency information and have you submitted a complete Verification Form 4-9?	☐	☐
12.	Does your municipality have an emergency management public awareness program, and have you submitted a completed Verification Form 4-10?	☐	☐

This Checklist is considered complete when all boxes are checked "yes". Submitted means to The Office of the Fire Marshal and Emergency Management.

For items # 3 and # 6, if you have not already submitted your By-Law(s) to Emergency Management Ontario, please do so when you submit Verification Form 4-11

Emergency Information Plan

Background:

The provision of consistent, timely and accurate information to the public and news media is a vital part of effectively managing major incidents and emergencies. Confused or controversial messages can have a negative influence and make a bad situation worse. Time and energy can be wasted in correcting misinformation and quelling rumors. It is important that news releases and advisories, authoritative instructions to the public, responses to individual inquiries and other information needs are coordinated and controlled. An Emergency Information Plan, supported by training and exercises, greatly enhances a community's ability to successfully respond to an emergency. The Emergency Information Plan will be implemented by an Emergency Information Team. Depending on the size and composition of the team, it may work out of an Emergency Information Centre.

Emergency Information Team (EIT):

All emergency information functions are the responsibility of the **Public Information Officer (PIO)**. Depending on the scale and complexity of an emergency, as well as the amount of news media attention and public concern, it may be necessary to assign assistant PIOs to perform information functions under the direction of the PIO. Additionally, the emergency site may have an Information Officer who will be critical of the flow of information to the **Emergency Operations Control Group (EOCG)**. Some communities may require mutual assistance or provincial help, such as Ontario Provincial Police (OPP) spokespersons, to expand the Emergency Information Team (EIT).

Emergency Information Centre (EIC):

In a large scale or lengthy emergency, it may be necessary to establish an Emergency Information Centre (EIC) that is separate from the **Emergency Operations Centre (EOC)**. The distance between the two centers will help ensure that there is a minimum of interference with EOC operations by the news media. The EIC in Chapple will be located at the Municipal Office Council Chamber at 54 Barwick Road. If this location cannot be used, a secondary EIC site will be the front administration office at the Municipal Offices located at 54 Barwick Road.

Emergency Information Team Composition and Functions:

The Community Spokesperson is Reeve. Since the Community Spokesperson may have other responsibilities during an emergency and In Chapple, the core Emergency Information Team (EIT) will be composed of the PIO and the Reeve/Community Spokesperson. Responsibilities of the positions are listed at the back of the plan. In small or short-term emergencies, the PIO may perform the functions of the other position, if time allows. During large or long-term emergencies, it may be necessary to add to the team or spell off members with alternates for rest breaks.

The PIO is an appointed staff member, and the alternate PIO is an appointed volunteer. The PIO is a member of the EOCG and is the main conduit of emergency information to the news media and they may not always be available for interviews and statements; an alternate will be appointed by the EOCG

during the emergency. If required, a Citizen Inquiry Line will be established. One or more people will be recruited to field calls from the local and broader public.

The EIT performs several functions in gathering, distributing, and monitoring information:

Media Services:

- news media personnel require both support and information services. They should be welcomed and given an overview of the emergency. A copy of the Media Information Kit and Community Profile will be handed out to provide relevant information about Chapple. Both documents are included at the back of the plan. The news media may require a location to work from - if their equipment is not self-sufficient for formatting and transmitting information.

Spokesperson:

- the Reeve/Community Spokesperson is designated as the lead individual to speak to the news media. Occasionally, individuals with a particular expertise and background in the area related to the emergency, such as senior municipal staff, police, fire, public works, may act as spokespersons to address technical and specific questions.

Citizen Inquiry Line:

- early in an emergency, an inquiry hotline may be established and advertised, if the number of phone calls begins to impact on the work of the EOCG or the municipal office. The primary purpose of the hotline is to answer specific questions about the emergency from concerned citizens. It is imperative that individuals staffing the hotline are continually given updated information that is provided and approved by the PIO.

News Monitoring:

- it is important to monitor news coverage about the emergency to help ensure that current and accurate information is being aired or printed. Misinformation must be immediately reported to the PIO, so that it can be corrected as quickly as possible. If staffing is an issue, the news monitoring function may be combined with other responsibilities of the EIT members or handled by administrative staff in the EOC.

Generation, Approval and Distribution of Emergency Information:

Information related to an emergency can be generated from a range of sources. If the emergency has a defined site and Site Management Team, much of the information will flow from there to the EOCG, as the situation evolves. If applicable, the PIO will be in regular contact with the site Information Officer and will receive raw information that will be formatted and sent out to the public and news media. When there is no specific site, as is the case with forest fire and flood emergencies, information may come from government agencies and other organizations in the field. In the event of a weather driven district wide emergency, other municipalities may be the source of information. The EOCG itself may generate information and news through the steps it takes to manage the emergency and keep the community safe.

The PIO is responsible for collecting and packaging the information that is released to the news media and public. Prior to sending out information, he/she must obtain approval. The Reeve or CEMC, or their alternate must approve the information. The Site Team and Information Officer, if applicable, and the EOCG must receive copies of all information that goes out. It is imperative that these key actors be kept up to date on the public messages concerning the emergency and their efforts to reduce the threat. During any given emergency, the EOCG may wish to expand the distribution list for emergency information to include agencies and organizations that have a vested interest in the situation, either through their participation or assets at risk.

Emergency information can be packaged and transmitted through a variety of products and channels:

Media Advisory:

- Can be used to get out a brief message or announcement, such as the time and location of a news conference. Some organizations use it to get out a longer message, or situation report. A sample Media Advisory is included at the back of the plan. The information can be faxed or e-mailed to news media organizations.

News Release:

- provides key information about the emergency in several paragraphs. The News Release can summarize actions taken and plans to address the emergency. It often includes a quote from the Reeve or other community leader. A sample News Release is included at the back of the plan. The information can be faxed or e-mailed to news media organizations.

Fact Sheet:

- pre-written information that can cover a variety of topics, including the community's emergency management program, instructions to the public concerning their individual and family response and the history of other emergencies in the area. Sample Fact Sheets are included at the back of the plan. Additional Sample Fact Sheets can be found on the Emergency Management Ontario website at www.ontario.ca/emo. The information can be faxed or e-mailed to news media organizations and distributed to the public through handbills or posting at key community locations.

News Conference:

- a moderate forum organized in advance, where key officials and spokespersons can deliver their messages and field questions from the news media.

Citizen Inquiry Line:

- provides citizens with another means to obtain emergency information. People may call with specific questions about their personal or family situations that are not captured in the broadcast information Call takers should be given clear direction on the nature of the information that they can provide within the guidelines of the Freedom of Information Act. Once the decision is made to establish a dedicated phone line for citizen inquiries, the number(s) should be advertised immediately. The PIO is responsible for setting up the line.

Website:

- in an ongoing emergency, where time allows it, the PIO may choose to post emergency information on the community website. The fact that the information can be found on the website should be advertised through the news media and via the Citizen Inquiry Line.

The above products and forums all deliver key information to the news, media and public. It is recommended that the focus be on key messages when compiling or delivering emergency information. Key messages are clear, concise and consistent statements about the emergency, and they can serve as the basis for news release or interview content.

Emergency Information Centre (EIC) Requirements:

It is the responsibility of the PIO to ensure that the EIC is set up and made operational on short notice. If possible, it should have two rooms, a large area for the gathering of news media personnel and an operations room for emergency information staff. The PIO may spend a significant amount of time here, although he/she will be working closely with the EOCG much of the time. The Citizen Inquiry Line may be in the operations room, if it does not interfere with the other emergency information functions.

The EIC may have the following equipment and material:

Tables and chairs	Fax machine
Telephones	Sufficient parking
Desk supplies	Maps
List of suppliers and resources	List of senior officials
Background materials	Computer with Internet access

If a news conference is planned, arrangements will be made to provide a podium for the moderator and speakers and a sound system with microphones.

Emergency Site Tours:

When an emergency has a defined site, the news media will want to visit the area for video, photographs, and sound bites. For the protection of workers and news media personnel, it is imperative that access is controlled and secure. The PIO, working with the Site Manager, must ensure that security is in place before coordinating news media visits to the site. Emergency information staff or other municipal representatives will lead the tours. Prior to the visit, media members should be briefed on rules for the tour, including whether they will have the opportunity to interview key players at the site.

If there are many news media personnel on hand and access to the site is limited, emergency information staff may make media pool arrangements. A media pool is a representative sample of personnel who will go to the site and collect information and visuals, under an agreement to share it with other media people.

Debriefing:

After the emergency is over, it is the responsibility of the PIO to conduct a debriefing with the EIT. Timelines for debriefing will vary and may be determined by the EOCG, but it should be no more than two weeks after the event. In the debriefing, the team members will use their logs, notes and recollection of events to focus on what went well with their tasks and experiences and to identify areas for improvement. The latter should be addressed immediately and reflected in appropriate changes to the Emergency Information Plan.

Contact Information for the Emergency Information Team and Community Control Group:

List the contact numbers for the personnel of the above two groups and their alternates. An additional option is to include contact information for members of Council if they need to receive critical information quickly.

Courtney Marriott   487-2354 ext. 5

Public Information Officer Responsibilities:

1) Advise the EOCG on matters pertaining to public information, public affairs, and media relations.

2) Gather, process, and disseminate information for use by the EOCG.

3) Prepare public information, instructions, advisories, and media releases for review by the Reeve and CEMC or designate

4) Upon approval of the Reeve and CEMC or designate, release information to the public and media.

5) Oversee the operation of the EIC and an emergency site media center, as deemed necessary.

6) Provide public relations support, as required.

7) Coordinate all media requests, including arrangements for supervised tours near the emergency site.

8) Arrange for photos or video records of the emergency operations.

9) Maintain a detailed log of all actions taken by the Public Information Officer

Citizen Inquiry Supervisor Responsibilities

1) Establish a Citizen Inquiry Line, including the appointment of personnel and the designation of telephone lines.

2) Inform all key parties, including the EOCG and PIO of the establishment of the citizen inquiry service.

3) Liaise with the EIO to obtain current information on the emergency.

4) Respond to and redirect inquiries and reports from the public based upon the latest information available.

5) Redirect inquiries pertaining to the investigation of the emergency, deaths, injuries or matters of personnel involved with or affected by the emergency to the appropriate emergency service.

6) Redirect inquiries related to people who may be in evacuation and reception centers to the registration and inquiry telephone numbers.

7) Acquire staff to assist, as needed.

8) Maintain a personal log of all actions taken.

Reeve/Community Spokesperson Responsibilities

1) Give news media interviews on behalf of Council and the EOCG.

2) Redirect all inquiries about decisions made by the EOCG and about the emergency to the PIO.

3) Maintain a personal log of all actions taken by the Reeve/Community Spokesperson

For Immediate Release
0900 June 15, 2008

REEVE ORDERS PARTIAL EVACUATION OF BARWICK

Smoke from a forest fire has settled in Barwick overnight. Reeve James Gibson has ordered that all people with health conditions that may be worsened by the smoke evacuate to Fort Frances because the smoke is expected to increase as the day progresses.

"A reception center has been set up in the community recreation complex in Fort Frances and evacuees can go directly to the complex to be registered," Reeve Gibson said. "If people have transportation requirements, they may call the Municipal Office at 487-2354 to request assistance."

Gibson suggests that people bring personal supplies and medications for up to a five-day stay. A detailed list of recommended items to bring for an evacuation can be found on the municipal website at www.chapple.on.ca.

This is the third time in the last seven years that forest fires have caused an evacuation from Chapple.

The public is advised to listen to the local radio station for further updates and possible instructions as the situation evolves.

Contact:

Public Information Officer
Barwick, ON
Phone: (807) 487-2354 ext. 5
Fax: (807) 487-2406
email: deputy@chapple.on.ca
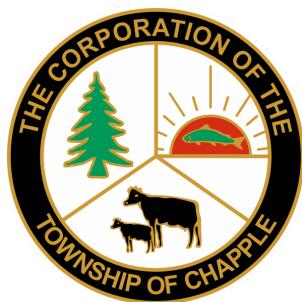
Township of Chapple
Municipal Office
54 Barwick Road
Barwick, Ontario
P0W 1A0

Telephone: (807) 487-2354
Fax: (807) 487-2406
Website: www.chapple.on.ca

MEDIA INFORMATION KIT

ACCOMMODATIONS: Emo Inn
                            5916 Hwy 11/71
                            Emo, ON
                            Telephone: (807) 482-2272

                            Roseberry Bed & Breakfast
                            100 Queen Street
                            Barwick, ON
                            Telephone: (807) 487-9919

RESTAURANTS: Circle D Family Restaurant
                            6043 Hwy 11/71
                            Emo, ON
                            Telephone (807-482-2352

                            The Emo Inn
                            5916 Hwy 11/71
                            Emo, ON
                            Telephone: (807) 482-2272

CLINIC   Emo Clinic
                            170 Front Street
                            Emo, ON
                            Telephone: (807) 482-2323

HOSPITAL   Emo Health Care Facility
                            170 Front Street
                            Telephone: (807) 274-3266
                            911

SERVICE CLUBS: Royal Canadian Legion
                            123 Jessie Street
                            Telephone: (807) 482-2250

                            Emo & District Lions Club
                            wwwaogden@jam.net

|	
NEWSPAPERS	Fort Frances Times (weekly) Telephone: (807) 274-5373
	Thunder Bay Chronicle Journal (daily) Telephone: (807) 344-3535
RADIO STATIONS	B93 Fort Frances Telephone: (807) 274-5341
	CBC Thunder Bay Telephone: (807) 625-5000
	CBC Winnipeg Telephone: (204) 788-3743
	CKDR Dryden Telephone: 1-800-465-7200
TELEVISION STATIONS	CKPR Thunder Bay Telephone: (807) 346-2580 CHFD Thunder Bay Telephone: (807) 336-2600
	CBC Winnipeg Telephone: (204) 788-3743
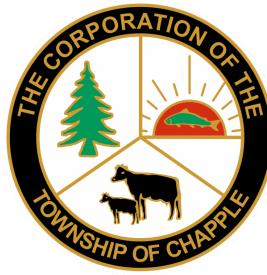
The Corporation of the Township of Chapple
Municipal Office
54 Barwick Road
Barwick, ON P0W 1A0
Telephone: 807-487-2354
Fax: 807-487-2406
Website: www.chapple.on.ca

COMMUNITY PROFILE

The Township of Chapple located in the heart of Northwestern Ontario's Sunset Country in the District of Rainy River. Chapple boasts of a community of 763.

ACCESSIBILITY

The main road access to Chapple is Highway 11, 71, 600 & 615, which allows you to access all 300 kilometers of roads within our Municipality.

MUNICIPAL GOVERNMENT

The Municipal office is located just north of Highway 11 in a facility that also houses the Municipal Garage.

A Reeve and four Council members, elected for a four-year term, govern Chapple. The towns' administrative staff includes a CAO/Clerk-Treasurer, a Deputy Clerk-Treasurer, and an Administrative Assistant.

Chapple is served by the Ontario Provincial Police. The Chapple Fire Department is a volunteer organization, consisting of 15 members. It operates from a fire hall located on Queen Street. The town is part of the Rainy River District Mutual Aid and Assistance Program, and it is equipped with fire hydrants throughout the town of Barwick. Chapple has a Public Works Department, headed by a Public Works Superintendent with 4 full-time employees.

ECONOMY

The economy is primarily based on the forest industry, farming, gold mining and tourism.

AMENITIES

Chapple provides a full range of services including one school, a community recreation and fitness center, a community church and Chapple Volunteer Fire Hall.
Recreation opportunities include a fitness center, baseball fields, outdoor skating rink, museum and two playgrounds.
Roseberry House is our local Bed & Breakfast.

Recommendations:

2005 we practiced the number one scenario for the district.

Some suggestions were as follows:

In the case of a deep freeze

Have residents shut off all water valves prior to leaving house and drain lines if possible. Educate residents that when leaving home ensure there is a note on the door telling them where they went. Educate residents to check on their neighbors (anyone who may require assistance).
When going to an evacuation center take essentials (blankets, flashlights, medicine, important papers, etc.)

2006

Representatives from Norbord Barwick Mill said they could provide the following in case of an emergency:
- Extra fuel, both gas and diesel,
- Medial help, some staff have been trained to help.
- Multi band Radios that could be tuned to our municipal band width.

2007

Training and Exercise Monday Oct. 15/07 - Emo Arena

The exercise was a proposed Severe Thunderstorm warning for the southern portion of Rainy River District. High winds, power lines down etc.
We broke into respective groups and worked as if we were the EOC.
The exercise was well received. Our people thought it was good practice.

2008

Training and exercise Trillium - November 20, Emo Arena - Woody Linton et al.
- Proposed additions and changes to our plan presented to Council Dec 9, 2008.

2009

Training and Exercise   - June 16, 2009, Senior Elected Officials Workshop – Chapple EOC Centre
- October 21, 2009 - Emo Arena, Pandemic Flu
- Proposed additions and changes to our plan presented to Council Dec. 8, 2009

2010

Training & Exercise, Emo Arena November 17, 2010 – Critical Infrastructure

Emergency Information Officer Training – Fort Frances, May 20, 2010 – Emergency Information Officer and Alternate

2011

Emergency Information Plan – presented and approved by Council June 16, 2011

May 2011   - Risk Assessment – exercise presented by OPP.

June 2011   - CANWARN Training – Environment Canada

2012

May 10, 2012   - Training and Exercise – Emergency Information Workshop/Dale Smyk

2013

June 5, 2013   - CANWARN Training/MMAH – ODRAP Presentation
                        Rainy River District Emergency Management Tabletop Exercise – Severe Weather
2014

Feb. 28, 2014   - Table Top Exercises with Alex Lawless (EMO Sector Representative)

June 25, 2014   - Training and Exercise with Steven Santelli (Dangerous Goods Officer, CN Rail)
                        Train Derailment Scenario with Chapple Fire fighters

June 26, 2014   - Training and Exercise with Steven Santelli (Dangerous Goods Officer, CN Rail)
                        Train Derailment Scenario
2015

May 26, 2015   - Training with Dale Smyck – Note Taking and Windstorm Scenario

June 10, 2015   - CN Train Derailment

The Emergency Control Group, which included all of Council, Public Works Superintendent/Randy Both, CEMC/Peggy Johnson, and Alternate CEMC/Dorothy Huitikka, completed a debriefing of the CN Train Derailment of July 10, 2015, and an annual review of the Emergency Management Plan. Issues identified include:
- Condition of Fire Department equipment
- Why wasn't the CEMC notified? Deputy Clerk/Alternate CEMC found out at local grocery store – need for Fire Department etc. to ensure that CEMC notified of an event,
- Need to provide OPP with updated Emergency Plan.
- Emergency Plan should include municipal map to assist OPP with detours, etc.
- Should advise DSSAB in the event need support services.
- CFOB/Local radio station - Need to confirm contact information i.e., Cell phone/emails and how they can be contacted after hours.

- Answering machine at municipal office – need to have instructions available as to how to change message – when the new phone system is purchased need to be able to change message remotely for event such as the evacuation and cannot get to the EOC.
- Need to have an Emergency Plan/Resource Bag at each of the alternate EOC's.
- Off-site email access; and
- Compile list of potential volunteers

May 12, 2016 - Training with Dale Smyck

- Rainy River District Community Critical Infrastructure Assurance Training, reviewed with group.
- Tabletop Exercise: CN freight train hit a tractor trailer at the Hwy 11 crossing and derailed, many scenarios were discussed.

December 13, 2016 – Emergency Management Program Committee

- Alternate EOC Agreement - Township of Morley to provide alternate EOC to Township of Chapple.
- Alternate EOC Agreement – Township of Chapple to provide Alternate EOC to Township of Morley
- Red Cross Registration Forms
- Mapping – Roads/Union Gas pipeline
- 2-1-1 Protocol Agreement
- Added Ted Zimmerman as an extra alternate head of council.
- Fire Chief Joshua Colling completed BIM training.
- CAO/Clerk-Treasurer Peggy Johnson completed BIM Instructor Training
- New phone system for office/garage

November 6, 2017 – Emergency Management Control Group

- Joint exercise with Morley Control Group at our Alternate Emergency Control Centre located in the Township of Morley.
- Catastrophic Loss Reduction with the regards to Wildland Fire Risks presentation by MNRF Re: MNRF mapping that identifies fire risk within Chapple as to location of various tree types, etc.
- Tabletop Exercise: Sulfide spill at New Gold sight.

April 26, 2018 – Emergency Management Control Group

- Tabletop Exercise: Power Outage Exercise for Township of Chapple
- Control Group and Public Works completed emergency generator hook-up to the hall (Evacuation Center) and Lift Station
- CAO/Clerk-Treasurer Peggy Johnson completed IMS in EOCs 250 on April 4, 2018

September 13, 2018 – Emergency Management Control Group

- Tabletop Exercise: Wildland Fire Exercise for Township of Chapple/Sharon Bak (MCSCS) in attendance

- Quizzed on where to find information within our Emergency Plan that we would need to deal with a wildland fire incident.
- Discussed the use of IMS forms as an aid to control group i.e., IMS form 201

June 20, 2019 – Emergency Management Control Group

- Tabletop Exercise: Train Derailment Exercise from May 4, 2019, incident
- Knowledge of the notification procedures used to notify members of the MECG when the Municipal Emergency Plan is activated.
- Knowledge of the procedures used to activate and operate under the Municipal Emergency Plan
- Knowledge of municipality's Municipal Emergency Plan, including roles and responsibilities, and those organizations which may have a role in response.
- Knowledge of all the components of the municipal Emergency Management Program, including but not limited to the municipal HIRA and Critical Infrastructure list.
- Knowledge of location, communications, infrastructure, and technology in the municipal Emergency Operations Centre.

September 30, 2019 – Emergency Management Control Group

- Tabletop Exercise: Evacuation Exercise for the Township of Chapple
- CEMC sends out group text: "Chapple Fire and Emergency Service advise that train derailment occurred at Main St. crossing. Fire Services are responding. Unknown what is involved at time of call out. Members directed to access EOC via Barwick Road from the north so as not to interfere with response of Emergency vehicles."
- Scenario included one rail car -UN 1079 – containing S02, fire ignited six cars, strong winds and possible threat to public safety.
- Review of what members of the Control Group should be present and what their roles are, what issues need to be addressed first and what support groups may need to be called out.
- Fire Chief then gave radio report to the Emergency Operations Centre from on-scene Command post to provide an update, Control Group to scribe information from the radio report.
- Knowledge of role of Head of Council and Emergency Information Officer and when drafting a message for the public what information needs to be provided and how.
- Control Group then met at Norbord with their Safety Manager to review and discuss evacuation plans through their mill property to the East of the Village.

2020 – Emergency Management Control Group

- Due to COVID-19 no in-person Emergency Management Program Committee meetings were scheduled until such time as a directive was given as to compliance requirements.
- On September 4, 2020, the Ministry of the Solicitor General did confirm an amendment to the Ontario Regulation 380/04 under the Emergency Management and Civil Protection Act which exempted the requirement for municipalities to conduct an annual emergency exercise in 2020.

August 26, 2021 – Emergency Management Training in Conjunction with CN Rail Emergency Presentation

- Scenario: The Community Emergency Management Coordinator has been advised that a train derailment has taken place at the Main Street crossing in the village of Barwick.
- Part A: to test the knowledge of notification procedures used to notify members of the MECG when the Municipal Emergency Plan is activated.
- Part B: to test the knowledge of the procedures used to activate and operate under the Municipal Emergency Plan.
- Part C: to test the knowledge of Municipal Emergency Plan including roles and responsibilities, and those of organizations which may have a role in the response.
- Part D: to test the knowledge of all the components of the Municipal Emergency Management program, including, but not limited to the municipal HIRA and Critical Infrastructure list.
- Part E: to test the knowledge of the location, communications infrastructure and technology in the Municipal Emergency Operations Centre.

October 27, 2021 – Emergency Compliance Exercise in Conjunction with CN Rail and CN Police

- Scenario: CN derailment behind John Gavel Manufacturing Ltd.
- CN Police participated during the scenario and provided feedback on what their procedures would be like as the scenario played out.
- Steven Santelli (Sr. Dangerous Goods Officer for Western Canada) participated via phone enroute to our location, which was very realistic as this would be how he could be communicating with us until he was on site.
- The scenario changes as "what ifs" were added i.e., what if a dangerous chemical leaked into the stream that then led into the Rainy River. Steve shared the contact information for Minnesota Waterways Pollution Duty Officer, and we discussed what our procedures would be to inform our neighbors downstream.

September 26, 2022 – Emergency Management Training in Conjunction with Canada Energy Regulator Natural Gas Transmission

- Scenario: Natural Gas transmission line was damaged during the installation of tile drainage on farmland 350 meters northwest of Municipal Office
- Control group identified what critical infrastructure could be at risk and by using our emergency plan Annex I-2 identified the risk from the incident as low.
- Each member of the control group identified their role by using the plan and what each role of Enbridge, Canada Energy Regulator, and the OPP
- Identified that section Annex P and Annex B/B-10 provide information regarding Natural Gas Transmission Lines.
- Discussed what we could add to our plan from the CER presentation, i.e. further contacts, signage, contact numbers, and sample emergency scenarios.
- Reviewed notification procedures and who should be called in for the emergency
- Reviewed our communications infrastructure and technology in the Emergency Operations Centre.

November 7, 2022 - Emergency Management Tabletop Exercise in Conjunction with Enbridge Union Gas

- Scenario – During a significant winter weather event (extreme cold/blizzard) a gas line that services homes in the village was damaged by contractor digging in a fiber optic cable near the intersection of Hwy 11 and Barwick Road.
- Control group used the emergency plan to identify that we would need to use our alternative Emergency Operations Centre at the Emo Municipal Office, who should be part of the ECG and who would chair the emergency meetings.
- During our discussion Enbridge informed us that they have a local supervisor who would be on site or virtual depending on travelling conditions.
- Scenario worsens – no heat in most homes, incoming winter storm makes travelling difficult and temperatures are dropping – control group discusses how to set up a Citizen Inquiry hotline (211, web page, and Facebook), how and where to set up an evacuation center for our village residents. We discuss our resources/contacts in our plan and review the list of bus operators who could help with evacuation. Resources for food, fuel etc.
- At the end of the scenario control group discusses how to inform the residents that it is safe to return home using 211, Facebook and our website. Discuss how we end the emergency and how to deal with any claims for losses that individuals said resulted from the emergency.

November 6, 2023 – Emergency Management Control Group Training

- Scenario – after a long district wide drought an ATV sparked a grass fire south of the railway tracks on Hwy 71 between Stratton and Barwick. With strong southwest winds blowing at 40km/hour the fire has spread into the Spruce swamp north of the tracks and is spreading fast.
- Using the emergency plan the control group reviewed their knowledge of all components of the Municipal Emergency Management Program, including, but not limited to the municipal HIRA and Critical Infrastructure list. Reviewed their knowledge of the municipality's Emergency Plan, including roles and responsibilities, and those of organizations which may have role in response, reviewed knowledge of the procedures used to activate and operate under the Municipal Emergency Plan, reviewed their knowledge of the notification procedures used to notify members of the ECG when the Municipal Emergency Plan is activated and reviewed their knowledge of the location, communications infrastructure, and technology in the municipal Emergency Operations Centre.

November 6, 2023 – Emergency Management Tabletop Exercise in conjunction with MNRF

- Scenario - after a long district wide drought an ATV sparked a grass fire south of the railway tracks on Hwy 71 between Stratton and Barwick. With strong southwest winds blowing at 40km/hour the fire has spread into the Spruce swamp north of the tracks and is spreading fast. This scenario is like training; the fire starts on October 30th and is not reported by the ATV owner therefore there are delays and no access by road to combat the flames.
- We found it very helpful to have the MNRF at this exercise. They were able to give us some insight into what their resources would be like at this time of year. Their fire season is done October 31 and water bombers etc. are taken out of commission for servicing, fire fighters are scaled back to skeleton crew.

- We discussed when we would declare an emergency and as the wildfire started in an area of little risk to residents or infrastructure we chose not to declare until the situation worsened.
- Our EOC will be located at 54 Barwick Rd. and the head of council, public information officer, fire chief and MNRF will meet to brief on the situation. Alternates would be updated but not called to the EOC until members needed to be relieved for rest.
- We completed the declaration of an emergency to review the process.
- Social media would be updated, radio stations contacted to inform residents to be aware of the fire but to stay away from the scene.
- CN, OPP, and Enbridge were contacted about the dangers to their infrastructure and for traffic control and Hwy 71. Public works department were called in to put up roadblocks on municipal roads to allow MNRF to fight fire and to ensure public safety.
- Discussed how the role of volunteer fire department would change to help with evacuations and fire suppression for homes and structures.
- Discussed what the process for letting residents back into their properties might look like and how we would ensure that it was safe to do so.
- Reviewed how we would end the declaration of emergency and how we could go about helping homeowners who lost their homes to the fire.

October 8, 2025 – Stage 3 Water Emergency Declared in the Village of Barwick

- 8:30 a.m. – verbal report from Kyle Gibbs, ORO, OCWA
- at approximately 4 p.m. Oct. 7, 2025, operator notices an increase to water consumption from the plant.
- 11 p.m. operator received an alarm for low volume in clear well. Operator attended the WTP and remained on site for the duration of the night to ensure that there was sufficient water flowing through the distribution system to ensure that the pumps did not seize and burn out.
- plant saw consumption anywhere from 17 litre per minute up to 60 litres per minute. Water Treatment Plant was struggling to maintain water in system. Concerns of distribution system shutting down.
- well yields are down; wells that were producing 21 litres per minute have now decreased to 20 litres per minute in the last month or so. Low water volumes means that the water treatment plant does not function as it was designed.
- 10:16 a.m. Oct. 8, 2025 - Clear Well levels were at 1.49 and not gaining.
- well #2 was producing water for 3 hours, now has decreased to 2 hours.
- CEMC called Reeve to attend the office at 10 a.m. to review this new information from OCWA.
- With the recommendation of OCWA at 10:45 a.m. – emergency declared by Reeve
- OCWA will be working closely with the Township.
- OCWA has GFL scheduled to haul water from the Emo Water Treatment Plant.
- Kyle will continue to run well #1 on the weekend to give a bit of relief.
- No Boil Water needed as MECP and Ministry of Health are both pleased with our Standard of Operating Procedures that OCWA had implemented in 2023(?) when we had hauled water previously.
- OCWA will make the necessary arrangements with GFL, continue to update MECP and the Ministry of Health.
- Media message has been distributed to: West Fraser – Justin Pelletier, Robert Cochrane, Bob Kitowski and Brent Leonard Municipal Affairs and Housing – Ellen Beaudry Ministry of the Environment, Conservation and Parks – Carolyn Lacroix Honorable Marcus Powlowski Honorable

Greg Rickford Chapple Website and Facebook page EMO – Patrick Briere Posters placed at the Barwick Post Office Copies of the announcement delivered by hand to all residents in Barwick.

- Oct. 10, 2025 – Control Group met to provide updates.
- Best guess from OCWA – wells will not recover. Chapple will be looking for another water source/work with OCWA.
- Anticipate that this will be a 5-year declaration until engineering, design and water source studies to be done for new water treatment plant.
- Fire Dept. - FC Griffith –agreement with West Fraser to use their fire suppression water source if needed.
- Long Term Water Hauling Discussion
- Group to make recommendation to council for purchase vs contracting the hauling of water
- Updated media messages went out before Thanksgiving, no anticipated disruption to water services but still conserve water - messages reviewed by OCWA, Reeve & CEMC then forwarded to users in village, newspaper, OCWA and Patrick Brier, MEPR
- Oct. 20, 2025 – Control Group met to provide updates.
- Water hauling by GFL amounts seems sufficient based on the time of year and usage.
- Well #1 still being used, therefore treatment process to continue.
- Admin initiated Provincial help with funding.
- Ongoing updates until new water source and water treatment plant is online.