

**Township of Chapleau**  
**Emergency Management Plan**

**September 2017**

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## Section 1

# Township of Chapleau

By-Law No. 2017-25

Being a By-Law to adopt an Emergency Management Program  
and Emergency Management Response Plan  
and to meet other Requirements under the  
Emergency Management and Civil Protection Act

WHEREAS under the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 and Ontario Regulation 380/04 (the “Act”) every municipality in the province is required to:

- Develop and implement an emergency management program, which shall consist of:
  - an emergency plan;
  - training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
  - public education on risks to public safety and on public preparedness for emergencies; and
  - any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario;
- Designate an employee of the municipality or a member of the council as its emergency management program coordinator;
- Establish an emergency management program committee;
- Establish an emergency control group;
- Establish an emergency operations centre to be used by the municipal emergency control group in an emergency; and
- Designate an employee of the municipality as its emergency information officer;

AND WHEREAS it is prudent that the emergency management program developed under the Act be in accordance with international best practices, including the five core components of emergency management; prevention, mitigation, preparedness, response and recovery;

AND WHEREAS the purpose of such a program is to help protect public safety, public health, the environment, critical infrastructure and property during an emergency and to promote economic stability and a disaster resilient community;

NOW THEREFORE the Council of the Corporation of the Township of Chapleau hereby enacts as follows:

## **Emergency Management Program**

1. An Emergency Management Program for the municipality will be developed and reviewed annually by the Emergency Management Program Committee consistent with and in accordance with the Act and international best practices, including the four core components of emergency management, namely: mitigation/prevention, preparedness, response and recovery, and such program shall include:
  - a. training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
  - b. public education on risks to public safety and on public preparedness for emergencies; and
  - c. any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario.
2. The Emergency Management Program shall be consistent with the objectives of protecting public safety, public health, the environment, critical infrastructure and property, and to promote economic stability and a disaster-resilient community.

## **Emergency Response Plan**

3. The Emergency Response Plan, which has been developed in accordance with the requirements of the Act and international best practices, and which is attached hereto as Schedule A is hereby adopted (the “Plan”).
4. The Plan shall be reviewed annually by the CEMC and the Township’s Emergency Management Program Committee. The CEMC is authorized to make such administrative changes to the Plan as appropriate to keep the Plan current, such as personnel, organizational and contact information updates. Any significant revision to the body of the Plan shall be presented to Council for approval.
5. When an emergency exists but has not yet been declared to exist, Township employees and the Emergency Control Group may take such action under the Plan as may be required to protect property and the health, safety and welfare of the inhabitants of the Township.

## **Community Emergency Management Coordinator**

6. The CAO/Clerk, is hereby appointed as the primary community emergency management coordinator (the “CEMC”) responsible for the emergency management program for the Township including maintenance of the Plan, training, exercises, public education and such other duties and responsibilities as outlined in the Act.

7. The Treasurer/Deputy Clerk is hereby appointed as alternate CEMC to act in place of the primary CEMC in his/her absence.

### **Emergency Management Program Committee**

8. The persons from time to time holding the following positions in the Township, or their designates, shall be members of the Emergency Management Program Committee:
  - a. Chief Administrative Officer (CAO);
  - b. Treasurer;
  - c. Public Works Superintendent;
  - d. Leisure and Cultural Services Director; and
  - e. Fire Chief.
9. The CAO is hereby appointed as chair of the Emergency Management Program Committee.
10. The Emergency Management Program Committee shall advise Council on the development and implementation of the municipality's Emergency Management Program and shall review the program annually.

### **Emergency Control Group**

11. The persons from time to time holding the following positions in the municipality, or their designates, shall be members of the Emergency Control Group (ECG):
  - a. Head of Council – Mayor;
  - b. Chief Administrative Officer;
  - c. Treasurer/Deputy Clerk;
  - d. Public Works Superintendent;
  - e. Leisure and Cultural Services Director; and
  - f. Fire Chief.

### **Emergency Operations Centre**

12. A primary and an alternate Emergency Operations Centre have been established for use by the Emergency Control Group in an emergency and with the appropriate technological and telecommunications systems to ensure effective communication in an emergency. The locations of the Emergency Operations Centres are identified in an annex to the Plan.

### **Emergency Information Officer**

13. The Township's Chief Administrative Officer is hereby appointed as the Emergency Information Officer for the municipality to act as the primary media and public contact

for the municipality in an emergency. The Treasurer/Deputy Clerk will be appointed to act as the alternate Emergency Information Officer.

**Administration**

14. The Plan shall be made available to the public for inspection and copying at the Civic Centre, 20 Pine Street during regular business hours.
15. The Plan, or any amendments to the Plan, shall be submitted to the Chief, Emergency Management Ontario identified in the Act.
16. By-Law 2004-29 be and is hereby repealed in its entirety.
17. That this by-law shall come into full force and effect on the 11th day of September, 2017.

READ a FIRST, SECOND and THIRD TIME and FINALLY PASSED this 11<sup>th</sup> day of September 2017.

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Mayor

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CAO

## *Section 2*

# **Township of Chapleau Emergency Management Plan**

This Plan has been prepared to provide key officials, agencies and departments within the Township of Chapleau with a general guideline to the initial response to an emergency and an overview of their responsibilities during an emergency.

For this Plan to be effective, it is important that all concerned be made aware of its provisions and that every official, agency and department be prepared to carry out their assigned functions and responsibilities in an emergency.

This Emergency Response Plan enables a centralized controlled and coordinated response to emergencies in the Township of Chapleau and meets the legislated requirements of the *Emergency Management and Civil Protection Act* (EMCPA). It states that the "Head of Council may declare that an emergency exists in the community or in any part thereof and may take such action and may make such orders as he considers necessary and are not contrary to law to implement the emergency plan of the community and to protect property and the health, safety and welfare of the inhabitants of the emergency area."

Emergencies are defined as situations or the threat of impending situations abnormally affecting property and the health, safety and welfare of the community, which by their nature or magnitude require a co-ordinated response by a number of agencies under the direction of the Emergency Control Group. These are distinct from the normal, day-to-day operations carried out by the first response agencies.

While many emergencies could occur within the Township of Chapleau, those most likely to occur are those identified by the Township's Community Risk Profile, attached as Annex AP. Response plans have been prepared for the top three priorities on the Community Risk Profile. They are attached as Annex AQ. The Township's Emergency Evacuation Plan is attached as Annex AR.

## **Requests for Assistance**

Assistance may also be requested from the Province of Ontario at anytime without any loss of control or authority. Such request can be done by contacting the local office of the appropriate provincial ministry or by contacting the Office of the Fire Marshall and Emergency Management (OFMEM) Ontario at the telephone numbers located under Annex AMc.



### ***Section 3 - Aim***

The aim of this plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety and welfare of the inhabitants of the Township of Chapleau when faced with an emergency.

## ***Section 4 - Emergency Notification System***

Upon receipt of a warning of a real or potential emergency, the responding department will immediately contact the Chief Administrative Officer, to request that the notification system be activated.

Upon receipt of the warning, the Chief Administrative Officer will notify all members of the Emergency Control Group.

Upon being notified, it is the responsibility of all Emergency Control Group officials to notify their staff and volunteer organizations.

Where a threat of an impending emergency exists, the Emergency Control Group will be notified and placed on standby.

The emergency notification list is attached as Annex A.

### **Action Prior to Declaration**

When an emergency exists but has not yet been declared to exist, community employees may take such action(s) under this emergency plan as may be required to protect lives and property in the Township of Chapleau.

### **Declaration of a Community Emergency**

The Mayor is responsible for declaring that a community emergency exists. This decision is usually made in consultation with other members of the Emergency Control Group.

Upon such declaration, the Mayor will notify:

- a) the Office of the Fire Marshall and Emergency Management (OFMEM) Ontario
- b) the Council
- c) the public
- d) neighbouring community officials, as required.

A community emergency may be declared terminated at any time by:

- a) the Mayor or Designate
- b) the Council or
- c) The Premier of Ontario.

Upon termination of a community emergency the Mayor will notify:

- a) the Office of the Fire Marshall and Emergency Management (OFMEM) Ontario
- b) the Council
- c) the public
- d) neighbouring community officials, as required.

## ***Section 5 - Emergency Operations Centre (EOC)***

The Emergency Control Group will report to the Emergency Operations Centre located at the Chapleau Civic Centre, 20 Pine Street, West. In the event this operation centre cannot be used, then the secondary location will be the Chapleau Public School on Teak Street.

The layout and equipment of the Emergency Operations Centre are detailed at Annex “L”.

### Potential Alternate Sites:

Chapleau General Hospital                      - Broomhead Road  
Chapleau Aboriginal Band Association   - Highway 129

## ***Section 6 - Emergency Control Group***

The emergency response will be directed and controlled by officials who are responsible for providing the essential services necessary to minimize the effects of an emergency on the community.

This group is known as the Emergency Control Group which will consists of the following officials:

- a) Mayor of the Township of Chapleau;
- b) Chief Administrative Officer;
- c) Public Works Superintendent;
- d) Leisure and Cultural Services Director; and
- e) Fire Chief.

Additional personnel called or added to the Emergency Control Group may include:

- a) liaison staff from provincial ministries; and
- b) any other officials, experts or representatives deemed necessary by the Emergency Control Group

The Emergency Control Group may function with only limited number of persons depending upon the emergency. While the Emergency Control Group may not require the presence of all the people listed as members of the Emergency Control Group, *all* members of the Emergency Control Group must be notified.

### **Business Cycle**

Members of the Emergency Control Group will 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 Operations Officer.

### **Responsibilities**

#### **Group Responsibilities**

The actions or decisions which the members of the Emergency Control Group are likely to be responsible for are:

- a) Calling out and mobilizing their emergency service, agency and equipment.
- b) Co-ordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law.
- c) determining if the location and composition of the Emergency Control Group are

- appropriate.
- d) Advising the Mayor as to whether the declaration of an emergency is recommended.
  - e) Advising the Mayor on the need to designate all or part of the town as an emergency area.
  - f) Ensuring that an Emergency Site Manager is appointed.
  - g) Ordering, co-ordinating and/or overseeing the evacuation of inhabitants considered to be in danger.
  - h) Discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, gas, closing down a shopping mall plaza/mall.
  - I) Arranging for services and equipment from local agencies *not* under community control i.e. private contractors, volunteer agencies, service clubs.
  - j) Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies *not* under community control, as considered necessary.
  - k) Determining if additional volunteers are required and if appeals for volunteers are warranted.
  - l) Determining if additional transport is required for evacuation or transport of persons and/or supplies.
  - m) Ensuring that pertinent information regarding the emergency is promptly forwarded to the Public Information Co-ordinator and Citizen Inquiry Supervisor, for dissemination to the media and public.
  - n) Determining the need to establish advisory group(s) and/or sub-committee.
  - o) Authorizing expenditure of money required to deal with the emergency.
  - p) Notifying the service, agency or group under their direction, of the *termination* of the emergency.
  - q) Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the Chief Administrative Officer within one week of the emergency, as required.
  - r) Participating in the debriefing following the emergency.

## **Mayor and Designate**

The Mayor or Designate is responsible for:

- a) declaring an emergency to exist within the designated area.
- b) declaring that the emergency has terminated (Note: Council may also terminate the emergency).
- c) notify the Office of the Fire Marshall and Emergency Management (OFMEM) Ontario of the declaration of the emergency, and termination of the emergency.
- d) chairing meetings of the Emergency Control Group.
- e) ensure that members of Council are kept informed of the emergency situation.

## **Chief Administrative Officer**

The Chief Administrative Officer of the Township of Chapleau is responsible for:

- a) activating the emergency notification system, ensuring all members of the Emergency Control Group are notified and notification of necessary emergency and community services as required.
- b) co-ordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings.
- c) advising the Mayor on policies and procedures, as appropriate.
- d) approving, in conjunction with the Mayor, major announcements and media releases prepared by the Public Information Co-ordinator, in consultation with the Emergency Control Group.
- e) ensuring that a communication link is established between the Emergency Control Group and the Emergency Site Manager.
- f) calling out additional town staff to provide assistance, as required.

## **Public Works Superintendent**

The Public Works Superintendent is responsible for:

- a) activating the emergency notification system through the Chief Administrative Officer.
- b) providing the Emergency Control Group with information and advice on engineering matters.
- c) liaison with the senior public works officer from the neighbouring community(s) to ensure a co-ordinated response.
- d) the provision of engineering assistance.
- e) the construction, maintenance and repair of town roads.
- f) the maintenance of sanitary sewage and water systems.
- g) the provision of equipment for emergency pumping operations.
- h) liaison with the Fire Chief concerning emergency water supplies for fire fighting purposes.
- I) the provision of emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health.
- j) discontinuing any public works service or utility to any consumer, as required, and restoring these services when appropriate.
- k) liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions.
- l) providing public works vehicles and equipment as required by any other emergency services.
- m) maintaining liaison with flood control, conservation and environmental agencies and being prepared to take preventive action.
- n) providing an Emergency Site Manager if required.

## **Fire Chief**

The Fire Chief is responsible for:

- a) activating the emergency notification system through the Chief Administrative Officer.
- b) providing the Emergency Control Group with information and advice on firefighting and rescue matter.
- c) establishing an ongoing communications link with the senior fire official at the scene of the emergency.
- d) informing the Mutual Aid Fire Co-ordinators and/or initiating mutual aid arrangements for the provision of additional firefighting manpower and equipment if needed.
- e) determining if additional or special equipment is needed and recommending possible sources of supply, i.e. breathing apparatus, protective clothing, etc.;
- f) providing assistance to other community departments and agencies and being prepared to take charge of or contribute to non-fire fighting operations if necessary, i.e.; rescue, first aid, casualty collection, evacuation, etc.;
- g) providing an Emergency Site Manager if required.

## **Support and Advisory Staff**

The following staff may be required to provide support, logistics and advice to the Emergency Control Group:

- a) Services de Santé de Chapleau Health Services
- b) Manitoulin-Sudbury District Service Board
- c) Deputy /Assistant Administrative Officer
- d) Chief Building Official
- e) Legal Services Officer
- f) Treasurer
- g) Purchasing Officer
- h) Human Resources Officer
- i) Transportation Co-ordinator
- j) Telecommunications Co-ordinator
- k) Public Information Co-ordinator

## **Services de Santé de Chapleau Health Services**

The Services de Santé de Chapleau Health Services Representative is responsible for:

- a) acting as a co-ordinating link for all emergency health services at the Emergency Control Group.
- b) liaison with the Ontario Ministry of Health, Public Health Branch.
- c) liaison with the ambulance service representatives.
- d) providing advice on any matters which may adversely affect public health.
- e) providing authoritative instructions on health and safety matters to the public through the Public Information Co-ordinator.
- f) co-ordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to the Ministry of Health policies.
- g) ensuring co-ordination of care of bed-ridden citizens and invalids at home and in evacuee centres during an emergency.
- h) ensuring liaison with voluntary and private agencies, as required, for augmenting and co-ordinating public health resources.
- I) ensuring co-ordination of all efforts to prevent and control the spread of disease during an emergency.
- j) notifying the Senior Public Works Officer regarding the need for potable water supplies and sanitation facilities.
- k) liaison with senior Social Services officers on areas of mutual concern regarding health services in evacuee centres.

## **Manitoulin-Sudbury District Service Board**

The Manitoulin-Sudbury District Service Board Representative is responsible for:

- a) ensuring the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services.
- b) supervising the opening and operation of temporary and/or long term evacuee centres, and ensuring they are adequately staffed.
- c) liaison with the police chief with respect to the predesignation of evacuee centres which can be opened on short notice.
- d) liaison with the Medical Officer of Health on areas of mutual concern regarding operations in evacuee centres.
- e) ensuring that a representative of the Chapleau Board of Education and/or Roman Catholic Separate School Board is/are notified when a facility(s) is/are required as evacuee reception centre(s), and that staff and volunteers utilizing the school facility(s) take direction from the Board representative(s) with respect to its/their maintenance, use and operation.
- f) liaison with Services de Santé de Chapleau Health Services as required.



## **Assistant Administrative Officer**

The Assistant Administrative Officer is responsible for:

- a) assisting the Chief Administrative Officer, as required.
- b) ensuring all important decisions made and actions taken by the Emergency Control Group are recorded.
- c) upon direction from the Senior Administrative Officer, notifying the required support and advisory staff of the emergency, and the location of the Emergency Operations Centre.
- d) initiating the opening, operation and staffing of switchboard at the community offices, as the situation dictates and ensuring operators are informed of Emergency Control Group members= telephone numbers in the Emergency Operation Centre.
- e) assuming the responsibilities of the Citizen Inquiry Supervisor .
- f) arranging for printing of material, as required.
- g) co-ordinating the provision of clerical staff to assist in the Emergency Operations Centre, as required.
- h) upon direction by the Mayor, arranging a special meeting(s) of Council, as required, and advising members of Council of the time, date, and location of the meeting.
- D) procuring staff to assist, as required.

## **Chief Building Official**

The Chief Building Official is responsible for:

- a) opening and maintaining the community offices.
- b) providing security for the community offices, as required.
- c) providing identification cards to Emergency Control Group members and support staff.
- d) co-ordinating the maintenance and operation of feeding, sleeping and meeting areas at the Emergency Control Group, as required.
- e) procuring staff to assist, as required.

## **Legal Services Officer**

The Legal Services Officer is responsible for:

- a) the provision of advice to any member of the Emergency Control Group on matters of a legal nature as they may apply to the actions of the Township of Chapleau in its response to the emergency, as required.

## **Treasurer**

The Treasurer is responsible for:

- a) the provision of information and advice on financial matters as they relate to the emergency.
- b) liaison, if necessary, with the Treasurer(s) of neighbouring communities.
- c) ensuring that records of expenses are maintained for future claim purposes.
- d) ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency.

## **Purchasing Officer**

The Purchasing Officer is responsible for:

- a) the provision and securing of equipment and supplies not owned by the Township of Chapleau.
- b) liaison with purchasing agents of the neighbouring communities, if necessary.
- c) maintaining and updating a list of all vendors (including 24 hour contact numbers) who may be required to provide supplies and equipment.

## **Human Resources Officer**

The Human Resources Officer is responsible for:

- a) co-ordinating and processing requests for human resources.
- b) under the direction of the Emergency Control Group, co-ordinating offers of, and appeals for, volunteers.
- c) selecting the most appropriate site(s) for the registration of human resources.
- d) ensuring records of human resources and administrative detail, that may involve financial liability, are completed.
- e) when volunteers are involved, ensuring that a master AVolunteer Registration@ list is completed, and a copy of the list is retained for town records.
- f) ensuring identification cards are issued to volunteers and temporary employees, where practical.
- g) arranging for transportation of human resources to and from site(s).
- h) obtaining assistance, if necessary, from Employment and Immigration Canada, as well as other government departments, public and private agencies and volunteer groups.

## **Transportation Co-ordinator**

The Transportation Co-ordinator is responsible for:

- a) co-ordinating the acquisition, distribution and scheduling of various makes of transport (i.e. public transit, boats and trucks) for the purpose of transporting persons and/or supplies, as required, by members of the Emergency Control Group and the support and advisory staff.
- b) procuring staff to assist, as required.
- c) ensuring that a record is maintained of drivers and operators involved.

## **Telecommunications Co-ordinator**

The Telecommunications Co-ordinator is responsible for:

- a) activating the emergency notification system of the local amateur radio operators group.
- b) initiating the necessary action to ensure the telephone system at the community offices functions as effectively as possible, as the situation dictates.
- c) ensuring that the emergency telecommunications centre is properly equipped and staffed, and working to correct any problems which may arise.
- d) maintaining an inventory of community and private sector communications equipment and facilities within the community which could, in an emergency, be used to augment existing communications systems.
- e) making arrangements to acquire additional communications resources during an emergency.

## **Public Information Co-ordinator**

The individual identified on Annex AA@ under Public Information Co-Ordinator will act as the Public Information Co-ordinator during an emergency. The Public Information Co-ordinator is responsible for the dissemination of news and information to the media and the public. A detailed public information plan is attached at Annex AC@.

## **Other Agencies**

In an emergency, many agencies may be required to work with the Emergency Control Group. Two such agencies are detailed below. Others might include the Ontario Provincial Police, the Office of the Fire Marshal, industry, volunteer groups, conservation authorities, and provincial ministries. Detail on the arrangements made in advance with such agencies should be included in this section of the plan.

## **All School (local) Principals or Designates**

The School Boards, thought the principal or his (her) designate are responsible for:

- a) the provision of any school (as appropriate and available) for use as an evacuation or reception centre.
- b) upon being contacted by the Senior Social Services Officer or designate, providing a representative(s) to co-ordinate and provide direction with respect to the maintenance, use and operation of the facilities being utilized as evacuation or reception centres.
- c) in the event of an emergency during normal school hours, the principal(s) of the affected school(s) (until directed otherwise) is/are responsible for: (I) implementing the school "Stay-Put" Emergency Plan, or (ii) implementing the school "Evacuation" Plan, as advised by the Emergency Control Group, depending on the nature and scope of the emergency.

## **Chief Executive Officer or Administration-on-Call of Chapleau Health Services**

The Chief Executive Officer or Administration-on-Call is responsible for:

- a) implementing the hospital emergency plan.
- b) liaison with the Medical Officer of Health and local ambulance representatives with respect to hospital and medical matters, as required.
- c) evaluating requests for the provision of medical site teams/medical triage teams.
- d) liaison with the Ministry of Health, as appropriate.

## ***Section 7 - Plan Maintenance and Revision***

It is the responsibility of the Chief Administrative Officer of the Township of Chapleau to arrange for the upgrading of this plan annually before March 1st.

### **PROCEDURE**

1. The Chief Administrative Officer shall generally review the plan and authorize all necessary changes to personnel, phone numbers, addresses,
2. The Chief Administrative Officer shall in a mail out fashion, correspond with all appropriate persons so as to update all Appendices which pertain to materials and equipment owned by others but available to the Township of Chapleau.
3. The Chief Administrative Officer shall correspond with the group Leader of each service to request that they review the entire plan and prepare specific recommendations for amendments to their Services, Responsibilities and Functions.
4. The Chief Administrative Officer shall convene a meeting of the Emergency Management Program Committee (EMPC) one month prior to the expiry date of the plan, to commence a comprehensive review of the plan and any proposed amendments thereto.
5. Each time the plan has major revisions, it must be forwarded to Council for approval.
6. Chief Administrative Officer shall upon the completion of the Comprehensive review, complete the annual plan update and distribute copies of the plan to all appropriate persons.

### **Testing of Plan**

One annual exercise will be conducted in order to test the overall effectiveness of this emergency plan and provide training to the Emergency Control Group. Revisions to this plan should incorporate recommendations stemming from such exercises.

### **Internal Procedures**

Each service involved with this emergency plan will prepare functional emergency procedures or guidelines outlining how it will fulfil its responsibilities during an emergency and submit it to the municipal Chief Administrative Officer to be kept on file (two copies).

Each service will ensure that it designates a member of its staff to maintain and revise its own emergency procedures or guidelines.