

Township of Hilton Emergency Plan

***** Alternative Formats Available upon Request *****

TABLE OF CONTENTS

1. Introduction
2. Purpose of the Plan
3. Aim
4. Declaration of an Emergency
5. Requests for Assistance
6. Notification System
7. Emergency Operation Centre
8. Composition of the Emergency Operations Control Group
9. Responsibilities of the (ECG)
10. Responsibilities and Functions of the Reeve
11. Responsibilities and Functions of the Clerk
12. Responsibilities and Functions of the Fire Chief
13. Responsibilities and Functions of the Police Services (Regional or OPP)
14. Public Information

Annex A – Emergency Public Information Plan

Annex B – Emergency Operations Centre Procedures

Annex C – Provincial/Federal Assistance

Annex D – Township of Hilton Emergency Notification Lists

Annex E – Vital Services Directory

Annex F - Distribution List

Annex G - Updates and Amendments List

Annex H - By-Law Adopting Emergency Plan

1. INTRODUCTION

THE COMMUNITY IDENTITY

The Township of Hilton is one of the four municipalities found on St. Joseph Island. The Township covers 116 km² and supports a permanent population of 254, according to 2014 assessment information. Its geographical location is the south-eastern section of the Island.

The Township of Hilton developed around its rural character. This trait remains evident today with the presence of agricultural activity and minimal industrial/business development. There are signs of development, however, near the northern border of the Township, along Highway 548. Due to the lack of commercial development, Township residents rely on the neighbouring Villages of Hilton Beach and Richards Landing, and the City of Sault Ste. Marie to provide the essential services and amenities.

The Township of Hilton, together with the Village of Hilton Beach, jointly own the fire protection services and share in the operating costs of the landfill site and public library.

The Township of Hilton is a popular location for summer residences. Assessment information for 2014 details the seasonal dwellings at 244 and the permanent homes at 121. People enjoy the Island's natural environment and its convenient location.

Ages of Population	#	% of Total Population
0-14	4	1%
15-64	137	54%
65 and over	113	45%
Total Permanent Population	244	100%

DEFINITION

An Emergency, according to the Emergency Management Act 2003, is defined as: "A situation or impending situations caused by forces of nature, accident or an intentional act that constitutes a danger of major proportions to life and property."

Additional information on the Emergency Response Plan can be obtained by contacting the Clerk of the Township of Hilton or the Fire Chief of the Hilton Union Fire Department.

COUNCIL EXPECTATIONS

The Emergency Response Plan for the Township of Hilton has been established to assign responsibilities and to guide the immediate sections of key officials in an emergency.

The Emergency Plan, including ANNEXES, shall be read by all members of the Municipal Control Group, as well as their Alternates. These persons must be familiar with the entire plan, so if called upon they will be prepared to carry out their respective responsibilities. A distribution list is attached as Annex F. An Updates and Amendments List is attached as Annex G.

REVISION AND TESTING

An exercise will be conducted annually in order to test the overall effectiveness of this Emergency Plan and to provide training to the Control Group. It is particularly important to test the effectiveness of the communications systems. Revisions to this plan should incorporate recommendations stemming from such exercises.

The Clerk will ensure that this plan is reviewed annually and, where necessary, revised by a meeting(s) of the Control Group. The Clerk will pass on changes to the Notification System to the Fire Chief, who will in turn ensure that Quattra is aware of any changes.

Each time this plan is revised, it must be forwarded to Council for approval. However, revisions to the Annexes and minor administrative changes can be made without resubmitting the plan to Council each time.

It is the responsibility of each person, agency, service or department named within this Emergency Plan to notify the Clerk forthwith of any revisions to the Annexes, or administrative changes.

INTERNAL PROCEDURES

Each service involved with this Emergency Plan will prepare functional emergency procedures of guidelines outlining how it will fulfill its responsibilities during an emergency. Each service will ensure that it designates a member of its staff to maintain and revise its own emergency procedures or guidelines.

DATE

**REEVE
HILTON TOWNSHIP**

2. PURPOSE OF THE PLAN

2. The purpose of this plan is to present the basic principals for local emergencies and to indicate the responsibilities of all concerned departments of Hilton Township and from Provincial/Federal departments when and where necessary.

Since the effects of an emergency will be felt directly at the Municipal level and the first response will be undertaken by the Municipality, the following plan will be the official plan for any co-ordinated response to an emergency affecting this municipality by all services responsible.

The service area covered by this plan shall include only the corporate limits of Hilton Township.

3. AIM

3. The aim of the plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the life, health and property of the residents of Hilton Township.

4. DECLARATION OF AN EMERGENCY

4. In conformance with the Emergency Management Act, 2003, the Reeve, or his/her alternate, may declare that a state of emergency exists in the Township, or any part thereof, and may take such actions and make such orders as are considered necessary to control and assist in dealing with the emergency. The Reeve, Alternate, or Council, may, at any time, declare that an emergency has been terminated.

This authority is also referenced under By-Law No. 828-04 adopting the Emergency Plan for the Township of Hilton. By-Law No. 828-04 is included as Annex H.

Upon declaring a state of emergency, the Reeve, or Acting Reeve, will notify:

- a. The Solicitor General of Ontario by contacting Emergency Management Ontario at (866) 314-0472, twenty-four hours a day and seven days a week.

When an emergency exists, but has not yet been declared to exist, Municipal Employees may take such actions under this Emergency Plan as may be required to protect lives and property of Hilton Township.

5. REQUESTS FOR ASSISTANCE

5.
 - 5.1 Assistance may be required from Jocelyn Township or St. Joseph Township at any time by contacting CACC (Central Ambulance Communication Centre). The request can be made for assistance only.
 - 5.2 Should the Reeve deem the resources of Hilton Township insufficient to control the emergency, the Reeve may request that the mutual aid be activated.
 - 5.3 Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. Such requests can be made by contacting the local office of the appropriate provincial Ministry, or by contacting Emergency Management Ontario at (866) 314-0472 at any time.

6. NOTIFICATION SYSTEM

6. The Reeve, Fire Chief, Police Officer on scene, or their alternates have the power to begin the notification system. This plan will be implemented as soon as an emergency occurs or is expected, which is considered to be of such a magnitude as to warrant its implementation.
 - 6.1 To activate the notification system, one of the designated individuals will call the Emergency Dispatcher 9-1-1, identifying him/herself as well as giving all pertinent information and requesting the activation of the Notification System.
 - 6.2 CACC can be notified directly by the emergency 9-1-1 distress call. The dispatching service (CACC), when contacted and given the key word “EMERGENCY ALERT”, will then activate the Emergency Notification system as follows:
 - 6.2.1 Hilton Union Fire Department will be paged out first to respond.
 - 6.2.2 The dispatching service will then activate the Emergency Operations Control Group, again using the control word “EMERGENCY ALERT”, by phone.
 - 6.2.3 The individuals, in the order in which they should be contacted, are listed in Annex D. CACC will be notified by the Fire Chief as to any changes which may occur in Annex D.

NOTE: THE DISPATCHING SERVICE WILL USE THE KEY WORD “**EMERGENCY ALERT**” WHEN ACTIVATING THIS EMERGENCY RESPONSE PLAN.

- 6.3 Persons on the notification list will be called in order, starting with the Reeve (See ANNEX D).
- 6.4 If the primary person cannot be reached at any of the listed numbers, the alternate will be called. The time of attempted contact will be noted and recorded.
- 6.5 If neither can be reached, the next individual on the list will be called.
- 6.6 Once the end of the list has been reached, another attempt will be made to reach those who were not available.

7. EMERGENCY OPERATIONS CENTRE (EOC)

7. The Control Group will report to the Emergency Operations Centre, which is located at the Township of Hilton, 2983 Base Line. The Municipal Town Office has been officially designated as the Emergency Operations Control Headquarters. In the event this Operations Centre cannot be used due to the nature of the emergency, Hilton Village Community Hall has been designated as a secondary Emergency Operations Centre. It is located at 3060 Hilton Road.

8. COMPOSITION OF THE EMERGENCY OPERATIONS CONTROL GROUP FOR HILTON TOWNSHIP

8. All emergency operations shall be directed and controlled by a group of officials responsible for providing the essential services needed to minimize the effects of the emergency. This group of officials shall be known as the EMERGENCY OPERATIONS CONTROL GROUP (ECG) and shall be made up of the following:
 - 8.1 THE REEVE OR HIS/HER DESIGNATED ALTERNATE
 - 8.2 THE CLERK OR HIS/HER DESIGNATED ALTERNATE
 - 8.3 THE FIRE CHIEF OR HIS/HER DESIGNATED ALTERNATE
 - 8.4 THE O.P.P. OR DESIGNATED ALTERNATE
 - 8.5 THE EMERGENCY PLANNING COORDINATOR

The control group may function with a limited number of people depending on the situation surrounding the given emergency, but all must be notified of the emergency.

REGULAR BUSINESS CYCLE

Members of the Control Group will gather at regular intervals to inform each other of actions taken and problems encountered. The frequency of these meetings and agenda items will be established by the Operations Officer. Meetings will be kept as brief as possible, thus allowing members to carry out their individual responsibilities. Maps and status boards will be prominently displayed and kept up to date by the Operations Officer.

9. RESPONSIBILITIES OF THE EMERGENCY OPERATIONS CONTROL GROUP

9. The Reeve of Hilton Township, or if he/she is absent or incapacitated, the designated alternate may, on the advice of the other members of the Emergency Operations Control Group, officially declare an emergency to exist and may, for the purpose of the plan, designate all or part of the Township as an “Emergency Area”.
 - 9.1 Evaluation of those buildings within the “emergency area” which are themselves considered dangerous or in which occupants are considered to be in danger from some other source.
 - 9.2 The selection of an assembly area at which additional equipment and manpower of all services will gather.
 - 9.3 Dispersal of groups of people who, by their presence, are considered to be in danger, or who may hinder in any way the efficient functioning of emergency operations.
 - 9.4 Arrangements for the accommodation and maintenance on a temporary basis of any residents who are in need of assistance due to displacement as a result of the emergency.
 - 9.5 The calling out and deployment of any municipal equipment and personnel.
 - 9.6 Requesting the assistance of personnel and equipment of voluntary and other agencies not under normal municipal control that may be required for the emergency. i.e. Red Cross, St. John’s Ambulance, Victorian Order of Nurses, Salvation Army, Snowmobile Clubs, Amateur Radio Clubs, Scuba Diving Clubs, etc.
 - 9.7 Establishment of an information centre at Emergency Operations Control Headquarters for the issuing of accurate releases to the news media and for issuing authoritative orders to the general public.
 - 9.8 Establishment of a registration and injury centre to handle individual requests for information concerning all aspects of the emergency.
 - 9.9 Establishment of a system to ensure balanced distribution of casualties to hospitals.
 - 9.10 Discontinuance of any services within the “emergency area” without notice to the consumer, if such service constitutes a hazard.
 - 9.11 Requesting assistance from the Province or other Municipalities, should the resources of the Township be deemed insufficient to control the emergency.

- 9.12 Requesting assistance from Provincial/Federal Government, where this assistance is outside the normal departmental and working arrangements with the Municipality.
- 9.13 Coordinating and directing the services and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to the law.
- 9.14 Advising the Reeve as to whether the declaration of an emergency is recommended.
- 9.15 Ensuring that an Emergency Site Manager is appointed.
- 9.16 Determining if additional volunteers are required and if appeals for volunteers are warranted.
- 9.17 Determining if additional transport is required for evacuation or transport of persons and/or supplies.
- 9.18 Ensuring that pertinent information regarding the emergency is promptly forwarded to the public.
- 9.19 Assisting in the provision of emergency medical and health services.
- 9.20 Inspections for the purposes of the safe and orderly reoccupation of all premises within the designated emergency area.
- 9.21 Maintaining a written record of Control Group discussions and actions taken during the incident.

INDIVIDUAL RESPONSIBILITIES OF THE CONTROL GROUP

10. RESPONSIBILITIES AND FUNCTIONS OF THE REEVE

10. The Reeve or alternate is responsible for the following after seeking the advice of the ECG where possible.
 - 10.1 Activate the Emergency Notification System where deemed advisable.
 - 10.2 Coordinate and Chair meetings of the Emergency Control Group.
 - 10.3 Declare the existence of an emergency and designate all or part of the Township as an emergency area. Ensure that the Solicitor General of Ontario has been notified of these declarations, as stated in “DECLARATION OF AN EMERGENCY”.
 - 10.4 Issue any orders considered necessary to implement this emergency plan, in order to protect the health, safety, welfare, and property of the inhabitants of the emergency area.
 - 10.5 Make decisions, determine priorities and issue operational directions through the Clerk.
 - 10.6 Invite representatives of other public or private agencies to participate with the ECG where necessary.
 - 10.7 Approve news releases and public announcements.
 - 10.8 Notify, where appropriate, the Heads of Council of neighboring Municipalities of the existence of an emergency in the Township of Hilton.
 - 10.9 Declare the emergency terminated, and ensure all concerned have been notified.

11. RESPONSIBILITIES AND FUNCTIONS OF THE CLERK

11. The Clerk or his/her alternate is responsible for the following:
 - 11.1 Organize and supervise the Emergency Operations Control Group, ensuring that the ECG's facilities are made operational without delay.
 - 11.2 Make arrangements for obtaining and displaying up to date information throughout the period of the emergency.
 - 11.3 Advise the Reeve on administrative matters.
 - 11.4 Establish a Media Information Centre (MIC) using the services of trained information officers from the Police Services. The MIC will develop media information, public announcements and instructions as requested by the ECG. All such information is to be approved by the Reeve prior to release.
 - 11.5 Maintain a record of all expenditures for later cost recovery of what is warranted.
 - 11.6 Maintain a record of all decisions, actions and instructions as issued by the ECG.
 - 11.7 Ensure that accurate records are maintained by each department, of all emergency equipment and facilities assigned to it and that periodic inventories are carried out.
 - 11.8 Acting as the Operations Officer (OPS O).

12. RESPONSIBILITIES AND FUNCTIONS OF THE FIRE CHIEF

12. The Fire Chief or his/her Alternate is responsible for the following:
 - 12.1 Activate the Emergency Notification System when requested or when that person deems it advisable.
 - 12.2 If casualties are involved, notify the Regional Ambulance Service, who will in turn implement the Regional Health Services Emergency Response Plan.
 - 12.3 Direct all operations connected with fighting fires, controlling Township of Hilton hazardous materials, and conducting rescues.
 - 12.4 Activate the Mutual Aid Fire System if deemed necessary.
 - 12.5 Determine if additional special equipment or supplies will be required, and if so, make arrangements to obtain.
 - 12.6 Provide equipment and staffing to assist in pumping operations.
 - 12.7 Provide a vehicle complete with two-way radio for communications between the emergency site and the EOC.
 - 12.8 Maintain accurate records of all emergency equipment and facilities assigned to his/her department and ensure that periodic physical inventories are carried out.

13. RESPONSIBILITIES AND FUNCTIONS OF THE POLICE SERVICES, REGIONAL OR ONTARIO PROVINCIAL

13. The Officer in command or his/her Alternate is responsible for the following:
 - 13.1 Activate the Emergency Notification System when that person deems it advisable.
 - 13.2 If casualties are involved, notify the Regional Ambulance Service, who will in turn proceed as required.
 - 13.3 Provide the Reeve or Alternate with advice on law enforcement issues.
 - 13.4 Secure the site of the accident.
 - 13.5 Control and, if necessary, disperse crowds within the emergency area and prevent looting.
 - 13.6 Control and facilitate the movement of emergency vehicles to and from the emergency scene.
 - 13.7 Conduct evacuation of buildings or areas when ordered by the Reeve or Alternate.
 - 13.8 Maintain law and order.
 - 13.9 Arrange, when necessary, for additional police assistance from surrounding Police Departments, RCMP, or the Canadian Armed Forces.
 - 13.10 Advise the Coroner in the event of fatalities and perform any additional responsibilities required by the Coroner's Act.
 - 13.11 Provide, on request, the services of a Community Services Officer to staff the Media Information Centre.
 - 13.12 Maintain accurate records of all emergency equipment and facilities assigned to his/her department and ensure that periodic physical inventories are carried out.

14. PUBLIC INFORMATION

14. The ECG will designate a person to be responsible for acting as the Public Information Coordinator during an emergency.

Due to the importance of coordinating the release of accurate information to the Public, this issue is dealt with in this Emergency Plan. The Public Information Coordinator is responsible for the dissemination of news and information to the media and the public.

A detailed public information plan is attached as Annex A.

ANNEX “A”

EMERGENCY PUBLIC INFORMATION PLAN

This Annex is added to dictate how information will be passed on to the public and the media.

1. Upon implementation of this Emergency Plan. It will be very important to coordinate the release of accurate information to the news media, issue authoritative instructions to the public, and respond to or redirect individual requests for, or reports on, information concerning any aspect of the emergency.
2. In order to fulfill these functions during an emergency, the following positions will be established:
 - a) A Public Information Coordinator,
 - b) An On Scene Media Spokesperson, and
 - c) A Citizen Inquiry Supervisor.
3. There will be a Media Information Centre located in the Emergency Operations Centre in use. This area will be sectioned off and only designated media personnel will be granted entry.
4. Depending on the nature of the emergency, it may be necessary to establish a Media Information Area adjacent to the emergency site. When this area is established, it will be staffed by a Site Media Spokesperson appointed by the Emergency Site Manager.

INDIVIDUAL RESPONSIBILITIES

THE PUBLIC INFORMATION COORDINATOR

1. The Public Information Coordinator shall report to the Reeve and is responsible for:
 - a) Upon designation by the ECG to be briefed on the emergency situation.
 - b) Establishing a communications link with on site personnel (Chief) and any other media coordinator(s) involved in the incident. They will ensure that all information released to the media and public is consistent and accurate.
 - c) Ensuring that the Media Information centre is set up and staffed.
 - d) Liaison with the Control Group to obtain up to date information for media releases, coordinate individual interviews, and organize press conferences.
 - e) Monitoring news coverage and correcting any erroneous information.
 - f) Maintaining copies of media releases and newspaper articles pertaining to the emergency.

ANNEX “B”

EMERGENCY OPERATIONS CENTRE PROCEDURES

PRIMARY LOCATION

In the event of an emergency, the Emergency Operations Centre will be set up in the Council Chambers of Hilton Township Municipal Office.

ALTERNATE LOCATION

1. In the event that the primary location can not be used, the Emergency Operations Centre will be set up in Hilton Village Community Hall.

PROCEDURES FOR SET-UP OF THE EOC

The EOC will be set up under the direction of the Clerk, who acts as an Emergency Operations Officer during an emergency.

- a) The room will be cleared of any personnel, together with paperwork or equipment which is not required for emergency management.
- b) The Facilities Manager will set up furniture in the room as designated.
- c) The Front Line Staff should have a copy of the list of telephone numbers.
- d) Facilities Manager should ensure that the heating/air conditioning system is functional.
- e) A large scale map of Hilton Township should be set up, marking utensils should be provided.
- f) A computer and printer will be made available with a full tray of paper.

ANNEX “C”

PROVINCIAL/FEDERAL ASSISTANCE

If the resources available from Hilton Township are insufficient to meet the requirements of the emergency, help will be requested from Jocelyn and St. Joseph Township. If these resources are deemed inadequate, assistance may be requested from the Province. Such requests should be directed through the local offices of the pertinent ministry.

These include:

Ontario Provincial Police	911
	(705) 842-3243 (Thessalon)
	(705) 356-2244 (Blind River)
Ministry of Environment	1-800-268-6060
Ministry of Natural Resources	(705) 949-1231
Ministry of Transportation	1-800-268-4686
Ministry of Community and Social Services	911
Ministry of Health (Regional Ambulance Service)	911

These offices are responsible for informing their headquarters and for arranging appropriate types and levels of assistance.

Alternately, and particularly in the case of severe or widespread emergencies, the EOC may recommend that the Reeve alert the Provincial Government directly. Contact EMO at (416) 314-0472 at any time.

If assistance is required from the Canadian Armed Forces, or from any other Federal Unit, this request should be channeled through the Province as described above.

ANNEX "D"

EMERGENCY NOTIFICATION LISTS

When any changes occur, that person shall promptly issue revised copies of this Annex to all holders of the Emergency Plan.

1. As set forth in Section 6, the Emergency Alert Plan will be implemented by any of the following members of the Municipal Control Group:
 - Reeve or designated Alternate
 - Fire Chief or Alternate
 - Officer in charge of Police (O.P.P.)
 - Clerk or designated Alternate

2. As outlined in Section 6 of this Emergency Plan, CACC dispatcher will begin contacting the Emergency Operations Control Group after having been notified to do so by the proper Authority, and by the use of the key word "EMERGENCY ALERT". The following personnel will be contacted by the dispatcher either by telephone or messenger (if telephone is inoperative). All necessary information will be made available, as well as, the location of the EOC assembly station.

ANNEX “D” (Continued)

Township of Hilton Emergency Notification List:

CONTACT	AREA OF RESPONSIBILITY	PHONE NUMBER
Rodney Wood	Reeve	(705) 246-1810
Patrick Garside	Councilor	(705) 246-1701
Dianne Holt	Councilor	(705) 246-1795
Robert Jerrard	Councilor	(705) 246-0847
David Leask	Councilor	(705) 246-1059
Valerie Obarymskyj	Clerk Treasurer	(705) 248-9934 (H) (705) 248-2472 (W)
Lyndon Garside	Road Superintendent	(705) 246-1172 (H) (705) 246-1781 (W) (705) 542-3146 (Cell)
Lyndon Garside	Fire Chief	(705) 246-1172 (H) (705) 246-1781 (W) (705) 542-3146 (Cell)
Robert Hope	Deputy Fire Chief	(705) 246-0332 (H) (705) 248-2158 (W) (705) 971-6489 (Cell)
Donna SCHELL	Sault Star Correspondent	(705) 246-2909

Village of Hilton Beach Emergency Notification List:

CONTACT	AREA OF RESPONSIBILITY	PHONE NUMBER
Robert Hope	Mayor	(705) 246-2488 (H) (705) 246-2204 (W)
Pat Davey	Councilor	(705) 246-1521 (H)
Greg Duma	Councilor	(705) 989-7794 (H)
Julie Moore	Councillor	(705) 257-1942 (H)
John Wells	Councilor	(705) 971-9864 (H)
Peggy Cramp	Clerk Treasurer	(705) 785-3362(H) (705) 246-2242 (W)
Tanya Alexander	Road Superintendent	(705) 246-3200
Lyndon Garside	Alternate for Road Emergencies	(705) 246-1172 (H) (705) 246-1781 (W) (705) 542-3146 (C)
Jake Cormier	CAP Site	

ANNEX “E”

VITAL SERVICES DIRECTORY

CONTACT	AREA OF RESPONSIBILITY	PHONE NUMBER
Gilbertson Enterprises	Heavy Equipment	(705) 246-2076
John WALMSLEY	Marina Manager	(705) 246-2851 (H) (705) 246-2291 (W) (705) 971-6211 (C)
Don ROBERTS	Maintenance	(705) 246-2234
OCWA Staff	Sewer and Water System	West End Plant: (705) 759-5158 Cell: (705) 941-8591 Pager: (705) 942-4242
Bill BATMAN	Plumber	(705) 759-4388
Terry ROBERTS	Electrician	(705) 254-4679
Red Star Electric	Streetlights	(705) 946-8788
Canutec	Hazardous Material Information	(613) 996-6666 Collect (24 Hrs)
Ministry of the Environment: Bruce Cave	Environmental Spills	(705) 541-2182 1-800-268-6060
Algoma Public Health	Community Disasters	(705) 759-5287 (705) 254-6611 (After Hrs)
Hilton Union Fire Dept	Fire	911 (705) 946-1227 (CACC)
Ambulance	Medical	911
Matthews Hospital	Medical	(705) 246-2570
Doctors	Medical	(705) 246-2477
Canadian Red Cross	Community Disasters	(705) 759-4547
O.P.P.	Policing	911 (705) 846-3242 Thessalon (705) 356-2244 Blind River
Algoma Power	Electrical Power	(705) 482-6212 Desbarats (705) 253-0211 (After Hrs)
Algoma District Housing Authority	Island Villa	(705) 946-2077 Office (705) 246-2811 Custodian (705) 246-2488 Board Liaison

ANNEX “F”

DISTRIBUTION LIST

This Plan has been distributed to the following:

OPP

CACC

Algoma District Services

Hilton Township Council Members

Building Inspector/Bylaw Officer

Road Superintendent

Clerk

Posted in Municipal Office

ANNEX “G”

UPDATES AND AMENDMENTS LIST

ANNEX “H”

BY-LAW ADOPTING PLAN

By-Law No. 828-04