

Township of Hilton

EMERGENCY PLAN

**Revised November 14, 2018
(Reviewed November 30, 2022)**

Please note this is a general basis of a plan to be used in the event of an emergency. All emergencies will be unique, and each situation will have its own challenges. Where possible, the plan will be adhered to, to the best ability of the people available at the time of the emergency. Also note that some information has been removed, in order to make this a publicly available document. To comply with restrictions under the Freedom of Information and Privacy Protection Act, names and phone numbers have been removed from this copy.

AUTHORITY

Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9 and Ontario Regulation 380/04 (the “Act”) is the legal authority for this Emergency Plan in Ontario.

The *EMA* states that:

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

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

- Issued under the authority of Hilton Township **BY-LAW 1226-18** and
- Filed with Office of the Fire Marshal and Emergency Management (OFMEM)

Definition of an Emergency

The Act defines an emergency as:

“An emergency means a situation, or an impending situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property.”

The Emergency Operations Centre (EOC) can be activated for any emergency for the purposes of managing an emergency by maintaining services to the community and supporting the emergency site.

Action Prior to Declaration

When an emergency exists, but has not yet been declared to exist, community employees may take such action(s) under this emergency response plan as may be required to protect property and the health, safety and welfare of the Township of Hilton and its inhabitants.

EMERGENCY NOTIFICATION PROCEDURES

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

The contact phone numbers and addresses of the MECG members are contained in Appendix A.

When a member of the MECG receives a warning of a real or potential emergency, that member will immediately initiate the notification of the MECG. The member initiating the call must provide pertinent details (e.g. - a time and place for the MECG to meet) as part of the notification procedure.

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

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

The MECG member initiating the notification must record the date and time MECG members were contacted.

Upon activation of the emergency plan, the MECG will follow the Incident Management System (IMS).

Requests for Assistance

Assistance may be requested from the Province of Ontario at any time without any loss of control or authority. A request for assistance should be made by contacting the Provincial Emergency Operation Centre. The Emergency Notification Contact List, including contact numbers for requesting assistance are included in Appendix A.

Declared Community Emergency

The Head of Council or Acting Head of Council of the Township of Hilton, is responsible for declaring an emergency. This decision is usually made in consultation with other members of the MECG.

Upon declaring an emergency, the Head of Council will notify:

- Provincial Emergency Operation Centre – Office of the Fire Marshal and Emergency Management;
- Township Council;
- Public;
- Neighbouring community officials, as required;
- Local member of Provincial Parliament (MPP);
- Local Member of Parliament (MP).

A community emergency may be terminated at any time by:

- Head of Council
- Township Council; or
- Premier of Ontario.

When terminating an emergency, the Head of Council will notify:

- Provincial Emergency Operation Centre – Office of the Fire Marshal and Emergency Management
- Township Council;
- Public;
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP).

Emergency Management Program Committee (EMPC)

The mission of the Emergency Management Program Committee is to oversee the development, implementation and continuous improvement of the Township's Emergency Management Program.

Meetings

The Committee shall hold a minimum of 1 (one) meeting per calendar year.

Composition

The persons holding the following positions in the municipality shall be members of the Emergency Management Program Committee:

Voting members

- Clerk
- Head of Council
- CEMC
- Fire Chief
- Road Superintendent

The Clerk is hereby appointed as Chair of the Emergency Management Program Committee.

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.

Municipal Emergency Control Group (MECG)

Emergency Operations Centre (EOC)

The locations of the Township of Hilton's primary and secondary Operations Center are detailed in Appendix B.

Municipal Emergency Control Group (MECG)

The emergency response will be directed and controlled by the Municipal Emergency Control Group (MECG) - a group of officials who are responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the community. The MECG consists of the following officials:

- Head of Council of the Township of Hilton;
- Councillors (4);
- Clerk who becomes the Operations Coordinator in the EOC;
- Fire Chief;
- Road Superintendent;
- Community Emergency Management Coordinator;
- Deputy Clerk.

The MECG will fill roles according to the functions of the IMS, as noted below. The IMS functions will be filled based on the needs of the emergency. The Section Chiefs may activate various functions under their Section as deemed necessary by the emergency. Not all functions will be activated for all emergencies.

- Liaison Officer
- Emergency Information Officer
- Safety Officer
- Operations
- Planning
- Logistics
- Finance

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

Outside resources contacted if needed

- Police representative;
- Emergency Management Ontario Representative;
- Medical Officer of Health;
- Canadian Red Cross;
- Liaison staff from provincial ministries.

The MECG shall meet when called at the Emergency Operations Centre (EOC) at the primary location: 2983 Base Line, Hilton Beach, Ontario, P0R 1G0, (Township Office) unless otherwise instructed. See Appendix B for all EOCs.

Operating Cycle

Members of the MECG will gather at regular intervals to inform each other of actions taken and problems encountered. The Clerk/Operations Officer will establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. The Deputy Clerk will maintain status board and maps, which will be prominently displayed and kept up to date.

Municipal Emergency Control Group - Responsibilities

The members of the MECG are likely to be responsible for the following actions or decisions:

- Calling out and mobilizing their emergency service, agency and equipment
- Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law
- Determining if the location and composition of the MECG are appropriate
- Advising the Head of Council as to whether the declaration of an emergency is recommended
- Advising the Head of Council on the need to designate all or part of the Township as an emergency area
- Identify Incident Commander (IC) regarding Incident Management (IM) protocols
- Ensuring support to the IC by offering equipment, staff and resources, as required
- Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger in conjunction with IC
- Discontinuing utilities or services provided by public or private concerns, as requested by IC i.e. hydro, closing down of a business
- Arranging for services and equipment from local agencies not under community control as requested i.e. private contractors, industry, volunteer agencies, service clubs;
- Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under community control, as considered necessary
- Determining if additional volunteers are required and if appeals for volunteers are warranted
- Determining if additional transport is required for evacuation or transport of persons and/or supplies
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Centre for dissemination to the media and public
- Determining the need to establish advisory groups and/or sub-committees/working groups for any aspect of the emergency including recovery
- Authorizing expenditure of money required dealing with the emergency
- Notifying the service, agency or group under their direction, of the termination of the emergency. Not to be terminated until recovery is complete
- Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the Clerk within one week of the termination of the emergency or as required

INDIVIDUAL RESPONSIBILITIES OF THE MUNICIPAL EMERGENCY CONTROL GROUP

HEAD OF COUNCIL

The Head of Council is responsible for:

- Providing overall leadership in responding to an emergency;
- Activating the emergency notification system;
- Declaring an emergency within the designated area;

Notify the Provincial Emergency Operations Centre, Duty Operations Officer (24/7) at;

Telephone: 1-416-314-0472/73 Or Toll free 1-866-314-0472

Email - peocdo01@ontario.ca <http://www.ontario.ca/emo>

(If you experience any difficulty in contacting the PEOC Officer, call the OPP Duty Officer at 705-356-2244 – toll free 1-888-3100-1122 OR 911)

- Declaring that the emergency has terminated (Note: Council may also terminate the emergency)
- Ensuring the members of council are advised of the declaration and termination of an emergency and are kept informed of the emergency status
- Request assistance from neighboring municipalities or senior levels of government when required
- Place municipal resources at the disposal of the Incident Commander (IC) as required or requested
- Approve prepared media releases to keep the public informed
- Ensure that access to provincial funding, where available, is available as required
- Chairing the MECG
- Coordinating with Clerk all operations within the Emergency Operations Centre, including the scheduling of regular meetings
- Termination of the state of emergency when required
- De-activation of the plan
- Oversee the maintenance of a log of all actions taken

STANDARD OPERATING PROCEDURES

On the receipt of the warning of a real or potential emergency or disaster the Head of Council of Hilton Township shall;

1. Report to the Emergency Operations Centre
2. Assess the type, scope and magnitude of the emergency
3. Convene an emergency meeting of council
4. Coordinate media releases with appropriate input from staff

CLERK/TREASURER/HUMAN RESOURCES

The Clerk for the Township of Hilton is responsible for:

- Activating the emergency notification system
- Ensuring liaison with the OPP regarding security arrangements for the EOC
- Advise the Head of Council on policies and procedures, as requested
- Approving, in conjunction with the Head of Council, major announcements and media releases prepared by the Emergency Information Coordinator, in consultation with the MECG
- Verify IMS followed to verify an Incident Commander has been appointed.
- Ensuring that a communication link is established between the MECG and the Emergency Site Manager (ESM)
- Calling out additional township staff to aid, as required
- Determine if municipal resources are adequate or if additional resources are needed;
- Recommend when required, that assistance be requested from Provincial or Federal Government
- Advise the Head of Council of any necessary actions that should be taken that are not covered in the emergency plan
- Coordinate supply and demand of human resources
- Establish the most appropriate site(s) for the registration of human resources and administrative details that may involve financial liability
- Secure equipment and supplies not owned by the Township of Hilton
- Ensuring liaison with purchasing agents of the neighbouring communities, if necessary
- Maintaining and updating a list of all vendors who may be required to provide supplies and equipment.
- Provide information, recommendations and advice on financial matters as they relate to the emergency
- Liaise if necessary, with the Treasurers of neighbouring communities;
- Ensuring that accurate financial records are maintained to support possible claims
- Ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency, subject to review by council
- Maintain a log of all actions taken

STANDARD OPERATING PROCEDURES

On receipt of the warning of a real or potential emergency or disaster the Clerk shall:

1. Activate the MECG call-out system in whole or in part
2. Report to the Emergency Operations Centre
3. Assume the responsibilities of the Emergency Operations Centre Coordinator
4. Coordinate supply and demand of human resources
5. Head of Council and MECG to coordinate the municipal response

FIRE CHIEF

The Fire Chief is responsible for:

- Activate the emergency notification system
- Providing the MECG with information and advice on fire fighting and rescue matters;
- Contact site Incident Commander (IC) and inform the MECG
- Establishing an ongoing communications link with the Incident Commander at the scene of the emergency
- Informing the Mutual Aid Fire Coordinators and/or initiate mutual aid arrangements for the provision of additional firefighters and equipment, if needed
- Determining if additional or special equipment is needed and recommending possible sources of supply, e.g., breathing apparatus, protective clothing. Have MECG provide requested supplies
- Aid other community departments and agencies, being prepared to take charge of or contribute to non-firefighting operations if necessary, e.g., rescue, first aid, casualty collection, evacuation;
- Coordinate firefighting operations
- Ensure that dangerous goods support agencies are contacted as required
- Maintain a log of all actions taken

STANDARD OPERATING PROCEDURES

On the receipt of the warning of a real or potential emergency or disaster the Fire Chief shall:

1. Activate the department's emergency call-out system
2. Report to the Emergency Operations Centre when not required at the emergency scene
3. Activate Fire mutual aid if required
4. Coordinate firefighting and rescue operations

PUBLIC WORKS (ROADS) SUPERINTENDENT

The Road Superintendent is responsible for:

- Report to EOC
- Providing the MECG with information and advice on engineering and public works matters;
- Establishing an ongoing communications link with the senior public works official at the scene of the emergency;
- Ensuring liaison with the public works representative from the neighbouring community(s) to ensure a coordinated response;
- Ensuring provision of engineering assistance;
- Providing equipment for emergency pumping operations.
- Ensuring liaison with the fire chief concerning emergency water supplies for firefighting purposes;
- Providing public works vehicles and equipment as required by any other emergency services;
- Activate additional equipment, supplies and personnel as required or requested;
- Arrange for disconnecting of any services (utilities) that represent a hazard;
- Aid in cleanup operations;
- Provide barricades and flashers;
- Provide emergency back-up power when required;
- Maintain a log of all actions taken;

STANDARD OPERATING PROCEDURES

On the receipt of the warning of a real or potential emergency or disaster the Roads Superintendent shall:

1. Report to the Emergency Operations Centre
2. Coordinate operation of all matters pertaining to works department and equipment as required

COMMUNITY EMERGENCY MANAGEMENT COORDINATOR (CEMC)

The CEMC is responsible for:

- Activating and arranging the Emergency Operations Centre;
- Ensuring that security when required is in place for the EOC and registration of MECG members;
- Ensuring that all members of the MECG have necessary plans, resources, supplies, maps, and equipment;
- Providing advice and clarifications about the implementation details of the Emergency Response Plan;
- Supervising the Telecommunications Coordinator if required
- Ensuring liaison with community support agencies (e.g. St. John Ambulance, Canadian Red Cross);
- Ensuring that the operating cycle is met by the MECG and related documentation is maintained and kept for future reference;
- Addressing any action items that may result from the activation of the Emergency Plan and keep MECG informed of implementation needs;
- Work with MECG to ensure that post emergency clean-up and remediation completed to pre-emergency standards.
- Maintaining the records and logs for the debriefs and post-emergency reporting that will be prepared.

STANDARD OPERATING PROCEDURES

On the receipt of the warning of a real or potential emergency or disaster the CEMC shall

1. Activate the emergency call-out-system
2. Report to the EOC;
3. Coordinate with Head of Council

DEPUTY CLERK

The Deputy Clerk is responsible for:

- Assisting the Clerk, as required;
- Ensuring all important decisions made and actions taken by the MECG are recorded;
- Ensuring that maps and status boards are kept up to date;
- Provide a process for registering MECG members and maintaining a MECG member list;
- Notifying the required support and advisory staff of the emergency, and the location of the EOC;
- Initiating the opening, operation and staffing of phone lines at the community offices, as the situation dictates
- Arranging for printing of material, as required;
- Coordinating the provision of clerical staff to assist in the Emergency Operations Centre, as required;
- Upon direction by the Head of Council, ensuring that all council are advised of the declaration and termination of declaration of the emergency;
- Upon direction by the Head of Council, arranging special meetings of council, as required, and advising members of council of the time, date, and location of the meetings;
- Procuring staff to assist, as required.
- Coordinating and processing requests for human resources;
- Coordinating offers of, and appeals for, volunteers with the support of the MECG;
- Selecting the most appropriate site(s) for the registration of human resources;
- Ensuring a record of human resources and administrative detail, that may involve financial liability;
- Ensuring that a Volunteer Registration Form is completed, when volunteers are involved, and a copy of the form is retained for township records;
- Ensuring identification cards are issued to volunteers and temporary employees, where practical;
- Obtaining assistance, if necessary, from Human Resources Development Canada, as well as other government departments, public and private agencies and volunteer groups.
- Maintain a log of all actions taken;

STANDARD OPERATING PROCEDURES

On the receipt of the warning of a real or potential emergency or disaster the CEMC shall:

1. Activate the emergency call-out-system;
2. Report to the EOC

Community Partners to provide assistance/technical information to MECG upon request:

POLICE CHIEF

The Police Chief is responsible for all emergency activities as per OPP operational Guidelines

MEDICAL OFFICER OF HEALTH

The Medical Officer of Health is responsible for:

- Coordinating link for all emergency health services at the MECG:
- Ensuring liaison with the Ontario Ministry of Health and Long-Term Care, Public Health Branch;
- Maintain a log of all actions taken

Any other officials, experts or representatives from the public or private sector as deemed necessary by the MECG.

CANADIAN RED CROSS SOCIETY

The responsibilities of the Canadian Red Cross Society (Sault & District Branch) during an emergency or disaster are to:

- Appoint Red Cross staff to MECG if required
- Activate the Society's emergency alerting or call-out system;
- Provide the following social services;
 - a) Emergency feeding
 - b) Emergency clothing
 - c) Emergency lodging
 - d) Registration and inquiry
 - e) Provision of Home Makers as required
 - f) Supply of needs assessment
- Coordinate in cooperation with the activities of other volunteer social service agencies;
- Maintain records for financial accountability to the municipality;
- Maintain a log of all actions taken

EMERGENCY INFORMATION OFFICER (EIO) WHEN REQUIRED

The Deputy Clerk will serve as the EIO

The responsibilities of the EIO during an emergency or disaster are to:

- Obtain and distribute media releases approved by the Head of Council
- Establish a media relations centre
- Liaison with media for specific needs
- Arrange for timely releases and conferences
- Maintain a log of all actions taken

STANDARD OPERATING PROCEDURES

On receipt of the warning of a real or potential emergency or disaster the EIO shall:

1. Report to the Emergency Operations Centre;
2. Assist the Head of Council in all matters relating to public information;
3. Establish a media relations centre

Relationship between MECG and Emergency Site Manager (ESM):

Depending on the nature of the emergency, and once the ESM has been assigned by the Head of Council as required from the MECG - the MECG relationship with the ESM is to offer support with equipment, staff and other resources, as required.

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

Relationship between ESM, and command and control structures of emergency responders to follow IMS.

EVACUATION PLAN

In the event of an evacuation the Volunteer Fire Department in conjunction with operational guidance of the Ontario Provincial Police will oversee the evacuation.

All persons evacuated will be sent or taken to the Evacuation Centre:

Royal Canadian Legion

Address: 1534 10th Side Rd, Richards Landing, ON P0R 1J0

Province: Ontario

Phone: (705) 246-2494

DISTRIBUTION LIST –
HARD COPY = HC ; DIGITAL = D

	HC	D	Date distributed	Date distributed
Head of Council	1	1		
Canadian Red Cross	0	1		
Clerk	3	1		
Emergency Operations Centre	1	0		
Emergency Operations Centre	1	0		
Fire Chief	1	1		
Medical Officer of Health	0	1		
Algoma Public Health	0	1		
Municipal Council	4	4		
Police (O.P.P.)	0	1		
Roads Superintendent	1	1		
Chief Emergency Management	1	1		
Ministry of Solicitor General	0	1		
Ministry of Natural Resources	0	1		
Ministry of Transportation	0	1		
Ministry of Social Services	0	1		
Ministry of Environment	0	1		
OFMEM Field Officer	1	1		
Other – as requested				

All dates of plan revisions to be recorded and verified that members of distribution list have been sent copies of revised plan.

Appendix B

EMERGENCY OPERATIONS CENTRE (EOC)

In the event of an emergency or disaster the following locations will operate as Emergency Operation Centres. There will be one primary site and one secondary site. If circumstances are such that the continued use of the primary site is deemed inappropriate or unsafe, the Emergency Operations Centre will be relocated to a secondary site.

PRIMARY EOC

The Control Group of the affected Municipality will report to their Emergency Operations Center, which is located:

Primary Site:

Township of Hilton Municipal Office
2983 Base Line
Hilton Beach, Ontario P0R 1G0

Secondary Site:

Jocelyn Township Municipal Office
3670 5th Side Road
R.R #1
Hilton Beach, Ontario P0R 1G0