



EMERGENCY RESPONSE PLAN

Reviewed: October 29th 2025

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DEFINITION OF AN EMERGENCY

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."

Emergencies and disasters, either natural or human caused, can happen anywhere and at any time. The result can cause disruptions in normal operations and channels of communication and may stretch available resources for response and recovery.

PURPOSE OF THE PLAN

The purpose of this Plan is to present the basic principals for local emergencies and to indicate the responsibilities of the Municipality and of the Provincial and Federal Governments 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 coordinated response to an emergency affecting this municipality by all services responsible.

The service area covered by this Plan shall include only the geographic limits of the Township of Hilton.

SCOPE

Emergency Management Ontario through Ontario Regulation 380/04 requires communities to conduct an assessment of risks faced within the community. The standard tool for evaluating these risks is known as a Hazard Identification and Risk Assessment (HIRA).

The risk assessment is based on a historic review of events that have occurred within the Township while determining the likelihood of impact of the event occurring again in the future.

Once this has been determined, the consequence of the event occurring again is evaluated. It is possible to have a potential incident that is unlikely to occur but carries with it severe consequences (plane crash), while it is also possible to have an incident that is very likely to occur with minimal consequences (severe thunderstorm).

EMERGENCY NOTIFICATION PROCEDURES

Only a member of the Municipal Emergency Control Group (MECG) may initiate the notification procedure. This plan will be implemented as soon as an emergency occurs which is considered to be of such a magnitude as to warrant its implementation.

- To activate the notification system, one of the designated individuals will call the Clerk to activate the notification system. If the Clerk is not available, the Fire Chief will start the notification system.
- 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 (i.e., Time and a place for MECG to meet) as part of the notification procedures.

The contact phone numbers and addresses of the MCEG members are contained in Appendix A. Persons on the contact list will be called in order.

- 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.
- If neither can be reached, the next individual on the list will be called.
- Once the end of the list has been reached, another attempt will be made to reach those who were not available.

EMERGENCY OPERATIONS CENTRES

Every Municipality shall establish an Emergency Operations Centre (EOC) to be used by the Municipal Emergency Control Group in an emergency.

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

Emergency Operations Centre (EOC) Functional Process

1. Establish the Command Function
2. Prepare the Emergency Operations Centre
3. Begin information gathering process
4. Conduct initial Incident Briefing
5. Perform Planning Function — determine Primary Objectives and strategy — develop EOC Incident Action Plan and Operational Period.
6. Perform Logistics function
7. Perform Operations Function
8. Perform Finance and Administration Function
9. Evaluate, adjust and re-evaluate

Once established, the functions remain ongoing until the demobilization of the IMS structure and Command has been terminated.

COMPOSITION OF THE 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:

- Head of Council (or designated Alternate)
- Clerk/Treasurer/Administrator (or designated Alternate)
- The Fire Chief (or designated Alternate)
- Public Works (or designated Alternate)
- Community Emergency Management Coordinator (CEMC)

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. Other resources to be contacted if needed:

- Algoma Public Health
- Deputy Clerk/Treasurer
- Ontario Provincial Police (OPP)
- Algoma EMS
- Emergency Management Ontario representative
- Medical Officer of Health
- Canadian Red Cross
- Staff from Provincial Ministries

OPERATING CYCLE

Members of the MECG will gather at regular intervals to inform each other of actions taken and problems encountered. The Clerk will establish the frequency of meetings and agenda items. Meeting will be kept as brief as possible thus allowing members to carry out their individual responsibilities. Status Boards and maps will be kept prominently displayed and up to date by the Operations Officer.

DECLARATION/TERMINATION OF AN EMERGENCY

In conformance with the Emergency Management & Civil Protection Act, 2004, the Head of Council or Acting Head of Council of the Township of Hilton may declare that a state of emergency exists in the Township. The Head of Council or Acting Head of Council, or Council, or the Premier of Ontario, may, at any time, declare that an emergency has been terminated.

Both declaration of an emergency and termination of an emergency should be based on advice of all MECG members and not done without consultation from all members.

When both the HOC or AHOC is not available the councillor with the most votes in the last election will act as HOC.

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

- Provincial Emergency Operations Centre – Emergency Management Ontario
- Township Council
- Public:
- Neighbouring community officials, as required:
- Local member of Provincial Parliament (MPP);
- Local Member of Parliament (MP)

When terminating an emergency, the Head of Council or Acting Head of Council will notify the same.

When an emergency exists, but has not yet been declared to exist, community employees may take such actions 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.

RESPONSIBILITIES OF THE MUNICIPAL EMERGENCY CONTROL GROUP (MECG)

As a group, the collective responsibilities are:

- Calling out and mobilizing their emergency service, agency and equipment.
- Coordinating and directing their services 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 EOC are appropriate.
- If required, identify Incident commander according to Incident Management protocols.
- Ensuring support to the IC by offering equipment, staff and resources as required.
- Determining the need to declare and terminate an emergency.
- Determining impacts to the municipality outside of the emergency site.
- Identifying Vulnerable Persons in the Township
- Ordering, coordinating, and/or overseeing the evacuation of inhabitants considered to be in danger.
- Discontinuing utilities or services provided by public or private businesses. (i.e., hydro, closing of businesses)
- 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 Officer 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 in 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 the log to the Clerk when leaving the EOC or at the termination of the emergency.

INDIVIDUAL RESPONSIBILITIES OF THE MUNICIPAL EMERGENCY CONTROL GROUP (MECG)

HEAD OF COUNCIL

STANDARD OPERATING PROCEDURES

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

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

The Head of Council (or alternate) for the Township of Hilton is responsible for:

- Providing overall leadership in responding to an emergency.
- Activating the Emergency notification system.
- Declaring an emergency within the designated area.
- Chairing meetings of the Municipal Emergency Control Group
- 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
- Ensuring the members of Council are advised of the declaration and termination of an emergency and are kept informed of the emergency status.
- Acting as spokesperson for the municipality.

- Requesting assistance from neighboring municipalities or senior levels of government when required.
- Placing municipal resources at the disposal of the IC as required or requested.
- Approving prepared media releases to keep the public informed.
- Coordinating with the Clerk all operations within the Emergency Operations Centre, including the scheduling of regular meetings.
- Ensuring that access to provincial funding, where available, is available as required.
- Overseeing the maintenance of a log of all actions taken.
- Declaring that the emergency has terminated (Note: Council may also terminate the emergency)

CLERK/TREASURER/ADMINISTRATOR

STANDARD OPERATING PROCEDURES

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

1. Activate the MCEG 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. Supply and demand of human resources.
5. Head of Council and MCEG to coordinate the municipal response.

The Clerk/Treasurer/Administrator (or alternate) of 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, media releases, and social media information prepared by the Emergency Information Officer, in consultation with the MCEG
- Ensuring that a communication link is established between the MCEG and the IC.
- Calling out additional township staff to aid, as required.
- Determining if municipal resources are adequate or if additional resources are needed.
- Recommending when required, that assistance be requested from Provincial or Federal government.
- Advising the Head of Council of any necessary actions that should be taken that are not covered in the emergency plan.
- Coordinating the supply and demand of human resources
- Establishing the most appropriate site(s) for the registration of human resources and administrative details that may involve financial liability.

- Securing 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.
- Providing information, recommendations and advise on financial matters as they relate to the emergency.
- Liaising, if necessary, with Treasurers of neighbouring communities.
- Ensuring that accurate financial records are maintained to support possible claims.
- Ensuring prompt payment and settlement of all legitimate invoices and claims incurred during an emergency, subject to review by council.
- maintaining a log of all actions taken.

EMERGENCY INFORMATION OFFICER (EIO) (When required)

STANDARD OPERATING PROCEDURES

The Deputy Clerk will serve as the EIO.

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.

The EIO of the Township of Hilton is responsible for:

- Obtaining and distributing media releases approved by the Head of Council.
- Establishing a media relations centre.
- Liaison Ing with media for specific needs.
- Arranging for timely releases and conferences.
- Maintaining a log of all actions taken.

FIRE CHIEF

STANDARD OPERATING PROCEDURES

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

1. Activate the departments emergency call-out system.
2. Report to the Emergency Operations Centre (EOC) when not required at the emergency scene.
3. Activate Mutual Aid if required.
4. Coordinate firefighting and rescue operations.

The Fire Chief (or alternate) of the Township of Hilton is responsible for:

- Activating the emergency notification system.
- Providing the MEG with information and advice on fire fighting and rescue matters.
- Contacting IC and informing the MEG
- Establishing an ongoing communications link with the IC at the scene of the emergency.
- forming 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 (i.e., breathing apparatus, protective clothing). Have MEG provide requested supplies.
- Aiding other community departments and agencies, being prepared to take charge of or contribute to non-firefighting operations if necessary (i.e., first aid, rescue, casualty collection or evacuation)
- Coordinating firefighting operations.
- Ensuring that dangerous goods support agencies are contacted as required.
- Maintaining a log of all actions taken.

PUBLIC WORKS

STANDARD OPERATING PROCEDURES

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

Public Works of the Township of Hilton is responsible for:

- Reporting to the EOC.
- Providing the MEG with information and advice on engineering and public works matters. • Ensuring Liaison with public works from the neighbouring communities to ensure a coordinated response.
- Ensuring the 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.
- Activating additional equipment, supplies and personnel as required or requested.
- Arranging for disconnecting of any services (utilities) that represent a hazard.
- Aiding in cleanup of operations
- Providing barricades and flashers.
- Providing emergency back-up power when required.
- Maintaining a log of all actions taken.

ONTARIO PROVINCIAL POLICE

In accordance with the *Community Safety and Policing Act* and standards set out in the regulations, and with the requirements of the *Canadian Charter of Rights and Freedoms* and the *Human Rights Code*. The OPP is responsible for:

1. Crime prevention.
2. Law enforcement.
3. Maintaining the public peace.
4. Emergency response.
5. Assistance to victims of crime.
6. Any other prescribed policing functions.

ALGOMA PUBLIC HEALTH

- a) Attend the municipal Emergency Operation Centre and provide public health consultation and notification of actions.
- b) Provide consultation, recommendations, and information to the public, local health sector, community emergency management coordinators, and other partners on matters which may adversely affect public health (e.g., toxic spills, water quality, air quality, sanitation, communicable diseases, etc.)
- c) Liaise with the Ontario Ministry of Health and other Medical Officers of Health, as required, to coordinate a public health response.
- d) Coordinate the surveillance and response to communicable disease and other public health related emergencies.
- e) Coordinate vaccine storage, handling and distribution, and coordinate and support mass vaccination clinics during incidents related to vaccine preventable disease.
- f) Provide harm reduction supplies and training, as appropriate.
- g) Provide consultation and inspect evacuation and other public facilities to ensure appropriate infection prevention and control and compliance with applicable legislation.
- h) Liaise with municipalities and other local agencies in consideration of priority populations during an emergency.
- i) Liaise with the appropriate provincial, municipal, or local agencies to provide consultation, direction, or information regarding:
 - I. water and air quality,
 - II. infection prevention and control,
 - III. provision of potable water and sanitary facilities, sewage and waste disposal, overcrowding, general sanitation,
 - IV. food handling, storage, preparation, distribution and service, and
 - V. health hazards.
- j) Issue orders pursuant to the Health Promotion and Protection Act to mitigate or eliminate the risk of health hazards and communicable diseases.
- k) In the event of mass casualties and/or casualties resulting from communicable disease within the meaning of the Health Protection and Promotion Act, providing recommendations to minimize the spread of disease and liaising with the Office of the Regional Supervising Coroner.

REQUESTS FOR ASSISTANCE

- a) Assistance may be requested from Jocelyn Township or St. Joseph Township at any time by contacting the municipalities directly.
- b) 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 any time.

COUNCIL EXPECTATIONS

The Emergency Response Plan for the Township of Hilton has been established to assign responsibilities and to guide the immediate actions of key officials in an emergency. The Township is committed to providing leadership and guidance to meet the challenges associated with emergency management. This includes preparation and planning to safeguard the health, safety and welfare of citizens; taking appropriate measures to ensure the protection of property and the environment; and to provide effective and timely response and recovery operations.

The Emergency Management Program Committee (EMPC) oversees the development, implementation and continuous improvement of the Township's Emergency Management Program. Every official and municipal department must be prepared to carry out the assigned responsibilities in an emergency. The Committee shall hold a minimum of 1 (one) meeting per calendar year. The persons holding the following positions in the municipality shall be members of the Emergency Management Program Committee:

-Clerk/Treasurer/Administrator	-Head of Council	- Public Works
-CEMC	-Fire Chief	

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

The Emergency Plan, including Appendices, 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 Appendix B as to who possesses a Hard Copy or a Digital copy of this plan.

It is also important for residents, businesses and interested visitors to be aware of the provisions within this plan. Copies of the Township of Hilton Emergency Response Plan are available at the Municipal office or online at www.hiltontownship.ca.

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 system. 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 of the Control Group. The Clerk will pass on changes to the Notification System to the Fire Chief, who will in turn ensure that CACC is aware of any changes.

Each time this Plan is revised, it must be approved by Council. However, revisions to the Appendices and minor administrative changes can be made without approval by Council each time.

PUBLIC AWARENESS AND PUBLIC EDUCATION

A Public Awareness Program provides generic information to the broader public to raise awareness about emergency management and suggests ways to reduce the risk of loss of life and property damage

in the event of an emergency. Public Education provides focused information to a target audience to educate about protective actions to reduce the risk of life and property damage in the event of an emergency.

The Township of Hilton will provide Emergency information to its residents by posting notices on the Township's website at www.hiltontownship.ca as well as posting notices and information in the Monthly newsletter.

The Township is also a member of the Vulnerable Persons Registry www.sooovpr.com and encourage our residents to register at this site if you have a physical or other vulnerability. This will ensure that our First Responders will be able to identify and assist those residents who need priority assistance.

AFTER ACTION REVIEW

Following each incident where the EOC is activated, the Township will conduct an After- Action Review under the direction of the CEMC. The purpose of the AAR is to review primary actions taken throughout the incident, identify what worked well, what didn't and to make recommendations for future incident response activities.

CONFIDENTIALITY

The Municipal Freedom of Information and Protection of Privacy act (MFIPPA), RSO 1990, Chapter M.56 states that Municipal Emergency Response Plans are public documents excluding the annexes which are deemed confidential.

As stated in the MFIPPA:

Section 9(1) A Head of Council shall refuse to disclose a record if the disclosure could reasonably be expected to reveal information the institution has received in confidence from:

- a) The Government of Canada
- b) The Government of Ontario or the Government of a Province or Territory in Canada
- c) The Government of a Foreign Country or state
- d) An agency of a government referred to in clause (a), (b), or (c) or
- e) An international organization of states or a body of such an organization.

Section 10 (a) A Head of Council shall refuse to disclose a record that reveals a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence implicitly or explicitly; if the disclosure could reasonably be expected to result in similar information no longer being supplied to the institution where it is in the public interest that similar information continues to be so supplied.

Section 13 A Head of council may refuse to disclose a record when disclosure could reasonably be expected to seriously threaten the safety or health of an individual.

APPENDIX C - DECLARATION OF AN EMERGENCY

The Township of Hilton

I, Reeve _____ hereby declare a state of local Emergency in accordance with the Emergency Management and Civil Protection Act., R.S.O. 1990, c E.9 s.4(1) due to the emergency described herein: (nature of emergency)

for an Emergency Area or part thereof described as: (geographic boundary)

In the Municipality of: Township of Hilton

A copy of this declaration is to be forwarded to OFMEM Duty Operations Officer

Tel. -1-866-314-0472 Email: pencd001@ontario.ca Fax (416)314-6220 or (416)314-0474

APPENDIX D - TERMINATION OF A DECLARED EMERGENCY

The Township of Hilton

I, Reeve _____ hereby declare a state of local Emergency terminated in accordance with the Emergency Management and Civil Protection Act, R.S.O. 1990, c E.9 S.4. (1) due to the emergency described herein: (nature of emergency)

For an Emergency Area or part thereof described as: (geographic boundary)

Signed: _____

Title:

Dated _____ at _____ (time)

In the Municipality of: The Township of Hilton

A copy of this declaration is to be forwarded to OFMEM Duty Operations Officer

Tel. - 1-866-314-0472 Email: pencd001@ontario.ca Fax (416)314-6220 or (416)314-0474

APPENDIX E - EMERGENCY PUBLIC NOTIFICATION FORM

(TEMPLATE)

Date of Media Release: _____

The Township of Hilton has issued an Emergency Public Notifications to the residents of the Township due to: (insert nature of emergency- who/what/where)

Residents (and businesses- if applicable) located in (indicate area of the Township, streets or local zones) are instructed to:

- a) Shelter in Place (provide instructions for sheltering in place)
- b) Evacuate to: (designated reception centre) via (identified evacuation route)
- c) Take refuge in a safe location (depending on the nature of the event may be an interior basement room or interior upper- level room) and await further instructions.

The Township has emergency plans in place to cope with emergencies and trained personnel are working diligently to respond to the emergency situation at this time. Members of the public are encouraged to tune into local media (indicate which radio or TV stations) and the Township website at www.townshipofhilton.ca for more important information regarding the emergency.

- ❖ If an evacuation is required, (provide instructions for evacuating and any transportation guidelines)
- ❖ If you do not have the means to self evacuate, post a large sign in a visible location from the road with the word "HELP" written in large letters or call (designated general inquiry line) for assistance.
- ❖ During school hours, if parents need to pick up their children at the school's designated Emergency Shelter Location, please check with the local school.

Next Media update (indicate date/time of the next media update.)

Media inquiries should be directed to: (insert name), Emergency Information Officer.

APPENDIX F - MEDIA RELEASE- STATE OF EMERGENCY

(TEMPLATE)

The Township of Hilton has declared a Local State of Emergency on

DATE:

TIME:

This Declaration of Emergency is authorized under the Ontario Emergency Management and Civil Protection Act and under the Township of Hilton By-law No.

The Township has trained personnel who are responding to the emergency. A general inquiry line for residents has been set up at (insert general inquiry line number(s)).

Residents should stay tuned to local websites, radio stations and TV channels for more information.

Media inquiries may be directed to:

(Insert Name) Emergency Information Officer at (insert Contact number(s))

APPENDIX G - TOWNSHIP OF HILTON EVACUATION PLAN

Purpose

The purpose of an emergency evacuation plan is to ensure the safety of residents during an emergency. Since the nature of the emergency can't be known beforehand, the Township of Hilton has a duty to protect residents regardless of what may happen. In the event of an evacuation the Volunteer Fire Department will oversee the evacuation.

Types of Emergencies to Prepare For

According to the Hazard Identification and Risk Assessment ranking (HIRA) of the Township of Hilton, the most probable emergencies will take place due to a weather event. This could be a snowstorm/blizzard, extreme temperatures (hot or cold), windstorm, or losing electrical power.

Each household in the Township of Hilton is expected to be prepared and have accessible a 72- hour emergency kit which should include:

- Non-perishable food — 3 day to one week supply - with a manual can opener
- Water — four liters/person/day for drinking and sanitation (don't forget pets!)
- Phone charger, power bank or inverter
- Battery powered or hand crank radio
- Battery powered or hand crank flashlight
- Extra Batteries
- First aid kit and medications
- Personal toiletries and items (such as extra pair of glasses or contacts lenses)
- Copy of emergency plan
- Copies of important documents, such as insurance papers and identification
- Cash in small bills
- Garbage bags and moist towelettes for personal sanitation
- Seasonal clothing, sturdy footwear and emergency blankets.
- Denture needs and Hearing Aid batteries
- Formula, diapers, bottles
- Pet food and water, collar, ID tag, leashes, pet carrier
- Whistle
- Help/OK sign (attached) — display the appropriate side outward in your window during a disaster.

Residents should also assemble a:

Grab -and-go-bag

- Food (ready to eat) and water
- Phone charger and battery bank
- Small battery powered or hand crank radio
- Battery powered or hand crank flashlight

- Extra batteries
- Small first aid kit and personal medications
- Personal toiletries and items, such as an extra pair of glasses or contact lenses
- Copy of emergency plan
- Copies of important documents, such as insurance papers and identification.
- Cash in small bills
- Local map with family meeting place identified
- Seasonal clothing and emergency blanket
- Pen and notepad
- Whistle

When is Evacuation Needed?

Any type of emergency may require an evacuation. This decision is decided on a case-by-case basis. The Emergency Operation Centre members must assess the vulnerability of their residents to the different types of emergencies.









What to do if an Evacuation Alert has been issued:




1. Gather your Grab and Go bag for emergencies
2. Keep track of the location of all family members and determine a planned meeting place should an evacuation be called while separated.
3. Immediately relocate large pets and livestock to an area outside of the evacuation alert.
4. Arrange accommodation for your family in the event of an evacuation. Evacuation Centres for The Township of Hilton will be announced at the time of need.

What to do if an Evacuation Order has been issued:

1. **YOU MUST LEAVE THE AREA IMMEDIATELY.** It is imperative that you follow instructions provided by the Emergency Operations Centre. Reporting to the Evacuation center or following instructions provided, facilitates contact by concerned friends or relative, and in matching separated family members.
2. If you need transportation to evacuate, advice the Emergency Operations Centre.
3. Close all doors and windows in your home. Leave gates unlocked and clear driveways for firefighter access.
4. Take your Grab and Go bag for emergencies. Re-admission is not permitted until the order is lifted.
5. Follow directions of emergency personnel and obey traffic directions.

APPENDIX H - NGO ALLIANCE of ONTARIO CONTINUUM

EVENT	PREPAREDNESS	RESPONSE	RECOVERY	REBUILDING
	<ul style="list-style-type: none"> Public messaging as a trusted agent Deliver public education to help communities prepare for disasters Help build resiliency Joint exercises and planning with communities 	<ul style="list-style-type: none"> Registration, Family reunification, Emergency food, clothing and shelter services, medical care and psychosocial support Reception Center and Shelter Management province-wide Coordinate with all levels of government Volunteer management and mobilization 	<ul style="list-style-type: none"> Support to self-recovery (direct aid and community initiatives), shelter and lodging services and support, Livelihood and small business support Case management, cash transfer programs, community grant programs and community engagement Donation management Volunteer management 	<ul style="list-style-type: none"> Ongoing Case Management (as required)
	<ul style="list-style-type: none"> Training (internal curriculum & through EMC) Participation in joint exercises Frequent deployment & conditioning Integration in routine response procedures with partner agencies Public messaging as a trusted agent 	<ul style="list-style-type: none"> Mass Feeding Spiritual & Emotional Care Critical Incident Stress Management (CISM) Debriefings Clothing Distribution 	<ul style="list-style-type: none"> Feeding (Survivors, Responders and Volunteers) CISM Debriefings (as needed) Clothing Distribution 	
	<ul style="list-style-type: none"> Lighthouse Church & Teams Program Training of Site Leadership Public messaging as a trusted agent 	<ul style="list-style-type: none"> Disaster Assessment Team Deployments Deployment of Leadership Teams and Assets Engagement with Provincial & Regional EM Coordinators Engagement with Municipal EM Coordinators & ESS 	<ul style="list-style-type: none"> Home & Property Clean-Up and Reclamation Roof Tarping Mold Abatement (flood events) Episodic Volunteer Management Rapid Response Chaplaincy 	<ul style="list-style-type: none"> Assist Long Term Recovery Organizations to develop definite recovery systems and programs Assist LTRO with initial Case Management information
	<ul style="list-style-type: none"> Public messaging as a trusted agent Create study material 'Preparing for Disaster' 	<ul style="list-style-type: none"> MDS Executive assess disaster situation to determine response needs in collaboration with partner agencies Volunteers with equipment and volunteers 	<ul style="list-style-type: none"> Cleanup and debris removal of residences after floods and windstorms Works in collaboration with partner agencies Recovery assessment & physical & emotional support 	<ul style="list-style-type: none"> Repair and rebuilding of owner-occupied homes after floods, windstorms and fires if owner cannot with own resources Collaboration and nurturing of Long-Term Recovery Orgs MDS does not supply building supplies
	<ul style="list-style-type: none"> Regional Managers (USA & Canada) meet semi-annually Personnel Resource Management allocations aligned Public messaging as a trusted agent Monthly coordination calls 	<ul style="list-style-type: none"> Regional Managers assess disaster situation (on-site if possible) to determine how World Renew could respond 	<ul style="list-style-type: none"> Volunteer Support for Clean-Up efforts (usually in partnership with SPC or MDS) 	<ul style="list-style-type: none"> Assist in minor or major repairs and home rebuilding Provide community needs assessment Assist Long Term Recovery Organizations to develop definite recovery systems and programs
	<ul style="list-style-type: none"> Internal / External Exercises Public education, training and products to encourage personal self-sufficiency and community resiliency Public messaging as a trusted agent 	<ul style="list-style-type: none"> Evacuation Centre First Aid Medical first response and health care support services Assisting with transportation of ill, injured, or vulnerable persons Health-related screening and residential inspections Assist in the evacuation of hospitals and other health care facilities 	<ul style="list-style-type: none"> Assisting in the search for missing or lost persons 	
	<ul style="list-style-type: none"> Public messaging as a trusted agent Provide communities and individuals with awareness and education on being prepared for emergency situations 	<ul style="list-style-type: none"> Deploys a team of professionals to assist with sheltering and evacuating animals 	<ul style="list-style-type: none"> Will assist in the reunification of animals and their owners 	
	<ul style="list-style-type: none"> Public messaging as a trusted agent Personal preparedness workshops for members Church preparedness and safety plans Volunteer training and equipping 	<ul style="list-style-type: none"> In-kind donation management Crisis Care (trauma counselling) Volunteer management 	<ul style="list-style-type: none"> In-kind donation management Crisis Care (trauma counselling) Volunteer management 	

	<ul style="list-style-type: none"> • Hazard Mitigation (Fire/Flood) • Incident Management Training (ICS and IMS) • Crisis Preparedness Training 	<ul style="list-style-type: none"> • Incident Management Assistance Teams • Crisis Planning • Rapid Damage and Impact Assessment • Disaster Mapping • Spontaneous Volunteer Management (Type 4: Emergent Groups) 	<ul style="list-style-type: none"> • Work Order Management • Infrastructure Support (Mold Remediation) • Debris Removal / Expedient Home Repairs • Incident Management Assistance Team 	<ul style="list-style-type: none"> • Assist long term recovery organizations.
	<ul style="list-style-type: none"> • Public messaging as a trusted agent • Personal preparedness workshops for Chapter Teams 	<ul style="list-style-type: none"> • Donation management - clothing and furniture. 	<ul style="list-style-type: none"> • Donation management - clothing and furniture. 	
	<ul style="list-style-type: none"> • Public messaging as a trusted agent • Joint Exercises • Maintain stockpile of water purification equipment, large tents, sandbagging equipment, water purification units 	<ul style="list-style-type: none"> • Water, Food, Shelter • RescUAV drone support • Sandbagging equipment support • Rescue equipment (boats & UTVs) • Non-Food Items 	<ul style="list-style-type: none"> • Mucking and mold remediation • Case Management • Supply Chain support • Distribution Management 	<ul style="list-style-type: none"> • Responsive programming – focus on local job creation

APPENDIX I – CONTINUITY OF OPERATIONS PLAN

Introduction

In addition to the Township's role in providing support to the community, as an organization, it must prepare itself to ensure that it can remain in operation during a community emergency and then restore itself and services to pre-emergency conditions. Through its business continuity and recovery actions, the Township must ensure that it is able to:

- maintain its workforce in terms of sufficient staff availability
- health and safety of the employees
- provide sufficient physical and financial resources
- ensure communications/data infrastructure remains operational

This Section shall provide some basic guidelines to follow while ensuring the continuity of Township operations.

Human Resources

The availability of adequate numbers of human resources ranks very high in priority in terms of maintaining continuity of operations for the Township. In summary, without its staff, the Township of Hilton will not be able to adequately provide its essential emergency related services or its reduced routine services that may be offered during a community emergency. The Clerk/Treasurer/Administrator is responsible to oversee the Human Resources functions.

Communications/Data Resources

The maintenance of the Township's communications and data resources such as the telephone and computer systems is vitally important. Retaining the use of the primary systems is essential for emergency management functions and the continuation of normal Township services, even under conditions where some elimination of normal services occurs. The Information Technology contacts will assist the MCEG in ensuring that the primary and secondary systems and services are maintained during a community emergency.

Facilities

During a community emergency, Township facilities will require special attention due to the limitation of some services and the closure of some buildings. Meanwhile, the maintenance and ongoing operation of other facilities will require more effort. During a power failure, the standby electrical generators will need to be

supervised and their fuel supplies maintained. The Township's facilities that remain open for other use will also require ongoing maintenance and in some cases special set-up arrangements to ready them for use during a community emergency.

Financial Resources

During a community emergency, some high-level decisions and subsequent actions will be required to ensure that financial matters are being dealt with in an effective and efficient manner. The availability of operating funds and other financial functions such as accounting and supply/services is important to ensure that adequate resources are acquired to manage and respond to the emergency and for the purpose of maintaining accurate records of the transactions. Payroll is another example of a service that will need to be addressed as part of managing the financial issues during a community emergency. During an emergency, the Township's Procurement policy will be suspended.

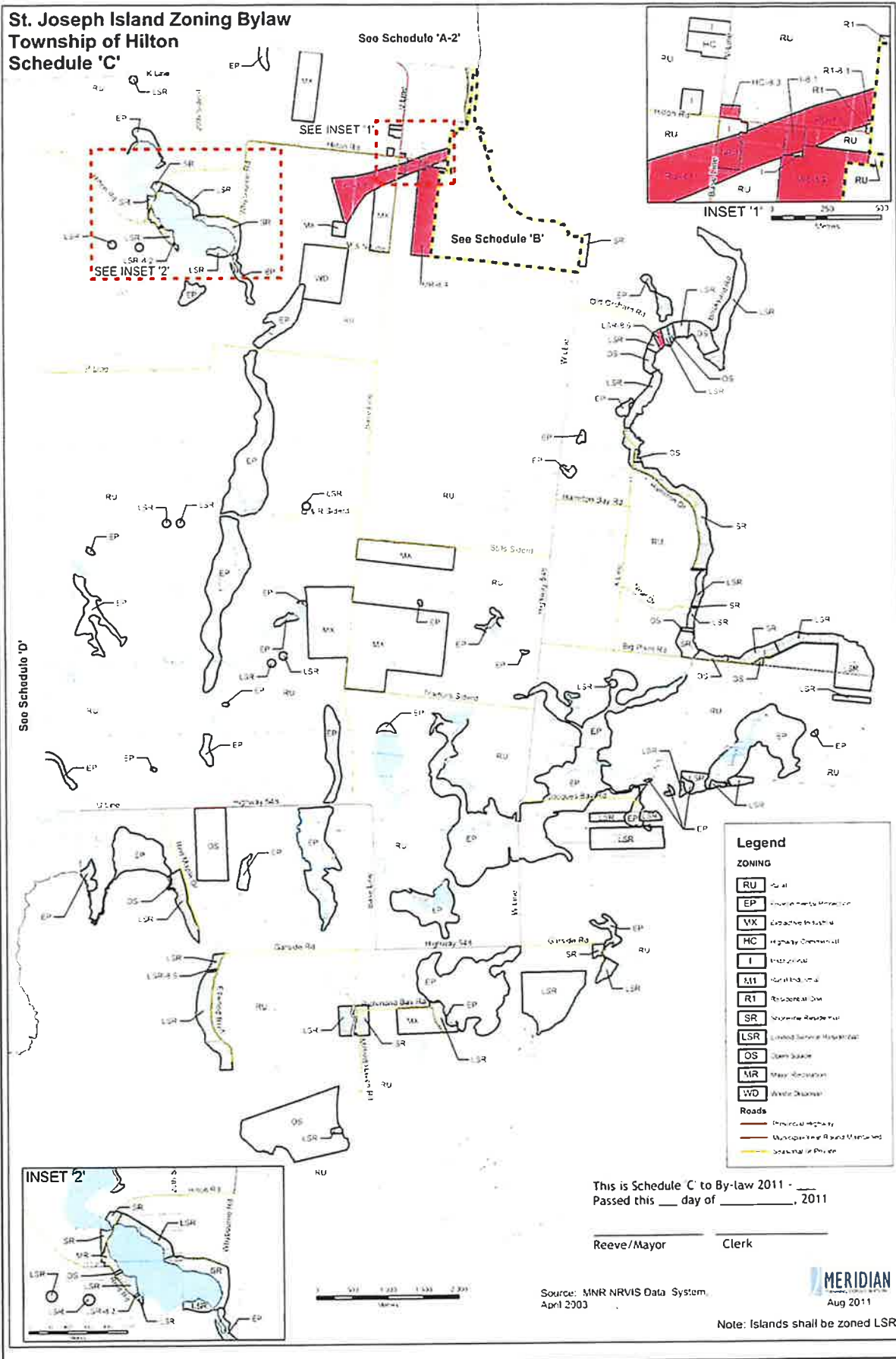
Ongoing Essential Services

During a community emergency a decision will need to be made by the MCEG on the continuation of nonessential services such as recreation programs, planning/building, etc. The continuation and even enhancement of essential services must be a high priority for the MCEG. Fire Services and municipal roads maintenance are two matters that must be considered primary services that require continuation and specific actions that will be overseen by the MCEG to ensure continuity of services to the community.

Corporate Recovery

In addition to overseeing community recovery efforts, the Township will need to address its own recovery from the emergency to restore its losses and resume the provision of normal services. Based on the type of event and its magnitude, the MCEG should develop a recovery action plan to direct the actions of restoring normal Township business.

St. Joseph Island Zoning Bylaw Township of Hilton Schedule 'C'



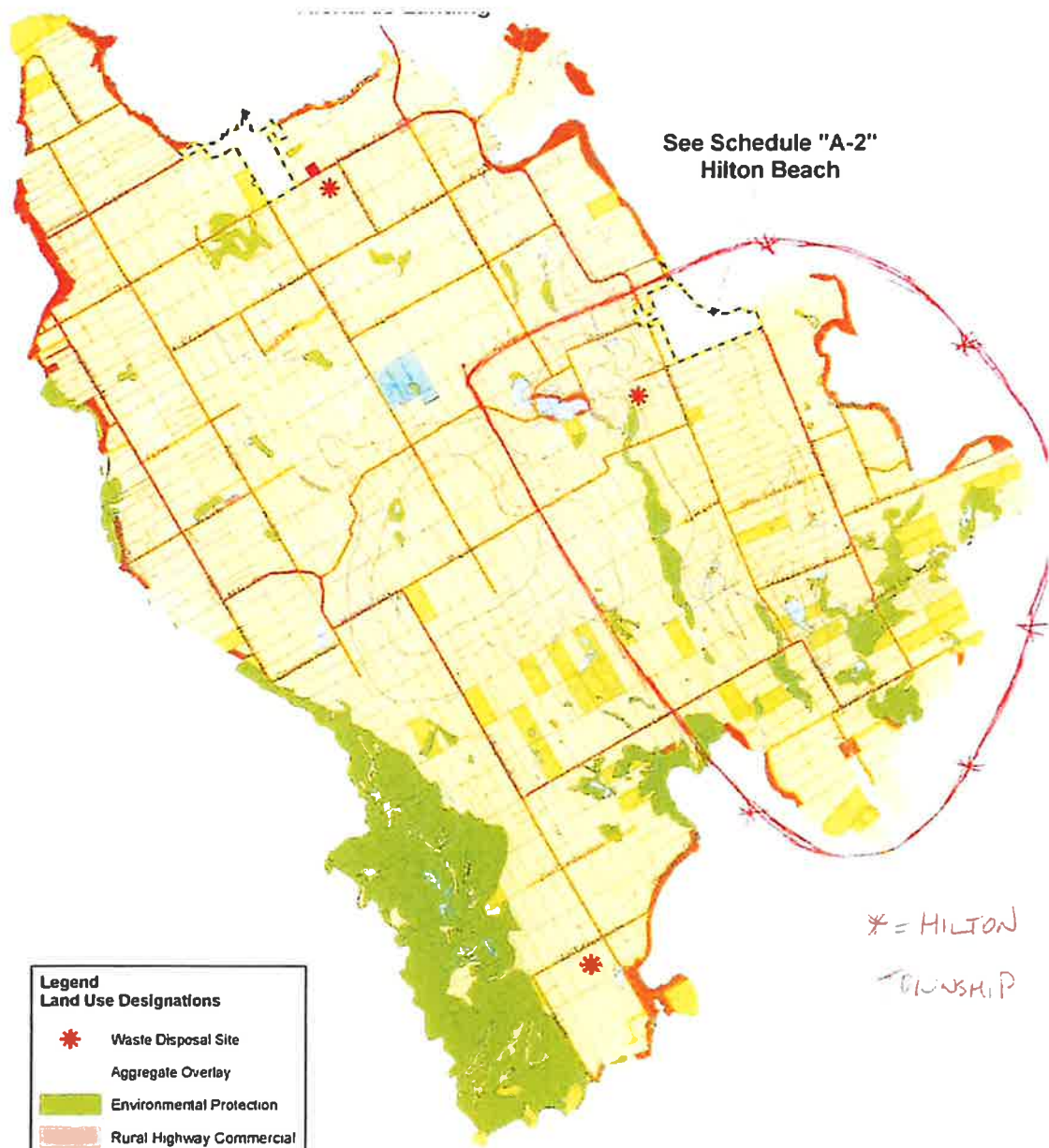
This is Schedule 'C' to By-law 2011 -
Passed this ___ day of ___, 2011

Reeve/Mayor Clerk

Source: MNR NRVIS Data System,
April 2003

MERIDIAN
Aug 2011

Note: Islands shall be zoned LSR



See Schedule "A-2"
Hilton Beach

* = HILTON
BORNSHIP

Legend
Land Use Designations

- * Waste Disposal Site
- Aggregate Overlay
- Environmental Protection
- Rural Highway Commercial
- Major Recreation
- Major Open Space
- Shoreline
- Rural
- Business Park

Source: AMIR HRVIS Data System
April 2003



MERIDIAN
PLANNING CONSULTANTS INC.
February 2004

APPENDIX J - RECORD OF AMENDMENTS

DATE	CHANGES MADE	CHANGES MADE BY
September 2024	Re-ordered information in the plan for a more user-friendly layout, added information regarding roles and responsibilities, assistance, and declarations. Added 'clickable' Table of Contents. Took out IMS references.	J. Edwards

APPENDIX K - DISTRIBUTION LIST

HARD COPY - HC

DIGITAL-D

		D	Date Distributed
Head of Council	1	1	
Canadian Red Cross		1	
Clerk	3	1	
Emergency Operations Centre (Primary)	1		
Emergency Operations Centre (Secondary)	1		
Fire Chief	1	1	
Medical Officer of Health		1	
Algoma Public Health		1	
Municipal Council	4	4	
Police (OPP)		1	
Public Works	1	1	
Emergency Management Ontario	1	1	

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