

**EMERGENCY RESPONSE PLAN**

**FOR**

**THE TOWNSHIP OF WOLLASTON**

**TOWNSHIP OF WOLLASTON**

**EMERGENCY RESPONSE PLAN**

This Emergency Plan is issued under the Authority  
of the Council of the Township of Wollaston  
in accordance with By-Law No. 30-18  
dated July 24, 2018

# TABLE OF CONTENTS

<b>SECTION</b>	<b>PAGE</b>
<b>INTRODUCTION TO THE TOWNSHIP OF WOLLASTON</b>	5
<b>GLOSSERY OF TERMS</b>	6
<b>1 INTRODUCTION TO THE EMERGENCY REPOSE PLAN</b>	
1.1 General	7
1.2 Aim	8
1.3 Authority	8
1.4 Public Access to the Plan	9
<b>2 MUNICIPAL EMERGENCY RESPONSE ORGANIZATION</b>	
2.1 General Requirements	10
2.2 Community Emergency Management Coordinator	10
2.3 Emergency Management Program Committee	11
2.4 Municipal Control Group	12
2.5 Other Organizations	14
2.6 A Declared Community Emergency	14
2.7 Township EOC Organizational Chart	15
2.8 Incident Management System Functions	16
2.9 Other Agencies	21
2.10 Emergency Operations Centre (EOC)	21
2.11 Operating Cycle	22
2.12 Emergency Information Plan (EIP)	22
2.13 Emergency Telecommunications Plan	23
<b>3 ACTIVATION AND NOTIFICATION</b>	
3.1 General Requirements	23
3.2 Decision to Activate the Municipal Control Group	23
3.3 Notification of Municipal Control Group	24
3.4 Requests for Assistance	24

3.5	Levels Of Activation	24
3.6	Declared Township Emergency	26
<b>4</b>	<b>PLAN APPENDICES</b>	<b>27</b>

## **INTRODUCTION TO THE TOWNSHIP OF WOLLASTON**

Wollaston Township is a small rural community that in 2016 had a permanent population of 670. Of the total dwellings, 312 were occupied by permanent residents and 479 seasonal residents. (Statistics Canada 2016)The township is located just over one hour travel time to Peterborough and one and a half hours to Belleville. The Town of Bancroft the main service centre for the region is only 20 mins away. The lakes and waterways continue to attract a large seasonal population that support a complement of basic services in the community, groceries, gas, restaurants, etc. The Coe hill school is an important institution in the community attracting families.

## GLOSSARY OF TERMS

### TERM

### DEFINITION

<b>Emergency Operations Centre (EOC)</b>	An EOC is where the Control Group conducts its Emergency Management functions. It is a facility which has adequate space and good communications for the purpose of managing emergency operations. There is a primary and a secondary or alternate EOC identified to ensure operational viability.
<b>Municipal Control Group (MCG)</b>	The MCG is the Group responsible for managing emergency situations on a Township wide basis. The membership is outlined in the plan however it consists of key decision makers and officials who have the authority to direct or co-ordinate resources within the Township.
<b>Reception Centre</b>	Its primary purpose is for the registration of evacuees and if necessary evacuees will be directed to evacuation centers as required.
<b>Evacuation Centre</b>	A facility set up to provide emergency shelter, food and other items required to a group of people who have been evacuated from an area as a result of an emergency.
<b>Non-Government Organization (NGO)</b>	Usually a non-profit organization, independent of government.
<b>Office of the Fire Marshal and Emergency Management (OFMEM)</b>	
<b>Community Emergency Management Coordinator (CEMC)</b>	
<b>Incident Management System (IMS)</b>	A system that provides standardized organizational structures, functions, processes and terminology for use at all levels of emergency response in Ontario

# **SECTION 1     INTRODUCTION TO THE EMERGENCY REPOSE PLAN**

## **1.1     GENERAL**

Emergencies can be defined as situations or impending situations caused by the forces of nature, accidents, or an intentional act that constitutes a danger of major proportions to human life and property. They affect public safety as well as the environment and economic health of Wollaston Township.

This Emergency Response Plan is designed to outline the response capabilities and strategies for the municipality for any type of emergency that may occur. All municipalities are potentially vulnerable to emergencies based on their physical location, their industrial base and upon their recent history.

In order to protect residents, businesses and visitors, Wollaston Township requires a coordinated emergency response by a number of agencies under the direction of the Municipal Control Group.

These are distinct arrangements and procedures from the normal, day-to-day operations carried out by the emergency services.

Every official, municipal department and agency must be prepared to carry out assigned responsibilities in an emergency. The response plan has been prepared and approved by Council to provide key officials, agencies and departments of the Corporation of Wollaston Township emergency response information related to:

- Arrangements, services and equipment; and
- Roles and responsibilities during an emergency

This Emergency Response Plan will be implemented during emergencies to the level of response required based on the circumstances and conditions at the time. Emergencies can affect public safety, health, welfare and property, the environment and the economic climate of a municipality. The intent upon implementation of this Plan is to reduce the impact of emergencies on life, property and the environment. Emergency Response Plan will herein be referred to as the Plan.

## 1.2 AIM

The aim of this Plan is to make provision for the extraordinary arrangements and measures that may need to be taken to protect the health, safety, welfare, environment and economic health of residents, businesses and visitors of the Township of Wollaston when faced with an emergency. The planned and coordinated response strategies implemented by way of this plan will minimize those adverse effects on property, human life and the health and well being of the community. This Plan enables a centralized controlled and coordinated response to emergencies in the Township of Wollaston and meets the legislated requirements of the *Emergency Management and Civil Protection Act*.

## 1.3 AUTHORITY

The *Emergency Management and Civil Protection Act (EMCPA)* is the legal authority for this Emergency Response Plan in Ontario. Municipal plans must be developed and implemented with legal authority.

The *Emergency Management and Civil Protection Act* states that:

***[Section 3 (1)]***

"Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the Council of the municipality shall by by-law adopt the emergency plan."

***[Section 4 (1)]***

"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 and Civil Protection Act*, this Emergency Response Plan and its' elements have been:

- Issued under the authority of the Township of Wollaston *By-Law No. 30-18* and

- Filed with Office of the Fire Marshall and Emergency Management(OFMEM)

**A) *Definition of an Emergency***

The *Emergency Management and Civil Protection Act* define an emergency as:

“A situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise”

**B) *Action Prior to Declaration of an Emergency***

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 Wollaston .

**1.4 PUBLIC ACCESS TO THE PLAN**

This Plan will be made available for viewing or copying by members of the general public during normal business hours at the Municipal Offices at the following address:

**Township of Wollaston Municipal Office**

90 Wollaston Lake Road

Coe Hill , Ontario

K0L 1P0

Office phone: (613) 337-5731

Office fax: (613) 337-5789

## **SECTION 2      MUNICIPAL EMERGENCY RESPONSE ORGANIZATION**

### **2.1      GENERAL REQUIREMENTS**

The *Emergency Management and Civil Protection Act* requires that each municipality in Ontario have a trained Municipal Control Group (MCG) that can be called upon to deal with community emergencies.

This group of trained municipal staff along with the first response organizations and non-governmental organizations in the community make up the Emergency Response Organization.

Generally, the most knowledgeable municipal individual in the organization is the Community Emergency Management Coordinator (CEMC) who acts as an advisor in the Emergency Operations Centre (EOC).

The CEMC interacts with other municipal, county and provincial staff and has an understanding of the larger picture of the emergency management program.

### **2.2      COMMUNITY EMERGENCY MANAGEMENT COORDINATOR (CEMC)**

Each municipality designates an employee of the municipality as the CEMC and also an alternate CEMC. Both must complete training required by Emergency Management Ontario. .

The CEMC is trained to standards set by the Ministry of Community Safety and Correctional Services and is responsible for the implementation and maintenance of the Community Emergency Management Program. The CEMC also coordinates training for the individuals based on the identified hazards, needs and resource capabilities of the municipality.

The roles and responsibilities of the CEMC include:

- Complete required Emergency Management Ontario training;
- Coordinate the development of and implementation of the municipality's Emergency Management Program;
- Maintain the Emergency Management Program to the Provincial Program Standards set by Emergency Management Ontario;
- Report to the municipality's Emergency Management Program Committee;

- Arrange and document meetings with the Community Emergency Management Program Committee to discuss emergency management issues and plan reviews;
- Arrange for an annual review of the Emergency Management Program;
- Attend the Municipal Operations Center during emergencies and acts as an advisor to the Municipal Control Group;
- Submit required documents to Emergency Management Ontario on an annual basis to maintain program standard certification requirements.

### **2.3 EMERGENCY MANAGEMENT PROGRAM COMMITTEE (EMPC)**

The Emergency Management Program Committee provides assistance to the Community Emergency Management Coordinator (CEMC) in developing the Emergency Management Program and organizing the Emergency Response Organization.

The Emergency Management Program Committee has a legislated obligation to advise Municipal Council on the development and the implementation of the municipality's Emergency Management Program and also assists the CEMC with the annual review of the municipal emergency management program. This Committee may also, if required make recommendations to Council for revisions to the Emergency Management Program.

The members of the Emergency Management Program Committee are:

- Head of Council (Reeve) or Designate
- Members of Council
- CEMC and/or CEMC Alternate
- Clerk or Designate
- Fire Chief or Designate
- Treasurer or Designate
- Roads Superintendent or Designate
- Emergency Information Officer or Designate

The Emergency Management Program Committee meets a minimum of once a year or at the call of the Chair (CEMC). Records are retained to monitor the progress of the Committee and to maintain Program Certification.

The responsibilities of the Emergency Management Program Committee are:

- *The Committee shall advise the Council of the development and implementation of the municipality's Emergency Management Program. (Ontario Regulation 380/04 Section 11.5)*
- *The Committee shall conduct an annual review of the municipality's emergency management program and make recommendations to the Council for its revision if necessary (Ontario Regulation 380/04 Section 11.6)*

## **2.4 MUNICIPAL CONTROL GROUP (MCG)**

The emergency response will be directed and controlled by the Municipal Control Group, a group of officials responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the Township. The MCG will assume the functions of Command, Operations, Logistics, Planning and Finance/Administration.

In this Municipality, the Municipal Emergency Control Group consists of:

- Head of Council (reeve) or designate as per bylaw
- Clerk or Designate
- CEMC and/or CEMC Alternate
- Fire chief or Designate
- Treasurer or Designate
- Roads Superintendent or Designate
- Emergency Information Officer or Designate

The MCG will fill roles according to the functions of 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. (A description of each function can be found in The Township Of Wollaston Standard Operating Guidelines)

- EOC Director (Command)
- Emergency Information Officer (Command Support)
- Liaison Officer (Command Support)
- Risk Management Officer (Command Support)
- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance/Administration Section Chief

Community Partners to provide assistance/technical information to the MCG, as required

- OFMEM Sector Rep
- OPP Rep
- County of Hastings Paramedic Services
- County of Hastings Community and Human Services
- Others as needed



The Municipal Control Group may function with only a limited number of people depending on the emergency. While the MCG may not require the presence of all personnel listed as members of the Municipal Control Group, all members of the MCG must be notified of an emergency event or disaster. The Municipal Control Group can make decisions on behalf of the municipality without necessarily all members being present.

## **2.5 OTHER ORGANIZATIONS**

The Municipal Control Group is at liberty to request additional representatives to join the Municipal Control Group during emergencies as Liaison personnel as required.

## **2.6 A DECLARED COMMUNITY EMERGENCY**

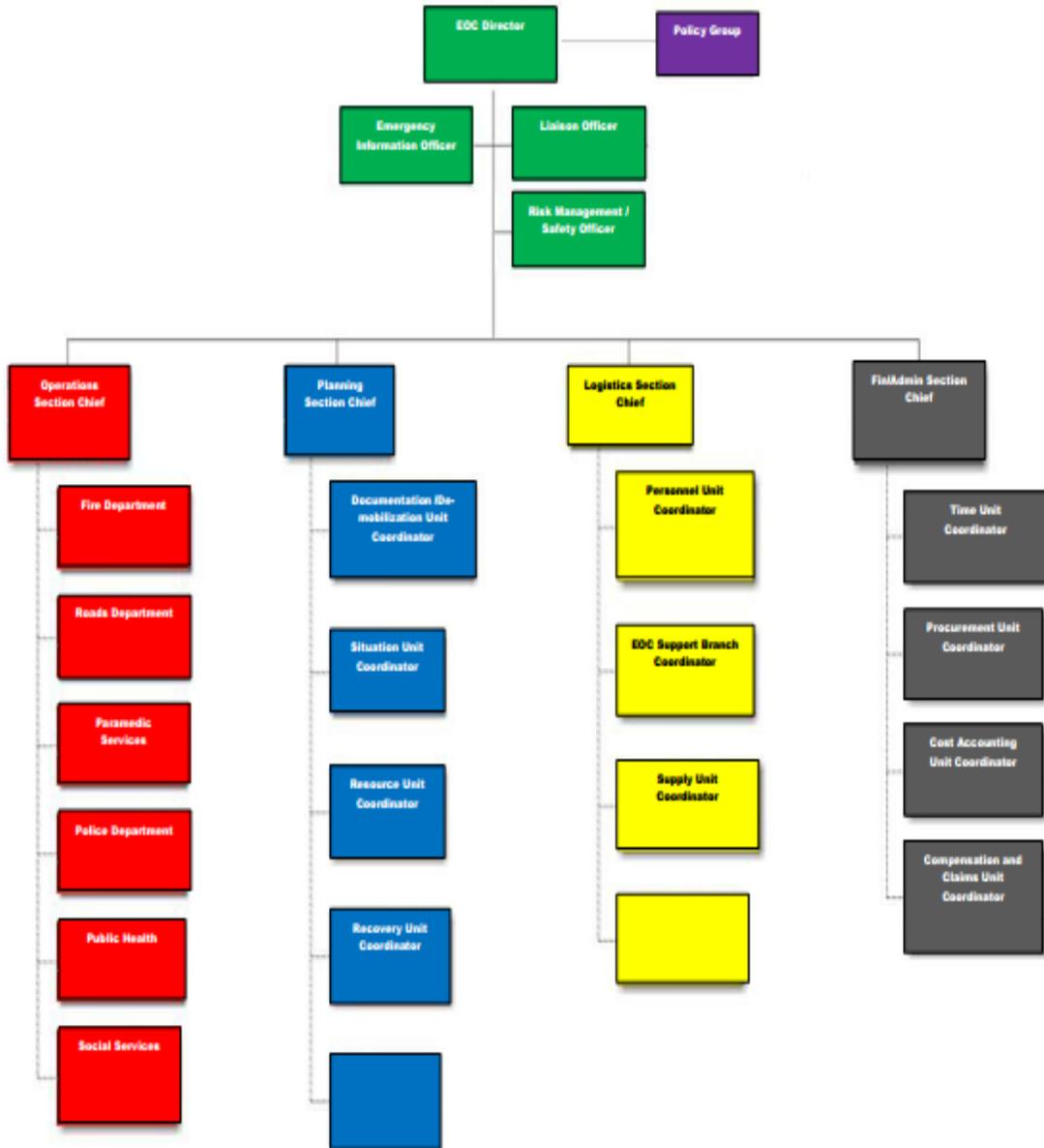
The Reeve (or approved alternate) is responsible for declaring an emergency. This decision is made in consultation with other members of the Municipal Control Group.

Upon declaring or terminating an emergency, the Reeve will notify:

- Emergency Management Ontario using the prescribed form
- Council;
- County Warden; as required
- the Public; as required
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);as required
- Local Member of Parliament (MP).as required

A community emergency may be terminated at any time by:

- Reeve (or approved alternate); or
- Municipal Council; or
- Premier of Ontario



## **2.8 INCIDENT MANAGEMENT SYSTEM FUNCTIONS**

### **Command**

The EOC Director has overall authority and responsibility for the activities of the EOC, and for ensuring organizational effectiveness. In conjunction with the Municipal Control Group, sets out priorities and objectives for each operational period and ensures they are carried out. Additional responsibilities of the EOC Director include liaising with the Policy Group (Council) and approving emergency information releases. The EOC Director is also responsible for direct supervision of the Municipal Control Group, and they may choose to designate a Deputy Director to act on his/her behalf when required.

### **Command Support Staff**

#### **Emergency Information Officer**

The EIO is responsible for establishing and maintaining media contacts; preparing news releases; coordinating interviews, news conferences, or media briefings; developing public information materials; providing messaging for dissemination to Township and EOC staff; establishing communication strategies for internal and external purposes; and liaising and coordinating messages with other Information Officers.

#### **Liaison Officer**

The Liaison Officer is responsible for inviting required or requested agencies to the EOC, as identified by the EOC Director and Municipal Control Group, and for maintaining contact with external agencies. The Liaison Officer is also responsible for gathering current situation information from municipal CEMC's and sharing it with the Planning Section and Municipal Control Group. During the EOC activation various external agencies or organizations may be working with the EOC. They are described as assisting agencies, cooperating agencies and municipalities.

#### **Risk Management Officer**

Risk Management is responsible for monitoring, assessing and recommending modifications to safety conditions and halting unsafe operations in the EOC. Legal support identifies liability and loss exposures to personnel and property.

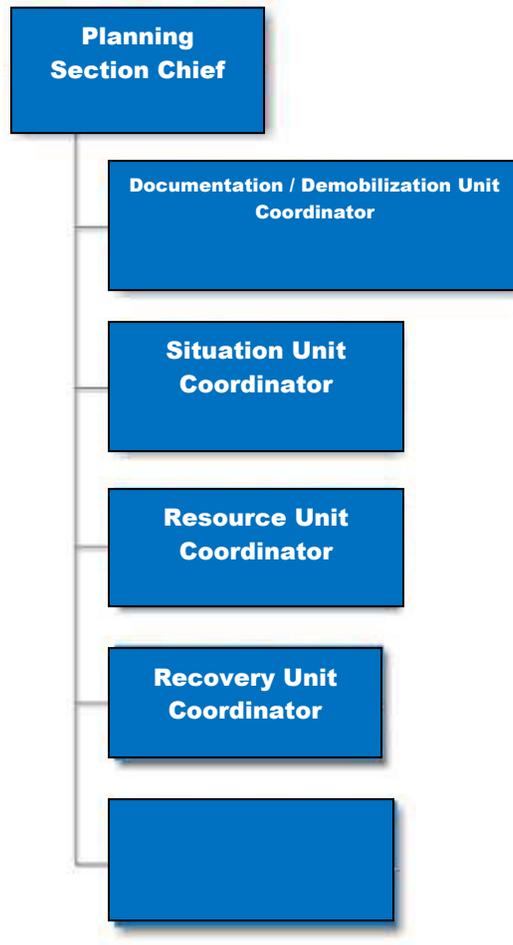
## Operations

The Operations Section maintains direct contact with the site(s) and coordinates the overall site support response, in conjunction with other agencies and/or departments. Operations Section is also responsible for gathering current situation information from the site and sharing it with the Planning Section and the Municipal Control Group, as appropriate; coordinating resource requests from the site level; and directing deployment of all EOC issued resources to the Incident Commander(s). The Operations Section Chief is responsible for activating any required branches within the Operations Section.



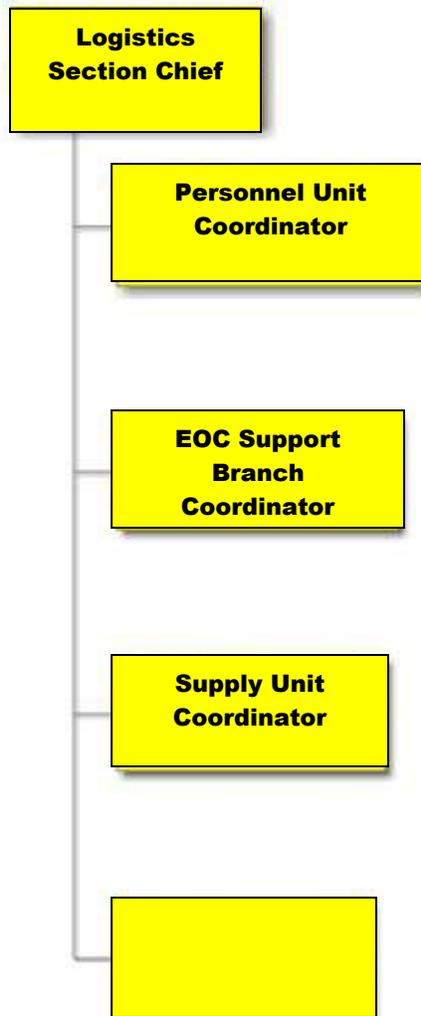
**Planning**

The Planning Section collects, processes, evaluates and displays situation information; develops EOC Action Plans and Situation Reports in coordination with other functions; tracks status of EOC issued resources; maintains all EOC documentation; ensures continuity of operations for the Township; plans for EOC demobilization, and facilitates the recovery phase. The Planning Section Chief is responsible for activating any required units within the Planning Section.



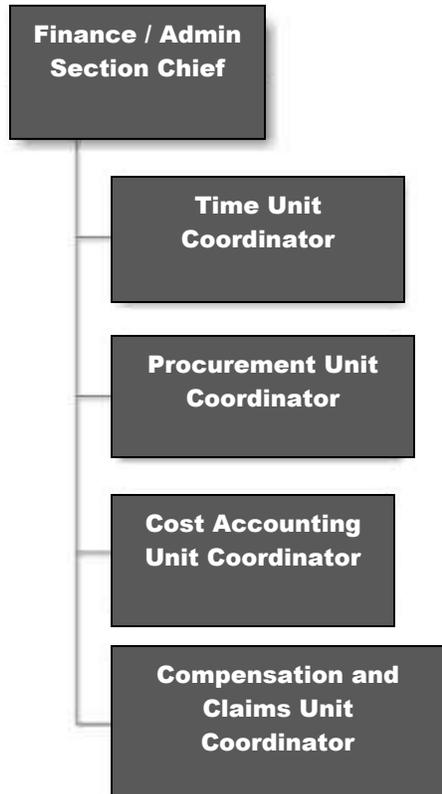
**Logistics**

The Logistics Section provides/acquires requested resources including personnel, facilities, equipment and supplies; arranging access to technological and telecommunications resources and support; and providing other support services such as arranging for food and IT support. The Logistics Section Chief is responsible for activating any required units within the Logistics Section.



**Finance/Administration**

The Finance and Administration Section monitors the expenditure process and response and recovery costs. In addition, is responsible for coordinating claims and compensation; contracts and procurement agreements; timekeeping; and cost estimates and analysis. The Fin/Admin Section Chief is responsible for activating any required units within the Fin/Admin Section.



## **Other Functions**

All functions listed in The Wollaston Township EOC Organizational Chart have detailed checklists located in the EOC Standard Operating Guidelines.

### **2.9 OTHER AGENCIES**

Other agencies that may be requested through the Liaison Officer to attend the Township EOC to assist with coordination of response to member municipalities may include:

- Conservation Authorities
- Provincial Ministry Representatives
- Federal Representatives

### **2.10 EMERGENCY OPERATIONS CENTRE (EOC)**

Upon notification of a real or potential emergency, the Municipal Control Group may report to the Primary Emergency Operation Centre. Upon notification of an emergency the EOC will be started by the first member to attend until a more qualified member arrives. Municipal Control Group activities will commence as soon as possible and as members arrive, they will join the operation in progress as fully participating members. It is essential that all members are notified in accordance with the notification procedures. Location and set up procedures for the Primary EOC are located within (appendix G)

## 2.11 OPERATING CYCLE

The MCG will gather at regular intervals to inform each other of actions taken and problems encountered. These operational briefings will signal the start of a new operational period and a new EOC Action Plan will be developed. The EOC Director (Command) 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 Planning Section Chief will ensure an agenda is prepared and will draft the EOC Incident Action Plan.

The following diagram represents the planning cycle for the EOC:



## 2.12 EMERGENCY INFORMATION PLAN

Upon implementation of this Emergency Response Plan, it will be important to coordinate the release of accurate information to the news media, issue authoritative instructions to the public, and respond to or direct individual requests for, or reports on, information concerning any aspects of the emergency.

If necessary, a local Emergency Information Centre will be established.

## **2.13 EMERGENCY TELECOMMUNICATIONS PLAN**

Upon activation of the Township of Wollaston emergency plan, it will be important to ensure that communications are established between the emergency site and the municipal EOC, as well as communications between the MCG and external agencies. The primary methods of communications in order of preferences shall be:

- Landline and cellular/Smartphone's
- Internet
- Amateur Radio Emergency
- Or any other available means of communication

## **SECTION 3      ACTIVATION AND NOTIFICATION**

### **3.1 DECISION TO ACTIVATE MUNICIPAL CONTROL GROUP**

The decision to activate the Municipal Control Group rests with any member of the Municipal Control Group; likely beginning with the first responding agency at the emergency scene.

Refer to Appendix D for Municipal Control Group Notification Procedure.

### **3.2 NOTIFICATION OF MUNICIPAL CONTROL GROUP**

Once the decision has been made to activate the Control Group, the call out process is initiated to call Municipal Control Group personnel to the Emergency Operations Centre. Members could be absent for many reasons but all members must be called.

Refer to Appendix E for Emergency Alert Message Form.

Refer to Appendix F for Notification Contact List - Municipal Control Group.

When called, Municipal Control Group members will be told the following:

- What has happened
- Where did it happen
- When did it happen
- Where and when to report for duty
- Other applicable information

### **3.3 REQUESTS FOR ASSISTANCE**

Assistance may be requested from Hastings County at any time by contacting the County Warden or by directly contacting the relevant service (Community and Human Services Hastings, Paramedic Services, etc). The request shall not be deemed to be a request that the County assume authority and control of the emergency.

Assistance may also 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 Emergency Management Ontario by the CEMC.

Assistance may also be requested from neighbouring municipalities and the private sector.

### **3.4 LEVELS OF ACTIVATION**

#### **Level 1 – Single Municipal Activation**

Example: large structure fire, multiple vehicle accident causing major detouring, large area flooding, major incident involving hazardous chemicals, threat of major weather event, evacuation imminent or occurring

- Managed locally by municipal emergency response resources and coordinated by Municipal Control Group with potential to involve a request for assistance through mutual aid (emergency services), the County or Province or NGO's
- Social Services **may** attend as a member of the municipal control group
- Additional County support **may** attend local Municipal Control Group meetings as requested

- Municipal Control Group **may** be notified as per the notification procedure of activation of Municipal Control Group and kept up to date
- Municipal Control Group **may** choose to assemble but generally not required

### **Level 2 – Up to Three Municipal Activations**

Example: widespread flooding, ice storm, summer weather event (tornado) or an evacuation from one municipality to another

- Managed locally by municipal response resources and coordinated by member Municipality Control Group with expected requests for assistance through mutual aid (emergency services), the County or Province or NGO's
- Social Services **may** attend as a member of the Municipal Control Group
- Depending on geographic location of emergency, additional County support **may** attend local Municipal Control Group meetings
- County EOC **may** be activated. If it is, additional requested County support will coordinate through County EOC.
- NGO's and Provincial support will be invited to coordinate their support through Township EOCs

### **Level 3 – Three or more Municipal Activations**

Example: widespread flooding, ice storm, summer weather event (tornado) or any incident where multiple municipalities requiring evacuation.

- Managed locally by municipal emergency response resources and coordinated by member municipality control group. Requests for assistance to other agencies have been made (Province, conservation authorities, Hydro One, etc)
- Social Services may attend as a member of the municipal control group
- Outside agencies that have been requested by municipalities will be invited to attend and coordinate their response from the Township EOC
- Municipal Control Group will coordinate their operational cycle with the activated municipalities
- The County has committed to activating their EOC and will coordinate their support in their EOC along with coordinating joint briefings

### **3.5 DECLARED TOWNSHIP EMERGENCY**

The Reeve or alternate, as the Head of Council, is responsible for declaring an emergency. This decision is usually made in consultation with other members of the Municipal Control Group.

Authority for declaring an emergency is found in the *Emergency Management and Civil Protection Act*.

(Forms for declaration of an emergency can be found in Appendix M & N)

Upon declaring an emergency, the Reeve should consider:

- Council
- Neighbouring community officials, as required
- Local Member of Parliament (MP)
- Office of the Fire Marshal and Emergency Management
- Public

**SECTION 4 TOWNSHIP OF WOLLASTON EMERGENCY RESPONSE PLAN**

**APPENDICES**

A  
B  
C  
D  
E  
F  
G  
H  
I  
J  
K  
L  
M  
N  
O  
P  
Q  
R  
S  
T  
U  
V  
W  
X  
Y  
Z