

Emergency Management Program

(Corporation of the Town of Arnprior)



(Public Viewing Version)

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PART “I” INTRODUCTION

The *Emergency Management Act* R.S.O. 1990. CHAPTER E.9 requires each Ontario municipality to develop and implement an “*emergency management program*” in accordance with the *Act* and its associated regulations and standards.

Emergency Management Ontario has divided the Province into various “sectors”. For the sake of the Town of Arnprior, it falls within the “*Ottawa Sector*” of the Southeastern Sector. Part “II” of this *emergency management program* fully describes the requirements and contents of the program.

There are four pillars that are considered the foundation of the Emergency Management Act and its associated standards. Those internationally accepted pillars of emergency management are: *Mitigation/Prevention, Preparedness, Response, and Recovery*.

The Corporation of the Town of Arnprior has taken the necessary steps to implement the following program in consultation with Emergency Management Ontario Community Officer(s) in order to save lives and money, protect the environment, promote economic stability, and help assure the continuance of critical assets. Ultimately, striving to prevent some emergencies before they occur, lessening the potential impact and confusion caused by those that do strike, and by speeding recovery after such an event.

Protection of Sensitive Information

Specific parts of this program are protected by the *Emergency Management Act* (section 2.1 (4)). The *Emergency Management Act* can be found in appendix “G”. These provisions are aimed specifically at the protection of records related to municipal hazard and risk assessments and the identification of critical infrastructure.

Section 2.1 (7) of the *Emergency Management Act* directs municipal council to close to the public a meeting or part of a meeting, where the subject for discussion includes consideration of the release of information covered in Section 2.1 (4).

PART “II” FRAMEWORK FOR COMMUNITY EMERGENCY MANAGEMENT PROGRAM

Essential Program

- Designation of a community emergency management coordinator.
- Formulation of a community emergency management program committee.
- Publication of an approved community emergency response plan.
- Development of an appropriate community Emergency Operations Centre.
- Identification of critical infrastructure.
- Development of an appropriate emergency response capability.
- Conduct of annual training for the Community Control Group and emergency and Emergency Operations Centre staff.
- Conduct of an annual exercise to evaluate the community emergency response plan.
- Identification of individuals to act as community emergency information staff.
- Development and implementation of a community emergency management public awareness program.
- Conduct of an annual review of the community emergency management program.

Enhanced Program

- Publication of an enhanced community emergency response plan to include supporting plans for high risks (e.g. hazardous facilities, flood, severe weather, transportation accidents, critical infrastructure, etc.).
- Publication of a supporting plan for the dissemination of emergency information including the designation and arrangements for a local information centre.
- Development of an enhanced community Emergency Operations Centre to include detailed operating procedures, arrangements, and provision for appropriate specialist and auxiliary staff during an emergency.
- Development and implementation of an annual community emergency management-training *program* involving appropriate staff, volunteer organizations, auxiliary staff and emergency services.

- Development and implementation of an annual community emergency management *exercise program* involving appropriate staff, volunteer organizations, auxiliary staff and emergency services.
- Development and implementation of a community public education program based on identified high risks.
- Development and implementation of an annual self – assessment process to determine the quality and effectiveness of the community emergency management program.

Comprehensive Program

- Development of mutual aid and assistance agreements with neighbouring communities and organizations.
- Development of a community mitigation strategy and plan for identified high risks.
- Publication of a community recovery plan for identified high risks.
- Implementation of guidelines for risk-based land use planning.
- Designation of community dangerous good routes.
- Development and implementation of a detailed risk-based public education program.
- Development of a comprehensive community evacuation plan.
- Designation of a community emergency management program and recognize the contribution of all partners.
- Development and implementation of an external assessment process to determine the quality and effectiveness of the community emergency management program.

PART “III” COMMUNITY HAZARD IDENTIFICATION & RISK ASSESSMENT

General Hazards “Checklist”

The checklist is simply a list of natural, technological, and human-caused hazards prepared by emergency management Ontario to assist in identifying local hazards. Each hazard in the checklist is graded as “likely”, “possibly”, or “unlikely” to occur in the Town of Arnprior. This is a key in the development of the community emergency management program. This process leads the community emergency management program committee to identifying and creating the community risk profile.

Critical Infrastructure of the Town of Arnprior

Critical infrastructure is the interdependent, interactive, interconnected networks of institutions, services, systems and processes that meet vital human needs, sustain the economy, protect public safety and security, and maintain continuity of and confidence in government. Critical infrastructure is the basic structural foundation of a society or enterprise. It is the assets or systems that, if disrupted or destroyed, could have a critical impact on the health, safety, security, and economic well-being of citizens or adversely affect the functioning of the government.

Appendix “B” includes a table of critical infrastructure for the Town of Arnprior. The list provides the sector (as identified by Emergency Management Ontario), the specific type of critical infrastructure, the component, it’s location, who owns/operates the infrastructure, and finally a priority number.

The priority number is scaled from level # 1 to level # 4. Level #1 would be considered the priority predominantly having a critical impact on the health, safety, security, and economic well-being of citizens or adversely affect the functioning of the government.

General Hazards “Information Sheets”

General Hazards are those probable hazards based on history, or on existing materials, activities or situations. For the Town of Arnprior, a list of specific probable hazards has been identified in consultation with members of the emergency management program committee.

Each identified probable hazard in the risk assessment is in no specific order. The hazards are listed chronologically by order of generation only. Each hazard sheet describes the specific hazard, which is the nature of the hazard without discussing the consequences. Then each hazard specifies the area(s) most likely affected should the hazards exist. Some descriptions may be listed as “general hazard”, indicating that there is no specific address or location. Next, each sheet identifies the lead-time that emergency agencies will have to prepare their response and resources. In some cases it may indicate “no lead-time”, indicating that the hazard may materialize without any warning to the public or emergency personnel. The area identified as probability briefly outlines detail regarding history or factors that would indicate the hazard’s likelihood of occurring. The probability will be scored from 1 to 4. That scale as defined by Emergency Management Ontario is explained below. Finally, each sheet will provide a description of possible consequences to expect should the identified hazard event occur. Consequences will also be rated by a rating from 1 to 4. That scale also is explained below.

The general hazard information sheets form part of appendix “C” of this program.

Probability		Impact	
#1	no history of incidents in the last 15 years	#1	no impact
#2	last incident occurred between five and 15 years ago	#2	limited (injuries only, minor and/or localized damage)
#3	one incident in the last five years	#3	substantial (widespread injuries, widespread and/or severe damage, temporary disruption of basic services)
#4	several incidents in the last five years	#4	high (widespread injuries and loss of life, severe damage disrupting delivery of essential services, long-term disruption of basic services)

Summary List of General Hazards

After the comprehensive list of specific community hazards has been created, the summary list will provide each potential hazard with a numerical scale for both probability and consequence.

The probability is the likelihood of occurrence for each identified community hazard that is outlined. The consequence determines how likely a specific hazard is to occur and how severe that hazard is/would be.

A summary list of general hazards for the Town of Arnprior can be found in appendix “D” of this program.

Community Risk Assessment Grid

The use of a risk assessment grid facilitates the process of creating program priorities for planners to see which hazards pose the greatest risk to the Town.

The scored value from every community hazard sheet will be placed onto the risk assessment grid for that particular hazard. For example; the grid has a vertical axis from number one to number four, which represents the probability. The grid has a horizontal axis from number one to number four, which represents the consequence of the hazards. Each hazard was provided with an identification number, which represents that identified hazard in no particular order. The identification number will be placed onto the grid along the vertical and horizontal lines from the hazard’s scored values. (e.g. hazard identification #1 may have a score of 2 for probability, and a score of 3 for consequences. Therefore, on the grid, the hazard identification #1 would be placed at the point where probability 2 and consequence 3 intersect.

Community Risk Profile Template

The community risk profile template is divided into three major categories: Risk Assessment, Community Vulnerabilities, and Emergency Management Actions. The profile will address each specific hazard across these three categories.

Risk Assessment is the section that was completed as of December 31, 2004. The risk assessment includes the following;

1. HAZARD #: each hazard information sheet should be assigned a number. This is an administrative number and does not relate to the hazard's program priority;
2. HAZARD SITUATION: words to identify the hazard associated with the situation (e.g. "Train Derailment");
3. RISK ASSESSMENT: the hazard's numerical score from the risk assessment grid;
4. PRIORITY: the hazard's program priority as determined by the risk assessment grid and decisions made by the community emergency management program committee.

Community Vulnerabilities is the section required to be completed by December 31, 2005. Community vulnerabilities include the following;

1. VULNERABLE POPULATIONS: a few key words to identify the populations affected by each identified hazard (e.g. "chronic care facility" or "daycare").
2. CRITICAL INFRASTRUCTURE: list critical infrastructure components at risk from the identified hazard.
3. RESPONSE CAPABILITY: list response capability to the specific hazard, including resources and training.
4. ENVIRONMENT: the hazard's potential for a release, spill, or discharge that could impact on sensitive areas. Areas and mode of contamination need to be identified.

Emergency Management Actions is the section required to be completed by December 31, 2006. This section assists with establishing short and long-term emergency management program goals related to each identified hazard. Emergency management actions include the following;

1. EMERGENCY MANAGEMENT PROGRAM STANDARD: for each hazard, list the program standard that each goal or action fulfills.
2. MITIGATION/PREVENTION: list program goals and actions related to mitigation and prevention.
3. PREPAREDNESS: list program goals and actions related to preparedness.
4. RESPONSE: list program goals and actions related to response.
5. RECOVERY: list program goals and actions related to recovery.

APPENDIX “G” – Emergency Management Act R.S.O. 1990. CHAPTER E.9

Emergency Management Act

R.S.O. 1990, Chapter E.9

Notice of Currency:* This document is up to date.

*This notice is usually current to within two business days of accessing this document.

For more current amendment information, see the Table of Public Statutes (Legislative History).

Amended by: 1999, c. 12, Sched. P, ss. 3-9; 2002, c. 14, ss. 2-16; 2002, c. 17, Sched. C, s. 10; 2003, c. 1, s. 14.

Definitions

1. In this Act,

“Crown employee” means a Crown employee within the meaning of the Public Service Act; (“employé de la Couronne”)

“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; (“situation d’urgence”)

“emergency area” means the area in which an emergency exists; (“zone de crise”)

“emergency management program” means a program developed under section 2.1 or 5.1; (“programme de gestion des situations d’urgence”)

“Emergency Response Plan” means a plan formulated under section 3, 6, 8 or 8.1; (“plan de mesures d’urgence”)

“employee of a municipality” means an employee as defined in section 278 of the Municipal Act, 2001; (“employé municipal”)

“head of council” includes a chair of the board of an improvement district; (“président du conseil”)

“local board” means a local board as defined in the Municipal Affairs Act; (“conseil local”)

“local services board” means a Local Services Board established under the Local Services Boards Act; (“régie locale des services publics”)

“member of council” includes a trustee of the board of an improvement district; (“membre du conseil”) R.S.O. 1990, c. E.9, s. 1; 1999, c. 12, Sched. P, s. 3; 2002, c. 14, s. 3; 2002, c. 17, Sched. C, s. 10 (1, 2).

Administration of Act

2. The Solicitor General is responsible for the administration of this Act. R.S.O. 1990, c. E.9, s. 2.

Municipal emergency management programs

2.1 (1) Every municipality shall develop and implement an emergency management program and the council of the municipality shall by by-law adopt the emergency management program. 2002, c. 14, s. 4.

Same

(2) The emergency management program shall consist of,

(a) an Emergency Response Plan as required by section 3;

- (b) training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
- (c) public education on risks to public safety and on public preparedness for emergencies; and
- (d) any other element required by the standards for emergency management programs set under section 14. 2002, c. 14, s. 4.

Hazard and risk assessment and infrastructure identification

(3) In developing its emergency management program, every municipality shall identify and assess the various hazards and risks to public safety that could give rise to emergencies and identify the facilities and other elements of the infrastructure that are at risk of being affected by emergencies. 2002, c. 14, s. 4.

Confidentiality for defence reasons

(4) Subject to subsection (5), a head of an institution, as defined in the Municipal Freedom of Information and Protection of Privacy Act, may refuse under that Act to disclose a record if,

- (a) the record contains information required for the identification and assessment activities under subsection (3); and
- (b) its disclosure could reasonably be expected to prejudice the defence of Canada or of any foreign state allied or associated with Canada or be injurious to the detection, prevention or suppression of espionage, sabotage or terrorism. 2002, c. 14, s. 4.

Same

(5) A head of an institution, as defined in the Municipal Freedom of Information and Protection of Privacy Act, shall not disclose a record described in subsection (4),

- (a) if the institution is a municipality and the head of the institution is not the council of the municipality, without the prior approval of the council of the municipality;
- (b) if the institution is a board, commission or body of a municipality, without the prior approval of the council of the municipality or, if it is a board, commission or body of two or more municipalities, without the prior approval of the councils of those municipalities. 2002, c. 14, s. 4.

Confidentiality of third party information

(6) A head of an institution, as defined in the Municipal Freedom of Information and Protection of Privacy Act, shall not, under that Act, disclose a record that,

- (a) contains information required for the identification and assessment activities under subsection (3); and
- (b) reveals a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence implicitly or explicitly. 2002, c. 14, s. 4.

Meetings closed to public

(7) The council of a municipality shall close to the public a meeting or part of a meeting if the subject matter being considered is the council's approval for the purpose of subsection (5). 2002, c. 14, s. 4.

Application of Municipal Freedom of Information and Protection of Privacy Act

(8) Nothing in this section affects a person's right of appeal under section 39 of the Municipal Freedom of Information and Protection of Privacy Act with respect to a record described in this section. 2002, c. 14, s. 4.

Municipal Emergency Response Plan

3. (1) Every municipality shall formulate an Emergency Response 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 Response Plan. 2002, c. 14, s. 5 (1).

(2) Repealed: 2002, c. 14, s. 5 (1).

Co-ordination by county

(3) The council of a county may with the consent of the councils of the municipalities situated within the county co-ordinate and assist in the formulation of their Emergency Response Plans under subsection (1). R.S.O. 1990, c. E.9, s. 3 (3).

Specific emergencies may be designated

(4) The Lieutenant Governor in Council may designate a municipality to address a specific type of emergency in its Emergency Response Plan and, if so required, the municipality shall include the type of emergency specified in its Emergency Response Plan. 2002, c. 14, s. 5 (2).

Training and exercises

(5) Every municipality shall conduct training programs and exercises to ensure the readiness of employees of the municipality and other persons to act under the Emergency Response Plan. 2002, c. 14, s. 5 (3).

Review of plan

(6) Every municipality shall review and, if necessary, revise its Emergency Response Plan every year. 2002, c. 14, s. 5 (3).

Declaration of emergency

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 Response Plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area. R.S.O. 1990, c. E.9, s. 4 (1).

Declaration as to termination of emergency

(2) The head of council or the council of a municipality may at any time declare that an emergency has terminated. R.S.O. 1990, c. E.9, s. 4 (2).

Solicitor General to be notified

(3) The head of council shall ensure that the Solicitor General is notified forthwith of a declaration made under subsection (1) or (2). R.S.O. 1990, c. E.9, s. 4 (3).

Premier may declare emergency terminated

(4) The Premier of Ontario may at any time declare that an emergency has terminated. R.S.O. 1990, c. E.9, s. 4 (4).

Conformity with upper-tier plan

5. The Emergency Response Plan of a lower-tier municipality in an upper-tier municipality, excluding a county, shall conform to the Emergency Response Plan of the upper-tier municipality and has no effect to the extent of any inconsistency and, for the purposes of this section, The Corporation of the County of Lambton shall be deemed to be an upper-tier municipality. 2002, c. 17, Sched. C, s. 10 (3).

Emergency management programs of provincial government bodies

5.1 (1) Every minister of the Crown presiding over a ministry of the Government of Ontario and every agency, board, commission and other branch of government

designated by the Lieutenant Governor in Council shall develop and implement an emergency management program consisting of,

- (a) an Emergency Response Plan as required by section 6;
- (b) training programs and exercises for Crown employees and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
- (c) public education on risks to public safety and on public preparedness for emergencies; and
- (d) any other element required by the standards for emergency management programs set under section 14. 2002, c. 14, s. 7.

Hazard and risk assessment and infrastructure identification

(2) In developing an emergency management program, every minister of the Crown and every designated agency, board, commission and other branch of government shall identify and assess the various hazards and risks to public safety that could give rise to emergencies and identify the facilities and other elements of the infrastructure for which the minister or agency, board, commission or branch is responsible that are at risk of being affected by emergencies. 2002, c. 14, s. 7.

Confidentiality of third party information

(3) A head of an institution, as defined in the Freedom of Information and Protection of Privacy Act, shall not, under that Act, disclose a record that,

- (a) contains information required for the identification and assessment activities under subsection (2); and
- (b) reveals a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence implicitly or explicitly. 2002, c. 14, s. 7.

Application of Freedom of Information and Protection of Privacy Act

(4) Nothing in this section affects a person's right of appeal under section 50 of the Freedom of Information and Protection of Privacy Act with respect to a record described in this section. 2002, c. 14, s. 7.

Emergency Response Plans of provincial government bodies

6. (1) It is the responsibility of,

- (a) each minister of the Crown presiding over a ministry of the Government of Ontario; and

(b) each agency, board, commission or other branch of government designated by the Lieutenant Governor in Council,

to formulate an Emergency Response Plan for the ministry or branch of government, as the case may be, in respect of the type of emergency assigned to it by the Lieutenant Governor in Council, governing the provision of necessary services during an emergency and the procedures under and the manner in which Crown employees and other persons will respond to the emergency. R.S.O. 1990, c. E.9, s. 6 (1).

Training and exercises

(2) Every minister of the Crown described in clause (1) (a) and every agency, board, commission or other branch of government described in clause (1) (b) shall conduct training programs and exercises to ensure the readiness of Crown employees and other persons to act under their Emergency Response Plans. 2002, c. 14, s. 8.

Review of plan

(3) Every minister of the Crown described in clause (1) (a) and every agency, board, commission or other branch of government described in clause (1) (b) shall review and, if necessary, revise its Emergency Response Plan every year. 2002, c. 14, s. 8.

Chief, Emergency Management Ontario

6.1 The Lieutenant Governor in Council shall appoint a Chief, Emergency Management Ontario who, under the direction of the Solicitor General, shall be responsible for monitoring, co-ordinating and assisting in the development and implementation of emergency management programs under sections 2.1 and 5.1 and for ensuring that those programs are co-ordinated in so far as possible with emergency management programs and Emergency Response Plans of the Government of Canada and its agencies. 2002, c. 14, s. 9.

Emergency Response Plans submitted to Chief

6.2 (1) Every municipality, minister of the Crown and designated agency, board, commission and other branch of government shall submit a copy of their Emergency Response Plans and of any revisions to their Emergency Response Plans to the Chief, Emergency Management Ontario, and shall ensure that the Chief, Emergency Management Ontario has, at any time, the most current version of their Emergency Response Plans. 2002, c. 14, s. 10.

Repository for Emergency Response Plans

(2) The Chief, Emergency Management Ontario shall keep in a secure place the most current version of every Emergency Response Plan submitted to him or her. 2002, c. 14, s. 10.

Declaration of emergency

7 (1) The Premier of Ontario may declare that an emergency exists throughout Ontario 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 Response Plans formulated under section 6 or 8 and to protect property and the health, safety and welfare of the inhabitants of the emergency area. R.S.O. 1990, c. E.9, s. 7 (1).

Power of Premier

(2) For the purposes of subsection (1), the Premier of Ontario may exercise any power or perform any duty conferred upon a minister of the Crown or a Crown employee by or under an Act of the Legislature. R.S.O. 1990, c. E.9, s. 7 (2).

Emergency powers

(3) Where a declaration is made under subsection (1) and the emergency area or any part thereof is within the jurisdiction of a municipality, the Premier of Ontario may, where he or she considers it necessary, direct and control the administration, facilities and equipment of the municipality to ensure the provision of necessary services in the emergency area, and, without restricting the generality of the foregoing, the exercise by the municipality of its powers and duties in the emergency area, whether under an Emergency Response Plan or otherwise, is subject to the direction and control of the Premier. R.S.O. 1990, c. E.9, s. 7 (3).

Assistance

(4) The Premier of Ontario may require any municipality to provide such assistance as he or she considers necessary to an emergency area or any part thereof that is not within the jurisdiction of the municipality, and may direct and control the provision of such

assistance, and the Lieutenant Governor in Council may authorize the payment of the cost thereof out of the Consolidated Revenue Fund. R.S.O. 1990, c. E.9, s. 7 (4).

Premier may designate minister

(5) Where the Premier of Ontario makes a declaration under subsection (1), he or she may designate a minister of the Crown to exercise the powers conferred on the Premier by subsections (1), (2), (3) and (4). R.S.O. 1990, c. E.9, s. 7 (5).

Local boards and local services boards included

(6) For the purposes of this section,

“municipality” includes a local board of a municipality and a local services board.

R.S.O. 1990, c. E.9, s. 7 (6); 1999, c. 12, Sched. P, s. 5.

Order in council in emergency

Purpose

[7.1](#) (1) The purpose of this section is to authorize the Lieutenant Governor in Council to make appropriate orders when, in the opinion of the Lieutenant Governor in Council, victims of an emergency or other persons affected by an emergency need greater services, benefits or compensation than the law of Ontario provides or may be prejudiced by the operation of the law of Ontario. 2003, c. 1, s. 14 (1).

Order in council

(2) If the conditions set out in subsection (2.1) are satisfied, the Lieutenant Governor in Council may, by order in council made on the recommendation of the Attorney General, but only if the Lieutenant Governor in Council is of the opinion described in subsection (1),

(a) temporarily suspend the operation of a provision of a statute, regulation, rule, by-law or order of the Government of Ontario; and

(b) if it is appropriate to do so, set out a replacement provision to be in effect during the temporary suspension period only. 2003, c. 1, s. 14 (1).

Conditions

(2.1) The conditions referred to in subsection (2) are:

1. A declaration has been made under subsection 7 (1).

2. The provision,

i. governs services, benefits or compensation, including,

A. fixing maximum amounts,

B. establishing eligibility requirements,

C. requiring that something be proved or supplied before services, benefits or compensation become available,

D. restricting how often a service or benefit may be provided or a payment may be made in a given time period,

E. restricting the duration of services, benefits or compensation or the time period during which they may be provided,

ii. establishes a limitation period or a period of time within which a step must be taken in a proceeding, or

iii. requires the payment of fees in respect of a proceeding or in connection with anything done in the administration of justice.

3. In the opinion of the Lieutenant Governor in Council, the order in council would facilitate providing assistance to victims of the emergency or would otherwise help

victims or other persons to deal with the emergency and its aftermath. 2003, c. 1, s. 14 (1).

Commencement

- (3) The order in council may, if it so provides,
- (a) come into force on the day it is issued; or
 - (b) have retroactive effect to a date no earlier than the beginning of the emergency.
- 2002, c. 14, s. 11.

Notice

(4) Subsection 5 (3) of the Regulations Act does not apply to the order in council, but the Lieutenant Governor in Council shall take steps to publish the order in council in order to bring it to the attention of affected persons pending publication under the Regulations Act. 2002, c. 14, s. 11.

Maximum period, renewals and new orders in council

- (5) The period of temporary suspension under an order in council shall not exceed 90 days, but the Lieutenant Governor in Council may,
- (a) before the end of the period of temporary suspension, review the order in council and, if the conditions set out in subsection (2.1) continue to apply, make an order in council renewing the original order in council for a further period of temporary suspension not exceeding 90 days;
 - (b) at any time, make a new order in council under subsection (2) for a further period of temporary suspension not exceeding 90 days. 2003, c. 1, s. 14 (2).

Further renewals

(5.1) An order in council that has previously been renewed under clause (5) (a) may be renewed again, and in that case clause (5) (a) applies with necessary modifications. 2003, c. 1, s. 14 (2).

General or specific

(6) The order in council may be general or specific in its application. 2002, c. 14, s. 11.

Conflict

(7) In the event of conflict, the order in council prevails over the statute, regulation, rule, by-law or order to which the temporary suspension relates. 2002, c. 14, s. 11.

Effect of temporary suspension: time period

(8) If a provision establishing a limitation period or a period of time within which a step must be taken in a proceeding is temporarily suspended by the order in council and the order in council does not provide for a replacement limitation period or period of time, the limitation period or period of time resumes running on the date on which the temporary suspension ends and the temporary suspension period shall not be counted. 2003, c. 1, s. 14 (3).

Effect of temporary suspension: fee

(9) If a provision requiring the payment of a fee is temporarily suspended by the order in council and the order in council does not provide for a replacement fee, no fee is payable at any time with respect to things done during the temporary suspension period. 2003, c. 1, s. 14 (3).

Restriction

- (10) This section does not authorize,
- (a) making any reduction in respect of services, benefits or compensation;

(b) shortening a limitation period or a period of time within which a step must be taken in a proceeding; or

(c) increasing the amount of a fee. 2003, c. 1, s. 14 (3).

Lieutenant Governor in Council to formulate plan

8. The Lieutenant Governor in Council shall formulate an Emergency Response Plan respecting emergencies arising in connection with nuclear facilities, and any provisions of an Emergency Response Plan of a municipality respecting such an emergency shall conform to the plan formulated by the Lieutenant Governor in Council and are subject to the approval of the Solicitor General and the Solicitor General may make such alterations as he or she considers necessary for the purpose of co-ordinating the plan with the plan formulated by the Lieutenant Governor in Council. R.S.O. 1990, c. E.9, s. 8; 1999, c. 12, Sched. P, s. 6.

Other Emergency Response Plans

8.1 The Solicitor General may, if he or she thinks it is necessary or desirable in the interests of emergency management and public safety, formulate Emergency Response Plans respecting types of emergencies other than those arising in connection with nuclear facilities. 2002, c. 14, s. 12.

What plan may provide

9. An Emergency Response Plan formulated under section 3, 6 or 8 shall,

(a) in the case of a municipality, authorize employees of the municipality or, in the case of a plan formulated under section 6 or 8, authorize Crown employees to take action under the Emergency Response Plan where an emergency exists but has not yet been declared to exist;

(b) specify procedures to be taken for the safety or evacuation of persons in an emergency area;

(c) in the case of a municipality, designate one or more members of council who may exercise the powers and perform the duties of the head of council under this Act or the Emergency Response Plan during the absence of the head of council or during his or her inability to act;

(d) establish committees and designate employees to be responsible for reviewing the Emergency Response Plan, training employees in their functions and implementing the Emergency Response Plan during an emergency;

(e) provide for obtaining and distributing materials, equipment and supplies during an emergency;

(e.1) provide for any other matter required by the standards for Emergency Response Plans set under section 14; and

(f) provide for such other matters as are considered necessary or advisable for the implementation of the Emergency Response Plan during an emergency. R.S.O. 1990, c. E.9, s. 9; 2002, c. 14, s. 13.

Public access to plans

10. An Emergency Response Plan formulated under section 3, 6 or 8 shall be made available to the public for inspection and copying during ordinary business hours at an office of the municipality, ministry or branch of government, as the case may be. R.S.O. 1990, c. E.9, s. 10.

Protection from personal liability

11. (1) No action or other proceeding lies or shall be instituted against a member of council, an employee of a municipality, a minister of the Crown or a Crown employee for doing any act or neglecting to do any act in good faith in the implementation or intended implementation of an emergency management program or an Emergency Response Plan or in connection with an emergency. 2002, c. 14, s. 14.

Crown not relieved of liability

(2) Despite subsections 5 (2) and (4) of the Proceedings Against the Crown Act, subsection (1) does not relieve the Crown of liability for the acts or omissions of a minister of the Crown or a Crown employee referred to in subsection (1) and the Crown is liable under that Act as if subsection (1) had not been enacted. R.S.O. 1990, c. E.9, s. 11 (2).

Municipality not relieved of liability

(3) Subsection (1) does not relieve a municipality of liability for the acts or omissions of a member of council or an employee of the municipality referred to in subsection (1), and the municipality is liable as if subsection (1) had not been enacted and, in the case of a member of council, as if the member were an employee of the municipality. R.S.O. 1990, c. E.9, s. 11 (3).

Local boards included

(4) For the purposes of this section, “municipality” includes a local board of a municipality and “member of council” includes a member of a local board. 1999, c. 12, Sched. P, s. 7.

Right of action

12. Where money is expended or cost is incurred by a municipality or the Crown in the implementation of an Emergency Response Plan or in connection with an emergency, the municipality or the Crown, as the case may be, has a right of action against any person who caused the emergency for the recovery of such money or cost, and for the purposes of this section, “municipality” includes a local board of a municipality and a local services board. R.S.O. 1990, c. E.9, s. 12; 1999, c. 12, Sched. P, s. 8.

Agreements

13. (1) The Solicitor General, with the approval of the Lieutenant Governor in Council, may make agreements with the Crown in right of Canada in respect of the payment by Canada to Ontario of any part of the cost to Ontario and to municipalities of the development and implementation of emergency management programs and the formulation and implementation of Emergency Response Plans. R.S.O. 1990, c. E.9, s. 13 (1); 2002, c. 14, s. 15.

Idem

(2) The Solicitor General, with the approval of the Lieutenant Governor in Council, may make agreements with the Crown in right of Canada and with the Crown in right of any other province for the provision of any personnel, service, equipment or material during an emergency. R.S.O. 1990, c. E.9, s. 13 (2).

Idem

(3) The council of a municipality may make an agreement with the council of any other municipality or with any person for the provision of any personnel, service, equipment or material during an emergency. R.S.O. 1990, c. E.9, s. 13 (3); 1999, c. 12, Sched. P, s. 9. Standards for emergency management programs and Emergency Response Plans

14. (1) The Solicitor General may make regulations setting standards for the development and implementation of emergency management programs under sections 2.1 and 5.1 and for the formulation and implementation of Emergency Response Plans under sections 3 and 6. 2002, c. 14, s. 16.

General or particular

(2) A regulation made under subsection (1) may be general or particular in its application. 2002, c. 14, s. 16.

Conformity to standards required

(3) Every municipality, minister of the Crown and designated agency, board, commission and other branch of government shall ensure that their emergency management programs and Emergency Response Plans conform to the standards set under this section. 2002, c. 14, s. 16.

APPENDIX “H” – EMERGENCY RESPONSE PLAN –Town of Arnprior

The Emergency Response Plan formerly known as the “Emergency Plan”, is attached as a document in full. The emergency response plan contains a table of contents, complete document detail and numerous confidential appendices to the plan.

Note: The Emergency Management Act specifically outlines provisions for the protection of information which if disclosed could reasonably be expected to prejudice the defense of Canada or of any foreign state allied or associated with Canada or be injurious to the detection, prevention or suppression of espionage, sabotage, or terrorism.

Council has the discretion of directing the release of information, but must have regard for both national and local security concerns.

Section 2.1 (7) of the Emergency Management Act directs a council to close to the public a meeting or part of a meeting where the subject(s) for discussion includes consideration of the release of information covered in Section 2.1 (4) – the identification and assessment of specific hazards and risk and the identification of critical infrastructure that could be impacted by related emergencies.

Town of Arnprior

Emergency RESPONSE Plan



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Authority of the Town of Arnprior Emergency Management Program

By-law No. 5297-05

Town of Arnprior

By-Law number: 5297-05

Being A by-law to implement an emergency management program for the protection of public safety, health, the environment, the critical infrastructure and property, and to promote economic stability and disaster-resilient community.

Whereas, the Province of Ontario has passed an Act, which requires the development and implementation of an emergency management program (short title – The Emergency Management Act, 1990, R.S.O.) By the Council of a municipality.

And Whereas, this Act requires the emergency management program to conform to standards promulgated by Emergency Management Ontario in accordance with international best practices, including the four core components of emergency management, namely: mitigation/prevention, preparedness, response and recovery; and also makes provision for the municipality and council to develop and implement an emergency management program to protect public safety, public health, the environment, the critical infrastructure and property, and to promote economic stability and disaster-resilient community;

And Whereas, this Act makes provision for the Head of Council to declare that an emergency exists in the community or in any part thereof, and also provides the Head of Council with authority to take such action or make such orders as he/she considers necessary and not contrary to law, to implement the emergency response plan and respond to an emergency;

And Whereas, the Act provides for the designation of one or more members of council who may exercise the powers and perform the duties of the Head of Council during his/her absence or his/her inability to act;

And Whereas, the Act authorizes employees of a community to respond to an emergency in accordance with the emergency response plan where an emergency exists but has not yet been declared to exist;

1. Now Therefore, be it resolved:

- a) That an Emergency Management Program be developed and implemented in accordance with the standards published by Emergency Management Ontario in accordance with international best practices;
- b) That the Head of Council or designated alternate, as provided in the plan, be empowered to declare an emergency and implement the emergency response plan;
- c) That certain appointed officials or their designated alternates, as provided in the approved community emergency response plan are empowered to cause an emergency notification to be issued to members of the Community Control Group, and to respond to

an emergency in accordance with the emergency response plan where an emergency exists but has not yet been declared to exist;

d). That, the Emergency Management Program Committee will cause the emergency management program to be reviewed annually and to recommend changes to the program as considered appropriate and refer recommendations to Council for further review and approval; and

e) That the emergency response plan attached hereto as Schedule “A” of the By-law is hereby adopted.

2. That By-law No. 5225-04 is hereby repealed.

3. This By-law shall come into effect upon the passing thereof.

Enacted and Passed in Open Council this 17 day of January, 2005.

Mayor Terry Gibeau

Carol Rousselle, Clerk

Distribution List

The purpose of the Distribution List is to provide those individuals/departments with an understanding of emergency preparedness and response within the Town of Arnprior. Copies of the Emergency Response Plan in its entirety will be supplied to the following individuals/departments:

1. All members of the Community Control Group
2. Members of Municipal Council for the Town of Arnprior
3. Heads of Departments for the Town of Arnprior
4. Arnprior and District Memorial Hospital
5. Chief Administrative Officer of the County of Renfrew
6. Upon request - Other neighbouring/surrounding municipalities
7. Emergency Management Ontario

Copies of the Emergency Response Plan, *minus* detail of confidentiality as defined in the *Municipal Freedom of Information and Protection of Privacy Act*, will be supplied to interested individuals/agencies upon request.

Additionally, a copy will be posted onto the Town's public website.

The Town of Arnprior Emergency Response Plan

This plan has been prepared and updated with the cooperation of key officials, agencies, departments, and the emergency management program committee within the Town of Arnprior. The plan will provide the staff of the Town of Arnprior with general guidelines to respond to an emergency and an overview of their responsibilities and roles during such a situation.

For this plan to be effective, it is important that all concerned be made aware of its provisions and that every official, agency and department be prepared to carry out its assigned functions and responsibilities in an emergency, all in agreement with established procedures laid out in the Emergency Response Plan. In addition, every official, agency and department is responsible for reviewing the Emergency Response Plan and providing any necessary feedback to the procedures, policies, etc so that the Emergency Response Plan may be more efficient.

An annual exercise will be staged in conjunction with pertinent government agencies and industry representatives to ensure that the Emergency Response Plan remains current and relevant. Department heads and those with a stake in Emergency Planning and response should likewise review and keep their own procedures and arrangements up to date as they relate to the Emergency Response Plan. In addition, with the assistance of Emergency Management Ontario and the Canadian Emergency Preparedness College, the Town of Arnprior will provide appropriate training to staff that may be involved in emergency responses.

The Emergency Management Act R.S.O. 1990, of Ontario is the legal authority for the Town of Arnprior Emergency Response Plan. In this Statute it states that:

Section 2.1 (1) Every municipality shall develop and implement an emergency management program and the council of the municipality shall by by-law adopt the emergency management program. 2002, c. 14, s. 4.

- (2)** The emergency management program shall consist of,
- (a) an emergency plan as required by section 3;
 - (b) training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - (c) public education on risks to public safety and on public preparedness for emergencies; and
 - (d) any other element required by the standards for emergency management programs set under section 14. 2002, c. 14, s. 4.

Hazard and risk assessment and infrastructure identification

(3) In developing its emergency management program, every municipality shall identify and assess the various hazards and risks to public safety that could give rise to emergencies and identify the facilities and other elements of the infrastructure that are at risk of being affected by emergencies. 2002, c. 14, s. 4.

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. R.S.O. 1990, c. E.9, s. 4 (1).

(2) The head of council or the council of a municipality may at any time declare that an emergency has terminated.

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

While many emergencies could occur within the Town of Arnprior, those listed in the risk analysis are hazards carrying some form of probability and would have consequences should they occur. In such situations the Town of Arnprior, through the Mayor or Acting Mayor, may declare a local state of emergency and implement the Emergency Response Plan.

Definitions

- Community Control Group: members of the team that meet and support the emergency teams and ensure the continuity of municipal services outside the perimeter of the emergency site. Develop strategies to meet objectives.
- council: means a majority of the whole of members required to constitute the Town Council, as described in the *Municipal Act*.
- department: means a department of the Town of Arnprior.
- 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.
- emergency area: means the area in which an emergency exists.
- Emergency Management Program Committee:
Is a critical management team that oversees the development, implementation and maintenance of a community's emergency management program.
- Emergency Management Ontario:
is part of the Public Safety Division of the Ministry of Community Safety and Correctional Service. Emergency Management Ontario is responsible for monitoring, coordinating, and assisting in the development and implementation of emergency management programs throughout Ontario.
- employee of a municipality:
means an employee as defined in section 278 of the *Municipal Act, 2001*.
- head of council: includes a chair of the board of an improvement district.
- head of an institution:
in respect of an institution, means the individual or body determined to be head under section 3 (of the *Freedom of Information and Protection of Privacy Act*)
- local board: means a local board as defined in the Municipal Act.
- member of council: means members of the Town Council for the Town of Arnprior.
- municipality: means the Town of Arnprior.

Aim

The aim of this plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety and welfare of the inhabitants of the Town of Arnprior when faced with an emergency. In addition, this plan works to identify community agencies and outside organizations that will respond to and assist in mitigating an emergency situation in the Town of Arnprior.

Intergovernmental Agreements

The Community Control Group is responsible for developing and maintaining agreements with other local and regional governments to document the type and level of support that they may provide to Arnprior should an emergency situation occur (and conversely, the level and type of support that Arnprior may provide to these municipalities should an emergency occur in their jurisdiction).

Emergency Notification System

Upon receipt of a warning of a real or potential emergency, the responding Town of Arnprior department or Ontario Provincial Police will immediately contact the Arnprior Fire Department, to request the activation of the notification system (see **Appendix “II”**: “Community Control Group List”).

Upon receipt of the warning, the Fire Chief, alternate or fire service individual on-call for the Town of Arnprior will notify all members of the Community Control Group. If the Fire Chief, alternate, or on-call individual cannot be contacted, then the Director of Public Works & Engineering or alternate will be responsible for contacting the Community Control Group. At that time, the Community Control Group will be provided with the details of the situation (or potential situation), including the location, cause and severity of the area considered or designated for evacuation and the actions that have been or will be taken to mitigate the incident. Upon being notified, it is the responsibility of all Community Control Group officials to notify their staff and outside agencies of the situation or impending situation.

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

Action Prior to a Declaration of a Local State of Emergency

When an emergency exists but has not yet been officially declared by the head of Council, municipal employees may take such action(s) as may be required to protect lives and property in the Town of Arnprior. Town Staff may assess the situation in co-ordination with supervising staff and allocate additional resources that they believe are needed to mitigate the situation.

Implementation of the Emergency Response Plan

The Emergency Response Plan of the Town of Arnprior may be implemented, in whole or in part, as soon as an emergency occurs or is foreseen, which is considered to be of such a magnitude as to warrant its implementation. The decision to implement the Emergency Response Plan may be made by the Community Control Group as a whole, Fire Chief, the O.P.P. Staff Sergeant, the

Director of Public Works and Engineering, the Chief Administrative Officer or the Emergency Health Services Officer who is first made aware of the emergency. The official *declaration* and *termination* of a local state of emergency is the sole responsibility of the Mayor, or his/her alternate (deputy mayor).

Post-Situation Analysis

Using the Emergency Response Plan as a framework, the Community Control Group will meet within two weeks of the termination of a local state of emergency to review; 1) the strengths and weaknesses of the emergency response; and 2) the strengths and weaknesses of their own roles in responding to the emergency as well as the roles of other members of the Community Control Group. The post situation analysis may be done in an informal manner but the results will be incorporated into the Town of Arnprior Emergency Response Plan.

Requests for Assistance

Assistance may be requested from the County at any time by contacting the County Warden. The request shall not be deemed to be a request that the County assume authority and control of the emergency. The services that the County of Renfrew may provide the Town of Arnprior as outlined in their Emergency Response Plan may be found in **Appendix “III”** - “County of Renfrew Support to Local Municipalities”.

Assistance may also be requested from the Province of Ontario at anytime without any loss of control or authority. Emergency Management Ontario will provide an on-site Community Officer if requested. The Emergency Management Ontario advisor will assist in co-ordinating aid from provincial and federal agencies and provide information to help the municipality deal with the emergency situation. Such request may be made by contacting the Duty Officer at Emergency Management Ontario at 1-866-341-0472, or (416) 314-0472 or (416) 314-0473 at any time 24/7. (Note: fax 416-314-0474). The emergency backup to the Duty Officer is the O.P.P. Duty Officer at (705) 329-6950. Further contact information for Emergency Management Ontario may be found in **Appendix “II”** – “Community Control Group List”.

Declaration of a Municipal Emergency

When the conditions of an emergency are found as described in the **Town of Arnprior Emergency Response Plan** within the municipality of the Town of Arnprior, the *Mayor or Acting Mayor* of the Town of Arnprior, as the Head of Council is responsible for declaring that a municipal emergency exists. This decision will be made in consultation with other members of the Community Control Group. A *Declaration of Emergency* form may be found in **Appendix IV: “Declaration of a Local State of Emergency”**.

NOTE: 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. R.S.O. 1990, c. E.9, s. 4 (1). Reference: Emergency Management Act R.S.O. 1990, CHAPTER E.9

Declaration of a local state of emergency will include the Mayor or Deputy Mayor notifying,

- 1) Emergency Management Ontario (Duty Officer – see appendix “II”);
- 2) the Solicitor General of Ontario;
- 3) the Town of Arnprior Council;
- 4) the County Warden, as appropriate;
- 5) the Neighboring Municipal Officials, as required; and
- 6) the General Public through the Public Information Officer.

Termination of a local state of emergency can be declared at any time by:

- 1) the head of Arnprior Council;
- 2) the Town of Arnprior Council; or
- 3) the Premier of Ontario.

Termination of a municipal emergency, the Mayor or Deputy Mayor will notify,:

- 1) Emergency Management Ontario (Duty Officer – see appendix “II”);
- 2) the Solicitor General of Ontario;
- 3) the Town of Arnprior Council;

- 4) the County Warden, as appropriate;
- 5) the Neighboring Municipal Officials, as required; and
- 6) the General Public through the Public Information Officer.

The following checklist should be used in consideration of a declaration of Emergency. A positive response to one or more of the following criteria may indicate that a situation, whether actual or anticipated, warrants the declaration of an emergency. Note that references made to “the Act” are in reference to the Emergency Management Act, which can be found as appendix “G” of the Emergency Management Program document.

- ❑ **Is the situation an extraordinary event requiring extraordinary measures?** [Section 4 (1) of the Emergency Management Act permits a head of council to “take such action and make such orders as he or she considers necessary and are not contrary to law” during an emergency.]
- ❑ **Does the situation pose a danger of major proportions to life or property?** [Definition of an emergency is 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]
- ❑ **Does the situation pose a threat to the provision of essential services (e.g., energy, potable water, sewage treatment/containment, supply of goods or medical care)?** [Some situations may require extraordinary measures be taken or expenditures be made to maintain or restore essential services. A declaration of emergency may allow a head of council to expend funds outside of his or her spending resolutions and/or the regular approval process of the municipality.]
- ❑ **Does the situation threaten social order and the ability to govern?** [Whether due to a loss of infrastructure or social unrest (e.g., a riot), a crisis situation has the potential to threaten a council’s ability to govern. In such cases, extraordinary measures may need to be taken. Section 4 (1) provides for extraordinary measures, not contrary to law. Section 55 (1) of the *Police Service Act* provides for the creation of special policing arrangements during an emergency.]
- ❑ **Is the event attracting significant media and/or public interest?** [Experience demonstrates that the media and public often view the declaration of an emergency as a decisive action toward addressing a crisis. It must be made clear that an “emergency” is a legal declaration and does not indicate that the municipality has lost control. An emergency declaration provides an opportunity to highlight action being taken under your municipal emergency response plan.]
- ❑ **Has there been a declaration of emergency by another level of government?** [A declaration of emergency on the part of another level of government (e.g., lower-tier, upper-tier, provincial, federal) may indicate that you should declare an emergency within your municipality. For example, in the event of a widespread disaster affecting numerous lower-tier municipalities within a county, the county will likely need to enact its emergency response plan and should strongly consider the declaration of an emergency. In some cases, however, a declaration of emergency by a higher level of government may provide sufficient authorities to the lower-tier communities involved (e.g., municipalities operating under the authority of a provincial or federal declaration).]

Legal:

- ❑ **Might legal action be taken against municipal employees or councilors related to their actions during the current crisis?** [Section 11 (1) states that “no action or other proceeding lies or shall be instituted against a member of council, an employee of a municipality, a minister of the Crown or a Crown employee for doing any act or neglecting to do any act in good faith in the implementation or intended implementation of an emergency management program or an emergency plan or in connection with an emergency.” Section 11 (3), however, states “subsection (1) does not relieve a municipality of liability for the acts or omissions of a member of council or an employee of the municipality....”]
- ❑ **Are volunteers assisting?** [The *Workplace Safety and Insurance Act* provides that persons who assist in connection with a declared emergency are considered “workers” under the Act and are eligible for benefits if they become injured or ill as a result of the assistance they are providing. This is in addition to workers already covered by the Act.]

Operational:

- ❑ **Does the situation require a response that exceeds, or threatens to exceed the capabilities of the municipality for either resources or deployment of personnel?** [Section 4 (1) permits the head of council to “take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan.” Section 13 (3) empowers a municipal council to “make an agreement with the council of any other municipality or with any person for the provision of any personnel, service, equipment or material during an emergency.”]
- ❑ **Does the situation create sufficient strain on the municipal response capability that areas within the municipality may be impacted by a lack of services, thereby further endangering life and property outside areas directly affected by the current crisis?** [Some situations may require the creation of special response agreements between the municipality and other jurisdictions, private industry, non-government organizations, etc. Section 13 (3) states that the “council of a municipality may make an agreement with the council of any other municipality or with any person for the provision of personnel, service, equipment or material during an emergency.”]
- ❑ **Is it a consideration that the municipal response may be of such duration that additional personnel and resources may be required to maintain the continuity of operations?** [In the event of a large-scale crisis, such as an epidemic or prolonged natural disaster, municipal resources may not be able to sustain an increased operational tempo for more than a few days. This is particularly true if emergency workers are injured or become ill as a result of the crisis. In such a case, the municipality may need to utilize outside emergency response personnel. Section 13 (3) provides for mutual assistance agreements between municipalities.]
- ❑ **Does, or might, the situation require provincial support or resources?** [Provincial response (e.g., air quality monitoring, scientific advice, airlift capabilities, material resources, etc.) may involve numerous ministries and personnel. Activation of the municipal emergency response plan, including the opening of the Emergency Operations Centre and meeting of the Community Control Group, can greatly facilitate multi-agency and multi-government response.]
- ❑ **Does, or might, the situation require assistance from the federal government (e.g., military equipment)?** [Section 13 (2) authorizes the Minister of Public Safety and Security, with the approval of the Lieutenant Governor in Council, to enter into mutual assistance agreements with the federal

government. In Canada, federal emergency assistance is accessed through, and coordinated by, the province. The declaration of an emergency may assist a municipality in obtaining federal assistance.]

- ❑ **Does the situation involve a structural collapse?** [Structural collapses involving the entrapment of persons *may* require the deployment of one or more Heavy Urban Search and Rescue (HUSAR) teams. Ontario has a HUSAR team. This team is specially equipped and trained to rescue persons trapped as a result of a structural collapse. Any municipality in the province can request a HUSAR deployment to a declared emergency. Requests for HUSAR resources should be made through your local mutual aid fire coordinator. Approval for the dispatch of the HUSAR team comes from the Commissioner of Public Security.]

- ❑ **Is the situation a large-scale or complex chemical, biological, radiological, or nuclear (CBRN) incident?** [Response to CBRN incidents requires specialized resources and training. Ontario is developing three CBRN teams to respond to incidents throughout the province. CBRN teams are only dispatched to declared emergencies. Requests for a CBRN deployment should be made through your local mutual aid fire coordinator. Approval for the dispatch of CBRN teams comes from the Commissioner of Public Security.]

- ❑ **Does the situation require, or have the potential to require the evacuation and/or shelter of people or animals [livestock] from your municipality?** [Evacuee and reception centres often use volunteers as staff. As noted above, the declaration of an emergency enacts certain parts of the *Workplace Insurance and Safety Act* related to volunteer workers. Secondly, an evacuation or sheltering of citizens has the potential to generate issues pertaining to liability. Section 11 of the *Emergency Management Act* may provide municipal councilors and employees with certain protections against personal liability.]

- ❑ **Will your municipality be receiving evacuees from another community?** [The issues discussed in the previous bullet may apply equally to municipalities accepting evacuees.]

Economic and Financial:

- ❑ **Does the situation pose a large-scale disruption to routine patterns of transportation, or re-routing of large numbers of people and vehicles?** [The rerouting of people and vehicles poses a potential liability risk. Keeping persons from their homes and delaying commercial traffic are both sensitive issues. Section 11 of the Act may provide certain protection from liability. Section 4 (1) allows for extraordinary measures to be taken, providing they are not contrary to law.]

- ❑ **Is an event likely to have a long term negative impact on a community's economic viability/sustainability, including resulting unemployment, lack of available banking services and restorative measures necessary to re-establish commercial activity?** [The declaration of an emergency may facilitate the ability of the municipality to respond to economic losses.]

- ❑ **Is it possible that a specific person, corporation, or other party has caused the situation?** [Section 12 states that “where money is expended or cost is incurred by a municipality or the Crown in the implementation of an emergency plan or in connection with an emergency, the municipality or the Crown, as the case may be, has a right of action against any person who caused the emergency for the recovery of such money or cost....”]

Order of Community Control Group List

1. Should the emergency situation require an immediate response, notification of the emergency may be activated by the Chief Administrative Officer, the Fire Chief, the O.P.P. Staff Sergeant or the Director of Public Works and Engineering.
2. Upon activation, the notification process will be carried out at once by the individual activating the emergency, who will pass along details of the emergency situation, its location, the time it occurred and instructions to remain on stand-by or to assemble at the Emergency Operations Centre or other location. The individual activating the emergency will ensure that this information is passed to and understood by each person called.
3. The Community Control Group List may be found in **Appendix: "II"**. Persons on the list will be called in order, starting with the Mayor.
4. If the primary person cannot be reached at any of the listed numbers, the alternate will be contacted.
5. If neither can be reached, the individual making the notification will continue through the list.
6. Once the end of the list has been reached, a further attempt will be made to reach those who were not available on the first attempt.
7. The individual making the notification will record the exact time each person was reached and/or an attempt to reach was made.

Inoperable Telephone Service

Should the telephone service not be functioning in all or part of the Town of Arnprior, it is the responsibility of the Fire Chief or his/her alternate (or designate) to physically visit all of the individuals found in **Appendix “II”** – “Community Control Group List” in order to provide them with details of the emergency situation, its location, the time it occurred and instructions to remain on stand-by or to assemble at the Emergency Operations Centre or other location. The Fire Chief or his/her alternate (or designate) will ensure that this information is passed to and understood by each person contacted. Where the situation warrants it (i.e. blizzard) the person contacted may travel back to the Emergency Operations Centre with the Fire Chief, alternate (or designate).

Emergency Operations Centre

The Community Control Group will report to the primary Emergency Operations Centre. The location of the primary Emergency Operations Centre can be found in **Appendix “XVIII”**, “Primary Emergency Operations Centre”. The primary Emergency Operations Centre is under secure conditions. Unauthorized access into the emergency operations centre is not possible, unauthorized persons have access to the front foyer only. All other access points are securely locked and accessible only by authorized municipal staff. During an emergency while the building is being used by the community control group as an emergency operations centre, all doors will remain secured and access will only be by approval. A door from the public front entrance is equipped with a doorbell type buzzer for persons to buzz for entry.

In the event the primary Emergency Operations Centre cannot be used, then the secondary location will be utilized as the Emergency Operations Centre.

In the event neither the primary or secondary Emergency Operations Centre are usable, an alternate location for the Emergency Operations Centre may be used. This alternate location can be found in **Appendix “XVIII”**, found at the Board Room at Honeywell Canada Inc., 200 McNab Street.

Appendix “XVIII” provides related information regarding the “Primary Emergency Operations Centre”.

Community Control Group

The emergency response will be directed and controlled by officials who are responsible for providing the essential services necessary to minimize the effects of an emergency in the municipality. This group is known as the Community Control Group consisting of the following officials:

1. Head of Council / Public Information Coordinator (Mayor/Deputy Mayor or alternate)
2. Operations Officer (Chief Administrative Officer or alternate)
3. Public Inquiry Supervisor/Human Resources (Deputy Clerk or alternate)
4. Town Clerk (Clerk or alternate)
5. Ontario Provincial Police Staff Sergeant (Staff Sergeant or alternate)
6. Fire Chief (Fire Chief or alternate)
7. Director of Public Works and Engineering / Transportation Officer (Director of Public Works or alternate)
8. Emergency Management Ontario (Community Officer) (or alternate)
9. Deputy Clerk (Deputy Clerk or alternate)
10. Media Spokesperson (Chief Administrative Officer or alternate)
11. Social Services Officer (Director of Recreation or alternate)
12. Treasurer (Director of Finance or alternate)
13. Emergency Health Services Representative (County Medical Officer of Health or alternate)
14. Engineering Technologist

Additional personnel called upon or added to the Community Control Group include:

1. Industrial Representative(s)
2. Liaison staff from Provincial Ministries and agencies (e.g. environment)
3. Liaison staff from Federal Departments
4. Ambulance Services
5. Hospital Officials
6. Ontario Hydro Services Company (Hydro One)
7. Ontario Power Generation
8. Enbridge Gas
9. Any other officials, experts or representatives deemed necessary by the

Community Control Group

The Community Control Group may function with only a limited number of persons, depending upon the emergency. While the Community Control Group may not require the presence of all the people listed as members of the control group, all members must be notified. Additional personnel may be called upon by the Community Control Group to provide advice or expertise, depending on the situation.

Community Control Group Responsibilities

The Community Control Group's role is strategic in contrast to the role of the Emergency Site Management Team. Strategic response is planned to address the longer term and considers a broader scope than the immediacy of site management/response. The Community Control Group should support the Emergency Site Manager with the human and resources needed at the site. Detail of the operation at the emergency site should be delegated to the Emergency Site Manager. Some actions or decisions that the members of the Community Control Group are likely to be responsible for are:

- a) Calling out, mobilizing and coordinating emergency services, agencies and equipment;
- b) Notifying Emergency Management Ontario of a declared or impending emergency;
- c) Ensuring that an Emergency Site Manager (ESM) is appointed;
- d) Activating the community's emergency response plan;
- e) Determining if the location and composition of the Community Control Group are appropriate;
- f) Advising the Mayor or Deputy Mayor as to whether the declaration of an emergency is recommended;
- g) Advising the Mayor or Deputy Mayor on the need to designate all or part of the town as an emergency area;
- h) Ordering, co-ordinating and/or overseeing the evacuation of inhabitants considered to be in danger;
- i) With advice from, and in coordination with the Director of Public Works & Engineering discontinuing utilities or services provided by public or private

- concerns, e.g. hydro, water, gas, closing down a shopping plaza/mall, etc.;
- j) With advice from, and in coordination with the Director of Public Works & Engineering arranging for services and equipment from local agencies not under municipal control, i.e. private contractors, volunteer agencies, service clubs, etc.;
 - k) Using pre-existing Intergovernmental Agreements and through retroactive inquiries notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under municipal control, as considered necessary;
 - l) Authorizing the expenditure of money;
 - m) Determine if additional volunteers are required and if appeals for volunteers are warranted;
 - n) With advice from, and in coordination with the Transportation Officer determining if additional transport is required for evacuating or transporting persons and/or supplies;
 - o) Ensuring that pertinent information regarding the emergency is promptly forwarded to the Public Information Coordinator and Public Inquiry Supervisor, so that it may be for disseminated to the media and public in a manner that is timely and relevant;
 - p) Determining the need to establish advisory group(s) and/or sub committees and appointing a chairperson, if appropriate;
 - q) Notifying the service, agency or group under their direction of the Community Control Group of the termination of the emergency;
 - r) Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the Chief Administrative Officer within one week of the termination of the emergency;
 - s) Participating in the debriefing following the emergency;
 - t) Preparing and approving of contingency plans and recovery strategies;
 - u) Maintaining the operational readiness of the Town of Arnprior Emergency Response Plan; and
 - v) Ensuring that the Community Control Group List is updated annually or as required.

Head of Council – Mayor/Deputy Mayor

The Mayor/Deputy Mayor is responsible for:

- a) Contacting the organizations and agencies listed in the “*Declaration of a Municipal Emergency*” section of this document;
- b) In consultation with the Community Control Group, declaring an emergency to exist within a designated area.;
- c) Notifying rest of Council;
- d) In consultation with the Community Control Group, terminating an emergency and associated response;
- e) Chairing meetings of the Community Control Group;
- f) Final approval of news releases and information bulletins; and
- g) Maintaining a service log of all actions taken.
- h) Terminating the local state of emergency through consultation with the Community Control Group.

The Mayor is also responsible for the duties of the Public Information Co-ordinator. However, the following responsibilities can be delegated at the discretion of the Mayor/Deputy Mayor.

Public Information Coordinator – Mayor/Deputy Mayor

The Public Information Coordinator is responsible for:

- (a) Liaison with Community Control Group members in the development of news releases and information bulletins relating to the local state of emergency and response;
- (b) The dissemination of relevant and timely news and information to the council, media and the public;
- (c) Co-coordinating information to be released through the Media with the Media Spokesperson;
- (d) Establishing a communication link with the site media spokesperson, the Public Inquiry Supervisor and any other media Co-ordinator(s) e.g. provincial, federal, private industry, etc. In coordination with the Media Spokesperson; ensure that all information released to the media and public is consistent and accurate;
- (e) Ensuring that the Media Centre is set up and staffed;
- (f) Ensuring that the following are advised of the location and scheduling of news conferences at the Media Centre;
 - 1. Media
 - 2. Community Control Group
 - 3. Switchboard (Town and Emergency Services)
 - 4. Site Media Spokesperson
 - 5. Ontario Provincial Police Spokesperson
 - 6. Neighbouring Municipalities
 - 7. Public Inquiry Supervisor
 - 8. Any other appropriate persons, agencies or businesses
- (g) Providing direction and regular updates to the Public Inquiry Supervisor to ensure that the most accurate and up to date information is disseminated to the public;
- (h) Disseminating and distributing hard copies of media releases to the Community Control Group, Public Inquiry Supervisor and other key persons handling inquiries from the media;
- (i) Monitoring news coverage, and correcting any erroneous information;
- (j) Maintaining copies of media releases and newspaper articles pertaining to the emergency; and
- (k) Maintaining a service log of all actions taken.

Operations Officer - Chief Administrative Officer – or alternate

The Operations Officer is responsible for:

- a) Activating the emergency notification system through the Fire Chief or alternate and informing the Community Control Group of the termination of an emergency;
- b) Scheduling and staffing the Emergency Operations Centre, including arranging for shift changes;
- c) Acting as a liaison with other municipalities and agencies (see **Appendix “XIII” – “Additional Services and Resources”**; **Appendix “XVI” “Government Agencies”**);
- d) Coordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings;
- e) Advising the Mayor on policies and procedures, as appropriate;
- f) Approving, in conjunction with the Mayor, major announcements and media releases with the Community Control Group and the Emergency Site Manager;
- g) Ensuring that a communication link is established between the Community Control Group and the Emergency Site Manager;
- h) Calling upon additional town staff to provide assistance, as required;
- i) Upon direction by the Mayor, arranging a special meeting(s) of Council, as required, and advising Members of Council of the time, date and location of the meeting;
- j) Initiating an annual review of the Emergency Response Plan;
- k) Maintaining a service log of all actions taken.

Public Inquiry Supervisor - Deputy Clerk – or alternate

The Public Inquiry Supervisor is responsible for:

- a) Establishing and supervising a Public Inquiry Service, including the appointment of personnel and designation of telephone lines within the Emergency Operations Centre and taking the necessary actions so that the system functions properly;
- b) Informing the Public Information Co-ordinator of the establishment of the Public Inquiry Service and designated telephone number(s);
- c) Acting as a liaison between the Community Control Group and Town switchboard and ensuring that current information is provided to both parties;
- d) Liaising with the Community Control Group to obtain current information on the emergency;
- e) Responding to, and redirecting inquiries and reports from the public based upon information from the Public Information Coordinator. (Such information may be related to school closings, access routes or the location of evacuee centres);
- f) Responding to and redirecting inquiries pertaining to the investigation of the emergency, deaths, injuries or matters of personnel involved with or affected by the emergency to the appropriate emergency service;
- g) Responding to and redirecting inquiries pertaining to persons who may be located in evacuation and reception centres to the registration and inquiry telephone number(s);
- h) Maintaining a communications log including incoming and outgoing messages;
- i) Establishing and maintaining a message centre at the Emergency Operations Centre; and
- j) Maintaining a service log of all actions taken.

Town Clerk - (same title) – or alternate

The Town Clerk is responsible for:

- a) Assisting the Operations Officer, as required;
- b) Ensuring that all-important decisions made and actions taken by the Community Control Group are recorded;
- c) Maintaining an archive of all actions taken, press releases and other documentation related to the local state of emergency;
- d) Upon direction from the Operations Officer, notifying the required support and advisory staff of the emergency, and the location of the Emergency Operations Centre;
- e) Designating a staff member to open and maintain the Municipal Offices, as appropriate;
- f) Initiating the opening, operation and staffing of the switchboard at the Municipal Offices, as the situation dictates, and ensuring operators are informed of Community Control Group members and *confidential* telephone numbers in the Emergency Operations Centre;
- g) Arranging the logistics of meetings of Council as required;
- h) Providing identification cards to Community Control Group members and support staff, as required (see **Appendix “XXI”**– “Identification Cards”);
- i) Arranging for printing of material, as required;
- j) Coordinating the provision of clerical staff to assist in the Emergency Operations Centre as required;
- k) Upon direction by the Mayor, ensuring that all Council Members are advised about the declaration and termination of the emergency;
- l) Procuring staff to assist, as required (including an individual to deliver materials between locations); and
- m) Maintaining a service log of all actions taken.

Ontario Provincial Police Staff Sergeant - (same title) – or alternate

Please note that the Ontario Provincial Police maintains separate procedures and policies pertaining to emergency situations that are outside of the administrative realm of the Town of Arnprior. However, the Ontario Provincial Police have detailed internal methods to respond to and mitigate emergency situations within the municipality as detailed in their *Disaster Procedures Manual 1990*. For further details relating to this manual, please contact the Ontario Provincial Police Staff Sergeant.

The procedures pertaining to the Town of Arnprior emergency response for the Ontario Provincial Police Staff Sergeant include:

- a) Activating the emergency notification system through the Fire Chief or alternate;
- b) Notification of necessary emergency and municipal services; and
- c) Maintaining a service log of all actions taken.

Should an evacuation for the entire or part of the Town be required, the Ontario Provincial Police will be involved in co-ordinating this event with other municipal services. In the event of an evacuation, teams will be formed with an O.P.P. officer involved in each group and every evacuee will be provided with a pre-registration form upon contact with an evacuation group member (see **Appendix “XX”** – “Evacuee Information Form”). Upon evacuating a building a member of each team will place a piece of orange flagging tape (or coloured crime scene/fire line tape) on the doorknob or other area in such a length/amount that it is visible from the sidewalk or street. Placing flagging tape on a residence in this manner indicates that the building has been evacuated completely.

Fire Chief - (same title) – or alternate

The Fire Chief is responsible for:

- a) Activating the emergency notification system through his / her department;
- b) Taking any necessary actions to minimize the impact of an emergency situation prior to contacting the Community Control Group;
- c) Appointing a temporary Emergency Site Manager to control operations at the scene of an emergency, if required, until the official appointment of an Emergency Site Manager by the Community Control Group;
- d) Providing the Community Control Group with information and advice on firefighting and rescue matters;
- e) Providing advice on spills and other emergencies;
- f) Establishing an ongoing communications link with the senior fire official at the scene of the emergency;
- g) Informing the Mutual Aid Fire Co-ordinators and/or initiating mutual aid arrangements for the provision of additional firefighting manpower and equipment, if needed;
- h) Determining if additional or special equipment is need and recommending possible sources of supply (i.e. breathing apparatus, protective clothing, etc.);
- i) Providing assistance to other municipal departments and agencies and being prepared to take charge of or contribute to non-firefighting operations if necessary (e.g. rescue, casualty collection, evacuation, etc.);
- j) Providing an Emergency Site Manager, if required (see duties under “Support and Advisory Staff”); and
- k) Maintaining a service log of all actions taken.

Director of Public Works & Engineering - (same title) – or alternate

The Director of Public Works & Engineering is responsible for:

- a) Activating the emergency notification system through the Fire Chief or alternate;
- b) Taking any necessary actions to minimize the impact of an emergency situation prior to contacting the Community Control Group;
- c) Providing the Community Control Group with information, advice and assistance on engineering matters;
- d) Liaison with the senior public works officer from the neighbouring municipality(s) to ensure a co-ordinated response;
- e) The provision of emergency heat, potable water, supplies and sanitation facilities at evacuee centres or shelters to the requirement of the Medical Officer of Health (see **Appendix “VI”** – “Emergency Equipment Alternate List”);
- f) Discontinuing any public works service or utility to any consumer, as required, and restoring these services when appropriate;
- g) Liaison with public utilities to disconnect any service representing a hazard and/or arranging for the provision of alternate services or functions and coordinating the restoration of these services;
- h) Providing engineering materials, supplies, equipment and tools and if not otherwise available, making arrangements for sources of supply from other resources (e.g. neighbouring municipalities, private contractors, etc.) and coordinating requests for equipment (see **Appendix “VI”** – “Emergency Equipment Alternate List”);
- i) Coordinating and communicating with the Technical Support Group (see **Appendix “VIII”** – “Technical Support Group”);
- j) Maintaining liaison with flood control, conservation and environmental agencies and being prepared to conduct relief or take preventative action (see **Appendix “XVI”** – “Government Agencies”);
- k) Providing assistance to other municipal departments and agencies as needed;
- l) Activating the emergency notification system of the local amateur radio operators group (see **Appendix “IX”** – “Communications, Information and Media Services”);

- m) Ensuring that the emergency communications are properly equipped and staffed, and working to correct any problems that may arise;
- n) Coordinating radio frequencies during an emergency response; and
- o) Maintaining a service log of all actions taken.

The Director of Public Works & Engineering is also responsible for the duties of the Transportation Officer. However, the following responsibilities can be delegated at the direction of the Director of Public Works & Engineering.

Transportation Officer - Director of Public Works & Engineering – or alternate

The Transportation Officer is responsible for:

- a) Co-coordinating the acquisition, distribution and scheduling of various modes of transport (e.g. public transit, school buses, trains, boats, snowmobile, trucks and aircraft) for the purpose of transporting persons and/or supplies, as required, by members of the Community Control Group and the Support and Advisory staff (**Appendix “X”** – “Available Transportation Facilities”);
- b) Procuring staff to assist, as required;
- c) Ensuring that a record is maintained of drivers and operators involved; and
- d) Maintaining a service log of all actions taken.

Emergency Management Ontario - Community Officer or alternate

The Emergency Management Community Officer is responsible for:

- a) Reporting to the Emergency Operation Centre as part of the Community Control Group, as required;
- b) Assist in making available additional communications systems;
- c) Acting as a liaison for requisitioning provincial assistance as the situation warrants;
- d) Providing a list of resources available and methods of procurement; and
- e) Coordinating with the government agencies to arrange for necessary social services not available within the Town of Arnprior.

Deputy Clerk - Deputy Clerk – or alternate

The Deputy Clerk is responsible for:

- a) Coordinating and processing requests for human resources, including volunteers;
- b) Selecting the most appropriate site(s) for the registration of human resources;
- c) Ensuring records of human resources and administrative detail, that may involve financial liability, are completed;
- d) When volunteers are involved, ensuring that a Volunteer Registration Form is completed, and a copy of the form is retained for town records (please see **Appendix “XIX”** – “Volunteer Registration Forms”, and **Appendix “XXI”** - “Identification Cards”);
- e) Ensuring identification cards are issued to volunteers and temporary employees where practical;
- f) In coordination with the Transportation Officer, arranging for transportation of human resources to and from site(s);
- g) With the support of the Renfrew County Director of Social Services, obtaining assistance. If necessary, obtain assistance from Employment and Immigration Canada, as well as other government departments, public and private agencies and volunteer groups; and
- h) Maintaining a service log of all actions taken.

Media Spokesperson – Chief Administrative Officer

The Media Spokesperson, in cooperation with the Public Information Co-ordinator is responsible for:

- a) Establishing and co-coordinating a Media Information Centre in a safe, appropriate location, at or near the site, for the media to assemble;
- b) Appointing or acting as the spokesperson on the location of the emergency, should it be deemed appropriate;
- c) Redirecting all inquiries regarding decisions made by the Community Control Group, and the emergency as a whole, to the Public Information Co-Ordinator;
- d) Advising the following persons and agencies of the location and telephone number(s) (as available) of the Media Information Centre;
 - Emergency Site Manager(s);
 - Police Public Relations Officer;
 - Emergency services personnel at scene (where possible);
 - Public Information Co-Ordinator(s);
 - Media through the Public Information Officer; and
 - Any other appropriate personnel or agencies authorized by the Community Control Group.
- e) Ensuring that media arriving at the site are directed to the Media Information Centre;
- f) When authorized by the Community Control Group, and where necessary and appropriate, co-ordinating media photograph sessions at the scene;
- g) Co-coordinating on-scene interviews between the emergency services personnel and the media; and
- h) Maintaining a service log of all actions taken.

Social Services Officer - Director of Recreation – or alternate

The Social Services Officer is responsible for:

- a) Opening, staffing, managing and operating evacuation centres within the Town of Arnprior (see **Appendix “XI”** – “Emergency Evacuation Centres”);
- b) Ensuring the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing and feeding;
- c) Establishing a registration and inquiry service at established emergency evacuation centres;
- d) Acting as a liaison with the Community Control Group with respect to the predesignation of evacuee centres that may be opened on short notice;
- e) Acting as a liaison with the Senior Medical Officer so that evacuee centres and shelters are maintained with respect to provincial health standards;
- f) Acting as a liaison with outside service agencies in respect to the needs of evacuation centres;
- g) Liaison with the Medical Officer of Health on areas of mutual concern regarding operations in evacuee centres;
- h) Ensuring that a representative of the Renfrew County Board of Education and/or Roman Catholic Separate School Board is notified when a facility is required as evacuee reception centre, and that staff and volunteers utilizing the school facility take direction from Board representatives(s) with respect to its maintenance, use and operation;
- i) Liaison with the Arnprior and District Grove Nursing Home and Arnprior Villa, as required;
- j) Liaising with the Transportation Officer and the Ontario Provincial Police Staff Sergeant to move evacuees should it be required; and
- k) Maintaining a service log of all actions taken.

Treasurer- (same title) – or alternate

The Treasurer is responsible for:

- a) The provision of information and advice on financial matters as they relate to the emergency;
- b) Liaison, if necessary, with the Treasurer(s) of neighbouring municipalities;
- c) Ensuring that records of expenses are maintained for future claim purposes;
- d) Ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency;
- e) In discussion with the Community Control Group authorizing expenditures relating to the emergency response; and
- f) Maintaining a service log of all actions taken.

Emergency Health Services Representative - Medical Officer of Health, Renfrew County

The Emergency Health Services Representative is responsible for:

- a) Acting as a co-ordinating link for all emergency health services at the Community Control Group;
- b) Liaison with the Ontario Ministry of Health, Public Health Branch.
- c) Liaison with the ambulance service representatives;
- d) Providing advice on any matters that may adversely affect public health;
- e) Providing authoritative instructions on health and safety matters to the public through the Public Information Co-Ordinator;
- f) Co-coordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health policies;
- g) Ensuring co-ordination of care of bed-ridden citizens and invalids at home and in evacuee centres during an emergency;
- h) Ensuring liaison with voluntary and private agencies, as required, for augmenting and co-ordinating public health resources;
- i) Ensuring co-ordination of all efforts to prevent and control the spread of disease during an emergency;
- j) Notifying the Director of Public Works & Engineering regarding the need for heat, potable water supplies and sanitation facilities;
- k) Liaison with Social Services Officer on areas of mutual concern regarding health services in evacuee centres;
- l) Acting as a liaison with the Social Services Officer regarding the status of health inspection of evacuation centres and shelters;
- m) Determining the need for additional resources and coordinating these with other health agencies;
- n) Coordinating with other members of the Community Control Group and providing non-health assistance if needed; and
- o) Maintaining a service log of all actions taken.

Engineering Technologist or alternate

The Engineering Technologist is responsible for:

- a) The provision and securing of equipment and supplies not owned by the Town of Arnprior for the operation of the Emergency Operations Centre;
- b) Liaison with purchasing agents of the neighbouring municipalities, if necessary;
- c) Coordinating the maintenance and operations of feeding, sleeping and meeting areas at the Emergency Operations Centre, as required;
- d) May act as the official Scribe in the Emergency Operations Centre if no other person has been assigned as the Scribe;
- e) Communication link between the Emergency Operations Centre and the Emergency Site Manager via telecommunications and radio communications; and
- f) Maintaining a service log of all actions taken.

Support and Advisory Individuals

The following individuals and agencies **may** be required to provide support, logistics and advice to the Community Control Group.

- a) Industrial Representative;
- b) Legal Services Officer;
- c) Technical Support Group;
- d) Renfrew County Board of Education / Roman Catholic Separate School Board;
- e) Arnprior and District Memorial Hospital; and
- f) Scribe

Industrial Representative - Manager

The Industrial Representative is responsible for:

- a) Liaison with health and safety representatives of local industries to determine the extent and availability of emergency response equipment, personnel and services during an emergency situation;
- b) Providing advice to the Community Control Group regarding industrial related safety and response issues;
- c) Establishing a roster of emergency contact names and telephone numbers (a copy to be forwarded to the Town of Arnprior and added as an appendix to the Emergency Response Plan);
- d) Establishing a roster of Emergency Response Plans and procedures of local industries, which may be used as a reference during an emergency situation;
- e) Act as a resource when requested by the Community Control Group for emergencies dealing with chemicals or dangerous goods; and
- f) Maintain a service log of all actions taken.

Legal Services Officer (Municipal Solicitor)

The Legal Services Officer is responsible for:

- a) The provision of advice to any member of the Community Control Group on matters of a legal nature as they apply to the actions of the Town of Arnprior in its response to the emergency, as requested.

Technical Support Group

Although not directly involved in Community Control Group activities, the Technical Support Group plays a key role in emergency response activities. Members of the group include representatives from telephone companies, gas utilities, hydro companies and any other organization that has a vested interest and technical expertise in emergency response activities. Members of this group may also be involved in hazard identification and vulnerability analysis activities (please see **Appendix “VIII”** – “Technical Support Group”).

Renfrew County Board of Education and Roman Catholic Separate School Board

The Renfrew County Board of Education and the Roman Catholic Separate School Board are responsible for:

- a) The provision of any school (as appropriate and available) for use as an evacuation or reception Centre;
- b) Upon being contacted by the Social Services Officer, or designates, providing a County Board of Education/Roman Catholic Separate School Board representative(s) to co-ordinate and provide direction with respect to the maintenance, use and operation of the facilities being utilized as evacuation or reception centres;
- c) In the event of an emergency during normal school hours, the principal(s) of the affected school(s) (unless otherwise directed) is/are responsible for:
 - a) implementing the school “Stay-Put/Emergency Response Plan,”; or
 - b) implementing the school “Evacuation Plan,” as advised by the Community Control Group depending on the nature and scope of the emergency.
- d) Maintaining a service log of all actions taken.

Arnprior Hospital Administrator

The Arnprior Hospital Administrator is responsible for:

- a) Implementing the hospital Emergency Response Plan;
- b) Liaison with the Medical Officer of Health and local ambulance representatives with respect to hospital and medical matters, as required;
- c) Evaluating requests for the provision of medical site teams/medical triage teams;
and
- d) Liaison with the Ministry of Health, as appropriate.

Scribe

An individual may be assigned this task if the Engineering Technician is unable to act as a scribe in the Emergency Operations Centre. This person may be a staff member, or a volunteer from the community. It is the responsibility of the Scribe to record all information and decisions of the Community Control Group while they are involved in Emergency Operation Centre.

Other Agencies

In an emergency, other agencies, industry and volunteer groups may be required to provide assistance with helping the Community Control Group. The following are some of the agencies, industries and volunteer groups (**Appendix “VII”** – “Associated Service Agencies”).

Annual Review of the Town of Arnprior Emergency Response Plan

Under direction of the Chief Administrative Officer, the Emergency Response Plan will be reviewed and updated annually and, where necessary, revised by a meeting(s) of the Community Control Group. Each time this plan is revised, it must be forwarded to Council for approval. However, revisions to the program, appendices and minor administrative changes can be made without re-submission to Council.

Under the direction of the Chief Administrative Officer each service will ensure that it designates a member of its staff to maintain and revise its own emergency procedures or guidelines.