

THE CORPORATION OF THE TOWNSHIP OF NORTH FRONTENAC

BY-LAW # 104-18

BEING A BY-LAW TO ADOPT AN EMERGENCY MANAGEMENT PROGRAM FOR THE TOWNSHIP OF NORTH FRONTENAC AND TO REPEAL BY-LAW #77-18

WHEREAS the Emergency Management and Civil Protection Act, Section 2.1 (1) requires every municipality to develop and implement an emergency management program;

AND WHEREAS Section 14(1) of the Emergency Management and Civil Protection Act requires emergency management programs conform to regulatory standards, in accordance with international best practices;

AND WHEREAS the 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, consistent with Section 242 of the Municipal Act, R.S.O. 2002 provides for the designation of one or more members of council whom 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.

NOW THEREFORE Council for The Corporation of the Township of North Frontenac hereby enacts as follows:

1. **THAT** Schedule "A", attached hereto, being the Emergency Plan for the Township of North Frontenac, pursuant to Section 3 of the Emergency Management and Civil Protection Act, R.S.O., 1990, Ch.E9, as amended, shall form part of this By-law;
2. **THAT** the Community Emergency Management Coordinator is hereby authorized by Council to update, make corrections and/or amendments at any time to any information contained in the Township of North Frontenac Emergency Plan Appendices on a required basis to maintain the intent of the plan; and the Community Emergency Management Coordinator shall provide a copy of all changes to the Emergency Management Program Committee;

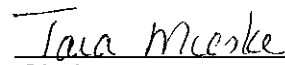
3. **THAT** the Emergency Management Program Committee will cause the Emergency Management Program to be reviewed annually and to recommend changes to the program as considered appropriate and refer recommendations to Council for further review and approval;
4. **THAT** By-law #77-18 To Adopt an Emergency Response Plan is hereby repealed;
5. **THAT** all Resolutions, By-laws or parts of By-laws, which are contrary to or inconsistent with this By-law, are hereby repealed;
6. **THAT** this By-law shall come into force and take effect on the date of its final passing.

Read a first and second time this 3rd day of December, 2018.

Read a third time and adopted this 3rd day of December, 2018.



Mayor



Clerk



EMERGENCY

PLAN

Township of North Frontenac - Emergency Plan

Amended October 26, 2018

Table of Contents

Part 1 - Administration		Table of Contents	1
		Quick Reference Guide	2
		Introduction	3
		Composition of Emergency Management Program Committee	4
		Aim	5
		Authority	6
		Definition of an Emergency	6
		Action prior to Declaration	6
		Requests for Outside Assistance	7
		Freedom of Information and Privacy	7
		Plan Maintenance	8
		Distribution List	9
		Amendments	10
Part 2 — Emergency Operations	2.0	Community Control Group (CCG) Membership and Implementation	11-12
	2.1	Designate a Member of Council to Declare an Emergency	13
	2.2	Emergency Operations Centre Procedures	14
	2.3	Operations Cycle	15
	2.4	Community Control Group (CCG)	16
Appendices			

Emergency Quick Reference Guide

Upon the arrival of three or more members at the Emergency Operations Centre, the Community Control Group (CCG) may initiate its function.

Ensure that all Community departments have been notified and either activated or placed on standby. Each Community Control Group member is responsible for their own department.

The Mayor must inform the Province of Ontario that the Township of North Frontenac has declared an emergency, and specify the nature of the emergency situation. The provision of a return contact number is required for communications purposes. The call is made to the Emergency Management Ontario.

The number to use for this purpose is **(416) 314-0472, or 888-314-0472**

Turn to individual responsibilities within the plan. Provide input and assistance as required.

Each member of the Community Control Group will report and are to respond to immediate needs in accordance with the Operations Cycle format.

The CAO (Chief Administrative Officer) or Designate will direct the activities in the Emergency Operations Centre.

Township of North Frontenac - Emergency Plan

Amended October 26, 2018

Introduction

The Emergency Plan for the Township of North Frontenac has been developed to reflect the public safety requirements of our community. The effective use and maintenance of this plan is reliant upon all concerned being aware of its provisions and being prepared to fulfill their roles and responsibilities in the event of an emergency. Responsible individuals are expected to participate in emergency training, and exercises which will assist them in the fulfillment of their roles accordingly.

The heads of departments and agencies are expected to develop their own internal notification lists, procedures and contingency plans to fulfill their departmental or agency responsibilities.

Together we work to ensure that our community is prepared to respond to an emergency in the most effective manner possible.

Township of North Frontenac - Emergency Plan

Amended October 26, 2018

COMPOSITION OF EMERGENCY MANAGEMENT PROGRAM COMMITTEE

The persons from time to time holding the following positions in the municipality, or their designates, shall be members of the Emergency Management Program Committee:

- a) Mayor;
- b) Chief Administrative Officer (CAO);
- c) Community Emergency Management Coordinator (CEMC) – Chair of Committee;
- d) Public Works Manager;
- e) Treasurer;
- f) Clerk/Planning Manager;
- g) Manager of Community Development.
- h) Deputy Mayor

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

The Emergency Management Program Committee shall meet a minimum of three times annually to review the program and shall advise Council on the development and implementation of the Township's Emergency Management Plan.

Township of North Frontenac - Emergency Plan

Amended October 26, 2018

Aim

The Aim of this plan is to protect the health, safety, welfare and property of the citizens of the Township of North Frontenac from the effects of a natural, technological or human caused emergency.

The Aim is also to support the local communities in the implementation and operation of their established emergency plans.

The Township of North Frontenac will also support all local communities in the mitigation of an emergency in the County.

The Township of North Frontenac will provide available resources to assist the local communities, as required

Township of North Frontenac - Emergency Plan

Amended October 26, 2018

Authority

This Plan has been developed and will be implemented in accordance with the Emergency Management Act, detailed in Appendix "D", which is the Provincial statute under which all emergency management activities are conducted in the Province of Ontario.

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."*

This Emergency Plan and its elements has been issued under the authority of The Township of North Frontenac By-law No. 14-05. A copy of the By-law is available for inspection at the Municipal Offices during regular business hours.

Definition of an Emergency

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

Action Prior to Declaration

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

Township of North Frontenac - Emergency Plan

Amended October 26, 2018

Requests for Outside Assistance

Assistance may be requested from the County of Frontenac at any time by contacting the County Warden or the County CAO. The request shall NOT be deemed to be a request that the County assume authority and control of the emergency.

Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. Any request for assistance should be made by contacting Emergency Management Ontario.

The Emergency Notification Contact List, including contact numbers for requesting assistance, is contained within Appendix A.

Freedom of Information and Protection of Privacy

Any personal information collected under the authority of this Plan shall be used solely for the purpose of planning, preparing and conducting response to emergencies as defined with the Emergency Management Act, and the release of information under this Plan shall be made in conformity with the Municipal Freedom of Information and Protection of Privacy Act.

Township of North Frontenac - Emergency Plan

Amended October 26, 2018

Plan Maintenance

The Plan was written in 2004 and it is essential that it be kept current and viable by adherence to a maintenance schedule. Responsibility for the plan being kept up to date rests with the Community Emergency Management Coordinator who may delegate tasks accordingly.

The emergency telephone numbers will be reviewed on an annual basis.

The notification system will be tested annually.

The plan will be exercised once every year as a minimum requirement.

The Control Group and Support Staff shall receive training and participate in an exercise, once every year as a minimum requirement.

The Vital Services and/or Local Services Directory should be updated annually.

The Community Emergency Management Coordinator will determine the schedule under which the maintenance activities will be performed.

The Community Emergency Management Coordinator (CEMC) is hereby authorized to update, make corrections and/or amendments at any time to any information contained within the Appendices of the Emergency Plan, on an as required basis; and the CEMC shall provide a copy of all changes to the EMPC

Township of North Frontenac - Emergency Plan

Amended October 26, 2018

Distribution List

Position/ Location	Number of Copies
Mayor	1
Council	6
CAO (<i>Chief Administrative Officer</i>)	1
Fire Chief	1
Police Chief	1
CEMC (<i>Community Emergency Management Coordinator</i>)	1
EMS/ Ambulance	1
Director of Public Works	1
Medical Officer of Health	1
Evacuation Coordinator	1
Public Information Officer	1
Emergency Management Ontario	1
Emergency Operations Centre	14 *

(* = complete copy of plan with Annexes)

It is understood that Community Control Group members are not expected to carry a copy of the North Frontenac Emergency Plan with them at all times. Complete copies of the Township's Emergency Plan including appendices will be used primarily for training or Emergency response. Since the nature of an Emergency notification normally requires an immediate response to the Municipal EOC, therefore complete copies, including all appendices, will be kept at the Emergency Operations Centre for issue during training or an actual municipal emergency. Every member of the primary Community Control Group, along with Council, will be issued a copy of the main body of the Emergency Plan.

Township of North Frontenac - Emergency Plan

Amended October 26, 2018

Part 2 Emergency Operations and Procedures

2.0 Community Control Group (CCG) — Membership & Implementation

The Community Control Group is the group that is responsible for the direction and control of the overall emergency response within the community. The CCG ensures the provision of the essential services necessary to minimize the effects of an emergency on the community.

The Community Control Group is made up of the following members;

Mayor
Chief Administrative Officer
Community Emergency Management Coordinator
Public Works Manager
Emergency Information Officer
Clerk/Planning Manager
Treasurer

Additional personnel who may be invited or contacted by the CCG to provide assistance with emergency operations could include:

- Fire Chief or alternate
- Emergency Medical Services (EMS) / Ambulance or alternate
- KFL&A Public Health or alternate
- Evacuation Coordinator or alternate
- Logistics Coordinator or alternate
- Office Support Staff
- Canadian Red Cross – if requested
- North Frontenac Community Services
- Citizen Inquiry
- IT Technician/GIS Coordinator

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

IMPLEMENTATION:

Any member of the Community Control Group may request, through the CAO that the Emergency Plan be implemented. It is the responsibility of the agency that is first at the scene of an emergency to decide whether the emergency plan should be implemented. If the size or seriousness of the emergency is beyond the capability or responsibility of that agency, then the Emergency Plan will be activated. The Emergency Plan may be implemented in whole, or in part, based on conditions at the site or severity of the situation.

The CAO will immediately notify the Mayor and other members of the Community Control Group. Notification lists and procedures are located in Appendix A.

Township of North Frontenac - Emergency Plan

Amended October 26, 2018

2.1 Designate a Member of Council to Declare an Emergency

The Emergency Management Civil Protection Act, as amended, authorizes the Head of Council to declare an emergency. In the event of an Emergency in the absence of the Mayor, the Deputy Mayor shall act as Head of Council for the declaration of an emergency. In the absence of the Mayor and Deputy Mayor, Council members shall assume the position of Head of Council for the declaration of an emergency, in alphabetical order by last name.

Township of North Frontenac - Emergency Plan

Amended October 26, 2018

2.2 Emergency Operations Centre Procedures (EOC)

The Emergency Operations Centre (EOC) has both a primary and a secondary or alternate location. During the notification process, direction as to which location members of the Community Control Group will report to will be given. For example, members will be told that "this is an emergency plan activation and that they should report to the primary EOC immediately". The primary and secondary locations are geographically separated so that if one or the other is endangered or rendered non-functional as a result of the emergency situation the other should be safe and operational.

Primary EOC Location: Township of North Frontenac Fire Hall, Plevna

Alternate EOC Location: Barrie Community Hall, 14225 Highway 41, Cloyne, Ontario.

Upon receiving notification the CAO/Operations Officer will contact the administrative staff who have been assigned the task of setting up the Emergency Operations Centre. The Emergency Operations Centre will be set up and operational within one hour of activation. The Operations Officer will supervise the set up and ensure operational viability.

Upon arrival at the EOC, each Control Group member/designate will:

- a. Sign In;
- b. Check telephone/communications devices;
- c. Open personal log;
- d. Contact their own agency and obtain a status report;
- e. Participate in the initial briefing;
- f. Participate in planning initial response/decision making process;
- g. Pass CCG decisions on to member's agencies/areas of responsibility;
- h. Continue participation in the EOC Operations Cycle.

Upon leaving the EOC, each Control Group member will:

- a. Conduct a hand over with the person relieving them.
- b. Sign out on the location board indicating where they can be reached.

Once the initial response is established, routines are put into place by the Operations Officer. The Community Control Group functions most efficiently on a system known as an Operations Cycle.

Township of North Frontenac - Emergency Plan

Amended October 26, 2018

2.3 Operations Cycle

An operations cycle is how the Community Control Group manages overall emergency operations. Community Control Group members will come together usually around a planning board or map at which time they will in turn report their agencies' status to the Mayor and Operations Officer. It is essential that every member, covering each area of responsibility, be heard from during this process. The Control Group is a team, and the actions taken by one, or the lack of action by one, may have a significant impact upon operations.

The round table discussion should include problems, questions, resources requests and any other relevant information so that timely informed decisions can be made as a group. Once the meeting is completed, the members should contact their agencies' and pass on any relevant information or directives that come out of the Community Control Group meeting. The frequency of the meetings are determined by the Operations Officer in conjunction with the Mayor, but should reflect the pace of the emergency and occur on a scheduled basis which may be adjusted accordingly.

During the period after the meeting and dissemination of information, members will be in the process of gathering information and preparing for the next scheduled meeting. Community Control Group members use this time to follow up and ensure Control Group decisions are being implemented. Each member is responsible for informing their respective agency of the schedule for Control Group meetings. No calls are to interrupt the proceedings. All calls must occur prior to or after the formal meetings of the Community Control Group.

It is essential that the Emergency Operations Centre is comfortable, has good communications and is secure from unnecessary distractions. Only Community Control Group members, and support staff should have access to the Emergency Operations Centre. No media are allowed into the Emergency Operations Centre, nor is anyone who has not been authorized by the Operations Officer.

Township of North Frontenac - Emergency Plan

Amended October 26, 2018

2.4 Community Control Group (CCG) — Responsibilities and Procedures

The Community Control Group is responsible for the following:

1. Implementing the Emergency Plan in whole or in part to respond to an impending, potential, or existing emergency.
2. Coordination and direction of Community resources used to mitigate the effects of an emergency.
3. Ensuring that the composition of the Community Control Group is appropriate to mitigate the effects of a given emergency situation, by determining which, if any, ad-hoc members are required.
4. Advising the Mayor regarding requests to the Province, or the Federal Government, for assistance.
5. Ensuring the provision of essential resources and services to support emergency response activities.
6. Coordination of services provided by outside agencies.
7. Appointing or Confirming an Emergency Site Manager.
8. Ensuring that the Public Information Officer is kept informed and up to date to facilitate the information flow to the media and the public.
10. Coordinating the evacuation of citizens who may be in danger.
11. Discontinuing utilities or services provided by public or private concerns, ie. Hydro, water, gas, closing businesses.
12. Appeals for volunteers.
13. Establishment of advisory subcommittees to work on specific problem areas related to the emergency, as required.
14. Authorization of expenditures during the emergency; provision for cost accounting and facilitation of cost recovery.
15. Maintenance of an operational log detailing the group's decisions and activities.
16. Deactivating the plan, and notifying all of those who had been notified of its activation.
17. Conducting and participating in a debriefing, generating a post-emergency report and implementing recommendations for improvement of the Emergency Plan