







# **EMERGENCY PLAN**

# Township of North Frontenac - Emergency Plan

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## Emergency Quick Reference Guide

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

Ensure that all Community Departments have been notified and either activated or placed on standby. Each ECG 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 ECG 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

## 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 plan 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**

## **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 (EMPC):

- 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 EMPC.

The EMPC 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**

## **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.



# Township of North Frontenac - Emergency Plan

## Authority

This Plan has been developed and will be implemented in accordance with the Emergency Management Act, detailed in Appendix "E", 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 By-law. A copy of the By-law is available for inspection at the Municipal Office during regular business hours.

## Definition of an Emergency

"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

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

## **Township of North Frontenac - Emergency Plan Requests for Outside Assistance**

Assistance may be requested from the County of Frontenac at any time by contacting the County Warden or the County Chief Administrative Officer (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 C.

### **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 Privacy Act (MFIPPA).

# **Township of North Frontenac - Emergency Plan**

## **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 (CEMC) 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 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 CEMC will determine the schedule under which the maintenance activities will be performed.

The 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

## Distribution List

<b>Position/ Location</b>	<b>Number of Copies</b>
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
EIO ( <i>Emergency Information Officer</i> )	1
Emergency Management Ontario	1
EOC ( <i>Emergency Operations Centre</i> )	14 *

(\* = complete copy of plan with Annexes)

It is understood that ECG 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 EOC for issue during training or an actual municipal emergency. Every member of the primary Emergency Control Group, along with Council, will be issued a copy of the main body of the Emergency Plan.

**Township of North Frontenac - Emergency Plan  
Emergency Plan Amendments**

<b>Amendment No.</b>	<b>Date of Amendment</b>	<b>Date Entered</b>	<b>Entered by</b>
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# Township of North Frontenac - Emergency Plan

## Part 2 Emergency Operations and Procedures

### 2.0 Emergency Control Group (ECG) — Membership & Implementation

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

The ECG is made up of the following members:

Mayor  
Chief Administrative Officer (CAO)  
Community Emergency Management Coordinator (CEMC)/Fire Chief  
Manager of Public Works  
Emergency Information Officer – Economic Development Officer (EDO)  
Clerk/Planning Manager  
Treasurer  
Manager of Community Development

Additional personnel who may be invited or contacted by the ECG 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
- IT Technician/GIS Coordinator

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

### **IMPLEMENTATION:**

Any member of the ECG 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 member of the ECG. Notification lists and procedures are located in Appendix H.

# **Township of North Frontenac - Emergency Plan**

## **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 or Deputy Mayor, Council members shall assume the position of Head of Council for the declaration of an emergency, based on years of service, and alphabetical order by last name.



# **Township of North Frontenac - Emergency Plan**

## **2.2 Emergency Operations Centre Procedures (EOC)**

The EOC has both primary and a secondary or alternate location. During the notification process, direction as to which location members of the ECG 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 Municipal Complex  
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 EOC. The EOC 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 device;
- 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 ECG 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 ECG functions most efficiently on a system known as Operations Cycle.





16. Conducting and participating in a debriefing, generating a post-emergency report and implementing recommendations for improvement of the Emergency Plan.