City of Dryden

Emergency Plan

June 2013
# TABLE OF CONTENTS

1.0 INTRODUCTION ............................................................................................................. 3  
  1.1 Preamble ....................................................................................................................... 3  
  1.2 Title ............................................................................................................................. 3  
  1.3 Aim ............................................................................................................................... 3  
  1.4 Amending Formula ...................................................................................................... 3  
  1.5 Emergency – Defined .................................................................................................. 4  
  1.6 Definitions ................................................................................................................... 4  
  1.6 Definitions - continued ................................................................................................. 5  

2.0 AUTHORITY .................................................................................................................... 6  
  2.1 The Emergency Management and Civil Protection Act ............................................. 6  
  2.2 Protection from Liability for Implementation of the Plan ........................................... 7  
  2.3 Public Accessibility to the Plan .................................................................................. 7  
  2.4 Freedom of Information and Protection of Privacy ..................................................... 7  

3.0 DECLARATION OF AN EMERGENCY ........................................................................ 8  
  3.1 Authority to Declare .................................................................................................. 8  
  3.2 Declaration Requirements ......................................................................................... 8  
  3.3 Notification to the Solicitor General ......................................................................... 8  
  3.4 Assembling the Emergency Control Group ............................................................... 8  
  3.5 Activation of the Plan ................................................................................................. 9  

4.0 EMERGENCY CONTROL GROUP .............................................................................. 10  
  4.1 Composition of the Emergency Control Group ......................................................... 10  
  4.2 Responsibilities of the Emergency Control Group ................................................... 10  
  4.3 Mayor (Head of Council) .......................................................................................... 12  
  4.4 Operations Officer (City Manager) ......................................................................... 13  
  4.5 Duty Officer (Clerk) .................................................................................................. 14  
  4.6 Police Chief ............................................................................................................... 15  
  4.7 Fire Chief .................................................................................................................. 17  
  4.8 Public Works ........................................................................................................... 18  
  4.9 Community Services ............................................................................................... 20  
  4.10 Corporate Services .................................................................................................. 21  
  4.11 Emergency Information Officer .............................................................................. 22  
  4.12 Information Technology / Communications ............................................................ 23  

5.0 SUPPORT GROUPS ....................................................................................................... 24  
  5.1 Introduction ............................................................................................................... 24  
  5.2 Emergency Site Manager(s) ...................................................................................... 24  
  5.3 Ambulance Service Representative ........................................................................... 26  
  5.4 Medical Officer of Health or Health Unit Representative .......................................... 27
1.0 INTRODUCTION

1.1 Preamble

Municipal departments routinely respond to situations requiring fire, police, ambulance, and public works services; however, some situations may escalate beyond the scope of normal operations. These situations need to be dealt with via an emergency plan. The City of Dryden Emergency Plan is a generic and flexible document, adaptable to any emergency situation.

While many emergencies could occur within the City of Dryden, the most likely to occur are: fires, explosions, transportation incidents involving hazardous materials, air or rail crashes, toxic or flammable gas leaks, water emergencies, severe storms, energy emergencies, or any combination thereof. These hazards have been determined through conducting an in depth Hazard Identification Risk Assessment (HIRA) by the City of Dryden Emergency Plan Review Committee.

The City of Dryden Emergency Plan is a tool to assist emergency personnel in their response to such situations. In order to use this tool to its full potential, it is important that all personnel are aware of their roles and responsibilities within the response framework. To help increase this awareness, the City of Dryden Emergency Plan provides for training, exercises, and evaluation.

1.2 Title

This document is the City of Dryden Emergency Plan, herein referred to as the “Plan”.

1.3 Aim

The aim of the Plan is to provide a set of generic action guidelines to increase the City’s ability to efficiently and effectively deploy services and resources to protect the property and the health, safety, and welfare of the residents of the City of Dryden during emergency situations.

1.4 Amending Formula

This Plan forms Schedule “A” to By-Law 3500-2007. Any amendments to the City of Dryden Emergency Plan require an amending by-law approved by City Council. The appendices do not form part of the Plan; proposals for amendments to the Plan or its appendices shall be submitted to the Emergency Plan Review Committee through the Fire Chief.
1.5 Emergency – Defined

Emergencies are situations, or threats of serious impending situations, that will adversely affect a significant number of persons, properties or areas. By their nature or magnitude, these situations may require municipal expenditures, requests for additional resources, provisions for emergency shelter, or evacuation. These situations are distinct from normal operations where coordinated activities among agencies are adequate to resolve the situation.

1.6 Definitions

“Command Post” is the central control/communications centre from which the Emergency Site Manager(s) and Incident Commanders will coordinate on-site activities and communicate with the Emergency Operations Centre and other operational communications centres.

“Duty Officer” is a person assigned by the Operations Officer to assist him/her in the Emergency Operations Centre.

“Emergency Control Group (ECG)” is responsible for planning and directing the actions of all personnel and resources of all agencies responding to an emergency.

“Emergency Operations Centre (EOC)” is the physical facility from which the Emergency Control Group coordinates and directs the response effort of all the responding agencies to an emergency. This facility is located at a predetermined location with an alternate location designated if the primary EOC is not accessible.

“Emergency Site Manager” is the individual who is confirmed / appointed by the Emergency Control Group, and is responsible for directing and coordinating at the emergency site the actions of all the responding agencies. He/she reports directly to the Emergency Control Group. The individual in this position may change as the nature of the emergency changes.

“Incident Commander” is an individual appointed by his/her agency who is responsible for directing and coordinating the actions of all personnel of his/her agency at the emergency site. The Incident Commander reports directly to the Emergency Site Manager. The individual in this position may change as the emergency progresses.
1.6 Definitions - continued

“Media Centre” is the location from which information, approved by the Emergency Control Group, is provided to the media. The centre will also monitor the emergency’s media coverage to provide the Emergency Control Group with effective strategies on dealing with media issues. Media emergency site tours, interviews, and photo opportunities are coordinated through the Media Centre.

“Operations Officer” (City Manager) is responsible for running the Emergency Operations Centre and coordinating all decisions or directions of the Emergency Control Group to all responding agencies.
2.0 AUTHORITY

2.1 The Emergency Management and Civil Protection Act

The Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9, as amended, is the primary authority enabling passage of the by-law adopting the Plan. Important measures authorized under the legislation which form part of the Plan are:

- Expenditure of monies associated with the formulation and implementation of the Plan;
- Authorization for municipal employees to take appropriate action before formal declaration of an emergency;
- Procedures to be taken for safety and/or evacuation of persons in an emergency area;
- Designation of a Member of Council who may exercise powers and perform the duties of the Head of Council under the Plan during the absence or inability of the Head of Council to act;
- Establishment of committees and designation of employees to be responsible for reviewing the Plan, to train employees in their functions, and to implement the Plan during an emergency;
- Authorization to obtain and distribute materials, equipment, and supplies during an emergency; and
- Authorization to attend such other matters as are considered necessary or advisable for the implementation of the Plan during an emergency.
2.2 Protection from Liability for Implementation of the Plan

Section 11 of the Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9, as amended, states:

(1) No action or other proceeding lies or shall be instituted against a member of council, an employee of a municipality, an employee of a local services board, an employee of a district social services administration board, a minister of the Crown, a Crown employee or any other individual acting pursuant to this Act or an order made under this Act for any act done in good faith in the exercise or performance or the intended exercise or performance of any power or duty under this Act or an order under this Act or for neglect or default in the good faith exercise or performance of such a power or duty.

(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.

2.3 Public Accessibility to the Plan

Section 10 of the Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9, as amended, provides that an emergency plan must be available to the public during regular business hours at the municipal office.

The Plan will be made available to the public at the Office of the City Clerk, the Dryden Public Library, and the Dryden Fire Service.

2.4 Freedom of Information and Protection of Privacy

Any personal information collected under the authority of the Plan shall be used solely for the purpose of planning, preparing and responding to emergencies as defined within the Plan and the release of any information under this Plan shall be made in conformity with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, as amended.
3.0 DECLARATION OF AN EMERGENCY

3.1 Authority to Declare

The Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9, as amended, Section 4. (1) states:

“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.”

3.2 Declaration Requirements

Appendix B – Declaration of Emergency in the Plan contains the Declaration of Emergency document which must be completed, signed by the Mayor or alternate and faxed to the Duty Officer in the Provincial Emergency Operations Centre of Emergency Management Ontario at 1-416-314-0474. Appendix B also contains the Checklist in Consideration of a Declaration of Emergency document as a reference tool.

3.3 Notification to the Solicitor General

Under the Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9, as amended, states the Mayor must immediately notify the Solicitor General of the declaration of an emergency. To notify the Solicitor General’s office call:

Emergency Management Ontario 1-866-314-0472

3.4 Assembling the Emergency Control Group

On receipt of an official message from a member of the Emergency Control Group, Dryden Police Service Dispatch shall implement the “Emergency Plan – Alert Procedure” (see Appendix A).

Dryden Police Service Dispatch 223-3281 or 911

Upon learning of the emergency, members of the Emergency Control Group shall report to the Emergency Operations Centre or as directed.
3.4 Assembling the Emergency Control Group - continued

The Emergency Operations Centre shall be established at the Dryden Fire Service (189 Colonization Avenue), Training Centre. The backup location is the Ontario Provincial Police Dryden Detachment (15550 Highway 17)

The first arriving Emergency Control Group members are responsible for setting up the Emergency Operations Centre. The Fire Chief is responsible for maintaining a level of preparedness within the Emergency Operations Centre by updating all print material and equipment. For a layout of the Emergency Operations Centre, see Figure 2.

3.5 Activation of the Plan

Upon declaration by the Mayor or alternate, the Emergency Control Group shall activate the Plan and become responsible for directing and controlling all emergency operations and for providing the necessary personnel and resources.
4.0  EMERGENCY CONTROL GROUP

4.1 Composition of the Emergency Control Group

Emergency response operations will be directed and controlled by the following officials or their alternates at an Emergency Operations Centre:

- Mayor (Head of Council)
- Operations Officer (City Manager)
- Duty Officer (Clerk)
- Police Chief
- Fire Chief
- Public Works
- Community Services
- Corporate Services
- Emergency Information Officer
- Information Technology / Communications

Other City staff, government officials, and outside experts may be called by the Mayor or Operations Officer to join the Emergency Control Group.

The Emergency Control Group can be called together in whole or in part without the declaration of an emergency.

4.2 Responsibilities of the Emergency Control Group

The responsibilities of the Emergency Control Group are to:

(1) advise the Mayor as to whether the declaration of an emergency is recommended;

(2) designate any area(s) in the municipality as an emergency site(s);

(3) determine the requirement to call or establish advisory sub-groups as may be required to support implementation of emergency operations;

(4) direct and coordinate the responding services and agencies to ensure that all action necessary for the mitigation of the emergency are taken expeditiously and in accordance with the law;

(5) provide recommendations on the spending of public funds for the implementation of the Plan;
4.2 Responsibilities of the Emergency Control Group - continued

(6) appoint, or confirm the appointment of an Emergency Site Manager(s) who will be the Emergency Control Group’s representative on site and will be responsible for the organization and coordination of all emergency response agencies at the emergency site and will carry out the roles and responsibilities as described in Section 4.2 of the Plan;

(7) develop and implement aims, priorities, and strategies in consultation with the Emergency Site Manager(s);

(8) approve or endorse the proposed courses of action for the resolution of the emergency;

(9) direct the evacuation of buildings, or areas within the emergency site(s), if necessary;

(10) direct the dispersal or removal of persons from the emergency site(s) who are in danger, or whose presence hinders emergency operations;

(11) direct the discontinuation of public/private utilities or services due to safety or the efficient functioning of emergency operations, if required;

(12) direct the activation and operation of reception centres to provide temporary accommodation to all residents who are in need of assistance due to displacement as a result of the emergency;

(13) direct and commit municipal personnel or equipment to support emergency operations, as required;

(14) arrange for assistance from agencies including other levels of government, public/private organizations and volunteers, as required;

(15) direct the activation and operation of a Call Centre and Media Centre;

(16) notify all services, agencies, groups, or persons under the control of the Emergency Control Group of the termination of the emergency;

(17) direct follow-up in support of persons directly involved in emergency operations, including Critical Incident Stress Programs, as required;

(18) maintain a detailed log of all discussions, decisions or actions taken by the Emergency Control Group;

(19) conduct and participate in a post-emergency debriefing, and provide reports as requested by the Operations Officer.
4.3 Mayor (Head of Council)

Upon learning of a potential emergency, the Mayor should consider the possible need for activation of the Plan, and if warranted, shall trigger the “Emergency Plan – Alert Procedure” (see Appendix A).

In the event of an emergency, the fire chief’s office at the primary Emergency Operations Centre site shall be designated for exclusive use of the Mayor to carry out duties as assigned. If the circumstances of the emergency require the alternate Emergency Operations Centre to be used, an office area will also be provided for exclusive use of the Mayor.

The Mayor or alternate shall:

(1) declare an emergency to exist. Complete the “Declaration of Emergency” form (see Appendix B);

(2) notify the Minister of Public Safety and Security of the declaration of an emergency and of the termination of an emergency by fax (see Appendix B for blank forms) and by phone (see Section 3.3 – Notification of the Solicitor General).

(3) take action to make orders, not contrary to law, to implement the Plan and to protect the property, health, safety, and welfare of the inhabitants of the City;

(4) request assistance from senior levels of government, when required;

(5) in consultation with the Emergency Information Officer and the Operations Officer, approve news releases and public announcements;

(6) as the City of Dryden’s key spokesperson, address the media as soon as possible after declaring an emergency. Staff advisors shall accompany the Mayor to address technical questions;

(7) keep Council updated regarding the situation and actions being taken to resolve the emergency;

(8) terminate the emergency at the appropriate time and ensure all concerned have been notified (see Section 6.11 – Termination of a State of Emergency).
4.4 Operations Officer (City Manager)

Upon learning of a potential emergency, the Operations Officer should consider the possible need for activation of the Plan, and if warranted, shall trigger the “Emergency Plan – Alert Procedure” (see Appendix A).

The Operations Officer or alternate shall:

1. chair the meetings of the Emergency Control Group;
2. participate in decision making, determining priorities, and issuing operational directives for the resolution of the emergency;
3. organize and supervise all activities within the Emergency Operations Centre;
4. advise the Emergency Control Group on administrative matters including Corporate Policies and Procedures;
5. disseminate decisions or directions to all response agencies made by the Emergency Control Group;
6. liaise with City Managers or Chief Administrative Officers of neighbouring municipalities affected by the emergency or providing assistance to City of Dryden emergency operations;
7. maintain a detailed log of all actions taken by the Operations Officer;
8. coordinate and chair a post-emergency debriefing of all key personnel involved in the emergency operations;
9. prepare a post-emergency report for submission to City Council;
4.5 Duty Officer (Clerk)

Upon learning of a potential emergency, the Clerk should consider the possible need for activation of the Plan, and if warranted, shall trigger the “Emergency Plan – Alert Procedure” (see Appendix A).

The Duty Officer or alternate will:

(1) assist the Operations Officer with their functions as requested;

(2) ensure that timely and correct information is displayed or available within the Emergency Operations Centre;

(3) maintain a detailed log of all actions taken by the Emergency Control Group;

(4) coordinate the provision of clerical staff to operate the EOC Reception position(s) and assist in the Emergency Operations Centre as required;

(5) if directed by the Mayor or designate, ensure that all Councillors are advised of the declaration and termination of the emergency;

(6) if directed by the Mayor or designate, arrange a special Council meeting(s);

(7) coordinate the arrangements for identification cards to be issued to the Emergency Control Group, City support staff and external resource personnel as required;

(8) with the Operations Officer, maintain the operation of feeding, sleeping and meeting areas at the Emergency Operations Centre as required;

(9) maintain a detailed log of all actions taken by the Office of the City Clerk;

(10) participate in a post-emergency debriefing and provide reports as requested by the Operations Officer.
4.6 Police Chief

Upon learning of a potential emergency, the Police Chief should consider the possible need for activation of the Plan, and if warranted, shall trigger the “Emergency Plan – Alert Procedure” (see Appendix A).

The Police Chief or alternate shall:

(1) provide the Emergency Control Group with information and advice on law enforcement matters;

(2) participate in decision making, determining priorities, and issuing operational directives for the resolution of the emergency;

(3) if directed by the Emergency Control Group, appoint Emergency Site Manager(s) to control operations at the emergency site(s);

(4) activate the Police Services Emergency Call Out Procedures;

(5) activate and coordinate the Police Services Emergency Plan;

(6) be responsible for initiating the activation of the community emergency sirens in consultation with the Fire Chief and upon notifying the Emergency Information Officer to ensure that necessary information and instructions are provided to the public through the media;

(7) direct and coordinate all police operations in accordance with the Plan and directions issued by the Emergency Control Group;

(8) establish a communications link with the Police Incident Commander;

(9) direct the establishment of inner and outer perimeters around the emergency site(s);

(10) direct and control the dispersal of crowds within the emergency site(s);

(11) direct the movement of emergency vehicles to and from the emergency site(s);

(12) coordinate the arrangements for police operations with other municipal, provincial, or federal departments and arrange for additional supplies and equipment as required;
4.6 Police Chief - continued

(13) if directed by the Emergency Control Group, coordinate the arrangements for the evacuation of buildings or areas;

(14) maintain law and order in evacuation and reception centres and other temporary facilities;

(15) protect property and maintain law and order at the emergency site(s);

(16) direct that the Coroner be contacted in the event of fatalities and coordinate whatever additional support is necessary or required in accordance with the *Coroners Act, R.S.O. 1990, c.37, as amended*;

(17) maintain a detailed log of all actions taken by the Dryden Police Service;

(18) participate in a post-emergency debriefing, and provide reports as requested by the Operations Officer.
4.7 **Fire Chief**

Upon learning of a potential emergency, the Fire Chief should consider the possible need for the activation of the Plan, and if warranted, shall trigger the “Emergency Plan – Alert Procedure” *(see Appendix A)*.

The Fire Chief or alternate shall:

1. provide the Emergency Control Group with information and advice on fire service matters;

2. participate in decision making, determining priorities, and issuing operational directives for the resolution of the emergency;

3. if directed by the Emergency Control Group, appoint Emergency Site Manager(s) to control operations at the emergency site(s);

4. establish a communications link with the Fire Incident Commander;

5. activate the Fire Services Emergency Call Out Procedures;

6. activate and coordinate the Fire Services Emergency Operational Plan;

7. be responsible for initiating the activation of the community emergency sirens in consultation with the Police Chief and upon notifying the Emergency Information Officer to ensure that necessary information and instructions are provided to the public through the media;

8. direct and coordinate all Fire Service operations in accordance with the Plan and directions issued by the Emergency Control Group;

9. if required, notify the Mutual Aid Fire Coordinator and trigger mutual aid arrangements for the provision of additional firefighting resources and equipment;

10. coordinate assistance with other municipal, regional, provincial, or federal departments and agencies;

11. maintain a detailed log of all actions taken by the Dryden Fire Service;

12. participate in a post-emergency debriefing and provide reports as requested by the Operations Officer.
4.8 Public Works

Upon learning of a potential emergency, the Public Works Manager should consider the possible need for activation of the Plan, and if warranted, shall trigger the “Emergency Plan – Alert Procedures” (see Appendix A).

The Public Works Manager or alternate shall:

1. provide the Emergency Control Group with information and advice on engineering and transit matters;

2. participate in decision making, determining priorities, and issuing operational directives through the Operations Officer for the resolution of the emergency;

3. if directed by the Emergency Control Group, appoint an Emergency Site Manager(s) to control operations at the emergency site(s);

4. activate the Public Works Emergency Call Out Procedures;

5. activate and coordinate the Public Works Emergency Response Sub-Plan;

6. direct and coordinate all Public Works operations in accordance with the Plan and directions issued by the Emergency Control Group;

7. maintain liaison with flood control centres, conservation and environmental agencies and be prepared to conduct relief or preventative operations;

8. provide engineering, personnel, materials, supplies, and equipment as required in support of emergency operations;

9. arrange for and coordinate provision and use of personnel, engineering materials, and equipment from other municipal, regional, provincial, or federal departments or private/commercial agencies;

10. assist with traffic control and emergency operations by clearing emergency routes, assisting the police in closing and opening roadways, marking obstacles, installing emergency road signs, and other actions as required;
4.8 Public Works - continued

(11) coordinate the provision and use of all transportation resources in support of evacuation or other emergency operations as required;

(12) coordinate the provision of emergency potable water, supplies, and sanitation facilities in support of emergency operations;

(13) maintain liaison with regional public works and utility service agencies (i.e. hydro, gas, telephone, cable) and issue directions for the disconnection and reconnection of services as directed by the Emergency Control Group;

(14) coordinate efforts to re-establish essential services;

(15) coordinate debris removal activities;

(16) coordinate demolition or securing of all “unsafe” buildings as directed by the Chief Building Official;

(17) coordinate Public Works support for restoration and clean-up activities following the termination of the emergency;

(18) maintain a detailed log of all actions taken by the Public Works Department;

(19) participate in a post-emergency debriefing and provide reports as requested by the Operations Officer.
4.9 Community Services

Upon learning of a potential emergency, the Community Services Manager should consider the possible need for activation of the Plan, and if warranted, shall trigger the “Emergency Plan – Alert Procedure” (see Appendix A).

The Community Services Manager or alternate shall:

(1) provide the Emergency Control Group with information and advice pertaining to community and social service needs;

(2) participate in decision making, determining priorities, and issuing operational directives for the resolution of the emergency;

(3) contact community agency representatives and provide notification of an existing or potential emergency;

(4) coordinate and direct the actions of all social service and volunteer agencies in accordance with the Plan and directions issued by the Emergency Control Group;

(5) coordinate the provision of emergency feeding, reception, accommodations, clothing, identification, registration, inquiry, and personal service programs;

(6) if directed by the Emergency Control Group, activate and operate emergency evacuation reception and accommodation facilities at designated community halls, etc;

(7) provide staff from community service agencies to assist at the emergency reception centre(s), and other tasks as directed by the Emergency Control Group;

(8) coordinate assistance from other municipal, regional, provincial, federal departments, or private agencies;

(9) maintain a detailed log of all actions taken by the Community Services Division;

(10) participate in a post-emergency debriefing and provide reports as requested by the Operations Officer.
4.10 Corporate Services

Upon learning of a potential emergency, the Corporate Services Manager should consider the possible need for activation of the Plan, and if warranted, shall trigger the “Emergency Plan – Alert Procedure” (see Appendix A).

The Corporate Services Manager or alternate shall:

(1) direct and coordinate the personnel, material, and equipment resources of the Corporate Services Division;

(2) provide information and advice on fiscal and insurance matters as they relate to the emergency;

(3) ensure that records of expenses are maintained for future claim purposes;

(4) assist the Director of Community Services in carrying out their duties as required;

(5) maintain a detailed log of all actions taken by the Corporate Services Division;

(6) participate in a post-emergency debriefing and provide reports as requested by the Operations Officer.
4.11 Emergency Information Officer

Upon learning of a potential emergency, the Emergency Information Officer should consider the possible need for activation of the Plan, and if warranted, shall trigger the “Emergency Plan – Alert Procedure” (see Appendix A).

The Emergency Information Officer or alternate shall:

(1) advise the Emergency Control Group on matters pertaining to public information, public affairs, and media relations;

(2) gather, process and disseminate information for use by the Emergency Control Group;

(3) formulate public information and media releases for review by the Operations Officer and Mayor or designate;

(4) upon approval of the Operations Officer and Mayor or designate, release information to the public and media;

(5) direct the establishment and operation of a Media Centre, a Call (Information) Centre, and an emergency site media centre;

(6) prepare and distribute public announcements, instructions, or warnings as directed by the Operations Officer or Mayor or designate;

(7) provide public relations support as required;

(8) coordinate all media requests, including arrangements for supervised tours near the emergency site(s);

(9) arrange for photo or video records of the emergency operations;

(10) maintain a detailed log of all actions taken by the Emergency Information Officer;

(11) participate in a post-emergency debriefing and provide reports as required by the Operations Officer.
4.12 Information Technology / Communications

Upon learning of a potential emergency, the Information Technology / Communications Manager should consider the possible need for activation of the Plan, and if warranted, shall trigger the “Emergency Plan – Alert Procedure” (see Appendix A).

The Information Technology / Communications Manager or alternate shall:

(1) provide the Emergency Control Group with information and advice on information technology and telecommunications matters (including but not limited to: communications, hardware requirements, software requirements, network requirements, GIS functionality);

(2) coordinate the provision, installation, setup, and support of information technology systems at the Emergency Operations Centre (189 Colonization Avenue) in support of emergency operations;

(3) coordinate the provision, installation, operation and maintenance or all telecommunications systems in support of emergency operations;

(4) provide technology collaboration with partner organizations as deemed applicable by the Emergency Control Group;

(5) provide personnel to work with the Emergency Information Officer to equip the Media Centre and Call (Information) Centre;

(6) in the event of the primary site of the Emergency Operations Centre (189 Colonization Avenue) needing to evacuate, provide support as indicated above at the alternate site (OPP Dryden Detachment – 15550 Highway 17);

(7) in the event of the Dryden Police Service Communications Centre needing to evacuate, immediately provide personnel at the back up EOCC site (189 Colonization Avenue) to ensure set up of all telecommunications and information technology systems;

(8) maintain a detailed log of all actions taken by the Information Technology Department;

(9) participate in a post-emergency debriefing and provide reports as requested by the Operations Officer.
5.0 SUPPORT GROUPS

5.1 Introduction

Emergency Control Group Support Groups may be formed from City staff and personnel from other government agencies and organizations. Their advice, resources and information will assist the Emergency Control Group in making decisions. The Operations Officer is responsible for notifying Support Group personnel to report to the Emergency Operations Centre.

Contact names and numbers of City of Dryden staff are listed in the “Internal Resource Contact List” (see Appendix C). Contact names and numbers of external agencies are listed in the “External Resource Contact List” (see Appendix D).

5.2 Emergency Site Manager(s)

The Emergency Site Manager(s) shall:

1. organize and coordinate the response at the emergency site(s) with all Incident Commanders;
2. assess the situation under existing and potential conditions by consulting with Incident Commanders and other agencies, take/authorize any action appropriate to preserve life, protect property and otherwise mitigate the adverse effects of the emergency;
3. coordinate with the Emergency Control Group and Incident Commanders to ensure that the necessary equipment, supplies, and personnel are available;
4. provide, at regular intervals, information updates and reports regarding activities at the emergency site(s) to the Emergency Control Group;
5. schedule briefings with individual and collective Incident Commanders as to agency response status;
6. activate or coordinate with agencies, the evacuation of the immediate area or any area likely to be placed at risk, if warranted by conditions, or as directed by the Emergency Control Group;
5.2 Emergency Site Manager(s) - continued

(7) consider response alternatives and determine appropriate response actions (evacuation, containment, etc.) in consultation with Incident Commanders and the Emergency Control Group;

(8) establish an on-site Command Post at an appropriate distance from the emergency area that provides a good vantage point from which access to the emergency site(s) can be controlled;

(9) brief Incident Commanders regarding the situation as they become involved;

(11) obtain background information from those involved in the emergency or those who may have witnessed the incident, concerning the nature of hazardous material(s) and/or situation(s). Consult with experts, as required, to mitigate the emergency;

(12) develop an Emergency Site Organization Plan/Layout with the assistance of Agency Incident Commanders and establish inner and outer perimeters and staging areas to control access to and movement within the emergency site(s);

(13) coordinate the release of information at the scene with the Public Affairs Officer on-site;

(14) request, from the Emergency Control Group, logistical support for emergency operations and personnel at the scene;

(15) ensure the overall safety of the emergency site, in particular that safety precautions are enforced regarding wearing personal protective equipment.

(16) in consultation with Incident Commanders, develop a demobilization plan for all resources within the emergency site. Implement this plan upon official notification of the termination of the emergency;

(17) ensure that all Incident Commanders have established work schedules for their personnel at the emergency site(s);

(18) maintain a detailed log of all actions taken by the Emergency Site Manager(s);

(19) participate in a post-emergency debriefing and provide such reports as requested by the Operations Officer.
5.3 **Ambulance Service Representative**

The Ambulance Service Representative or alternate shall:

1. provide the Emergency Control Group with information and advice on health service matters;

2. participate in decision making, determining priorities, and issuing operational directives for the resolution of the emergency, as requested by the Emergency Control Group;

3. activate the appropriate emergency call out procedures;

4. direct and coordinate all ambulance services in accordance with the Plan and directions issued by the Emergency Control Group;

5. coordinate with senior police officials the movement of ambulances to and from the emergency site(s);

6. coordinate with the Medical Officer of Health for the providing of triage and treatment at the emergency site(s), casualty collection posts, and the distribution of casualties in accordance with the Plan and directions issued by the Emergency Control Group;

7. coordinate the provision of special emergency health service resources at the emergency site (i.e. ambulances, support units, paramedics, ambulance helicopters, etc.);

8. provide the main radio communication link among health services, and notifying and requesting assistance of the Ontario Ministry of Health, Emergency Services Branch;

9. liaise with the Medical Officer of Health and assist with the organization and transportation of persons in health care facilities, homes for the aged, nursing and rest homes, and disabled citizens that need to be evacuated;

10. maintain a detailed log of all actions taken by the Ambulance Service;

11. participate in a post-emergency debriefing and provide reports as requested by the Operations Officer.
5.4 Medical Officer of Health or Health Unit Representative

The Medical Officer of Health or Health Unit Representative shall:

(1) provide the Emergency Control Group with information and advice on matters pertaining to public and/or environmental health;

(2) participate in decision making, determining priorities, and issuing operational directives for the resolution of the emergency, as requested by the Emergency Control Group;

(3) coordinate with the Ambulance Service Representative for providing first aid, casualty collection posts, distribution of casualties, ambulance and hospital services, and health personnel augmentation in accordance with the Plan and directions issued by the Emergency Control Group;

(4) coordinate the acquisition of additional pharmaceutical or surgical supplies through liaison with distributors, hospitals and clinics;

(5) liaise with the Ministry of Health, Public Health branch;

(6) provide recommendations regarding the evacuation of buildings or areas for reasons of health;

(7) coordinate the response to disease related emergencies or anticipated emergencies such as epidemics, in accordance with the Ministry of Health policies;

(8) liaise with Public Works regarding the provision and testing of potable water and sanitation facilities;

(9) liaise with the Director of Ontario Works and other agencies on areas of mutual concern regarding health services in emergency areas including: food safety, counseling of victims, general safety and sanitation, accommodation standards, air monitoring, provision of home care services;

(10) maintain a detailed log of all actions taken by the North Western Health Unit;

(11) participate in a post-emergency debriefing and provide reports as requested by the Operations Officer.
5.5 Chief Building Official

If requested, the Chief Building Official shall:

(1) advise the Emergency Control Group on all matters relating to buildings;

(2) coordinate with the Manager of Public Works regarding the securing of unsafe buildings, or demolition of structures found to be unsafe;

(3) liaise with Chief Building Officials from area municipalities, as required;

(4) maintain a detailed log of all actions taken by the Chief Building Official and the Building and Planning Department;

(5) participate in a post-emergency debriefing and provide reports as requested by the Operations Officer.

5.6 Ontario Works Manager

If requested, the Ontario Works Manager will arrange for:

(1) Emergency assistance is provided once an application for assistance is completed. Ontario Works offices are located in Kenora, Dryden and Sioux Lookout, with toll free numbers for access throughout the district. Applications can be taken over the phone or Intake Workers can be dispatched to a community if requested or warranted by the situation.

See contact information under Ontario Works in Appendix D – External Resource Contact List to request assistance.

(10) Ontario Works offices are able to provide emergency assistance enabling the immediate provision of financial assistance to applicants in crisis or emergency situations. The provision of financial assistance in an emergency may include an amount for basic needs (food and clothing), shelter and benefits (drug card, personal medical devices and/or supplies) and transportation costs.

(11) The Director of Ontario Works will maintain a detailed log of all emergency support provided by the Ontario Works offices during a crisis and participate in a post-emergency debriefing if requested by the Municipal Operations Officer.
5.7 Media Communications

The Emergency Control Group shall use CKDR (92.7 FM) and Q104 (104.3 FM) to inform emergency personnel and the public of the situation and of the action to be taken. In the event that CKDR and Q104 are unable to broadcast, CBQ (FM 100.9) will be the alternate station.

5.8 Red Cross

If requested, Red Cross shall provide registration and inquiry services and assist at Reception Centre(s) as required. Red Cross is also able to provide first aid services at evacuation centres and other locations as required. It shall also maintain a detailed log of all actions taken and provide reports as requested by the Operations Officer.

5.9 Local Industry Mill

If requested, the Mill Operations shall provide additional personnel and equipment as required. It shall also maintain a detailed log of all actions taken and provide reports as requested by the Operations Officer.

5.10 Amateur Radio Operators

If requested, the Dryden Amateur Radio Operators shall provide radio equipment and operators at the Emergency Operations Centre and other locations as required and directed by the Emergency Control Group. It shall also maintain a detailed log of all actions taken and provide reports as requested by the Operations Officer.

5.11 Ministry of Natural Resources

If requested, the Ministry of Natural Resources shall provide additional personnel and equipment as required. It shall also maintain a detailed log of all actions taken and provide reports as requested by the Operations Officer.
6.0 PLAN IMPLEMENTATION

6.1 Actions of Emergency Response Agencies

Upon notification of an emergency, response agencies shall perform duties and responsibilities as outlined in the Plan, or shall place personnel on stand-by until further notice.

Each agency responding to the emergency shall appoint an Incident Commander who is responsible for directing and coordinating the actions of all personnel of their agency at the emergency site. Incident Commanders report directly to the Emergency Site Manager(s).

For each emergency site(s) defined, the Emergency Control Group shall confirm or appoint Emergency Site Manager(s) to assume responsibilities outlined in Section 4.2 of this Plan. The Emergency Site Manager(s) shall report directly to the Emergency Control Group.

6.2 Chain of Command

All Emergency Site Managers report directly to the Emergency Control Group and are no longer subject to the command structures of their own organizations. Incident Commanders will report to the Emergency Site Manager and are still subject to the command structure of their own organization, see Figure 1.

6.3 Media Centre

The Media Centre will be established in a location as deemed necessary by size or type of incident.

The Emergency Information Officer and Information Technology / Communications Manager will be responsible for the coordination and set up of the Media Centre.

6.4 Communications

Each responding agency is responsible for establishing its own communications links with its Emergency Control Group representative.
6.5 Emergency Operations Centre Message Traffic

Due to the high volume of message traffic that will occur during the response to an emergency, a procedure must be used to effectively manage the handling of these messages. A hierarchy of all messages to and from the Emergency Operations Centre shall be in accordance with the following designations:

**Emergency** is any message with implications of imminent death or serious injury to any person or groups of persons. Emergency alerts or immediate action directives are included in this category. Emergency messages take priority over all other traffic and should be used only when absolutely required.

**Priority** is assigned to important messages with a specific time limit or may result in a significant impact. It also includes those official messages not covered in the “emergency” category.

**Routine** covers most administrative or non-critical messages that are not time limited, including routine logistics support.

It is the responsibility of the originator of the message to designate the message according to the above hierarchy. The line(s) dedicated to incoming calls to the Emergency Operations Centre shall be operated by support staff under the direction of the Duty Officer (Clerk), and shall be responsible to ensure that all messages are properly classified and routed to their intended recipients. The message form is shown in Figure 3.

6.6 Command Post

The Emergency Site Manager(s) shall establish a temporary command post at each emergency site. The temporary command post shall be replaced by a mobile or fixed command post as determined by the Emergency Site Manager(s). All inter-agency communications shall be channeled through this command post and a direct link will be established with the Emergency Operations Centre.

6.7 Dissemination of Decisions by the Emergency Control Group

Decisions by the Emergency Control Group shall be transmitted to the appropriate response agency. This function shall be coordinated by the Operations Officer or alternate.
6.8 Meeting and Reporting Schedules

Members of the Emergency Control Group shall gather at regular intervals to inform each other of actions taken and problems encountered. Frequency of meetings and agenda items will be established by the Operations Officer. Maps and status boards shall be prominently displayed and kept up to date by the Duty Officer.

The Emergency Site Manager(s) shall schedule regular briefings with Incident Commanders.

6.9 Evacuation

Refer to Appendix E “City of Dryden Evacuation Plan”.

6.10 Request for Assistance

Assistance shall be requested from neighbouring municipalities and/or the private sector as required (see Appendix D “External Resource Contact List”).

6.11 Termination of a State of Emergency

The Mayor or alternate or Council as a whole can officially declare the termination of the emergency at any time and shall notify:

1. the Minister of Public Safety and Security,
2. Council,
3. neighbouring municipal officials as required,
4. the public,
5. the media.

The Termination of a Declared Emergency document (see Appendix B) shall be completed and faxed to the Emergency Management Ontario Duty Officer at 1-416-314-0474.
7.0 TRAINING AND EVALUATION

7.1 Introduction

Training, exercise, and evaluation form the basis for ensuring that collective efforts at all levels can be properly coordinated and controlled. Effective emergency response is possible only when people understand the Plan and have had the opportunity to practice the procedures.

The Plan must provide for:

(1) the education of City staff concerning emergency preparedness and their responsibilities established within the Plan;

(2) individual and collective training to ensure personnel are prepared to implement the Plan; and

(3) exercises and evaluations to practice and confirm the state of readiness of City staff to respond to an emergency.

7.2 Definitions

Simulated Exercises:
Individual control agencies practice operational procedures without the actual deployment of personnel or resources. Common approaches to this type of exercise include paper exercises and tabletop discussions. The actions of upper and lower operations are simulated by the exercise design staff.

Specialty Exercises:
These exercises practice response to a specific risk such as: bomb threats, aircraft disaster, major flooding, or radiation spill. These types of exercises can involve a simulated approach or actual deployment of resources.

Communication Exercises:
These exercises are designed to test the emergency notification procedures or to practice or evaluate communication resources.

Emergency Operations Centre Exercises:
The Emergency Operations Centre staff convene to test and develop operational procedures, problem solving skills, communication systems, and interoperability within the City of Dryden and other outside agencies. The conduct of these exercises is usually in the form of a paper or communication exercise with staff participating as the Emergency Site Manager and representing coordinated departmental control centres.
7.2 Definitions - continued

Major Exercise:
This exercise involves the physical deployment of resources in response to a staged emergency situation. It may be undertaken by a single department or agency, or may be conducted in conjunction with others.

Mass Exercise:
This is a wide-scale, comprehensive exercise that involves all, or the majority of responding agencies and the actual deployment and exercise of resources at all levels. A mass exercise includes the activation of the Emergency Control Group, Emergency Operations Centre and one or more emergency sites.

7.3 Training

Each Department is responsible for conducting individual, team, and combined training to ensure that staff are prepared to perform the tasks and responsibilities outlined in their respective Emergency Response Procedures.

7.4 Exercises

The purposes of exercises are:

(1) to practice, test, evaluate, and improve plans and operational capabilities;

(2) to promote and refine co-operation and coordination among operational teams, staff, and support groups, and command and control elements;

(3) to stimulate and maintain interest and enthusiasm.

Departments are responsible for developing and conducting simulated, specialty, communication, and major exercises within their departments.

The Emergency Control Group shall conduct a minimum of one simulated and one communication exercise each year.

7.5 Evaluation

Each department or agency is responsible for the evaluation of its Emergency Response Procedures and the readiness of its respective organization. Significant occurrences that limit or preclude an organization from performing the responsibilities outlined in the Plan must be reported to the Fire Chief.
8.0 PLAN MAINTENANCE AND REVISION

8.1 Plan Maintenance and Revision

An Emergency Plan Review Committee, chaired by the Fire Chief or designee, will be composed of staff from various City departments and outside agencies. The Committee will be responsible for keeping the Plan (and its appendices) current with respect to legislation, agency roles and responsibilities and any other pertinent information.

City departments are responsible for reviewing and amending their internal sub-plans annually.

The Emergency Plan Review Committee will review and revise the Plan in first quarter of every year, and any amendments shall be distributed to all of the Plan holders in a timely manner (see Appendix F, Distribution List).