

Town of Smooth Rock Falls

Emergency Response Plan



SMOOTH
ROCK FALLS



Version 2.0 – December 2019

Table of Contents

1.0 INTRODUCTION..... 3

Town of Smooth Rock Falls **Emergency
Response Plan**

1.1	Background.....	4
1.2	Purpose of Plan	4
1.3	Plan Limitations	4
1.4	Planning Assumptions	4
2.0	AUTHORITY AND EMERGENCY DECLARATIONS	6
2.1	Legal Authority.....	6
2.2	Declaration of Emergency	6
2.3	Termination of Emergency Declaration	7
3.0	PLAN ACTIVATION AND DEACTIVATION	8
3.1	Activation Levels.....	8
3.2	Authority to Activate Plan.....	8
3.3	Notification of Control Group Members	9
4.0	COMMUNITY CONTROL GROUP	10
4.1	Community Control Group Membership	10
4.2	Additional Supporting Members	10
4.3	Purpose of the Community Control Group	10
5.0	INDIVIDUAL ROLES AND RESPONSIBILITIES.....	12
5.1	Mayor or Alternate	Error! Bookmark not defined.
5.2	Chief Administrative Officer	12
5.3	Protective Services Manager.....	12
5.4	Town Clerk.....	13
5.5	Public Works Superintendent	13
5.6	External Agencies	13
6.0	CONCEPT OF EMERGENCY OPERATIONS	13
6.1	Operational Concept.....	14
7.0	EMERGENCY OPERATIONS CENTRE.....	14
7.1	Purpose	14
7.2	Location	15
7.3	Facilities and Equipment.....	15

Town of Smooth Rock Falls **Emergency Response Plan**

7.4 Security 15

8.0 INFORMATION AND COMMUNICATION 15

8.1 Purpose 15

8.2 Communications with the Public..... 16

8.3 Documentation..... 16

8.4 Emergency Information Officer..... 16

8.5 Emergency Information Centre..... 17

8.6 Public Inquiries 17

9.0 CONTINUITY OF MUNICIPAL OPERATIONS..... 17

9.1 Purpose 17

9.2 Reduction or Suspension of Municipal Services 18

9.3 Alternate Work Locations..... 18

10.0 PLAN ADMINISTRATION 18

10.1 Plan Approval 19

10.2 Plan Maintenance and Revisions 19

10.3 Distribution..... 19

10.4 Training and Validation..... 19

10.5 Planning Resources 20

Appendix ‘A’ – Declaration of Emergency Form 21

Appendix ‘B’ – Termination of Emergency Form 22

Appendix ‘C’ – Contact List 22

Appendix ‘D’ – Log of Plan Revisions..... 24

Appendix ‘E’ – Plan Distribution List 24

Appendix ‘F’ – Regional Resources Contact List 25

1.0 INTRODUCTION

1.1 Background

The Town of Smooth Rock Falls is located within the Cochrane District in Northeast Ontario, with a population of 1,330 at the 2016 census. Within its boundaries, there are bridges, highways, railroads, power transmission lines, gas pipelines, dams, rivers, streams, and residential, commercial and industrial properties.

The Town is vulnerable to both natural and man-made emergencies and disasters. The following are examples of some of the hazards that could occur within Smooth Rock Falls:

- Forest / Wildland Fire
- Snowstorm / Blizzard
- Freezing Rain / Ice Storm
- Energy Supply Emergency
- Drinking Water Emergency
- Hazardous Materials Incident
- Human Health Emergency
- Explosion / Fire
- Flooding
- Windstorm

1.2 Purpose of Plan

The Town of Smooth Rock Falls Emergency Response Plan has been prepared to provide overall guiding principles to Town staff in planning for, responding to and recovering from a potential or actual emergency or disaster. The objective is to limit the impact on people, property and the environment. The broad scope of this document allows a flexible response to any emergency situation while at the same time providing some specific information such as how to activate the Community Control Group or how to declare a local state of emergency. The plan can also be used as a tool to communicate how Smooth Rock Falls will respond before, during and after a disaster and will be provided to external organizations that are required to understand the Town's actions and the methodologies during these events.

1.3 Plan Limitations

The Town of Smooth Rock Falls Emergency Response Plan does not address detailed or specific response procedures normally handled by the appropriate responding department(s), emergency site management or comprehensive departmental emergency plan contents.

1.4 Planning Assumptions

Town of Smooth Rock Falls **Emergency
Response Plan**

The following assumptions are made within the Plan:

- All response efforts are made to protect life safety, property and the environment;
- Departmental emergency plans and hazard specific plans will be developed as required and are integral and supplemental to this plan;
- During emergencies, normal municipal operations may cease or be altered in an effort to minimize negative consequences from the event and allow resources to be prioritized towards emergency operations;
- This plan provides structures and guidelines which, depending on the emergency or disaster, may need to be modified to ensure the most effective and efficient response possible; and,
- This plan is considered a dynamic 'living' document.

2.0 AUTHORITY AND EMERGENCY DECLARATIONS

2.1 Legal Authority

The *Emergency Management and Civil Protection Act* is the legal authority for all municipal and ministry emergency response plans in Ontario. The Act states that:

“Every municipality shall formulate an emergency response plan governing the provision of necessary services during an emergency and the procedure 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.” [Section 3 (1)]

In accordance with the above requirement under the Act, this Emergency Response Plan has been adopted by the Council of the Corporation of the Town of Smooth Rock Falls by the enactment of by-law #2018-31.

2.2 Declaration of Emergency

This plan may be activated without having a formal state of emergency declared. The head of council may declare a state of emergency exists, this allows extraordinary actions to be taken, facilitates access to provincial resources, provide WSIB coverage for volunteers, reduce liability, and increases public awareness of the situation. The *Emergency Management and Civil Protection Act* states that:

“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.” [Section 4(1)]

The head of council is required to notify the Solicitor General forthwith of a declaration of an emergency. A declaration form that can be used for this purpose is attached as Appendix ‘A’; however, in the event fax and email facilities are unavailable the initial notification can be done via telephone by calling the Provincial Emergency Operations Center at (416) 314-0472.

In the event the head of council is incapacitated or immediately unavailable, the designated acting head of council may perform this function.

2.3 Termination of Emergency Declaration

The head of council of a municipality may at any time declare that an emergency has been terminated. The head of council is required to notify the Solicitor General forthwith of that the declaration of emergency has been terminated, a form that can be used for this purpose is attached as Appendix 'B'.

3.0 PLAN ACTIVATION AND DEACTIVATION

3.1 Activation Levels

The Town of Smooth Rock falls has adopted three operational levels to identify the nature of municipal emergency management response required in the community at any given time, they are: Normal Operations, Enhanced Monitoring, and Activation.

Normal Operations

Means that daily municipal operations are being carried out, however the municipality is ready to respond to an emergency should the need arise.

Enhanced Monitoring

Means that there is an indication of a highly probable hazardous condition and a strong potential for significant property damage or loss of life. During this level, the Municipal Emergency Control Group has been alerted and is maintaining situational awareness, and municipal resources may be on standby to respond.

Activation

Means that's extremely hazardous conditions are imminent or occurring requiring the activation of the Emergency Response Plan. During this level, the Community Control Group has assembled and the Emergency Response Plan has been activated.

Note: As information about an incident is gathered and the situation is better understood, the activation level may be modified.

3.2 Authority to Activate Plan

The Town of Smooth Rock Falls Emergency Response Plan can be activated by:

- Any member of the Community Control Group; or,
- The most senior on scene official (Police, Fire, EMS, Public Works) of the agency most directly involved in the response and/or mitigation of an emergency. The request for activation will be based on the size,

seriousness, or complexity of the emergency and the response capability of that agency.

Note: Activating the Emergency Response Plan or assembling the Community Control Group does not automatically require an emergency declaration be made.

3.3 Notification of Control Group Members

Upon activation of the Emergency Response Plan, the Community Control Group shall be notified immediately, and shall meet as soon as possible (may meet by telecommunication where travel is impractical).

The clerk of the municipality shall maintain and distribute an up to date list of contact list for the Community Control Group and other key personnel. A copy of the most current contact list is attached as Appendix 'C'.

The first Community Control Group member to be alerted to the activation of the Emergency Response Plan shall be responsible for ensuring that all other members are contacted without delay, and shall record the results of his/her attempts to contact the Community Control Group members.

4.0 COMMUNITY CONTROL GROUP

4.1 Community Control Group Membership

The Town of Smooth Rock Falls' Community Control Group consists of the following members:

- Mayor
- Chief Administrative Officer
- CEMC (Community Emergency Management Coordinator)
- Town Clerk
- Public Works Director

4.2 Additional Supporting Members

Depending on the nature of the emergency, other persons not normally part of the Community Control Group may be asked to join the Community Control Group. This may include representatives of, but is not limited to:

- Other municipal departments
- Provincial Ministries
- Ontario Provincial Police
- Cochrane District EMS
- Smooth Rock Falls Hospital
- Porcupine Health Unit
- CDSSAB
- Canadian Red Cross
- Hydro One
- Ontario Clean Water Agency
- Ontario Northland Railway
- Smooth Rock Falls Fire Department

4.3 Purpose of the Community Control Group

The purpose of the Community Control Group is to direct the municipality's response in an emergency, including the implementation of the Emergency Response Plan. The Community Control Group's priorities include:

- Protecting the health and safety of emergency responders and the public;
- Supporting emergency operations at the site(s);
- Issuing public warnings, orders, and instructions;
- Establishing information centres for the public and news media;

Town of Smooth Rock Falls **Emergency
Response Plan**

- Coordinating evacuations as required;
- Assessing risks to the community outside of the emergency area;
- Assessing the municipality's capacity to provide a sustained emergency response;
- Requesting emergency assistance from community partners and other levels of government;
- Ensuring municipal/emergency services are provided to the unaffected areas of the municipality;
- Advising the Mayor as to whether the declaration, or termination, or an emergency is recommended; and,
- Directing community recovery initiatives.

5.0 INDIVIDUAL ROLES AND RESPONSIBILITIES

5.1 Mayor

The Mayor shall sit as a member of the Community Control Group, and may be required to perform any or all of the following responsibilities:

- Declare an emergency to exist;
- Chair or designate a chair for a meeting of the Community Control Group;
- Add to the composition of the Community Control Group to formulate an appropriate response to the emergency;
- Provide overall leadership in responding to an emergency;
- Ensure that the members of Council are kept informed of the emergency situation; and,
- Act as the official spokesperson for the Community Control Group.

5.2 Chief Administrative Officer

The Chief Administrative Officer shall sit as a member of the Community Control Group, and may be required to perform any or all of the following responsibilities:

- Organize and Supervise the Emergency Operations Center;
- Schedule regular meetings of the Community Control Group during the course of the emergency, as necessary;
- Provide advice to the Mayor and Community Control Group on administrative matters;
- Provide financial authorizations; and,
- Call out additional staff to provide assistance, as required;

5.3 Protective Services Manager

The CEMC shall sit as a member of the Community Control Group, and may be required to perform any or all of the following responsibilities:

- Provide advice to the Mayor and the Community Control Group on matters of emergency planning, the Emergency Response Plan, and fire response matters;
- Establish ongoing communications with the senior fire official at the scene of the emergency;
- Liaising with supporting agencies; and,

Town of Smooth Rock Falls **Emergency Response Plan**

- Ensure that the Emergency Operations Center is made operational when activated and that the Community Control Group members are equipped with all necessary resources.

5.4 Town Clerk

The Town Clerk shall sit as a member of the Community Control Group, and may be required to perform any or all of the following responsibilities:

- Provide advice to the Mayor and the Community Control Group on matters of legislation, by-law and policy;
- Assist the Mayor and CAO as required;
- Recording decisions and actions during the emergency; and,
- Organize emergency meetings of Council as required.

5.5 Public Works Director

The Public Works Director shall sit as a member of the Community Control Group, and may be required to perform any or all of the following responsibilities:

- Provide advice to the Mayor and the Community Control Group on public works matters;
- Establish ongoing communications with the senior public works official at the scene of the emergency;
- Liaising with the public works representatives of neighboring communities;
- Liaising with other utility providers (water, hydro, gas, etc);
- Ensuring that municipal services (roads, water, sewer, etc.) are maintained to the extent possible; and,
- Coordinating the provision of public works vehicles, equipment and resources.

5.6 External Agencies

The municipality does not have the authority to control external agencies, as such the Emergency Response Plan does not specify their specific roles and duties; however the municipality expects that external agencies will fulfill their legislated and mandated roles during an emergency, and that they will work cooperatively with the municipality.

6.0 CONCEPT OF EMERGENCY OPERATIONS

6.1 Operational Concept

First responders (Police, Fire, EMS, Public Works, etc) manage many emergencies that occur on a day-to-day basis. As the magnitude of an emergency increases, so will the requirement for additional support from within the municipality and from external sources.

When emergency site personnel determine a situation represents a threat beyond its day-to-day operations or the emergency is of such a type as to threaten the well being of the municipality in part or as a whole, the Community Control Group will be notified as outlined in the plan.

The response to an emergency in the municipality will be managed using this plan, with the following guiding principles:

- The incident commander at the emergency site is in overall command of the emergency site, and shall communicate regularly with the Emergency Operations Centre.
- The Emergency Operations Centre will support the Incident Commander at the emergency site when needed, including: obtaining resources, collecting and disseminating information, and providing expert advice.
- The Community Control Group is responsible for directing the overall municipal response to the emergency.
- Each agency or department head is in command of the overall operation of his or her organization.
- Normal communication modes and reporting channels will be used as much as possible.
- Day-to-day functions that do not contribute directly to the operation may be suspended for the duration of the emergency.
- Council provides overall emergency policy direction to the Emergency Operations Centre; however, they are not involved in day-to-day operational decision making.

7.0 EMERGENCY OPERATIONS CENTRE

7.1 Purpose

The Emergency Operations Centre (EOC) is where the Community Control Group and other key personnel assemble to share information, evaluate options and make decisions regarding management of the emergency and support to the emergency site.

7.2 Location

The Town of Smooth Rock Falls Emergency Operations Centre is located at the Municipal Office at 142 First Avenue.

The alternate Emergency Operations Centre shall be the Fire Hall located at 177 Gordon Avenue, however the Community Control Group may select another site based on the circumstances of the emergency and suitability of facilities.

7.3 Facilities and Equipment

The EOC and alternate EOC should be kept in a state of readiness, including the availability of telecommunications, copies of essential documents, and other supplies necessary to put the facility into operation.

7.4 Security

When in use, access to the EOC shall be limited to essential personnel. The Mayor or Chief Administrative Officer may cancel any rental or lease of the facility with outside groups. Information gathered by the EOC shall be kept confidential at all times, except when the release of information has been authorized by the appropriate authority.

8.0 INFORMATION AND COMMUNICATION

8.1 Purpose

Accurate information and effective communications are important for successful operations during and after an emergency or disaster.

8.2 Communications with the Public

Whenever possible the public should be provided information on the emergency and the services that are available to them. A variety of methods can be used to communicate with the public, including:

- Social media
- Town website
- Printed notices
- Door-to-door messaging
- Radio
- Public meetings
- Telecommunications
- Loudspeaker

Messaging with the public should be clear and consistent, for that reason it is important to ensure that messages from the Community Control Group will not conflict with messages given by other agencies (ex. OPP, hydro, etc.). Public messages should be developed in coordination with all applicable agencies, and should not be released unless approved by the Community Control Group and the Incident Commander at the emergency site (when applicable). The Community Control Group should appoint an official spokesperson, this role is typically filled by the Mayor or CAO.

8.3 Documentation

All decisions made, and activities conducted, during an emergency must be documented. Proper records management is the responsibility of all individuals involved in a response. Every individual should maintain a personal activity log for the duration of the emergency. These records shall be kept in accordance with the municipality's record keeping policies.

8.4 Emergency Information Officer

As required by the *Emergency Management and Civil Protection Act*, the municipality has appointed an Emergency Information Officer. This position is responsible for:

- Acting as the primary media and public contact for the municipality during an emergency;
- Collecting and disseminating accurate and timely emergency information;

Town of Smooth Rock Falls **Emergency Response Plan**

- Activating and staffing an Emergency Information Centre (when required);
- Drafting information releases;
- Managing the municipality's social media accounts; and,
- Coordinating media conferences and briefings.

Note: The Emergency Information Officer is not a spokesperson for the municipality (unless appointed as such by the Community Control Group). The release of information is subject to approval by the appropriate authorities.

8.5 Emergency Information Centre

When required, an Emergency Information Centre may be established as a facility to conduct media briefings and for public meetings. For confidentiality and security reasons, this facility should be separate from the Emergency Operations Centre.

8.6 Public Inquiries

In addition to other means of communicating information to the public such as social media, the municipality may establish a public inquiry line. The purpose of the public inquiry line is to provide an avenue for the public to contact the municipality to exchange essential emergency information. The Emergency Information Officer will oversee the Public Inquiry line, and may also use social media as a method to exchange information with the public.

Only information approved for release by the appropriate authority shall be released to the public via the public inquiries line and social media.

9.0 CONTINUITY OF MUNICIPAL OPERATIONS

9.1 Purpose

Municipal government must have the ability to continue providing leadership and essential services throughout an emergency or disaster. The municipality must be

prepared to continue or reintroduce all other municipal services as quickly and efficiently as possible. Essential services include:

- Governance
- Policing
- Water/Sewer
- Fire/Rescue
- Garbage Collection
- Roads

9.2 Reduction or Suspension of Municipal Services

During an emergency the Mayor or Chief Administrative Officer may reduce or suspend certain municipal services to allow resources to be directed to the emergency situation or for the protection of the public. Examples include:

- Closing or reducing business hours at municipal buildings
- Altering, reducing or suspending municipal services
- Extending the deadline to pay taxes and other fees without penalty
- Closing roads, parks and other public spaces

9.3 Alternate Work Locations

Where conditions during an emergency make it difficult for staff to report to their normal work location, the mayor or the Chief Administrative Officer may authorize staff to work from alternate locations including from home where possible.

In the event of damage to or inaccessibility of a municipal building, limited operations may be resumed at an alternate location either within the community or at a neighboring community. Where possible, the municipality should make preparations to allow for continued operations off-site, including:

- Backing up electronic databases off-site
- Ensuring that essential forms and records can be made available off-site
- Utilizing equipment that can be made mobile (laptop computers, cell phones, etc.)
- Ensuring alternate sites have telecommunications capability (phone, internet, etc.)

10.0 PLAN ADMINISTRATION

10.1 Plan Approval

The Smooth Rock Falls Emergency Response Plan was approved by the Council of the Corporation of the Town of Smooth Rock Falls on October 1, 2018 by bylaw #2018-31.

10.2 Plan Maintenance and Revisions

The Emergency Response Plan will be reviewed annually by the Smooth Rock Falls Emergency Program Committee, recommendations for revisions will be brought to Council for approval.

The Community Emergency Management Coordinator is authorized to make minor revisions to the plan and its appendixes that do not alter the intent of the plan, as well as attaching as appendixes resource documents. Examples include, but are not limited to corrections to: names, contact information, locations and addresses, legislation references, distribution lists, and formatting and typographical errors.

All substantial revisions shall be listed in Appendix 'D'.

10.3 Distribution

The Community Emergency Management Coordinator will coordinate the distribution of the plan and any revisions. The plan will be distributed electronically, it is the recipient's responsibility to print copies of the plan for the records and use, including ensuring that any printed copies have the latest revisions included. The plan distribution list is attached as Appendix 'E'.

Printed copies of the plan shall be maintained by the Community Emergency Management Coordinator at the Emergency Operations Centre and alternate Emergency Operations Centre.

10.4 Training and Validation

A key element of emergency management is ongoing exercise and training that include activities such as on-the-job training, seminars, drills, and exercises. The Town of Smooth Rock Falls is committed to ensuring staff understand their duties and responsibilities under this plan, and that the municipality meets the annual

requirements for training and exercise as prescribed under the *Emergency Management and Civil Protection Act*.

Where inconsistency and possible improvements to the plan are observed during training, exercise or real-life events, they should be brought to the attention of the Community Emergency Management Coordinator who will ensure they are taken into consideration at the next annual plan review.

10.5 Planning Resources

Resource documents may be attached to the plan as appendixes from time to time at the discretion of the Community Emergency Management Coordinator.

Attached as Appendix 'F' is a regional resource contact list.

Appendix 'A' Declaration of Emergency Form

DECLARATION OF EMERGENCY

To: Provincial Emergency Operations Centre

Via email to: peocdo01@ontario.ca Via fax to: (416) 314-0474

From: The Corporation of the Town of Smooth Rock Falls

I, _____, Head of Council for the Corporation of the Town of Smooth Rock Falls, hereby declare an Emergency in accordance with the *Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9, s.4 (1)*, due to the emergency described herein:

for the Emergency Area or part thereof described as: the Town of Smooth Rock Falls located in the Cochrane District.

Signed: _____ Title: _____ This
____ day of _____, 20__ at _____ A.M. / P.M.

In the Municipality of Smooth Rock Falls, Ontario.

Appendix 'B' – Termination of Emergency Form

TERMINATION OF EMERGENCY

To: Provincial Emergency Operations Centre

Via email to: peocdo01@ontario.ca Via fax to: (416) 314-0474

From: The Corporation of the Town of Smooth Rock Falls

I, _____, Head of Council for the Corporation of the
Town of Smooth Rock Falls, hereby declare that the emergency related to:

is terminated in accordance with *Emergency Management and Civil Protection
Act, R.S.O. 1990.*

Signed: _____ Title: _____ This
____ day of _____, 20__ at _____ A.M. / P.M.

In the Municipality of Smooth Rock Falls, Ontario.

Appendix 'C' Contact List

—

- Attach Current Contact List -

Town of Smooth Rock Falls
Emergency Response Plan

-
- a. Mayor and Council
 - b. Chief Administrative Officer
 - c. CEMC
 - d. Town Clerk
 - e. Public Works Director
 - f. Treasurer
 - g. Corporate Services Coordinator
 - h. Emergency Operations Centre (hard copies)
 - i. Alternate Emergency Operations Centre (hard copies)
 - j. Fire Department
2. Ontario Clean Water Agency
 3. Emergency Management Ontario
 4. Ontario Provincial Police – James Bay Detachment
 5. Porcupine Health Unit – Medical Officer of Health
 6. Cochrane District EMS
 7. Smooth Rock Falls Hospital
 8. Others as added by the Community Emergency Management Coordinator

Appendix 'F' – Regional Resources Contact List

- Attach Current Regional Resources Contact List -