

Schedule "A" to By-law no. 874



# EMERGENCY RESPONSE PLAN

Revised December 2020

# Township of Mattice – Val Côté Emergency Response Plan (ERP)

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# Township of Mattice – Val Côté Emergency Response Plan

## **INTRODUCTION**

Emergencies are defined as situations or the threat of impending situations abnormally affecting property and the health, safety, and welfare of a community, which by their nature or magnitude require a controlled and coordinated response by all agencies. These are distinct from routine operations carried out by municipal agencies, i.e. firefighting, police, public works department, etc.

### ***Legislation***

The Emergency Management and Civil Protection Act (EMCPA) provides for the development and implementation of an emergency management program by the Council of a Municipality. It enables the passage of the by-law adopting this emergency response plan which will govern the provision of necessary services during an emergency.

Pursuant to the standards outlined in Ontario Regulation 380/04, this plan also describes procedures and manners in which municipal employees and members of the Emergency Control Group (ECG) will respond to an emergency.

### ***Description of Emergency Area Coverage***

The Township of Mattice – Val Côté, population 648, is located 30 kilometers east of Hearst, Ontario.

The Ontario Northland Railway main line runs through the Municipality for approximately 30 kilometers.

Electrical power is supplied by Hydro One, with line crews located in Kapuskasing.

Trans Canada Pipeline runs east/west through the village of Mattice.

Northern Telephone Limited provides telephone service.

The area is also serviced by the following radio stations: MOOSE-FM, CKGN-FM from Kapuskasing, CBON-FM from Sudbury and CINN-FM from Hearst.

The Community receives the following weekly newspapers: Le Nord from Hearst and Le Voyageur from Sudbury.

Medical services are supplied by Notre-Dame Hospital in Hearst and from the Missinaibi Clinic in Mattice.

The nearest airport to the community is in Hearst, with the Kapuskasing airport being the closest alternative.

## **Aim**

The aim of this plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare, environment and economic health of the residents, businesses and visitors of the Municipality of Mattice - Val Côté when faced with an emergency.

It outlines the actions required to initiate:

- a) The earliest possible response to the emergency by all the services that may be required and the establishment of over-all control of the emergency operations.
- b) The establishment of an Emergency Operation Centre (EOC) at the municipal office or elsewhere, depending on the location of the emergency.
- c) The earliest possible intervention to seal off the area of concern, to minimize crowd convergence and to maintain order at the scene of the emergency so that emergency operations are not impeded.
- d) Immediate action to eliminate all sources of potential danger in the area of the incident.
- e) Rescue of victims as soon as possible and First Aid administration.
- f) Where necessary, the controlled evacuation/reception and balanced distribution of casualties to Notre-Dame Hospital in Hearst or Sensenbrenner Hospital in Kapuskasing.
- g) Where necessary, the appropriate location for the placement of cadavers in the event of a mass casualty emergency situation.
- h) The evacuation of buildings considered to be hazardous to the public.
- i) The use of such essential services as may be required by persons affected by the incident and the emergency services personnel involved.
- j) Communication as soon as possible to:
  - All Officials involved in emergency operations
  - The news media, in order to ease public anxiety and to reduce the numbers of onlookers at the scene
  - Concerned individuals seeking personal information

## **HAZARD IDENTIFICATION AND RISK ASSESSMENT (HIRA)**

The various emergencies the community is most likely to face and how they should be responded to have been identified and assessed by the Emergency Management Program Committee. They are as follows:

- **Rail Emergencies**, most notably train derailments, could affect the settled parts of the municipality (especially in the villages of Mattice and Val Côté) and some of its critical infrastructure (financial institution, grocery store). Spills, explosions, fires, smoke, physical injuries and substantial damages to property could result. Controllability is generally limited to appropriate sealed zones, location of the dangerous goods user and firefighting. Scope of damage will depend on the exact area where the derailment occurred and on the products transported.
- **Forest Fires** can affect the community with the hazards of fire and smoke. It has a low level of predictability although the hazard potential can be rated from low to extreme. Controllability is limited to restrictions on certain activities and firefighting. Scope of damage ranges from the direct effects of fire to the indirect effects of smoke. Duration may last from days to weeks depending on the local weather conditions and the location of the fire.
- **Pandemic** can affect the community by compromising the health of its population, especially older residents and those with pre-existing conditions. It also has an impact on the availability of medical resources, both in Mattice and in surrounding communities. It usually has a high level of predictability. Controllability is limited to communicating and enforcing adherence to public health guidelines and measures in order to stop the spread of the contamination.
- **Road Emergencies** can affect the community with the hazards of road closure and energy supply failure. They have a low level of predictability. Controllability is generally limited to appropriate sealed zoning, location of dangerous goods user and emergency measures. Scope of damage will depend on the exact location of the accident and on the type and number of vehicles involved therein.
- **Transportation Incidents involving Dangerous Goods** resulting from the transportation of industrial materials within the community (via Highway 11 or the ONR railroad) which could have a harmful effect on persons, animals, property and the environment. Controllability is generally limited to appropriate sealed zoning, location of the dangerous goods user and emergency preparedness. Scope of damage ranges with the severity of the accident but is usually localized.

## **INITIAL RESPONSE TO EMERGENCY AND ACTIVATION OF THE ERP**

An emergency situation will usually be reported or discovered by either police or fire services which are likely to be amongst the first to be called to the scene. A senior member of the police or fire department should personally assume control at the site of an emergency or arrange for an on-site coordinator to take charge immediately. Depending on the nature and magnitude of the emergency, that person may then decide to activate the ERP by asking the Mattice – Val Côté Fire Department to notify and assemble the Emergency Control Group (ECG) as per **Appendix A**.

**Note:** Any member of the Emergency Control Group can also decide to activate the ERP by requiring the Mattice - Val Côté Fire Department to notify and assemble the ECG, as per **Appendix A**.

*Use Form 1 - Alert System Checklist*

## **EMERGENCY CONTROL GROUP (ECG)**

The Emergency Control Group (ECG) is responsible for directing the municipality's response to an emergency - this group of officials will coordinate the provision of the essential services necessary to minimize the effects of an emergency on the community.

To this end, the ECG will assemble at the Mattice – Val Côté municipal office, located at 500 Hwy 11 East, Mattice, which will serve as the Emergency Operation Centre (EOC) and where appropriate technological and telecommunications systems can be found.

If the municipal office cannot be used, the Water Treatment Plant facilities will be used as the EOC.

### **COMPOSITION**

The ECG consists of the following individuals:

1. Mayor of the Municipality of Mattice - Val Côté, or Acting Mayor
2. Chief Administrative Officer (CAO/Clerk), or Deputy Clerk
3. Community Emergency Management Coordinator (CEMC), or alternate CEMC
4. Fire Chief, or Deputy Chief
5. Public Works Superintendent

As deemed necessary, the following individuals or agencies may be called or added to the ECG:

1. Ontario Provincial Police (OPP), Chief of police or Staff Sergeant
2. Medical clinic Coordinator
3. First Response Team Coordinator
4. EMS Director
5. Medical Chief of Staff
6. Porcupine Health Unit representative
7. Cochrane District Social Services (CDSSAB) CAO or representative
8. Canadian Red Cross representative
9. St-François-Xavier Catholic School Principal
10. The Volunteer Director, named by the Mayor (if necessary)
11. Ministry of Natural Resources and Forestry (MNR) - District Manager or representative
12. Ministry of Environment and Climate Change (MOECC) - Senior Environmental Officer
13. Ontario Clean Water Agency (OCWA) - North East Hub Assistant Manager
14. Ministry of Transportation (MTO) representative
15. Ontario Northland Transportation Commission (ONTC) Manager or representative
16. Union Gas Manager or representative
17. Hydro One Services Manager or representative
18. Trans Canada Pipeline Manager or representative
19. Northern Telephone Manager or representative

The number of active participants in the Group will depend on the extent and nature of the emergency.

While the ECG may not require the presence of all the people listed as potential members of the control group, all of them must be notified.



## **OPERATING CYCLE**

Members of the ECG will gather at regular intervals to inform each other of actions taken and problems encountered. The CAO will establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. The CAO will maintain status board and maps which will be prominently displayed and kept up to date.

## **RESPONSIBILITIES**

The members of the ECG are likely to be responsible for the following actions/decisions:

- Calling out and mobilizing their emergency service, agency and equipment;
- Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
- Determining if the location and composition of the ECG are appropriate;
- Advising the Mayor as to whether the declaration of an emergency is recommended;
- Advising the Mayor on the need to designate all or part of the municipality as an emergency area;
- Ensuring that an Incident Commander is appointed;
- Ensuring support to the emergency site(s) by offering equipment, staff and resources, as required;
- Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger;
- Arranging for the accommodations and maintenance, on a temporary basis, of any residents who are in need of assistance due to displacement as a result of the emergency;
- Discontinuing of any or all utilities or services, including hydro, gas, water, etc. where continuation of such service constitutes a hazard to public safety;
- Arranging for services and equipment from local agencies not under community control ie. private contractors, industry, volunteer agencies, service clubs, etc;
- Authorizing expenditures of funds required dealing with the emergency;
- Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under community control, as considered necessary;
- Determining if additional volunteers are required;

- Determining if additional transport is required for evacuation or transport of persons or supplies;
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Office (EIO) for dissemination to the media and public;
- Dispersing people not directly connected with the operations who by their presence hinder in anyway the efficient functioning of emergency operations;
- Maintaining a log outlining decision made and actions taken throughout the emergency and participating in the debriefing following its termination.

## PROCEDURE FOR DECLARING/TERMINATING AN EMERGENCY

### DECLARATION

The Mayor or Acting Mayor of the Municipality of Mattice - Val Côté, as Head of Council, is responsible for declaring an emergency. This decision is usually made in consultation with other members of the ECG.\*

Upon declaring an emergency, the Mayor will notify the following:

- Emergency Management Ontario (EMO), Ministry of Community Safety and Correctional Services
- Members of Council
- The public
- Neighboring community officials, as required
- Local member of the Provincial Parliament (MPP)
- Local member of Parliament (MP)

\* For assistance in deciding whether or not to declare an emergency, refer to **Appendix K** "Checklist in consideration of a Declaration of Emergency".

See *Form 2* – Declaration of Emergency

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### TERMINATION

A municipal emergency may be terminated at any time by:

- The Mayor or Acting Mayor; or
- Municipal Council; or
- The Premier of Ontario

When terminating an emergency, the Mayor will notify the following:

- Emergency Management Ontario (EMO), Ministry of Community Safety and Correctional Services
- Members of Council
- The public
- Neighboring community officials, as required
- Local member of the Provincial Parliament (MPP)
- Local member of Parliament (MP)

See *Form 3* – Termination of Emergency

The CEMC will prepare a report on the Emergency.

## **COMMUNICATIONS AND COORDINATION**

An important function of every department is to provide timely information for the benefit of the Emergency Control Group (ECG) decision-making process. This will necessitate reliable systems of communications between the emergency site, the Emergency Operation Centre (EOC), members of the ECG and every department involved.

Once decisions have been taken by the ECG, it is essential they be quickly and accurately conveyed to every response agency and where necessary to the public. This vital function will normally fall upon the CEMC who will act as the Emergency Information Officer (EIO) to coordinate the activities of the EOC, to ensure good communication between all agencies involved in emergency operations and to act as the primary media and public contact.

The EIO will make use of the **211 call Centre** to which the Municipality currently subscribes.

## **INDIVIDUAL RESPONSIBILITIES OF ECG MEMBERS**

### **1. MAYOR**

The Mayor (or Acting Mayor) will perform the following duties:

- Provide overall leadership in responding to an emergency;
- Make decisions, determine priorities and issue operations direction through the CEMC;
- Declare an emergency to exist;
- Declare that the emergency has terminated;
- Chair the meetings of the ECG;
- Notify Emergency Management Ontario, Ministry of Community Safety and Correctional Services of the declaration of the emergency, and termination of the emergency;
- Request assistance from neighboring municipalities and/or senior levels of government when required;
- Ensure the members of Council are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation;
- Maintain a personal log of all actions taken.

## **2 & 3. CHIEF ADMINISTRATIVE OFFICER (CAO) and COMMUNITY EMERGENCY MANAGEMENT COORDINATOR (CEMC)**

The CAO/Clerk (or the Deputy Clerk/Alternate CEMC), as the designated CEMC, performs the following duties:

- Organize and supervise the Emergency Operation Centre and make arrangements to obtain and display up-to-date information at all times;
- Coordinate the operations and respond to the needs of the Emergency Control Group;
- Ensure liaison with community support agencies;
- Arrange and coordinate telecommunications systems;
- Advise the Mayor on administrative matters;
- Acting as the Emergency Information Officer (EIO), be responsible for media arrangements, preparation and issue of press and public announcements.
- Maintain a personal log of all actions taken.
- Keep all notes (and/or personal logs) taken by ECG members throughout the emergency situation for a period of time to be determined by Council.

## **4. FIRE CHIEF**

The Fire Chief (or Deputy Chief) performs the following duties:

- Request activation of the emergency notification system;
- Conduct all operations connected with the fighting of fires;
- Determine if additional or special equipment or supplies are required and recommend possible sources of supply;
- Conduct or appoint an “on-site” coordinator to control operations at the scene of an emergency;
- Provide the ECG with information and advice on firefighting and rescue matters;
- Provide equipment and manpower necessary to assist in pumping operations;
- Provide resuscitation equipment and trained manpower as required;
- Request, if necessary, mutual assistance from the surrounding fire departments of Hallebourg, Opasatika and Hearst.
- Maintain a personal log of all actions taken.
- Refer to **Appendix E** for details

## 5. PUBLIC WORKS SUPERINTENDENT

The Public Works Superintendent performs the following duties:

- Provide the ECG with information and advice on engineering matters;
- Provide barricades and flashers at the site as requested by the police and fire services;
- Provide municipal equipment and vehicles together with operators/drivers as requested;
- Control sandbagging and pumping operations during floods;
- Arrange for clearance of debris causing obstructions;
- If required, transfer the radio communications equipment over to the ECG;
- Re-establish essential services at the conclusion of an emergency;
- Maintain a personal log of all actions taken.

## RESPONSIBILITIES OF OTHER POTENTIAL ECG MEMBERS

### Ontario Provincial Police (OPP)

The Chief of Police or the Staff Sergeant performs the following duties:

- Request activation of the emergency notification system;
- Control and, if necessary, disperse crowds within the emergency area;
- Seal off the area of concern;
- Control the movements of emergency vehicles to and from the site of the emergency;
- Alert persons endangered by the emergency and coordinate the evacuation procedures; (refer to **Appendix H**)
- Ensure the protection of life and property and the provision of law and order;
- Coordinate police operations with the Public Works Superintendent and arrange for additional supplies and equipment when needed i.e. barriers and flashers, etc.;
- Advise the Coroner in the event of fatalities;
- Maintain a personal log of all actions taken;
- Refer to **Appendix F** for details.

### **Medical Clinic Coordinator**

- Provide treatment for non-life-threatening injuries/health issues at the Medical Clinic;
- Advise the ECG on the need for additional medical services;
- Liaise with other health professionals and agencies and report to the ECG;
- Maintain a personal log of all actions taken.

### **First Response Team Coordinator**

- Gather and assign members of the First Response Team to the emergency site to perform the following operations while waiting for the ambulance's arrival:
  - Bring all first aid equipment available at the emergency site;
  - Install a First Aid Post at the emergency site and deploy all First-aid workers available;
  - Examine casualties and determine which priority treatments need to be done while waiting for the ambulance services;
  - During triage, refer patients with non-life-threatening injuries/health issues to the Medical Clinic;
  - Collaborate with the ambulance service as soon as possible and carry out orders;
- Once all casualties have been dealt with (having either been sent home, directed to the Clinic or left with the ambulance), provide assistance at the Medical Clinic, as required;
- Maintain a personal log of all actions taken.

### **Emergency Medical Services (EMS) Director**

- Ensure emergency medical services at the emergency site;
- Provide priority treatments to casualties and make the triage;
- Ensure the Curling Rink, located at the Mattice Sports Complex, is made available for cadavers to be placed in the event of a mass casualty emergency situation;
- Maintain a personal log of all actions taken.

### **Medical Chief of Staff**

- Consider the need to activate the Notre-Dame Hospital emergency plan;
- Arrange a balanced distribution of casualties and quick transportation of victims to Notre-Dame Hospital and Sensenbrenner Hospital in Kapuskasing as required;
- Maintain a personal log of all actions taken.

### **Porcupine Health Unit Director or representative**

- Provide advice on public health matters to the ECG;
- Arrange for dissemination of special instructions to the population on matters concerning public health;
- Arrange for mass immunization as required;
- Arrange for testing of water supplies and, when warranted, make recommendations for arranging alternate supplies;
- Notify the other health agencies concerned;
- Maintain a personal log of all actions taken.
- Refer to **Appendix G** for specific responsibilities assigned to the Medical Officer of Health

### **Cochrane District Social Services (CDSSAB) CAO or representative**

- Make arrangements to open, operate, direct and supervise as many Emergency Welfare Centers as may be required to provide welfare services; obtain assistance from the Children's Aid Society;
- Notify the Ontario Provincial Police of the number and locations of the Emergency Welfare Centers;
- Provide welfare assistance to any person in need of food, accommodation and clothing due to the emergency situation;
- Ensure that all persons using the Emergency Welfare Centers are registered;
- Maintain a personal log of all actions taken.

### **Canadian Red Cross representative**

- Ensure volunteers can provide vital assistance for basic needs, including:
  - Family reunification
  - Emergency lodging
  - Reception and information
  - Emergency food
  - Emergency clothing
  - Personal services
- Maintain a personal log of all actions taken.



### **St-François-Xavier Catholic School Principal**

- Notify affected teachers and the School Board of the emergency situation;
- Notify school bus owners of emergency requirements;
- Notify parents in the event of an emergency requiring the evacuation of pupils during school hours;
- Implement the school's evacuation plan in accordance with the requirements of the emergency situation;
- Maintain a personal log of all actions taken.

### **The Volunteer Director**

- Refer to **Appendix I**

### **Ministries, Agencies and Public Utility Services**

- Responsibilities as outlined in their own emergency plans and other internal policies and procedures