

# **The Township of St. Joseph**

## **Emergency Response Plan**

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## **INTRODUCTION**

This plan is written in a manner that will facilitate the Community Control Group's (CCG) response to an emergency or potential emergency. This plan contains several annexes that may be used during an emergency response or aid in the maintenance and updating of this plan. This plan may be viewed at the municipal office at 1669 Arthur St. Richards Landing ON. However, since Annexes contain personal information such as addresses and phone numbers, Annexes will not be available for viewing and will only be distributed to approved agencies.

## **AIM**

The aim of this plan is to make provisions for the extraordinary arrangements and measures that may have to be taken to protect public safety, health, welfare, and property, as well as environmental and economic health of the residents, businesses and visitors of the Township of St. Joseph when faced with an emergency beyond normal procedures.

## **DEFINITION**

An Emergency, according to the *Emergency Management Act 2003*, is defined as: "A situation or impending situations caused by forces of nature, accident or an intentional act that constitutes a danger of major proportions to life and property."

## **NOTIFICATION SYSTEM**

The Head of Council, Fire Chief, Police Officer on scene, or their alternates have the power to begin the notification system. This plan will be implemented as soon as an emergency occurs or is expected, which is considered to be of such a magnitude as to warrant its implementation.

To activate the notification system, one of the designated individuals will call the Clerk (or the alternate), of the Municipality in which the emergency occurs and relay all pertinent information.

The Clerk will then activate the Emergency Operations Control Group by phone. The individuals, in the order in which they should be contacted, are listed in Annex A.

Persons on the notification list will be called in order, starting with the Head of Council (ANNEX A).

If the primary person cannot be reached at any of the listed numbers, the alternate will be called. The time of attempted contact will be noted and recorded. If neither can be reached, the next individual on the list will be called. Once the end of the list has been reached, another attempt will be made to reach those who were not available.

## **EMERGENCY OPERATIONS CENTRE (EOC)**

Depending on the type of emergency, the Emergency Control Group will report to their Emergency Operations Center which is located at:

The Township of St. Joseph Municipal Office, at 1669 Arthur Street, Richards Landing, ON

Alternate Site, depending on the emergency:

- a) The Township of St. Joseph Fire Hall, 1511 10<sup>th</sup> Sideroad, Richards Landing; or
- b) Royal Canadian Legion Br.374, at 1534 10<sup>th</sup> Sideroad, Richards Landing.
- c) If the EOC is required to be outside of the Township, alternate locations may include adjacent municipalities.

## **COMPOSITION OF THE EMERGENCY OPERATIONS CONTROL GROUP**

All emergency operations shall be directed and controlled by a group of officials responsible for providing the essential services needed to minimize the effects of the emergency. This group of officials shall be known as the EMERGENCY OPERATIONS CONTROL GROUP (ECG) and shall be made up of the following:

1. THE HEAD OF COUNCIL OR THEIR DESIGNATED ALTERNATE
2. THE CLERK OR THEIR DESIGNATED ALTERNATE
3. THE FIRE CHIEF OR THEIR DESIGNATED ALTERNATE
4. THE EMERGENCY MANAGEMENT COORDINATOR (CEMC)
5. WORKS SUPERINTENDENT OR DESIGNATED ALTERNATE
6. Advisor - THE O.P.P. OR DESIGNATED ALTERNATE
7. Advisor – ALGOMA PUBLIC HEALTH OR DESIGNATED ALTERNATE
8. Advisor – EMS or DESIGNATED ALTERNATE

The Control Group may function with a limited number of people depending on the situation surrounding the given emergency, but all must be notified of the emergency.

## **REGULAR BUSINESS CYCLE (Actual Emergency)**

Members of the Control Group will gather at regular intervals to inform each other of actions taken and problems encountered. The Operations Officer will establish the frequency of these meetings and agenda items. Meetings will be kept as brief as possible, thus allowing members to carry out their individual responsibilities. Maps and status boards will be prominently displayed and kept up to date by the Operations Officer.

## **DECLARATION OF AN EMERGENCY**

In conformance with the *Emergency Management Act*, 2003, the Head of Council, or their alternate, may declare that a state of emergency exists in the Municipality, or any part thereof, and may take such actions and make such orders as are considered necessary to control and assist in dealing with the emergency. The Head of Council, Alternate or Council may, at any time, declare that an emergency has been terminated.

This authority is referenced under a By-Law adopting or resolution to update The Township of St Joseph Emergency Response Plan. By-Law is referenced in Annex I. Upon declaring a state of emergency, the Head of Council or Acting Head of Council, will notify:

- a) The Solicitor General of Ontario by contacting Emergency Management Ontario at (866) 314-0472, twenty-four hours a day and seven days a week.
- b) Fax an Emergency Declaration to EMO at (416) 314-0474.

When an emergency exists, but has not yet been declared to exist, Municipal Employees may take such actions under this Emergency Plan as may be required to protect lives and property of affected Township.

## **REQUESTS FOR ASSISTANCE**

Assistance may be required from other municipalities at any time by contacting the Clerk of the appropriate township.

Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. Such requests can be made by contacting Emergency Management Ontario at (866) 314-0472 at any time.

## **RESPONSIBILITIES OF THE EMERGENCY OPERATIONS CONTROL GROUP (ECG)**

The Head of Council, or the designated alternate may, on the advice of the other members of the Emergency Operations Control Group, officially declare an emergency to exist and may, for the purpose of the plan, designate all or part of the Township as an “Emergency Area”.

The Emergency Operations Control Group (ECG) is responsible for the following:

- a) Evaluation of those buildings within the “emergency area” which are themselves considered dangerous or in which occupants are considered to be in danger from some other source.
- b) The selection of an assembly area at which additional equipment and manpower of all services will gather.
- c) Arrangements for accommodation and maintenance on a temporary basis of any residents who are in need of assistance due to displacement as a result of the emergency.
- d) The calling out and deployment of any municipal equipment and personnel.
- e) Requesting the assistance of personnel and equipment of voluntary and other agencies not under normal municipal control that may be required for the emergency. i.e. Red Cross, St. John’s Ambulance, Victorian Order of Nurses, Salvation Army, Snowmobile Clubs, Amateur Radio Clubs, Scuba Diving Clubs, etc.
- f) Establishment of an information centre at the Trefy Centre, 1601 C Line, Richards Landing for the issuing of accurate releases to the news media and for issuing authoritative orders to the general public.
- g) Establishment of a registration centre to handle individual requests for information concerning all aspects of the emergency.
- h) Discontinuance of any services within the “emergency area” without notices to the consumer, if such service constitutes a hazard.
- i) Requesting assistance from the Province or other Municipalities, should the resources of the Township be deemed insufficient to control the emergency.
- j) Requesting assistance from Provincial/Federal Government, where this assistance is outside the normal departmental and working arrangements with the Municipality.

- k) Coordinating and directing the services and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to the law.
- l) Advising the Head of Council as to whether the declaration of an emergency is recommended.
- m) Ensuring that an Emergency Site Manager is appointed.
- n) Determining if additional volunteers are required and if appeals for volunteers are warranted.
- o) Determining if additional transport is required for evacuation or transport of persons and/or supplies.
- p) Ensuring that pertinent information regarding the emergency is promptly forwarded to the public.
- q) Inspections for the purpose of the safe and orderly reoccupation of all premises within the designated emergency area.
- r) Maintaining a written record of Control Group discussions and actions taken during the incident.

## **RESPONSIBILITIES AND FUNCTIONS OF THE HEAD OF COUNCIL**

The Head of Council or alternate is responsible for the following after seeking the advice of the ECG where possible:

- a) Activate the Emergency Notification System where deemed advisable.
- b) Coordinate and Chair meetings of the Emergency Control Group.
- c) Declare the existence of an emergency and designate all or part of the Municipality as an emergency area. Ensure that the Solicitor General of Ontario has been notified of these declarations, as stated in "DECLARATION OF AN EMERGENCY".
- d) Issue any orders considered necessary to implement this emergency plan, in order to protect the health, safety, welfare, and property of the inhabitants of the emergency area.
- e) Make decisions, determine priorities and issue operational directions through the CAO/Clerk.
- f) Invite representatives of other public or private agencies to participate with the ECG where necessary.
- g) Approve news releases and public announcements.
- h) Notify, where appropriate, the Heads of Council of neighboring Municipalities of the existence of an emergency in the Township.
- i) Declare the emergency terminated and ensure all concerned have been notified.
- j) Maintaining a personal log and following proper log protocols.

## **RESPONSIBILITIES AND FUNCTIONS OF THE CAO/CLERK**

The CAO/Clerk or their Alternate is responsible for the following:

- a) The CAO/Clerk will activate the Emergency Operations Control Group by phone. The individuals, in the order in which they should be contacted, are listed in Annex A. Persons on the notification list will be called in order, starting with the Head of Council.
- b) Organize and supervise the Emergency Operations Control Group, ensuring that the ECG's facilities are made operational without delay.
- c) Make arrangements for obtaining and displaying up to date information throughout the period of the emergency.
- d) Advise the Head of Council on administrative matters.
- e) Establish a Media Information Centre (MIC). The MIC will develop media information, public announcements and instructions as requested by the ECG. All such information is to be approved by the Head of Council prior to release.
- f) Maintain a record of all expenditures for later cost recovery of what is warranted.
- g) Maintain a record of all decisions, actions and instructions as issued by the ECG.
- h) Ensure that accurate records are maintained by each department of all emergency equipment and facilities assigned to it and that periodic inventories are carried out.
- i) Act as the Operations Officer (Ops O).
- j) Maintaining a personal log and following proper log protocols.

## **RESPONSIBILITIES AND FUNCTIONS OF THE FIRE CHIEF**

The Fire Chief or their Alternate is responsible for the following:

- a) Activate the Emergency Notification System when requested or when that person deems it advisable.
- b) If casualties are involved, notify the Emergency Medical Service crew (911), who will in turn implement the Regional Health Services Emergency Response Plan.
- c) Direct all operations connected with fighting fires, controlling hazardous materials and conducting rescues.
- d) Activate the Automatic Aid System if deemed necessary.
- e) Determine if additional special equipment or supplies will be required, and if so, make arrangements to obtain.
- f) Provide equipment and staffing to assist in pumping operations.
- g) Provide a vehicle complete with two-way radio for communications between the emergency site and the EOC.
- h) Maintain accurate records of all emergency equipment and facilities assigned to their department and ensure that periodic physical inventories are carried out.
- i) Maintaining a personal log and following proper log protocols

## **RESPONSIBILITIES AND FUNCTIONS OF THE OPP**

In accordance with the *Community Safety and Policing Act* and standards set out in the regulations, and with the requirements of the *Canadian Charter of Rights and Freedoms* and the *Human Rights Code*. The OPP is responsible for:

1. Crime prevention.
2. Law enforcement.
3. Maintaining the public peace.
4. Emergency response.
5. Assistance to victims of crime.
6. Any other prescribed policing functions.

## **RESPONSIBILITIES AND FUNCTIONS OF EMERGENCY MEDICAL SERVICES**

- a) Activation of the Community Control Group notification system
- b) Implementing the hospital and emergency medical services Emergency Response Plans;
- c) Acting as a coordinating link for all emergency health services at the CCG:
- d) Ensuring liaison with the Ontario Ministry of Health and Long-Term Care, Public Health Branch;
- e) Ensuring emergency medical services at the emergency site;
- f) Providing an Incident Commander (IC) if it is an EMS lead response
- g) Establishing an ongoing communications link with the senior EMS official at the scene of the emergency;
- h) Obtaining EMS from other municipalities for support, if required;
- i) Ensuring triage at the site;
- j) Advising the CCG if other means of transportation is required for large scale response;
- k) Ensuring liaison with the receiving hospitals;
- l) Ensuring liaison with the Public Health Inspector, as required;
- m) Maintaining a personal log and following proper log protocols

## **RESPONSIBILITIES AND FUNCTIONS OF PUBLIC WORKS**

- a) Activation of the Community Control Group notification system;
- b) Notifying staff of the emergency and any actions that need to be taken;
- c) Providing the Community Control Group with information and advice on Public Works matters;
- d) Providing an Incident Commander if it is a Public Works lead response;
- e) Liaison with the senior public works officers from the neighboring community(ies) to ensure a coordinated response;
- f) The provision of engineering assistance;
- g) The construction, maintenance and repair of public roads;
- h) Assistance with road closures and/or roadblocks;
- i) Calling in additional staff as required to carry out their responsibilities;
- j) Discontinuing any public works service to any consumer, as required, and restoring these services when appropriate;
- k) Liaise with Electrical and Gas utilities;
- l) Providing public works vehicles and resources to any other emergency service, as required;
- m) Maintain liaison with flood environmental agencies and being prepared to take preventative action;
- n) Maintaining a personal log and following proper log protocols.

# RESPONSIBILITIES AND FUNCTIONS OF ALGOMA PUBLIC HEALTH

## Algoma Public Health Roles and Responsibilities

- a) Attend the municipal Emergency Operation Centre and provide public health consultation and
- b) notification of actions.
- c) Provide consultation, recommendations, and information to the public, local health sector, community emergency management coordinators, and other partners on matters which may adversely affect public health (e.g., toxic spills, water quality, air quality, sanitation, communicable diseases, etc.)
- d) Liaise with the Ontario Ministry of Health and other Medical Officers of Health, as required, to coordinate a public health response.
- e) Coordinate the surveillance and response to communicable disease and other public health related emergencies.
- f) Coordinate vaccine storage, handling and distribution, and coordinate and support mass vaccination clinics during incidents related to vaccine preventable disease.
- g) Provide harm reduction supplies and training, as appropriate.
- h) Provide consultation and inspect evacuation and other public facilities to ensure appropriate infection prevention and control and compliance with applicable legislation.
- i) Liaise with municipalities and other local agencies in consideration of priority populations during an emergency.
- j) Liaise with the appropriate provincial, municipal, or local agencies to provide consultation, direction, or information regarding:
  - i. water and air quality,
  - ii. infection prevention and control,
  - iii. provision of potable water and sanitary facilities, sewage and waste disposal, overcrowding, general sanitation,
  - iv. food handling, storage, preparation, distribution and service, and
  - v. health hazards.
- k) Issue orders pursuant to the Health Promotion and Protection Act to mitigate or eliminate the risk of health hazards and communicable diseases.
- l) In the event of mass casualties and/or casualties resulting from communicable disease within
- m) The meaning of the *Health Protection and Promotion Act*, providing recommendations to
  - i. minimize the spread of disease and liaising with the Office of the Regional Supervising
  - ii. Coroner.

## **PUBLIC INFORMATION**

The ECG will designate a person to be responsible for acting as the Public Information Coordinator during an emergency.

Due to the importance of coordinating the release of accurate information to the Public, this issue is dealt with in this Emergency Plan. The Public Information Coordinator is responsible for the dissemination of news and information to the media and the public.

A detailed public information plan is attached as Annex E.

## **EMERGENCY WARMING/SUPPORT CENTRE**

Any Control Group may require the use of an Emergency Warming/Support Center, which is located at the Royal Canadian Legion, Branch 374, 1534 10th Sideroad, Richards Landing.

In the event that any Control Group on St. Joseph Island, duly formed in accordance with the Emergency Measures and Civil Protection Act, requires the use of this Emergency Warming/ Support Centre, they must notify the Head of Council of The Township of St. Joseph and to the Royal Canadian Legion contact listed in the Annex F.

In the event that this Emergency Warming/Support Centre is required, the Red Cross can be requested to provide assistance. This assistance may include, but is not limited to, accountability, providing short-term personal necessities, bedding and blankets, and comforting displaced residents making use of the Centre.

In the event that an extended emergency includes, but is not limited to, an extended power outage, the Royal Canadian Legion may be used as The Township of St. Joseph EOC. In the event that the Royal Canadian Legion is already serving as an Emergency Warming/Support Centre, the EOC will be established at the Township's Fire Hall at 1511 10th Sideroad.

## **COUNCIL EXPECTATIONS**

The Emergency Response Plan for The Township of St. Joseph has been established to assign responsibilities and to guide the immediate actions of key officials in an emergency.

All members of the Emergency Operations Control Group, as well as their Alternates shall read the Emergency Plan, including ANNEXES. These persons must be familiar with the entire plan, so if called upon they will be prepared to carry out their respective responsibilities. A distribution list is attached as Annex G. An Updates and Amendments List is attached as Annex H.