



The Corporation of the  
Municipality of Wawa



## **MUNICIPAL EMERGENCY PLAN**

<b>Municipality of</b>	<b>WAWA</b>
<b>Designation</b>	<b>TOWN</b>
<b>Region/District</b>	<b>DISTRICT OF ALGOMA</b>
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THE CORPORATION OF THE  
MUNICIPALITY OF WAWA



# **MUNICIPAL MASTER EMERGENCY PLAN 2023/2024**



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## **EMERGENCY PLAN ACRONYMS/DEFINITIONS**

### **Emergency Plan Acronyms and Definitions**

ADSAB	Algoma District Services Administration Board
APH	Algoma Public Health
BCP	Business Continuity Plan
CACC	Central Ambulance Communication Centre
CAO	Chief Administrative Officer
CBRN	Chemical, Biological, Radiological, Nuclear and Explosive
CBRNE	A initialism of Chemical, Biological, Radiological, Nuclear or Explosive.
CEMC	Community Emergency Management Coordinator
CEO	Chief Executive Officer
CI	Critical Infrastructure
CISM	Critical Incident Stress Management
COOP	Continuity of Operations
DRAO	Disaster Recovery Assistance for Ontarians
EI	Emergency Information
EIC	Emergency Information Centre
EIO	Emergency Information Officer
EM	Emergency Management
EMO	Emergency Management Ontario
EMPCA	Emergency Management and Civil Protection Act
EMS	Emergency Medical Services
EOC	Emergency Operation Centre
ERP	Emergency Response Plan
ESM	Emergency Site Manager
FSCC	Forensic
HAZMAT	Hazardous Material
HIRA	Hazard Identification and Risk Assessment
HUSAR	Heavy Urban Search and Rescue
IC	Incident Commander
IMS	Incident Management System
ISC	Indigenous Service Canada
IT	Information and Technology
MAG	Ministry of the Attorney General



## **Emergency Plan Acronyms and Definitions cont'd**

MSG	Ministry of Solicitor General
MCCSS	Ministry of Children, Community and Social Services
MDRAP	Municipal Disaster Recovery Assistance Program
MECG	Municipal Emergency Control Group
MMAH	Ministry of Municipal Affairs and Housing
MNDM	Ministry of Energy and Northern Development and Mines
MNRF	Ministry of Natural Resources and Forestry
MOECP	Ministry of the Environment, Conservation and Parks
MOHLTC	Ministry of Health and Long-Term Care
MOL	Ministry of Labour
MTO	Ministry of Transportation
OFM	Office of the Fire Marshal
OMAFRA	Ontario Ministry of Agriculture, Food and Rural Affairs
OPP	Ontario Provincial Police
OSPCA	Ontario Society for the Prevention of Cruelty to Animals
PEOC	Provincial Emergency Operations Centre
PERP	Provincial Emergency Response Plan
PERT	Provincial Emergency Response Team
SOLGEN	Solicitor General (Ontario)
WAVS	Wawa and Area Victim Services



## EMERGENCY PLAN DEFINITIONS

### Emergency Plan Definitions

Activation	Decisions and actions taken to implement a plan, a procedure or to open an emergency operations centre.
After-action report (AAR)	A report that documents the performance of tasks related to an emergency, exercise or planned event and, where necessary, makes recommendations for improvements
Biological hazard	A virus, bacterium, microorganism, fungus, prion, biological toxin or micro toxin produced by organisms capable of negatively affecting humans, animals or plants.
Community Emergency Management Coordinator	An individual officially designated by a community who is responsible and accountable for the community's emergency management program. The Community Emergency Management Coordinator must be, by definition, a municipal employee, as per the <i>Municipal Act</i> .
Chemical, biological, radiological, nuclear and explosive (CBRNE) incident	This is an incident that involves a chemical, biological, radiological, nuclear and/or explosive situation that may require a response by specialized teams and equipment.
Critical Infrastructure (CI)	Interdependent, interactive, interconnected networks of institutions, services, systems and processes that meet vital human needs, sustain the economy, protect public safety and security, and maintain continuity of and confidence in government.
Debriefing	A meeting for players, facilitators and/or controllers, and evaluators following the conclusion of an exercise/emergency activity to provide essential comments on operations and performance.





Declaration of Emergency	<p>A signed declaration made in writing by the Head of Council or the Premier of Ontario in accordance with the Emergency Management and Civil Protection Act. This declaration is usually based on a situation or an impending situation that threatens public safety, public health, the environment, critical infrastructure, property, and/or economic stability and exceeds the scope of routine community emergency response.</p> <ul style="list-style-type: none"><li>• municipal declaration of emergency: A declaration of emergency made by the Head of Council of a municipality, based on established criteria.</li><li>• provincial declaration of emergency: A declaration of emergency made by the Lieutenant Governor in Council or the Premier of Ontario, based on established criteria.</li></ul>
Disaster	<p>A serious disruption to an affected area, involving widespread human, property, environmental and / or economic impacts, that exceed the ability of one or more affected communities to cope using their own resources.</p>
Disaster Area	<p>A geographic area within which a disaster has occurred.</p>
Emergency	<p>A situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise (Emergency Management and Civil Protection Act).</p>
Emergency Information Centre (EIC)	<p>A designated facility that is properly equipped to monitor and coordinate emergency information activities including the dissemination of information to the public.</p>
Emergency Information Officer (EIO)	<p>An individual responsible for acting as the primary public and media contact for emergency information requirements</p>
Emergency Management (EM)	<p>Organized activities undertaken to prevent, mitigate, prepare for, respond to and recover from actual or potential Emergencies.</p>



Emergency Management Ontario (EMO)	EMO is a division within the Ministry of Community Safety and Correctional Services with overall provincial Emergency management responsibility. EMO is responsible for the coordination, promotion, development, implementation and maintenance of effective emergency management programs throughout Ontario and for the coordination of these programs with the federal government.
Emergency Management Program Committee (EMPC)	A management team that oversees the development, implementation and maintenance of an organization's emergency management program.
Emergency Management and Civil Protection Act. EMPCA	The Emergency Management and Civil Protection Act (R.S.O. 1990) requires each municipality to develop, implement, and maintain an emergency management program.
Emergency Operations Centre (EOC)	A designated and appropriately equipped facility where officials from an organization(s) assemble to manage the response to an emergency or disaster.
Emergency Plan EP	A plan developed and maintained to direct an organization's external and/or internal response to an emergency.
Evacuation	The organized, phased and supervised dispersal of people from dangerous or potentially dangerous areas.
Evacuee Registration	A process to account for displaced person.
Hazard Identification Risk Assessment	A structured process for identifying those hazards which exist within a selected area and defining their causes and characteristics.
Hazard	A phenomenon, substance, human activity or condition that may cause loss of life, injury or other health impacts, property damage, loss of livelihoods and services, social and economic disruption, or environmental damage. These may include natural, technological or human caused incidents or some combination of these.



Hazardous Material	A substance (gas, liquid or solid) capable of causing harm to people, property, the environment, the economy and/or services, e.g., a toxic, flammable or explosive substance.
Heavy Urban Search and Rescue (HUSAR) Team	A multi-service, multi-skilled, and multifunctional task force that is trained and prepared to locate, treat and remove persons trapped in collapsed structures.
Incident	An occurrence or event that requires an emergency response to protect people, property, the environment, the economy and/or services.
Incident Action Plan (IAP)	Within IMS, an oral or written plan containing general objective reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.
Incident Command/Incident Commander (IC)	The entity/individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority for conducting incident operations and is responsible for the management of all incident operations.
Incident Management System (IMS)	A standardized approach to emergency management encompassing personnel, facilities, equipment, procedures, and communications operating within a common organizational structure. The IMS is predicated on the understanding that in any and every incident there are certain management functions that must be carried out regardless of the number of persons who are available or involved in the emergency response.
Liaison Officer (LO)	An individual assigned the responsibility to act as a link between his or her organization and other organizations.



Mitigation	Actions taken to reduce the adverse impacts of an emergency or disaster. Such actions may include diversion or containment measures to lessen the impacts of a flood or a spill.
Municipal Emergency Control Group (MECG)	A group composed of senior staff and employees of an organization, and others that may be involved in directing that organization's response to an emergency including, the implementation of its emergency response plans and procedures.
Mutual Aid Agreements	An agreement developed between two or more emergency services to render aid to parties of the agreement. These types of agreements can include private sector emergency services when appropriate.
Ontario Disaster Relief Assistance Program ODRAP	A provincial financial assistance program intended to alleviate the hardship suffered by private homeowners, farmers small business enterprises and non-profit organizations, whose essential property has been damaged in a sudden and unexpected natural disaster, such as a severe windstorm, tornado, flood, forest fire or ice storm.
Provincial Emergency Operations Centre PEOC	A fully equipped facility maintained by Emergency Management Ontario that can be activated in response to, or in anticipation of emergencies. The PEOC is staffed with appropriate representatives from ministries that have been delegated responsibilities for those emergencies as well as EMO staff. It serves as an initial point of contact for the affected municipality and federal interests.
Recovery Plan	A risk-based emergency plan that is developed and maintained to recover from an emergency or disaster.
Risk Assessment	Identification of risks to public safety, public health, the environment, property, critical infrastructure and economic stability from natural, human-caused and technological sources/activities and evaluation of the importance of the activity to the continued operation of the community. The vulnerability of the community to each activity should also be evaluated.



# CHAPTER 1 INTRODUCTION

## CHAPTER 1: INTRODUCTION

**Emergencies are defined as situations or impending situations caused by forces of nature, accident or an intentional act that constitutes a danger of major proportions to life and property.** Emergencies affect public safety, meaning the health, welfare and property, as well as the environment and economic health of the Municipality of Wawa.

The population of the Municipality of Wawa is 2,705 (2021 Census). The community is centrally located between the major centres of Sault Ste. Marie and Thunder Bay, adjacent to the Trans Canada King's Highway 17 and Highway 101. The community serves as a regional centre for more than 9,500 persons living in the Superior East Region.

In order to protect the residents, businesses and visitors, the Municipality of Wawa requires a coordinated emergency response by a number of agencies under the direction of the Municipal Emergency Control Group. These are distinct arrangements and procedures from the normal, day-to-day operations carried out by emergency services.

The Municipality of Wawa Emergency Management Committee developed this Emergency Response Plan. Every official, municipal department and agency must be prepared to carry out assigned responsibilities in an emergency. The response plan has been prepared to provide key officials, agencies and departments of the Municipality of Wawa important emergency response information related to:

- arrangements, services and equipment; and
- roles and responsibilities during an emergency.

In addition, it is important that the residents, businesses and interested visitors be aware of its provisions. Copies of the Municipality of Wawa's Emergency Response Plan may be viewed at the Municipal Offices.

For more information contact:

Ms. Maury O'Neill, CAO/Clerk  
Community Emergency Management Coordinator  
Municipality of Wawa  
(705) 856-2244, extension 223



## **CHAPTER 2**

### **AIM**

### **Chapter 2: 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 Wawa when faced with an emergency.

It enables a centralized, controlled and coordinated response to emergencies in the Municipality of Wawa, and meets the legislated requirements of the *Emergency Management and Civil Protection Act*.

The Municipality of Wawa response plan reflects an enhanced level approach to Emergency Management as defined by *Emergency Management and Civil Protection Act* and incorporates subordinate plans as annexes, which provide detailed response procedures for the most likely hazards, which confront the Municipality of Wawa. These hazards have been determined through the conduct of an in-depth Hazard Identification and Risk Assessment (HIRA) by the Municipality of Wawa Emergency Management Committee.

**For further details, please contact the Community Emergency Management Coordinator**, Ms. Maury O'Neill at 705-856-2244, extension 223, Alternate (1) Mr. Anders Dereski at 705-856-2244 extension 239, Alternate (2) Mr. Kevin Sabourin at 705-856-2244 extension 228.



## **CHAPTER 3 AUTHORITY**

### **CHAPTER 3: AUTHORITY**

The *Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9*, is the legal authority for this Emergency Response Plan in Ontario.

The *Emergency Management and Civil Protection Act* states that the:

*"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."*

As enabled by the *Emergency Management and Civil Protection Act*, this Emergency Response Plan and its' elements have been:

- Issued by under the authority of the Municipality of Wawa By-Law No. 3647-23; and
- Filed with Emergency Management Ontario, Treasury Board Secretariat.

#### **a) Definition of an Emergency**

The *Emergency Management and Civil Protection Act* define an emergency as:

*"An Emergency means a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise."*

The Emergency Operations Centre (EOC) can be activated for any emergency for the purposes of managing an emergency, by maintaining services to the community and supporting the emergency site.



**b) Action Prior to Declaration**

When an emergency exists but has not yet been declared to exist, community employees may take such action(s) under this Emergency Response Plan as may be required to protect property and the health, safety and welfare of the Municipality of Wawa.

The Emergency Operations Centre (EOC) may be activated for any emergency for the purposes of managing the emergency by maintaining services to the community and supporting the emergency response.

**c) Requests for Outside Assistance**

The Municipality of Wawa may request the assistance of the Province of Ontario at any time by contacting the Ministry of Solicitor General and Ministry of Municipal Affairs for MDRAP. The request shall NOT be deemed to be a request that the Province assume authority and control of the emergency.

**d) Freedom of Information and Protection of Privacy**

Any personal information collected under the authority of this Plan shall be used solely for the purpose of planning, preparing and conducting response to emergencies as defined in the *Emergency Management and Civil Protection Act*, and the release of information under this Plan shall be made in conformity with the *Municipal Freedom of Information and Protection of Privacy Act*.

**PLAN MAINTENANCE**

The Wawa Emergency Plan was written in 2007 and it is essential that it be kept current and viable by following a regular maintenance schedule. The responsibility of the Plan being kept up-to-date rests with the Community Emergency Management Coordinator, who may delegate tasks accordingly.

The emergency contact information and telephone numbers shall be reviewed on an annual basis.

The notification system will be tested annually.

The Plan will be exercised once every year as a minimum requirement. The Municipal Emergency Control Group and its support staff will receive training and participate in an exercise once every year as a minimum requirement.





The Community Emergency Management Coordinator will determine the schedule under which the maintenance activities will be performed.

The Community Emergency Management Coordinator may update, correct or amend any information contained with the Plan and its Appendices on an as required basis.



## **CHAPTER 4**

# **EMERGENCY NOTIFICATION PROCEDURE**

### **CHAPTER 4: EMERGENCY NOTIFICATION PROCEDURE**

Only a member of the Municipal Emergency Control Group (MECG) may initiate the notification procedure.

The contact phone numbers and addresses of the MECG members (and their Alternates) are contained in Annex "A".

**When a member of the MECG receives a warning of a real or potential emergency that member will immediately contact the Chief Administrative Officer (CAO)/Community Emergency Management Coordinator (CEMC)/Alternate CEMC and direct them to initiate the notification of the MECG.** The member initiating the call must provide significant details of the event (ie. time and place for the MECG to meet) as part of the notification procedure.

If deemed appropriate, the individual MECG members may initiate their own internal notification procedures of their staff and volunteer organizations. Where a threat or an impending emergency exists, any member of the MECG may initiate the notification procedure and place MECG members on standby.

Prior to the evacuation of a community, the Province (through EMO) contacts various municipalities across the province to locate potential host communities. The Municipality of Wawa acts as a Host Community to assist other communities or First Nations during an evacuation. Wawa determines whether or not it can assist the affected (evacuated) community and it provides such assistance as emergency lodging, food, social services, and whatever comfort that can be reasonably provided.



When it is determined that Wawa will act as a Host Community, the Chief Administrative Officer/Community Emergency Management Coordinator implements the notification procedure by directing municipal staff to telephone members of the MECG and request that they meet at the Emergency Operations Centre (EOC). Alternates may be called only if the primary member cannot be contacted. All members of the MECG must be contacted, and are required to attend at the EOC. The MECG recommends that an emergency be declared so that it may commence the receiving of evacuees in the Municipality of Wawa. The Host Community Plan is subordinate plan maintained by the Clerk's office. A copy of the Host Community Plan is identified in **Annex "F"**.

In the event the community's emergency 9-1-1 telephone service is disrupted, and localized calling is available, the emergency 9-1-1 service for fire and ambulance services will be **re-routed to a local emergency telephone number (705-856-0911)**, and the Wawa Fire Department will become the localized communications centre. The Ontario Provincial Police will assign an officer and police vehicle to be available at the Fire Department facility to dispatch policing services to the community, as required. A copy of the Telephone Outage Response Plan is identified in **Annex "D"**.

Should telephone services be completely disrupted, including the localized calling, door-to-door runners may be used (ie. municipal employees, police officers, or fire department personnel). Contact may be made through use of cellular telephones, two-way radios, pagers, etc., if available.

All MECG members will proceed immediately to the designated EOC. Each member of the MECG is responsible for notifying his/her departmental employees. Alternates and staff with designated emergency response duties may be instructed to:

- Remain at his/her location;
- Be placed on emergency standby; or
- Report to a designated official, EOC or specific location.

If the family member(s) of a member of the MECG are living within an area of the municipality that has to be evacuated, they must advise the reception/evacuation centre staff to notify the MECG accordingly.

When an emergency exists, but has not been declared to exist, municipal employees are authorized to take such action(s) under this emergency plan as may be required to respond to the emergency.



A copy of the **Notification Message Format** form is contained in Chapter 11 – Forms.

The **Confidential Contact Information**, including phone numbers and addresses of the MECG members (and their alternates) are contained in **Annex “A”**.

**a) Request for Assistance**

Assistance may be requested from the Province of Ontario at any time without any loss of control or authority. The CAO, CEMC or designate, are responsible for contacting Emergency Management Ontario (EMO) and Ministry of Municipal Affairs to request assistance.

The Provincial Emergency Operations Centre (PEOC) is operating on a 24/7 basis, located at its head office in Toronto at the Forensic Services & Coroner’s Complex, 25 Morton Shulman Avenue, Ontario. The PEOC should be advised when the Emergency Plan of a community is activated. At that time, the Community Field Officer is made aware and may be dispatched. When the situation calls for it, a State of Emergency is declared and the PEOC is advised in writing.

**EMO – Provincial Emergency Operations Centre (24/7)**  
**Telephone #1-866-314-0472**

**EMO – Provincial Emergency Operations Centre**  
**Fax #1-416-314-6220**

**FSCC Receptionist**  
**Telephone #647-329-1100**

The confidential **Emergency Notification Contact List**, including contact numbers for requesting assistance is attached as **Annex “A”**.

The Municipality may initiate its Mutual Aid agreements, and neighbouring communities may be contacted for assistance as well.

**b) A Declared Community Emergency**

The Mayor or Deputy Mayor of the Municipality of Wawa, as the Head of Council, is responsible for declaring an emergency. This decision is usually made in consultation with other members of the MECG.



A copy of the ***Declaration of an Emergency*** form is available in Chapter 11 – Forms.

Upon declaring an emergency, the Mayor will notify:

- Solicitor General of Ontario;
- Emergency Management Ontario, Treasury Board Secretariat;
- Municipal Council;
- Public;
- Neighbouring community officials as required;
- Indigenous Service Canada (ISC), if Wawa acting as a host community and receiving evacuees from a First Nation community;
- Local member of Provincial Parliament (MPP-Algoma/Manitoulin);
- Local member of Parliament (MP-Algoma/Manitoulin/Kapuskasing).

A community emergency may be terminated at any time by:

- Mayor or Deputy Mayor;
- Municipal Council; or
- Premier of Ontario

### ***c) Subordinate Plans***

The Municipality of Wawa’s subordinate plans may be implemented at any time in whole or in part, as required, by their respective custodians; and, when such action is taken, **a standby alerting of the MCEG is mandatory.** The purpose of the subordinate plans is for each department to determine how it will fulfil the roles and responsibilities assigned in the Emergency Response Plan. The subordinate plans provide guidelines, operational details and resources available to support the main plan and ensure continuity of operations. Each MCEG member must designate a member of his/her staff to maintain and revise the subordinate plan for their respective department. The MCEG member must ensure their designate(s) and applicable staff receive regular training in all applicable subordinate plans and are able to fulfil their emergency roles and responsibilities.



#### **d) Termination of an Emergency**

A copy of the **Termination of an Emergency** form is available in Chapter 11 – Forms.

When terminating an emergency, the Mayor will notify:

- Solicitor General of Ontario;
- Emergency Management Ontario, Treasury Board Secretariat;
- Town Council;
- Public;
- Neighbouring community officials as required;
- Indigenous Service Canada (ISC), if Wawa acting as a host community and receiving evacuees from a First Nation community;
- Local member of Provincial Parliament (MPP-Algoma/Manitoulin);
- Local member of Parliament (MP-Algoma/Manitoulin/Kapuskasung).

#### **e) De-Activation of Plan**

The MECG is responsible for developing an initial recovery plan to restore essential services and to facilitate the transition from emergency to a state of safe and acceptable conditions in all areas affected by the emergency.

Once the emergency is declared terminated at the Emergency Site(s), the MECG and the Emergency Site Manager (ESM) will ensure there are provisions for the rehabilitation of the Emergency Site(s) and environment. The area immediately adjacent to the site(s) and any other area of the community, as applicable, shall be declared safe with provisions for rehabilitation of the environment, etc., as determined by the MECG.



## **CHAPTER 5**

# **EMERGENCY MUNICIPAL EMERGENCY CONTROL GROUP**

### **CHAPTER 5: EMERGENCY MUNICIPAL EMERGENCY CONTROL GROUP (MECG)**

#### ***(a) Emergency Operations Centre (EOC)***

The Emergency Operations Centre (EOC) has both a primary and alternate (or secondary) location.

**Primary location – 40 Broadway Avenue – Board Room (Downstairs)**  
**Secondary location – 40 C Broadway Avenue, Water Treatment Plant**

During the notification procedure, support staff will provide direction as to which location members of the MECG will report to. For example, members of the MECG will be advised that the Wawa Emergency Plan is being activated, and the individuals will be directed to report to the primary Emergency Operations Centre. The primary and alternate EOC are geographically separated so that if one or the other is endangered or rendered non-functional as a result of an emergency situation, the other site should be safe and operational.

The EOC will be set up and operational within one (1) hour of activation. The Community Emergency Management Coordinator will supervise the set up and ensure operational viability.

The location of the Municipality of Wawa's primary and alternate Emergency Operations Centre are detailed in **Annex "B"**.

#### ***(b) Hours of Operation***

In an emergency, the need for the EOC to function outside normal working hours is imperative. It will operate twenty-four (24) hours per day until the emergency has been declared terminated or until it is determined that a reduced work schedule may be accepted.



### **(c) Access Control**

Access to the EOC will be restricted to the MECG members and other authorized persons identified by passes issued by the Municipality of Wawa. No media are allowed into the EOC, nor is anyone who has not been authorized by the Chief Administrative Officer (CAO)/Community Emergency Management Coordinator (CEMC). Upon arrival at the EOC, each MECG member or designate will:

- (i) sign in
- (ii) check telephone/communication devices
- (iii) open a personal log, as provided
- (iv) contact their own agency and obtain a status report
- (v) participate in the initial briefing
- (vi) participate in planning initial response/decision making process
- (vii) pass MECG decisions on to member's agency/areas of responsibility
- (viii) continue to participate in the EOC operating cycle

Upon leaving the EOC, each member of the MECG will:

- (i) conduct a hand over with the person relieving them
- (ii) sign out at the EOC indicating where they may be reached

Once the initial response is established, routines will be put in place by the Chief Administrator Officer. The MECG functions most efficiently on a system known as an Operating Cycling.

### **(d) Personnel Identification**

The Municipality of Wawa will issue emergency workers/personnel with distinctive passes bearing name and relevant information of the bearer to identify them as persons authorized to access the EOC. All personnel working in the operations area will utilize these passes.

### **(e) Municipal Emergency Control Group (MECG)**

The emergency response will be directed and controlled by the Municipal Emergency Control Group (MECG) – a group of officials who are responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the community. The MECG consists of the following officials and their respective contact information is detailed in **Annex "A"**:





- Community Emergency Management Coordinator/Chief Administrative Officer, or alternate; this person may become the Operations Officer in the EOC;
- Alternate CEMC
- Mayor
- Support Staff

**The Municipal Emergency Control Group (MECG) may function with only a limited number of persons depending upon the emergency. While the Municipal Emergency Control Group may not require the presence of all the members of the control group, all members of the Municipal Emergency Control Group must be notified.**

Depending on the nature and scope of the emergency, the MECG may augment its membership with other representatives of public and private agencies having specialist knowledge, i.e.

- Infrastructure Services Director, or alternate, Municipality of Wawa
- Treasurer or Alternate, Municipality of Wawa
- Community Services Director, or alternate, Municipality of Wawa
- Fire Chief, or alternate, Municipality of Wawa
- Chief Building Official, or alternate, Municipality of Wawa
- IT and Innovation Director or Alternate, Municipality of Wawa
- Ontario Provincial Police
- Medical Officer of Health, or alternate;
- CEO, Lady Dunn Health Centre, or alternate;
- Wawa Family Health Team;
- Emergency Medical Services;
- Algoma District Social Services Administration Board (DSAB);
- Algoma Family Services;
- Red Cross;
- WAVS (Wawa and Area Victim Services);
- Algoma Power Inc. (if required or available);
- Brookfield Renewable Power (if required or available);
- Bell Canada (if required or available);
- Additional personnel called or added to the MECG (as required):
  - Emergency Management Ontario Representative;
  - Liaison Staff from provincial ministries
  - Any other officials, experts or representatives from the public or private sector as deemed necessary by the MECG.



These representatives will be responsible for coordinating with the MECG their own agency's emergency response plan, including obtaining specialized resources. The agencies may also provide technical advice to the Mayor and MECG.

**(f) Operating Cycle**

An operating cycle is how the Municipal Emergency Control Group (MECG) manages the overall emergency operation.

The MECG will meet usually around a planning board, or map at which time the members will report on their agency's status or area of responsibility to the Mayor and CAO. It is essential that every member, covering each area of responsibility, be heard from during this process. The MECG is a team, and the actions taken by one, or the lack of action by one, may have a significant impact upon operations.

The round table discussion should include problems, questions, resources requests, and any other relevant information so that timely, informed decisions can be made as a group. Once the meeting is complete the MECG should contact their agency or area of responsibility and pass on any relevant information or directives that result from the MECG meeting.

The frequency and agenda items for the meetings will be determined by the CAO/CEMC. The meetings will reflect the pace of the emergency, and occur on a schedule basis or regular intervals; to be adjusted accordingly.

Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. During the meetings, the MECG members shall refrain from answering the telephone located in the EOC. All telephone and cellular phone calls must occur prior to or after the formal meetings of the MECG. The Community Emergency Management Coordinator will maintain a status board and maps and which will be prominently displayed and kept up to date.

Following an operating cycle meeting and dissemination of information, members of the MECG will be in the process of gathering information and preparing for the next scheduled meeting. The MECG members will use this time to follow up and ensure the MECG decisions are being implemented. Each member is responsible for informing their respective agency of the schedule for MECG meetings.



It is important that the EOC is comfortable, has good communications, and is secure from unnecessary distractions.

***(g) Municipal Emergency Control Group Responsibilities***

The Members of the Municipal Emergency Control Group (MECG) will likely be responsible for the following actions or decisions:

- Calling out and mobilizing the emergency service, agency, and equipment;
- Coordinating and directing the services and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided it is not contrary to law;
- Determining if the location and composition of the MECG are appropriate;
- Advising 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 the Emergency Site Manager (ESM) or Incident Commander (IC) is appointed. The Emergency Site Manager will be a senior official from the lead agency (to be determined based on emergency);
- Ensuring support to the Emergency Site Manager by offering equipment, staff and resources, as required;
- Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger;
- Discontinuing utilities or services provided by the public or private concerns, ie. hydro, water, closing down businesses;
- Arranging for services and equipment from local agencies not under community control, ie. private contractors, industry, volunteer agencies, service clubs;
- Notifying, requesting assistance from and/or liaise with various levels of government and any public or private agencies not under community control, as considered necessary;
- Determining if additional volunteers are required and if appeals for volunteers are warranted;
- Determining if additional transportation is required for evacuation or transportation of persons and/or supplies;



- Ensuring pertinent information regarding the emergency is promptly forwarded to the Emergency Information Coordinator for dissemination to the media and public;
- Determining the need to establish advisory groups and/or sub-committees/ working groups for any aspect of the emergency including recovery;
- Authorizing expenditure of money required dealing with the emergency;
- Notifying the service, agency or group under its direction, of the termination of the emergency;
- Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the CEMC;
- Participating in the debriefing following the emergency;
- Make applications for available funding assistance as required to MDRAP (Municipal Disaster Relief Assistance Program) and make arrangements as required. (A council resolution is required for MDRAP application.)



## **CHAPTER 6 EMERGENCY RESPONSE SYSTEM**

### **CHAPTER 6: EMERGENCY RESPONSE SYSTEM –MEMBER RESPONSIBILITIES**

#### **(a) The individual responsibilities of the Municipal Emergency Control Group:**

Each member of the MECG has the following responsibilities within their own area of operations.

#### **1. The Mayor or Deputy Mayor**

The Mayor shall provide information to Council and the public with regards to impacts of an emergency on the municipality and declare a state of local emergency when required.

During an emergency, the Mayor will provide information necessary to keep the media and public informed.

The Mayor or Deputy Mayor is responsible for:

- Providing overall leadership in responding to an emergency;
- Declaring an emergency within the municipality;
- Declaring that the emergency has terminated (Note: Council may also terminate the emergency);
- Notifying Emergency Management Ontario, Ministry of the Solicitor General of the declaration of the emergency, and termination of the emergency;
- Ensuring the members of Council are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation;
- Determining the appropriate public notification procedure in consultation with the MECG;
- Ensuring that the local MPP and MP, and neighbouring communities are advised of the declaration and termination, and kept informed of the emergency situation;
- Approving, in conjunction with the CAO and Emergency Information Officer (EIO), major announcements and media releases, in consultation



with the MECG;

- Maintaining the records and logs, as they relate to their agencies actions, for the purpose of the debriefs and post-emergency reporting that will be prepared; and
- Maintain a personal log of all actions taken.

## **2. The Chief Administrative Officer, Operations Officer and Information Officer**

The CAO shall provide and direct as required, all emergency response or support activities within the Emergency Operations Centre.

The CAO shall convene all meetings of the MECG.

The CAO becomes the Operations Officer for the Municipality of Wawa and is responsible for:

- Activating the emergency notification;
- Schedule and Chair all meetings of the MECG, and make operational decisions that respond to, contain and control the emergency;
- Provide regular updates and act as principal advisor to the Mayor;
- Ensuring liaison with the Ontario Provincial Police regarding security arrangements for the EOC;
- Ensuring that a communication link is established between the MECG and the Emergency Site Manager (ESM);
- Secure the necessary financial support from existing sources or from Provincial or Federal authorities;
- Advising the Mayor of the policies and procedures, as appropriate;
- Approving, in conjunction with the Mayor, major announcements and media releases, in consultation with the MECG;
- Calling out additional municipal staff to provide assistance, as required;
- Determine the level of staffing required for municipal operations not directly associated with an emergency and arrange for support services;
- Ensure Critical Incident Stress Management (CISM) is available as needed during an emergency to the staff and the public;
- Address issues of food, nutrition, health and wellness of all employees associated with the emergency;
- Ensure appropriate remuneration/overtime is in place for all employees working on emergency, both union and non-union;



- Maintaining a record of all major decisions, actions and instructions issued;
- Maintaining the records and logs, as it relates to its agencies' actions, for the purpose of the debriefs and post-emergency reporting that will be prepared; and
- Maintain a personal log of all actions taken.

The Municipality's CAO will act as the Emergency Information Officer during an emergency. The Emergency Information Officer is responsible for maintaining the *Emergency Information Plan (Annex "C")*. As the Emergency Information Officer (EIO), the CAO would be responsible for:

- Ensuring that the Information Centre is set up and operational;
- Coordinating and disseminating accurate news and information to the media and public;
- Establishing and maintaining linkages with provincial, neighbouring municipal or industry media officials as required;
- Responding to or directing individual requests for information to the emergency;
- Coordinating interviews and media coverage;
- Designating a site media spokesperson as appropriate;
- Ensuring set up and staffing of public inquiry telephone system;
- Maintaining copies of all media releases; and
- Maintaining a personal log of all actions taken.

A detailed *Emergency Information Plan* is included in **Annex "C"**.

**Note:** It may be necessary to establish a media information area adjacent to the emergency site as determined by the Municipal Emergency Control Group.

### **3. Community Emergency Management Coordinator (CEMC) or Alternate**

The CEMC is responsible for:

- Maintaining the Wawa Emergency Plan in accordance with the requirements of provincial legislation;
- Activating and arranging the Emergency Operations Centre (EOC);
- Ensuring that security is in place for the EOC and registration of MECG



members;

- Ensuring that all members of the MECG have the necessary plans, resources, supplies, maps and equipment;
- Providing advice and clarifications about the implementation details of the Emergency Response Plan;
- Ensuring liaison with community support agencies (ie. Canadian Red Cross, WAVS, etc.);
- Ensuring the well-being of all residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services. May be required to request assistance from the Canadian Red Cross;
- Coordinating the distribution and scheduling of various modes of transport (ie. public transit, school buses, trucks, etc.) for the purpose of transporting persons and/or supplies, as required, by members of the MECG and the support and advisory staff;
- Ensuring that a record is maintained of drivers and operators involved;
- Secure catering/hiring of catering staff (if necessary);
- Ensuring that the operating cycle is met by the MECG and related documentation is maintained and kept for future reference;
- Addressing any action items that may result from the activation of the Emergency Response Plan and keep MECG informed of implementation needs;
- Conduct the community's Hazard Identification and Risk Assessment (HIRA) process;
- Conduct the critical infrastructure identification process;
- Conduct annual exercise to evaluate the Emergency Response plan;
- Conduct annual training for the members of the Municipal Emergency Control Group (MECG);
- Develop and implement a Community emergency management public awareness program;
- Liaise with Emergency Management Ontario Field Officer at all times to ensure that the community emergency management program maintains the legislative standards;
- Maintaining the records and logs, as they relate to their agency's actions, for the purpose of the debriefs and post-emergency reporting that will be prepared;





- Maintain inventory of MCEG supplies;
- Maintain and administer inventory supplies for evacuees during a host community emergency;
- Maintain a personal log of all actions taken.

#### **4. The IT/GIS Technician**

The IT/GIS Technician is responsible for:

- Ensuring that the EOC has connectivity to the Municipality of Wawa's central network, including internet for additional communication support;
- Provide equipment and staff resources as necessary to support IT equipment including email and internet requirements of MCEG members;
- Establishing a State of Emergency Website to provide informational updates to the public and updating that website as required by the EIO;
- Taking photographs of any damage to public and private property and posting in the EOC, for the use of the MCEG;
- Mapping alternative travel routes within the Municipality for the public;
- Provide detailed maps of area impacted by the emergency and any at risk areas of a secondary emergency;
- Assist MCEG with information technology needs;
- Provide the MCEG with information contained in the municipal GIS system;
- Ensure that the EOC has connectivity to the Municipality of Wawa's telephone system, emergency satellite telephones and/or 2-way radios.
- Maintaining the records and logs, as they relate to their agency's actions, for the purpose of the debriefs and post-emergency reporting that will be prepared; and
- Maintain a personal log of all actions taken.

#### **5. The Fire Chief**

The Wawa Fire Department, by their very nature, operates primarily in an emergency response mode. A major emergency fits into normal operating practices of the Fire Department – existing dispatching, response, back up, equipment supplies, and procedures are easily adapted to present an effective response.



The Wawa Fire Department has existing formal Mutual Aid system, whereby it may request assistance from neighbouring fire departments should resources become depleted as the result of a major incident.

The Fire Chief is responsible for:

- Activating the emergency notification system, and ensuring the CAO is notified so that the members of the MECG are alerted;
- Maintaining and implementing the *Hazardous Materials Response Plan, Annex "E"*, as required;
- Providing the MECG with information and advice on fire fighting and rescue matters;
- Depending on the nature of the emergency, assign the Emergency Site Manager and inform the MECG;
- Establish an on-going communications link with the senior fire official at the scene of the emergency;
- Informing the Mutual Aid Fire Coordinators and/or initiating mutual aid arrangements for the provision of additional fire fighters and equipment, if needed;
- Determining if additional or special equipment is needed and recommending possible sources of supply, ie. breathing apparatus, protective clothing, HAZMAT, etc.;
- Providing assistance to other community departments and agencies and being prepared to take charge of or contribute to non-fire fighting operations if necessary, ie. rescue, first aid, casualty collection, evacuation;
- Providing an Incident Commander, if required;
- Maintaining the records and logs for the purpose of the debriefs and post-emergency reporting that will be prepared; and
- Maintain a personal log of all actions taken.

## **6. The Chief Building Official**

The Chief Building Official is responsible for:

- Providing the MECG with information and advice on building matters, and the Ontario Building Code Act;



- Depending on the nature of the emergency, assign the Emergency Site Manager and inform the MECG;
- Establish an ongoing communications link with senior officials at the scene of the emergency;
- Undertake inspections and report to the MECG on the structural adequacy of buildings and on buildings, which are structurally damaged;
- Undertake inspections and report to the MECG and make recommendations concerning which buildings are safe for full, restricted or no occupancy;
- Report to the EOC on debris clearance required and on any services that need to be shut off;
- Liaise with other municipalities to gain the assistance of Building Officials in circumstances of needed support;
- Liaise with and/or secure the services of Professional Engineers to assist in determining structural safety of buildings in the event of an emergency;
- Maintaining the records and logs, as they relate to their agencies actions, for the purpose of the debriefs and post-emergency reporting that will be prepared; and
- Maintain a personal log of all actions taken.

## **7. The Director of Infrastructure Services**

The Director of Infrastructure Services is responsible for:

- Providing the MECG with information and advice on engineering and infrastructure services matters;
- Depending on the nature of the emergency, assign the Emergency Site Manager and inform the MECG;
- Establish an on-going communications link with the senior infrastructure services official at the scene of the emergency;
- Ensuring liaison with the infrastructure services representative from the neighbouring community(s) to ensure a coordinated response;
- Ensuring provision of engineering assistance;
- Ensuring construction and maintenance of municipal roads and report on the status to the MECG;
- Ensuring the maintenance of sanitary sewage and water systems and report on the status to the MECG;



- Providing equipment for emergency pumping operations;
- Ensuring liaison with the Fire Chief concerning emergency water supplies for fire-fighting purposes;
- Providing emergency water, supplies and sanitation facilities to the requirements of the Medical Officer of Health;
- Discontinuing any infrastructure services to any resident, as required, and restoring these services when appropriate;
- Ensuring liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions;
- Providing infrastructure services vehicles, equipment and personnel as required by any other emergency services;
- Provide barriers and flashers for control of the emergency area;
- Clear debris, snow or other obstructions in and around the emergency area;
- Provide supplies of fuel and oil for emergency service vehicles (Fire Dept);
- Maintain essential streets and access routes for pedestrian and vehicular access;
- Ensuring liaison with provincial ministries regarding flood control, and environmental matters, and being prepared to take preventative action;
- Maintaining the records and logs, as they relate to their agencies actions, for the purpose of the debriefs and post-emergency reporting that will be prepared; and
- Maintain a personal log of all actions taken.

## **8. The Treasurer or Alternate**

The Treasurer is responsible for:

- Providing the MECG with information and advice on financial matters and financial policies for the Municipality;
- Liaise with the Treasurer(s) of neighbouring communities, if required;
- Ensure that records of expenses are maintained for future claim purposes;
- Create chart of accounts for declared emergency;
- Ensure the prompt payment and settlement of all legitimate invoices and



claims incurred during the emergency;

- Development contingency plans for the payment of employees, vendors and revenue collection;
- Provide advice and information to the MECG on financial and budget matters as it relates to the emergency;
- Initiate damage estimation;
- Coordinate the Municipal Disaster Relief Assistance Program (MDRAP) for the Municipality of Wawa;
- Obtain emergency funding and short-term loans from other governments and financial institutions, as necessary;
- Distribute any potential relief funds/financial assistance to emergency victims, upon Council approval;
- Liaise with the Municipal Insurance adjusters to ensure a proper supply of adjusters in the event of an emergency;
- Maintaining the records and logs, as they relate to their agencies actions, for the purpose of the debriefs and post-emergency reporting that will be prepared; and
- Maintain a personal log of all actions taken.

## **9. The Director of Community Services and Tourism**

The Director of Community Services is responsible for:

- Ensure volunteer coordination and liaison;
- Maintain personal care supplies and distribute to evacuees as necessary;
- Register, control and supervise evacuees entering and leaving the evacuation centre;
- Supervising the opening and operation of temporary and/or long-term evacuee centres, and ensuring its adequately staffed;
- Recruit volunteers to assist at the evacuation centre, as required;
- Ensuring liaison with the Ontario Provincial Police with respect to the opening of an evacuee centre to ensure security and order within the Centre;
- Liaison with the Medical Officer of Health on areas of mutual concern regarding operations in evacuee centres;
- Ensuring that a representative from the Boards of Education (English and French), and/or Separate School Boards (English and French), are



notified when facilities are required as an evacuee reception centre, and that staff and volunteers utilizing the school facilities take direction from the Board representative(s) with respect to the maintenance, use and operation;

- Ensuring liaison with Canadian Red Cross for the Algoma District Social Services Administration Board, Lady Dunn Health Centre, Algoma Public Health, as required;
- Making arrangements for meals for the staff/volunteers at the EOC and the Site during a community emergency;
- Maintain evacuation centre and direct funding where needed for the provision of food, and support care during a community emergency;
- Maintaining the records and logs, as they relate to their agencies actions, for the purpose of the debriefs and post-emergency reporting that will be prepared; and
- Maintain a personal log of all actions taken.

The Director of Community Services will act as the Citizen's Inquiry Supervisor during an emergency. The Citizen Inquiry Supervisor will be responsible responding to and directing inquiries pertaining to information related to the emergency in accordance with the *Emergency Information Plan*.

The detailed ***Emergency Information Plan*** is included in **Annex "C"**.

## **10. The Ontario Provincial Police**

The community of Wawa is policed by the Ontario Provincial Police. The duties of the Ontario Provincial Police will continue to be:

- Protection of life and property;
- Preservation of peace;
- Prevention of crime and disorder;
- Crowd and traffic control; and
- Investigation of offences.

### **Police Duties**

The Ontario Provincial Police (O.P.P.) will implement its procedure for Major Incident Plan including the following:

- Activating the emergency notification system through the CAO;
- Alert and assist other emergency agencies;
- Provide the MCEG with information and advice on law enforcement



matters;

- Establish a site command post with communications with the EOC;
- Depending on the nature of the emergency, assign the Emergency Site Manager and inform the Municipal Emergency Control Group (MECG);
- Establishing an on-going communications link with the senior police official at the scene of the emergency;
- Control and disperse crowds within the Emergency Area;
- Establish the inner perimeter with the Emergency Area;
- Control traffic in the immediate vicinity of the Emergency Area to facilitate the movement of emergency vehicles both in and out of the emergency area; liaison with the Director of Infrastructure Services or Site Manager regarding location of barricades and flashers;
- Provide traffic control to facilitate movement of ambulances to hospitals and medical facilities and to assist in the movement of other emergency vehicles to and from the Emergency Area;
- Liaison with all other municipal department heads (Directors or designates) and aid wherever possible to ensure complete movements of departmental functions, free of outside influence which is not warranted;
- Provide traffic control to facilitate movement of fire vehicles in the performance of their emergency related tasks;
- Alert persons endangered by the disaster and assist with the evacuation of buildings or areas as authorized and directed by the Municipal Emergency Control Group (MECG);
- Prevent unauthorized entry into the Emergency Area and maintain law and order and prevent looting with the Emergency Area;
- Maintain order in any evacuation centre;
- Ensure the protection of life and property, and the provision of law and order;
- Provide notification of fatalities to the coroner;
- Provide assistance to the coroner in the location and operation of a temporary morgue;
- Provide operational authority for emergencies on crown lands;
- Maintaining the records and logs, as they relate to their agencies actions, for the purpose of the debriefs and post-emergency reporting that will be prepared; and



- Maintain a personal log of all actions taken.

## **11. Members of Council**

Elected municipal officials, not appointed to, designated for, or encumbered by specific duties, will assist the MECG or any other specific support agencies, at the discretion of the Head of Council or designate.

## **12. Emergency Site Manager (ESM)**

The Emergency Site Manager (ESM) is designated by the MECG as the overall Field Commander in the emergency area. It is their responsibility to coordinate the efforts of the emergency response services, and to report and recommend action to the MECG, as required. The MECG will provide advice and assistance to the ESM.

The senior representative for each emergency responder (ie. Police Service, fire, EMS, infrastructure services, etc.) at the site will consult with their respective MECG member and coordinate with the Emergency Site Manager, so as to offer a coordinated and effective response.

The Emergency Site Manager is responsible for:

- Organizing and coordinating the on-scene response at the emergency site(s) with the various emergency response services at the emergency site;
- Assess the situation under existing and potential conditions by consulting with emergency response services at the scene as well as outside expertise as required;
- Recommend the activation of the Emergency Plan and the Emergency Notification system, if deemed necessary;
- Coordinate with the MECG and emergency response services at the scene to ensure that the necessary equipment, supplies, personnel and expertise are readily available at the site;
- Liaise with the CAO at the EOC to regularly inform him/her of the on-scene situation and provide him/her with detailed reports which will enable the MECG to make informed decisions. The Emergency Site Manager will assist as required in the decision-making process;
- Hold periodic briefings with emergency response services on-scene on a regular basis. Activate and coordinate with agencies, an evacuation of the immediate area as warranted by the conditions;





- Consider response alternatives and determine appropriate response actions (i.e. evacuations, containment, etc.). Confer with the MCEG, emergency response services on scene, and obtain additional expertise as required. In the event that a large-scale evacuation is deemed to be necessary;
- Establish an on-site Command Post at an appropriate distance from the incident. Assemble the various emergency response services at the Command Post to coordinate on-site decision-making and activities. Ensure adequate intra-agency communications capabilities is established from the Command Post;
- Brief emergency response services as they become involved with the on-site situation;
- Obtain as much information as possible from those involved in the incident (i.e. truck driver, plant manager, etc.) concerning the identity of material(s) and health risks, cause, etc., and consult with experts as required to gain a complete picture of the situation to aid in the evacuation;
- Develop a scene organization plan/layout with the assistance of the police and fire departments, establish an inner perimeter where only response personnel directly involved in controlling the incident are allowed, and an outer perimeter where the staging area is established and good access and egress is maintained;
- In association with the MCEG, periodically brief the Emergency Information Officer regarding incident status and discuss what information will be distributed to the public and media;
- Request logistical support services from the MCEG, as required for the emergency personnel at the scene;
- Ensure that overall safety of the emergency site, in particular that strict safety precautions are adhered to with respect to wearing protective clothing and equipment. Contact Federal or Provincial Labour Ministry official for assistance as required;
- Initiate the development of de-mobilization plan for response agencies, following the official termination of the emergency, if required;
- Maintaining the records and logs, as they relate to their agencies actions, for the purpose of the debriefs and post-emergency reporting that will be prepared; and
- Maintain a personal log of all actions taken.



**(b) Support and Advisory Staff:**

The following staff may be required to provide support, logistics and advice to the MECG:

**1. Administrative Support Staff**

The Administrative Support Staff is responsible for:

- Assisting the CAO/CEMC, as required;
- Ensuring all important decisions made and actions taken by the MECG are recorded;
- Ensuring that maps and status boards are kept up-to-date;
- Provide a process for registering the MECG members, maintaining a MECG member list contact information, and records attendance;
- Notifying the required support and advisory staff of the emergency, and the location of the EOC; (see Chapter 11 for notification message);
- Initiating the opening, operation and staffing of the main telephone reception at the municipal offices, as the situation dictates, and ensuring operators are informed of MECG members' telephone numbers in the EOC;
- Arranging for printing of material, as required;
- Coordinating the provision of clerical staff to assist in the EOC, as required;
- Upon direction by the Mayor, ensuring that all council members are advised of the declaration and termination of the emergency;
- Upon direction by the Clerk, arranging special meetings of council, as required, and advising members of council of the time, date and location of the meetings;
- Procuring staff to assist, as required;
- Ensure logs are being completed and collect them from the MECG members at the end of the shift;
- Initiating necessary action to ensure the telephone system at the Municipal Offices functions as effectively as possible, as the situation dictates;
- Maintaining an inventory of community and private sector communications equipment and facilities within the community, which could, in an emergency, be used to augment existing communication



systems;

- Making arrangements to acquire additional communication resources during an emergency;
- Keep the EOC clean and tidy at all times;
- Assist CEMC with coordination of services during Host Community emergencies;
- Arrange for lodging and snacks for evacuees during host community emergency, assign rooms to evacuees;
- Arrange for laundry service for evacuees during host community emergency;
- Provide scribe services to the CEMC as required;
- Maintain a personal log of all action taken.

## **2. Municipality's Legal Counsel**

The Municipal Legal Counsel is responsible for:

- Providing advice to a member of the MECG on matters of a legal nature as it may apply to the actions of the Municipality of Wawa in its response to the emergency, as requested;
- Maintain a personal log of all actions taken;

## **3. Accounts Payable Associate/Purchasing**

The Accounts Payable Associate is responsible for:

- Providing and securing of equipment and supplies not owned by the Municipality of Wawa;
- Ensuring liaison with purchasing agents of the neighbouring communities, if necessary;
- Ensure proper accounting of all services, equipment and/or supplies, and kept in a separate account category;
- Track and maintain all invoices for services, equipment and/or supplies purchased during the emergency and provide copies of same to the Incident Commander, as required.
- Maintaining and updating list of all vendors (including 24-hour contact numbers) who may be required to provide supplies and equipment;
- Ensure prompt payment and settlement of all legitimate invoices and claims incurred during the emergency;



- Ensure records of expenses are maintained and accurately recorded to appropriate account category, seek direction from Treasurer as required;
- Maintain a personal log of all actions taken.

#### **4. Human Resources Associate**

The Human Resources Associate is responsible for:

- Coordinating and processing requests for human resources;
- Coordinating offers of, and appeals for, volunteers with the support of the MCEG;
- Selecting the most appropriate site(s) for registration of human resources;
- Ensuring records of human resources and administrative detail, that may involve financial liability, are completed;
- Ensuring the Volunteer Registration Form is complete, when volunteers are involved and a copy of the form is retained for the Municipality's records;
- Ensuring identification cards are issued to volunteers and temporary employees, where practical;
- Ensuring identification cards are issued to the members of the MCEG;
- Arranging for transportation of human resources to and from site(s);
- Obtaining assistance, if necessary, from Human Resources Development Canada (HRDC), as well as other government departments, public and private agencies and volunteer groups;
- Maintain a personal log of all actions taken.

#### **5. Other Agencies**

In an emergency, many agencies may be required to work with the Municipal Emergency Control Group. Others may include the Emergency Management Ontario, industry, volunteer groups and provincial ministries.

- All agencies to maintain a personal log of all action taken.

#### **6. Boards of Education and Separate School Boards of Education**

The Boards of Education and Separate School Boards of Education (both English and French) are responsible for:



- Providing any school (as appropriate and available) for use as an evacuation or reception centre and a representative(s) to co-ordinate the maintenance, use and operation of the facilities being utilized as evacuation or reception centres;
- Ensuring liaison with the municipality as to protective actions to the schools (ie. implementing school stay in place procedure and implementing the school evacuation procedure);
- Maintain a personal log of all actions taken.

### **7. Lady Dunn Health Centre Administrator**

The Lady Dunn Health Centre Administrator is responsible for:

- Implementing the hospital emergency plan;
- Ensuring liaison with the Medical Officer of Health and local EMS (ambulance) representatives with respect to hospital and medical matters, as required;
- Evaluating requests for the provision of medical site teams/medical triage teams;
- Ensuring liaison with the Ministry of Health and Long-Term Care, as appropriate;
- Maintain a personal log of all actions taken.

### **8. Medical Officer of Health**

Within each municipal emergency response plan, the Medical Officer of Health's responsibilities are below:

- Coordinates public health services with various Emergency Control Group members and related agencies in the Emergency Operations Centre;
- Provides advice to the public, local health care professionals, and municipal community control group on matters which may adversely affect public health within Algoma District (e.g. toxic spills, water quality, air quality, sanitation)
- Liaises with Ontario Ministry of Health and Long-Term Care, Public Health Division and area Medical Officers of Health as needed to augment and coordinate a public health response as required;



- Coordinates the surveillance and response to communicable disease-related emergencies or anticipated epidemics according to Ministry of Health and Long-Term Care directives;
- Coordinate vaccine-storage, handling and distribution across Algoma District;
- As appropriate, coordinate and support mass vaccination clinics during outbreaks of disease within affected municipalities in Algoma District;
- Initiates and implements mass vaccination clinics during outbreaks of disease within affected municipalities in Algoma District;
- Liaises with Director of Public Utilities or alternate within affected municipalities/townships to ensure the provision of potable water, community sanitation, maintenance and sanitary facilities;
- Provides inspection of evacuation centres, makes recommendations and initiates remedial action in areas of accommodation standards, and liaises with local social service agencies regarding:
  - i. sewage and waste disposal, monitoring of water supply, air quality;
  - ii. infection prevention and control
  - iii. overcrowding, sanitation;
  - iv. food handling, storage, preparation, distribution and service;
- Advises on or orders any necessary evacuation, isolation or quarantine measures as per the Health Protection and Promotion Act;
- Provides instruction and health information through public service announcements and information networks;
- Issues orders if necessary, to mitigate or eliminate health hazards as per the Health Protection and Promotion Act;
- In the event of mass casualties, ensure early and sanitary disposition of human remains in order to minimize the spread of disease;
- Liaises with Office of the Regional Supervising Coroner to coordinate the activities of the mortuary within the community and provide assistance when necessary.



**9. Algoma District Services Administration Board (ADSAB) –  
Emergency Medical Services (EMS)**

The ADSAB CEO is responsible for:

- Ensuring response from the Algoma EMS (Emergency Medical Services) at the emergency site;
- Depending on the nature of the emergency, ensuring the Algoma EMS assigns the Emergency Site Manager and inform the MECG;
- Establishing an ongoing communications link with senior EMS official at the scene of the emergency;
- Obtaining EMS from other municipalities for support, if required;
- Ensuring the Algoma EMS establishes triage at the site;
- Advising the MECG if other means of transportation is required for large scale response;
- Ensuring liaison with the Lady Dunn Health Centre, or other receiving hospital;
- Ensuring liaison with the Medical Officer of Health, as required;
- Maintain a personal log of all actions taken.

**10. Utility Representative(s) – Evolgen (previously Brookfield Renewable Power (power generation), Algoma Power Inc. (power transmission/distribution), and/or Bell Canada**

The Utility Representative(s) is responsible for:

- Monitoring the status of power and/or communication outages and customers without services;
- Providing updates on power and/or communications outages, as required;
- Ensuring liaison with the infrastructure services representative;
- May provide assistance with accessing generators for essential services, or other temporary power measures;
- Maintain a personal log of all action taken.



## **11. Canadian Red Cross (agreement with ADSAB)**

The Canadian Red Cross provides emergency response services on behalf of the Algoma District Services Administration Board to provide basic services essential for the immediate and continuing well-being of persons affected by disaster (**Annex "M"**). It provides services necessary for five emergency social services:

- **Registration and Inquiry Services** – assist with reuniting families. Collects information and answers inquiries regarding the conditions and whereabouts of missing persons.
- **Emergency Feeding** – provide food or meals to those persons without food or food preparation facilities.
- **Emergency Clothing** – supply clothing or emergency covering until regular sources of supply are available.
- **Personal Services** – provide initial reception of disaster victims at Evacuation Reception Centre; inform evacuees of emergency services or help available; offer temporary care for unattended children and dependent adults/elderly; assist with temporary care of residents from Special Care facilities; offer immediate and on-going emotional support to people with personal problems and needs created or aggravated by a disaster.
- **Emergency Lodging**– arrange for safe, immediate, temporary lodging for homeless or evacuated people, and is comprised of the following:
  - **Lodging Management** - provide supervision and administrative support for Red Cross functions within the lodging facility. Ensure the needs of facility occupants are being met.
  - **Registration** – ensure that all occupants are registered upon arrival. Maintain a system for checking occupants in and out when they leave for a period of time. Manage the system of record keeping for registrations.
  - **Feeding** – Supervise on-site food preparation and services for residents and workers. Advise the Logistics/Feeding Managers of needed supplies. Ensure that the food ordering system is established and implemented. Keep accurate records of food and supplies received and expended. Prepare and monitor the food service staff work schedule. Record the hours of personnel is requested.
  - **Management of Sleeping Area** – Set up sleeping areas. Assign residents to sleeping areas. Coordinate with Logistics staff for cots,





blankets and comfort kits, if available.

- **Personal Client Services** – in coordination with MECG, organize and administer child care, recreation, transportation, first aid, pet care and other services as needed. Identify residents needing additional services and collaborate with appropriate sources to meet such needs.
- **Volunteer/Staff Recruitment, Training and Placement** – recruit, place and support staff assigned to the lodging facility. Provide opportunities to residents to serve as volunteers in the facility. Manager other local volunteer organizations.
- **Logistics** – provide support for the use of the facility. Ensure the safety, security and sanitation for the lodging facility. Procure, store and distribute supplies and equipment to the lodging facility. Work with the representative of the facility to ensure that the building is used properly. In coordination with the MECG, contract out some specialized logistics services, ie. Security and sanitation.



## **CHAPTER 7 EMERGENCY TELECOMMUNICATIONS PLAN**

### **CHAPTER 7: EMERGENCY TELECOMMUNICATIONS PLAN**

Ontario Regulation No. 380/04 states, "The emergency operations centre (EOC) must have appropriate technological and telecommunication systems to ensure effective communication in an emergency."

Upon implementation of the Emergency Response Plan, it will be important to ensure that communications are established between the EOC and participating public safety agencies or departments, or between the EOC and emergency (incident) site. Communication system redundancy is very important for ensuring the sustainability of the EOC. For this reason, Wawa has established this telecommunication plan.

The telecommunication plan will ensure the telecommunication system is interoperable with other public safety agencies and departments. The Municipality of Wawa Fire Department maintains hand-held, two-way radios which may be distributed to the organizations, or public safety agencies (such as police, fire, ambulance, utility company, etc.) and EOC that are directly involved with the emergency, so that the organizations or public safety agencies may exchange information via two-way communication.

The Wawa Fire Department will play an integral part in the telecommunication plan whereby it will ensure the distribution of the hand-held, two-way radios to the EOC, organizations and/or public safety agencies. The Fire Department shall determine the communication channel frequency, maintain an equipment loan log, and notify other municipal departments of the dedicated Emergency Channel Frequency for interoperable emergency communications.

In the event of a 911 Communication Failure and localized telephone service is available; the Wawa Fire Department will provide dispatch services for fire and ambulance emergencies only. The Ontario Provincial Police will provide police personnel and vehicle to be available at the Wawa Fire Hall for police dispatch. Refer **Annex "D" for the Telephone Outage Plan.**



The Administrative Support Staff is part of the initial Emergency Notifications Procedure who in turn will be called upon to seek further communications support, as required.

The Emergency Telecommunications Office is located at the Wawa Fire Department, 40 Broadway Avenue. It is equipped with a battery back-up, two-way radio with necessary channels to communicate with the EOC and Wawa Fire Department.

**Back-up communication between the EOC and other responding agencies will be with the support of a runner.** All messages are to be written and logged.

Refer to **Annex "B" – Logistics** for telecommunication system and equipment available for use in an emergency.



## **CHAPTER 8 EMERGENCY PREPAREDNESS PLAN - HIRA (HAZARD IDENTIFICATION AND RISK ASSESSMENT)**

### **CHAPTER 8: HIRA (Hazard Identification and Risk Assessment)**

In order to protect the residents and visitors of the community, the Municipality of Wawa undertakes an annual review to identify local hazards that has the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural loss, damage to the environment, interruption of business, or other types of harm or loss. During the review, the Municipality determines the probability of the hazard occurring and its impact on the community.

The HIRA review ensures the Municipality tailors its emergency management program to the greatest risks identified during its annual review. The emergency management program will assist in the creation of a disaster-resilient community.

There are three categories for hazards:

1. **Natural:** resulting from forces of nature (ie. atmospheric, geological, and hydrological).
2. **Human-Caused:** the direct result of human actions (ie. terrorism, sabotage)
3. **Technological:** resulting from the manufacture, transportation, and use of technology or certain substances (ie. radioactive materials, chemicals, modern technology, and infrastructure).

The Municipality of Wawa utilizes the *Provincial Hazard Identification and Risk Assessment* checklist to identify its local hazards. A copy of the *Provincial Hazard Identification and Risk Assessment* is identified in **Annex "G"** – HIRA. It develops a community risk assessment grid categorizing each hazard based on probability and consequence.

The core principles of probability and consequences will form a part of the HIRA process. Municipal records and consultation with other information will assist in determining probability.



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Hazard	Frequency	Frequency Category	Consequence	Consequence Description	Changing Risk	RISK TOTAL (Frequency x Consequence x Changing Risk)	Level of Risk
Snowstorm/Blizzard	6	Probable	5	Slight	4	120	Extreme
Road Closures	6	Almost Certain	4	Severe	3	72	Extreme
Extreme Temperatures - Cold Wave	6	Almost Certain	3	Moderate	3	54	Extreme
Freezing Rain / Ice Storm	6	Almost Certain	4	Severe	2	48	Very High
Windstorm	6	Almost Certain	4	Severe	2	48	Very High
Substance Use and Overdose	6	Almost Certain	2	Slight	4	48	Very High
Flood - Riverine	5	Likely	5	Moderate	2	50	High
Flooding	5	Likely	5	Moderate	2	50	High
Cyber Attack	5	Likely	4	Moderate	2	40	High
Forest/Wildland Fire	4	Probable	3	Moderate	3	36	High
Hazardous Materials Incident/Spills - Transportation Incident	4	Probable	3	Moderate	3	36	High
Energy Emergency (Supply)	4	Probable	3	Moderate	3	36	High
Fog	6	Almost Certain	2	Slight	3	36	High
Communication Failures	4	Probable	2	Slight	4	32	High
Host Community	4	Probable	2	Slight	4	32	High
Explosion/Fire	3	Unlikely	5	Very Severe	2	30	Moderate
Extreme Temperatures - Heat Wave	3	Unlikely	3	Moderate	3	27	Moderate
Erosion	4	Probable	3	Moderate	2	24	Moderate
Epidemics	3	Unlikely	4	Severe	2	24	Moderate



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Hazard	Frequency	Frequency Category	Consequence	Consequence Description	Changing Risk	RISK TOTAL (Frequency x Consequence x Changing Risk)	Level of Risk
Critical Infrastructure Failure	3	Unlikely	4	Severe	2	24	Moderate
Hail	4	Probable	3	Moderate	2	24	Moderate
Oil/Natural Gas Emergency	2	Unlikely	4	Severe	2	24	Moderate
Drones	4	Probable	2	Slight	3	24	Moderate
Aviation	3	Unlikely	4	Severe	2	24	Moderate
Medical Drug Shortage	2	Very Unlikely	3	Moderate	4	24	Moderate
Building/Structure Collapse	2	Very Unlikely	3	Moderate	3	18	Low
Dam Failure	1	Rare	6	Catastrophic	3	18	Low
Hazardous Materials Incident / Spills - Fixed Site Incident	2	Very Unlikely	4	Severe	2	16	Low
Drinking Water Emergency	2	Very Unlikely	3	Moderate	2	12	Low
Human Health Emergency - Pandemic	3	Unlikely	2	Slight	2	12	Low
Mine Emergency	2	Very Unlikely	2	Slight	3	12	Low
Infectious Disease	3	Unlikely	2	Slight	2	12	Low
Water and Wastewater Disruption	2	Very Unlikely	2	Slight	3	12	Low
Food Shortage	1	Rare	1	Minor	4	4	Very Low
Petroleum Shortage	2	Very Unlikely	1	Minor	2	4	Very Low
Chemical Release	1	Rare	1	Minor	2	2	Very Low
CBRNE/Terrorism	1	Rare	1	Minor	2	2	Very Low
Drought/Low Water	1	Rare	1	Minor	2	2	Very Low



Hazard	Frequency	Frequency Category	Consequence	Consequence Description	Changing Risk	RISK TOTAL (Frequency x Consequence x Changing Risk)	Level of Risk
Railroad	1	Rare	1	Minor	2	2	Very Low
Human-Made Space Object Crash	1	Rare	1	Minor	2	2	Very Low



## Guide of Contact Agencies for Specific Emergencies:

- Involving Injury or Death  
Police, fire, EMS, coroner, Ministry of Labour
- Involving fire  
Fire, police, EMS, Ministry of Natural Resources and Forestry
- Involving floods  
EMO, Ministry of Natural Resources and Forestry, Infrastructure Services, police, EMS
- Evacuation of residents  
EMO , Police, Fire, EMS, Red Cross, WAVS, Ministry of Community & Social Services, Ministry of Municipal Affairs & Housing
- Disposal of explosives  
EMO, Police, OPP, Fire, EMS, Ministry of Labour
- Goods regulated under the Transportation of Dangerous Goods Act  
EMO, Police, fire, EMS, CANUTEC 1-888-CANUTEC (226-8832). (Collect 613-996-6666), as well as \*666 on a cellular phone), Treasury Board Secretariat, Ministry of the Environment, Conservation & Parks, Ministry of Labour, Ministry of Transportation
- Involving discharge of large amounts of contaminants  
EMO, MOE, Algoma Public Health, Ministry of the Environment, Conservation & Parks, Ministry of Labour
- Involving pesticides  
EMO, MOE, Algoma Public Health, Ministry of Agriculture, Food & Rural Affairs, Ministry of the Environment, Conservation & Parks, Ministry of Labour





- Involving civilian aircraft crash
  - NAV Canada 1-905-676-4509  
(Shift manager in Toronto)
  
  - Transportation Safety Canada  
1-905-771-7676 including Aircraft,  
Marine and/or Train derailment
  - Transport Canada
  - Treasury Board Secretariat
  
- Involving livestock, food
  - Ministry of Agriculture, Food & Rural  
Affairs
  
- Involving Spills/Environmental
  - Water Treatment Plant**- Director of  
Infrastructure Services, Asst.  
Director of Infrastructure Services,  
Lead Hand- Water & Sewer, Water &  
Sewer Assistant, CAO
  
  - Sewage Treatment Plant** –  
Director of Infrastructure Services,  
Asst. Director of Infrastructure  
Services, Lead Hand- Water & Sewer,  
Water & Sewer Assistant, CAO
  
  - Spills Response Contractor** -  
Director of Infrastructure Services,  
Asst. Director of Infrastructure  
Services, Lead Hand of Water &  
Sewer, Water & Sewer Assistant,  
CAO
  
  - Spills Action Centre  
1-800-268-6060
  
  - Ministry of the Environment,  
Conservation & Parks



## **CHAPTER 9 EMERGENCY PREPAREDNESS PLAN - DISTRIBUTION LIST**

### **CHAPTER 9: DISTRIBUTION LIST THROUGH EMAIL LINK IN DROPBOX**

<b>BUSINESS/LOCATION</b>	
Mayor	Dropbox
CEMC (Clerk)	Dropbox
Chief Administrative Officer	Dropbox
Council Members	Dropbox
Deputy Mayor	Dropbox
Fire Chief	Dropbox
Deputy Fire Chief	Dropbox
Director of Infrastructure Services	Dropbox
Assistant Director of Infrastructure Services	Dropbox
Assistant Director Protective Services	Dropbox
Director of Community Services	Dropbox
Municipal Treasurer (Deputy Treasurer)	Dropbox
Administrative Staff (Municipal Offices)	Dropbox
Water Treatment Plant	Dropbox
CEMC – Container Copy	Dropbox
Wawa Public Library	Dropbox
Municipal Legal Counsel (Wishart Law Firm)	Dropbox
Emergency Management Ontario (EMO)	Dropbox
Ministry of Municipal Affairs, Sudbury	Dropbox
Ministry of Natural Resources and Forestry, Wawa	Dropbox
Ministry of Energy, Northern Development & Mines, Wawa	Dropbox



<b>BUSINESS/LOCATION</b>	
OPP – Highway Office	Dropbox
Lady Dunn Health Centre	Dropbox
Emergency Medical Services (EMS) Director	Dropbox
Medical Officer of Health, Algoma Public Health	Dropbox
Boards of Education (6) ADSB - Sir James Dunn ADSB - MHS HSCDSC – St. Joseph’s CSPGNO – Ecole Publique Escalade CSCNO – Ecole Saint-Joseph	Dropbox
Canadian Red Cross, Wawa Sault Ste Marie Office	Dropbox
Algoma District Services Administration Board	Dropbox
Wawa and Area Victim Services	Dropbox
CHADWIC Home	Dropbox
Evolugen (Utility Company), Wawa	Dropbox
Bell Canada	Dropbox
Algoma Power Inc.	Dropbox



## CHAPTER 10 EMERGENCY PREPAREDNESS PLAN - UPDATES AND AMENDMENTS

### CHAPTER 10: UPDATES AND AMENDMENTS

COPY NUMBER	ISSUED (dd/mm/yy)	COMMENTS	UPDATED BY:
Internal	6-May-08	Annex A – Internal only Confidential	
EP-2007-003	22-Mar-10	All Sections and Appendices (complete review)	CEMC (alternate)
EP-2007-003	18-Mar-11	All Sections and Appendices (complete review)	CEMC (alternate)
ALL	31-Jan-13– CEMC 15-Mar-13 Internal 04-Apr-13 External	All Sections and Appendices (complete review)	CEMC
ALL		Chapters 1, 2, 9, 10 Annex A, D,	CEMC
ALL	November 2013	Complete revision and update	
ALL	January 2016	Telephone Listings – Emergency Notification Contact List CCG – Contact Form Annex A, B, D, E, F, H, I, K, L, M, NEW “N” Chapter #2, 3, 4, 6, 8, 10,11.	Support Staff
ALL	October 2017	Complete revision and update New Annexe “O” Terms of Reference – Emergency Program Committee	EMPC & CEMC
Drop Box	May 2019	Complete Revision and Update NEW List of Acronyms and Definitions	EMPC & CEMC
Drop Box	October 2020	Complete Revision and Updates New Annexe P Water Works Emergency Plan Procedures Annexe Q - COOP Plan	CEMC & Alt. CEMC
Drop Box	November 2021	Complete Revision and Updates New Annex R: Information Technology Disaster Recovery Plan	Alt. CEMC
Drop Box	November 2022	Complete Revisions	Alt CEMC
Drop Box	November 2023	Complete Revisions	Support Staff



The Municipality of Wawa



MECG Contact Form

First Contact     Second Contact     Third Contact

Member Name	Member Telephone Number(s)	Member Cell Number(s)
Meeting Date/Time	Meeting Location	Member Job Title
<b>Voice Message</b> <input type="checkbox"/> Spoke to ..... <input type="checkbox"/> Left Message, Specify ..... <input type="checkbox"/> Answering Machine ..... <input type="checkbox"/> No Answer ..... <input type="checkbox"/> Other .....	<b>Date Called</b> ..... ..... ..... ..... .....	<b>Time Called</b> ..... ..... ..... ..... .....
Status and/or comments		
Instructions given by: (Indicate Staff name, date and time. Indicate how instructions given (ie. verbal, email, telephone))		



The Municipality of Wawa



MECG Member Contact Form

First Contact     Second Contact     Third Contact

Member Name	Member Telephone Number(s)	Member Cell Number(s)
Meeting Date/Time	Meeting Location	Member Job Title
<b>Voice Message</b> <input type="checkbox"/> Spoke to ..... <input type="checkbox"/> Left Message, Specify ..... <input type="checkbox"/> Answering Machine ..... <input type="checkbox"/> No Answer ..... <input type="checkbox"/> Other .....	<b>Date Called</b> ..... ..... ..... ..... .....	<b>Time Called</b> ..... ..... ..... ..... .....
Status and/or comments		
Instructions given by: (Indicate Staff name, date and time. Indicate how instructions given (ie. verbal, email, telephone))		



# Chapter "11" Notification Message

## NOTIFICATION MESSAGE FORMAT

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Person Called: \_\_\_\_\_

### Sample Script

I am (***insert caller's name***), and I am calling to inform you that the Emergency Operations Centre will be activated at (***insert date and time***) due to (***state the nature of the emergency***). As a member of the Municipal Emergency Control Group you should report to (***list location: primary/alternate EOC or other location***) at (***insert date/time***) and report to the CEMC or Operations Officer. Please bring the following resources with you (***list any required items, including a copy of the Emergency Response Plan, extra clothing, phone numbers***).

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Thank you.

**Note: The Caller delivering the message MUST record the date and time EACH member (or alternate) of the MECG was contacted.**



**DECLARATION OF AN EMERGENCY**

I, \_\_\_\_\_ hereby declare an Emergency in accordance  
(Mayor or Acting Mayor or elected official)  
with the *Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9*, due to the emergency described herein:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

for an Emergency Area or part thereof described as:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signed:** \_\_\_\_\_

**Title:** \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, at \_\_\_\_\_  
(insert day) (insert month) (year) (time)

In the Municipality of Wawa.

**Duty Officer (telephone 24/7) 1-866-314-0472**

**(Fax copy to OFMEM Duty Officer at 416-314-0474)**



**TERMINATION OF A DECLARED EMERGENCY**

I, \_\_\_\_\_ hereby declare an Emergency terminated in accordance with the *Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9*, due to the emergency described herein:

(Mayor or Acting Mayor or elected official)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

for an Emergency Area or part thereof described as:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, at \_\_\_\_\_

(insert day)

(insert month)

(year)

(time)

In the Municipality of Wawa.

**Duty Officer (telephone 24/7) -866-314-0472**

**(Fax copy to OFMEM Duty Officer at 416-314-6220)**

Email to: PEOCDC01@ontario.ca



**For Immediate Release  
Date/Year**

***MAYOR ORDERS EVACUATION OF THE MUNICIPALITY OF WAWA***

**WAWA** – The forest fire which was located to the north of the town site of Wawa has grown, and the Mayor of Wawa has ordered the immediate evacuation of everyone in the Municipality of Wawa.

“A reception centre has been set-up in the City of Anywhere,” Wawa Mayor stated. “We have activated our assistance agreement with City of Anywhere, and have taken all the necessary precautions to ensure the safety and security of our residents.”

The Ministry of Natural Resources are using water bombers and fire crews are arriving from across the country to assist with the elimination of the forest fire.

Mayor Wawa said that people should bring supplies and medicine for a one to two week absence, and to not call 911 for information about this emergency, or use their telephones unless absolutely necessary because phone lines are needed by the emergency organizations.

The public is reminded to listen to the radio and local television station (CTV-Sault Ste. Marie) for further information and instructions from authorities.

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**Contact:**

CAO Name

Municipality of Wawa

(705) 856-2244, ext. xxx



**SAMPLE FRENCH NEWS RELEASE**

**SAMPLE FRENCH NEWS RELEASE**

**Pour Publication Immédiate  
Date/Année**

**Wawa** - Le feu de forêt qui était situé au nord de la ville de Wawa a pris de l'ampleur, et la mairesse de Wawa a ordonné l'évacuation immédiate de tous les habitants de la municipalité de Wawa.

«Un centre d'accueil a été mis en place (\_\_\_\_\_),» a déclaré la mairesse de Wawa. « Nous avons activé notre entente d'urgence avec (\_\_\_\_\_) et avons pris toutes les précautions nécessaires pour assurer la sécurité de nos résidents. »

Le ministère des Richesses naturelles et foreries utilise des avions citernes et des équipes de pompiers arrivent de partout au pays pour aider à maitriser les feux de forêt.

La mairesse de Wawa a déclaré que les gens devraient apporter des fournitures et des médicaments pour une durée d'au moins une à deux semaines, et de ne pas appeler le 911 pour obtenir des informations sur cette urgence, ou d'utiliser leur téléphone à moins que cela ne soit absolument nécessaire, car les lignes téléphoniques sont nécessaires aux organisations d'urgence.

On rappelle les gens du public d'écouter la radio et la station de télévision locale (CTV-Sault Ste. Marie) pour obtenir de plus amples renseignements et des instructions de la part des autorités seront partagés.

- 30 -

Contact:  
CAO Name  
Municipality of Wawa  
(705) 856-2244, ext. xxx



## **CHAPTER 12**

# **CRITICAL INFRASTRUCTURE**

### **Chapter 12: Critical Infrastructure**

Community identification of critical and essential facilities, equipment and systems is a key step towards the protection and preservation of public health and safety, the local economy, and the continuity at all levels.

#### ***What is Critical Infrastructure?***

Critical infrastructure is the interdependent, interactive, interconnected network of institutions, services, systems, and processes that meet vital human needs, sustains the economy, protects public safety and security, and maintains continuity of and confidence in government.

It is the basic structural foundation of a society or enterprise. It is the assets or systems that, if disrupted or destroyed, could have a critical impact on the health, safety, security and economic well-being of the citizens or adversely affect the functioning of the government. Although much of the infrastructure in Wawa is owned and operated by the private sector, the Municipality of Wawa has an obligation to play a lead role in coordinating its protection and preservation.

#### **Identifying Critical Infrastructure**

Most components of critical infrastructure can be viewed either as single assets or as part of a larger system. The absence of the critical infrastructure may cause severe hardship for the community.

A detailed list of the Municipality of Wawa's Critical infrastructure is attached as **Annex "H"**. It provides a list of critical infrastructures by sector, identifies its main components and indicates who is likely to own or operate it.



## **CHAPTER 13**

# **TRAINING PROGRAM**

### **Chapter 13: Training Program**

A training program promotes emergency preparedness by regularly evaluating elements of the Emergency Response Plan and provides regular practice to those persons who must implement Wawa's emergency response plan and procedures.

It is designed to evaluate and improve aspects and functions of the response plan and response capability. It provides a means to train personnel, educate the public, promote emergency management programs, test facilities and equipment, and boost cooperation between the community's emergency stakeholder's and partners.

#### **Exercises**

The Municipality of Wawa shall conduct an annual exercise to evaluate the community emergency response plan. The CEMC will ensure EMO Field Officer is informed of the exercise and its type well in advance of the scheduled event. Should a state of emergency be declared, the CEMC may choose to use the declared emergency as the Municipality's annual training exercise for the year in which the emergency was declared. Approval from EMO is required for the purposes of utilizing the municipality's declared emergency (cannot be used annually).

**NOTE:** The municipality cannot choose a declared emergency for consecutive years as its annual training. The municipality is required to undertake training exercise. There are four (4) main types of exercises:



**1. Static Exercises** – easy to organize and inexpensive. It is held in a single facility using a seminar-type setting. There are four types and the CEMC will conduct an exercise from one of the four following:

TYPE	FREQUENCY
<b>(a) Case Studies</b> – involves the examination of a particular case study – either real or fictional. The exercise participants are assembled, and study the case, and one or more solutions or courses of action are outlined. The case may be presented in stages to present multiple or expanding problems and issues. Sources of case studies include local experience, past emergencies, or externally prepared studies written for training purposes; or	Annually
<b>(b) Paper Exercises</b> – like case studies, paper exercises present a problem or emergency. The key difference with a paper exercise is that information is provided to exercise players in “real time” to simulate actual emergency events and messages; or	Annually
<b>(c) Tabletop Exercises</b> – expands on the paper exercise by requiring the participants to describe their actions using maps, models, etc., or	Annually
<b>(d) Synthetic Exercises</b> – uses computers to generate incident events and evaluate participants’ actions.	Annually



**2. Telecommunication Exercises** – easy to organize and inexpensive. It is held through the use of radios, fax machines, telephones and/or computers, to test the function and suitability of a community’s emergency telephone communications systems. There are two main types of telecommunication exercises, and the CEMC may choose one of the following:

TYPE	FREQUENCY
<b>(a) Notification Exercises</b> – test the community emergency response plan’s notification procedures. It is useful in ensuring the validity of existing contact information contained in the plan; or	Annually
<b>(b) EOC Exercises</b> – test communications and information flow within the EOC and between emergency management/ response partners.	Annually



**3. Specialty Exercises** – designed to test response to specific types of emergencies such as a biological attack, hazardous materials spill, or bomb threat. Although this type of drill does not generally test the entire emergency plan, it can be very useful in testing particular appendices or the plan and in the training/ assessment of specific response capabilities.

Frequency – Once every 5-10 years.

**4. Field Exercises** – large-scale emergency simulations involving an emergency site and often, the activation of the community EOC. This type of exercise general involves physical response by emergency service organizations, and may also include mock casualties, outside organizations, and multiple jurisdictions. Field exercises offer numerous opportunities to test the emergency response plan and response capability.

Frequency – Once every 5-10 years.



## **CHAPTER 14**

# **PUBLIC EDUCATION AND AWARENESS PROGRAM**

### **Chapter 14: Public Education and Awareness Program**

A community public education program directs hazard-specific information to at-risk populations in communities. The intent of the public education and awareness program is to provide residents with information to help them mitigate, prepare for, respond to, and recover from, the effects of one or more hazard-events.

Some of the benefits associated with the implementation of a public education and awareness program are:

- Fosters a public safety culture where individuals take increased responsibility for their safety and well-being;
- Improves the resiliency of the population, perhaps allowing households to go without special emergency assistance (ie. food and water) for greater periods of time;
- Increases public confidence in the government's ability to manage a crisis;
- Helps to obtain the public's cooperation in the event of an emergency;
- Reduces the community's vulnerability against certain hazards.

#### **Public Awareness Program**

A public awareness program provides generic information to the broader public to raise awareness of emergency management, the community emergency response plan, and general ways in which the public can reduce its risk in the event of an emergency.

#### **Public Education Program**

A public education program provides focused information to target audiences in order to teach them how to reduce their risk of injury, death, property loss, or environmental damage, in the event of a specific emergency situation.





The public education program will be dependent on the priority hazard(s) identified by the community. The Municipality of Wawa may use the following methods of communication to convey its message(s) to the residents, which include:

- **Brochures, Kits, Flyers:** Easily produced and may be provided to the public through mail, public meetings, and shows.
- **Internet:** public information will be posted on the Municipal Website and it guarantees a fast and effective method of communication to the public and other stakeholders.
- **Municipal Billings:** Inserts into municipal utility or tax bills, and statements.
- **Radio Public Service Announcement:** television and radio public service announcements can reach a large target audience. The community cable channel promotes local community events, and public safety can be highlighted.
- **Outdoor Advertising:** Bulletin boards and outdoor posters are excellent outdoor advertising mediums that can promote emergency preparedness.
- **Promotional Merchandise:** Products, such as magnets, whistles, mugs, pens and calendars can be given away for increase awareness or sold to help with fundraising activities.
- **Participation at Public Meetings:** municipal staff can deliver lectures to organizations, agencies schools, community groups and other groups (ie. Scouts, Guides).
- **Videos:** training and promotional videos can be used when visiting schools or other organizations.
- **Other Community Events and Programs:** Displays can be set up and information provided to residents and vacationers. Partnerships with other emergency response organizations can be arranged (ie. fire department).



- **Emergency Preparedness/Management Week:** The annual event is an excellent opportunity that is nation-wide and focused specifically on community management programs.

A **Public Education and Awareness Plan** is attached as **Annex "J"**



## **CHAPTER 15 RECOVERY PLAN**

### **CHAPTER 15: RECOVERY PLAN**

The final responsibility of the Municipal Emergency Control Group is to determine if there is a need to establish a Recovery Committee. The Recovery Committee's role is to return the community and the residents to its pre-emergency state as quickly as possible.

Depending on the type of emergency, the Recovery Phase may require minimal resources, monies spent and/or time required to restore the community to its pre-emergency state. However, if there are casualties, demolished buildings, a disruption in public services and infrastructure as a result of the emergency, the Recovery Phase may impact more in the Community Services Department than the emergency itself.

The nature of the emergency and the final authority responsible for it will take the lead role in the recovery. If the Municipality was responsible for controlling the emergency, then the Municipality would also take the lead in the recovery. If the emergency was declared at a higher level of government, then that level would take the lead.

The Recovery Plan assigns key municipal officials the roles and responsibilities necessary to bring the Municipality of Wawa back to its pre-emergency state through a variety of activities. The Recovery Phase Plan (**Annex "L"**) will be activated at the direction of the Municipal Emergency Control Group, consistent with the Emergency Plan, once the immediate response to the emergency has been completed. It is possible to be undertaking emergency response and recovery simultaneously, which may make it difficult to define precisely where one begins and the other ends. Recovery efforts may be initiated while a state of emergency is in effect.

The plan assumes that the role with respect to regular communications to the public will continue during the recovery phase. Issues that need to be addressed fall into three general areas: human needs; infrastructure; and disaster relief. Resolving these issues has financial, economic, social, environmental and political implications. In light of the implications, a Recovery Committee and sub-committees will be established for the Recovery Phase of an Emergency.