

Schedule "A"  
Village of Sundridge  
By-Law No. 2006-021

Village of Sundridge

Emergency Response Plan

Version 1

November 15th, 2006

Updated July 3, 2014

## Disclaimer

The Village of Sundridge Emergency Response Plan has been formulated to contain Information pertinent to the Village of Sundridge. However, it is not intended to fulfill the needs of every community in Ontario. Further independent needs assessment is recommended. Pursuant to completion of the community risk profile, each community must draw up their plans accordingly.

## **INTRODUCTION**

**Emergencies are defined within the "Emergency Measures Act" as situations or impending situations caused by forces of nature, accidents or an intentional act that constitutes a danger of major proportions to life and property.**

They can affect public safety, meaning the health, welfare and property, as well as the environment and economic health of the Village of Sundridge.

Presently the population of the Village of Sundridge is just under 1,000 residents with the population rising to approximately 1300 residents during the summer months. (877 residents 2012 census)

The Village is 2.23 square kilometers in size and is governed by a five-member council consisting of a Mayor and four Councillors, each elected at large.

The community is policed by the Almaguin Highlands Detachment of the Ontario Provincial Police located in Burk's Fall's. The Fire Service is provided by the Sundridge - Strong Fire Department and the Emergency Medical Service Ambulance is situated in South River.

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

This emergency Response Plan was developed by the Village of Sundridge Emergency Management Committee. Every official, municipal department and agency must be prepared to carry out assigned responsibilities in an emergency.

**This plan has been prepared to provide key officials, agencies and departments of the Village of Sundridge with important information to assist in responding to such emergencies.**

**Copies of the Village of Sundridge Emergency Response Plan may be viewed at the Municipal Office.**

**For further information contact the Village Clerk.  
705-384-5316**

## **AIM**

The aim of this plan is to make provisions 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, business and visitors of the Village of Sundridge when faced with an emergency.

It enables a centralized controlled and coordinated response to emergencies in the Village of Sundridge and meets the legislated requirements of the **Emergency Measures Act**.

## **LEGAL AUTHORITY**

The Emergency Management Act (EMA) is the Legislative Authority for Emergency Response Plan in Ontario. Revised Statutes of Ontario, 1990, Chapter E. 9

Section 3 (1) of the Act states "that every municipality shall formulate an Emergency Plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the Council of the Municipality shall by By-law adopt the emergency plan."

Section 4 (1) further states "The head of Council of the Village of Sundridge may declare that an emergency exists in the Village of Sundridge or in any part thereof and may take such actions 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 ACT, this Emergency Response Plan and its elements have been issued under the authority of THE VILLAGE OF SUNDRIDGE, BY-LAW NO. 2006-021.

Filed with Emergency Management Ontario, Ministry of Public Safety and Security.

## **DEFINITION OF EMERGENCY**

The "*Emergency Measures Act*" defines an emergency as:

"An emergency means a situation or an impending situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property."

### ***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 Village of Sundridge.

### ***Declaring an Emergency***

The Mayor or Deputy Mayor of the Village of Sundridge, as head of Council, is responsible for declaring an emergency. This decision is usually made in consultation with other members of the "*Community Control Group*".

Upon declaring an emergency the Mayor will notify:

- Emergency Management Ontario, Ministry of Public Safety and Security;
- Municipal Council;
- Public;
- Neighboring Community Officials, as required;
- Local Member of Provincial Parliament (MPP);
- Local member of Parliament (MP);

A community emergency may be terminated at any time by:

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

When terminating an emergency, the Mayor will notify:

- Emergency Management Ontario, Ministry of Public Safety and Security;
- Municipal Council;
- The Public;
- Neighboring Community Officials, as required;
- Local Member of Provincial Parliament (MPP)
- Local Member of Parliament (MP)

# EMERGENCY COMMUNITY CONTROL GROUP

## *Emergency Operations Centre*

The "Community Control Group" (CCG) will report to the Emergency Operations Centre located at the *Municipal Offices*, situated at 110 Main Street, in the Village of Sundridge. When circumstances do not permit the use of this Operations Centre the alternate location will be the Sundridge - Strong Fire Hall, situated on the second floor at 146 Ontario Street, in the Village of Sundridge.

## *Community Control Group (CCG)*

The emergency response will be directed and controlled by the Community Control Group (CCG). This group consists of officials who are responsible for coordinating the provisions of the essential services necessary to minimize the effects of an emergency on the community.

### **The CCG consists of the following officials:**

- Mayor of the Village of Sundridge, or Deputy Mayor;
- Clerk/Chief Administrative Officer, or alternate;
- Emergency Management Coordinator, alternate;
- Emergency Information Officer
- Staff Sergeant or Alternate;
- Fire Chief or alternate;
- Village Superintendent, or alternate;
- Medical Officer of Health or alternate;
- Social Services Representative;
- Emergency Medical Services Representative;
- Lakeland Hydro Representative;
- Hydro One Representative if required;
- Media Relations Officer
- additional personnel called or added to the CCG as required; (This may include: Emergency Management Ontario Representatives, Liaison Staff from Provincial Ministries, or any other officials, experts or representatives from the public at large or private sectors as deemed necessary by CCG).

The CCG may function with only a limited number of persons depending on the emergency. While the CCG may not require the presence of all the people listed as members of the control group, **all members of the CCG must be notified.**



A person from the CCG may be designated as "**Operations Officer**". This individual may change from time to time depending on the emergency and the expertise of the individual.

## ***COMMUNITY CONTROL GROUP RESPONSIBILITIES***

### **Regular meetings to be held:**

Members of the CCG will gather at regular intervals during the emergency to inform each other of actions taken and problems encountered.

The Clerk/CAO, alternate or person acting as "**Operations Manager**" will establish the frequency of meetings and agenda items.

Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities.

The Clerk/CAO will maintain status boards and maps which will be prominently displayed and kept up to date.

**All members must maintain a log of all actions taken during the emergency to assist them during the debriefing after the emergency is over.**

### **The members of the Community Control Group (CCG) are likely to be responsible for the following decisions:**

- Calling out and mobilizing their emergency services and equipment;
- Coordinating and directing their services and ensuring that whatever actions are necessary are taken to mitigate the effects of the emergency;
- Determining if the location and composition of the CCG is appropriate for the emergency at hand;
- Advising the Mayor as to whether the declaration of an emergency is recommended;
- Ensuring that an Emergency Site Manager (ESM) has been appointed by the Emergency Incident Commander or Agency that is in control;
- Ensuring support to the ESM, by offering equipment, staff and resources that may be required;
- Advising, coordinating and or overseeing the evacuation of inhabitants considered to be in danger;
- Discontinuing utilities or services provided by public or private concerns; (i.e. hydro, water, gas or closing down business to ensure public safety)

- arranging for services and equipment from local agencies not under community control; (private contractors, industry, private volunteer agencies, service clubs)
- Notifying, requesting assistance from, and/or liaison with various levels of government and any public or private agencies not under community control, as considered necessary;
- Determining if additional volunteers are required and if appeals for volunteers are warranted;
- Determining if additional transport is required for evacuation or transport of persons and/or supplies;
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Community Control Group (CCG) for dissemination to the media and the public.
- Determining the need to establish advisory groups and/or subcommittees and working groups for any aspect of the emergency, including recovery'
- Authorizing expenditure of money required for dealing with the emergency;
- Notifying the service, agency or group under their 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 Clerk/CAO within one (1) week of the termination of the emergency, as required;
- Participating in a debriefing following the emergency.

The "Emergency Management Act" does not give the Community Control Group, or anyone the authority to do anything Contrary to the Law.

## **EMERGENCY RESPONSE SYSTEM**

### **The individual responsibilities of the Community Control Group:**

#### Mayor or Acting Mayor

The Mayor or Acting Mayor is responsible for:

- Providing overall leadership in responding to an emergency; Declaring an emergency within the designated area;
- Declaring the emergency has terminated (note: Council may also terminate the emergency);
- Notify Emergency Management Ontario, Ministry of Public Safety and Security 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;
- Act as a spokesperson for the Community Control Group.

#### Clerk/Administrator

The Clerk/Administrator is responsible for:

- Activating the emergency notification system by phone or radio;
- Ensuring liaison with the O.P.P Staff Sergeant or his designate regarding security Arrangements for the Emergency Operations Centre (EOC);
- Chairing the Community Control Group (CCG) scheduled meetings;
- As the Operations Officer, coordinating all operations within the Emergency Operations Centre including the scheduling of regular meetings;
- Advising the Mayor on policies and procedures as appropriate;
- Approving in conjunction with the Mayor, major announcements and media releases Prepared by the Clerk Administrator or appointee, in consultation with the CCG,
- Ensuring that a communications link is established between the CCG and the Emergency Site Manager (ESM);
- Calling out additional municipal staff, staff from other Municipalities and volunteers, to provide assistance as required;
- Arranging the opening of evacuee centres.

#### O.P.P. Staff Sergeant (will not attend at the E.O.C.)

The O.P.P. Staff Sergeant or Alternate is responsible for;

- Notifying necessary emergency and community services as required;
- Establishing a police site command post if required, with communication to the Community Control Group;
- Assisting with the establishment of an inner perimeter within the emergency area;

Establishing the outer perimeter in the vicinity of the emergency, to facilitate the movement of emergency vehicles and restrict access to all but essential emergency Personnel;  
Providing traffic control staff to facilitate the movement of emergency vehicles;  
Providing police services in EOC, evacuee centres, morgues and other centres as required;  
Notifying the Coroner of fatalities;  
Ensuring liaison with other community, provincial and federal police agencies as required;  
Depending on the nature of the emergency assign the site manager and provide the CCG with information and advice on policing matters;

### Fire Chief

The Fire Chief or Alternate is responsible for:

Activating the emergency notification system in the absence of the Clerk/Administrator, through the Sundridge - Strong Fire Department;  
Depending on the nature of the emergency, assigning the Site Manager and informing the CCG;  
Provide the CCG with information and advice on fire fighting and rescue matters;  
Establishing an ongoing communications link with the senior fire official at the scene;  
Informing the Mutual Aid Fire Coordinator(s) and/or initiating Mutual Aid Arrangements for the provision of additional fire fighters and equipment, if needed;  
Determining if additional or special equipment if needed and recommending possible sources of supply; (i.e. breathing apparatus, protective clothing)  
Providing assistance to other community departments and agencies and being prepared to take charge of or contribute staff to non fire fighting operations if necessary;

### Village Superintendent

The Road Superintendent or Alternate is responsible for:

Providing the CCG with information and advice on public work matters;  
Ensuring liaison with public works representatives from the neighboring communities to ensure a coordinated response;  
Ensuring provisions of engineering assistance;  
Ensuring construction, maintenance and repair of Village roads;  
Ensuring the maintenance of sanitary sewage and water systems within the Village;  
Assisting the Fire Chief concerning emergency water supplies for fire fighting purposes;

Providing emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health;  
Arranging a waste management service;  
Ensuring liaison with public utilities to disconnect any service representing a hazard and/or arrange for the provision of alternate services or functions;  
Providing public works vehicles and equipment as required by any other emergency services;  
Ensuring liaison with the Ministry of Natural Resources representative regarding flood control, conservation and environmental matters and being prepared to take preventative action;  
Providing and securing of equipment and supplies not owned by the Village of Sundridge;

### **Medical Officer of Health Medical Officer of Health – North Bay Parry Sound District Health Unit Responsibilities**

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

- a) Coordinates public health services with various Emergency Control Group members and related agencies in the Emergency Operations Centre;
- b) Provides advice to the public and local health care professionals on matters which may adversely affect public health within North Bay and Parry Sound District (e.g. toxic spills, water quality, air quality);
- c) Liaises with Ontario Ministry of Health and Long-Term Care, Public Health Division and area Medical Officers of Health as required to augment and coordinate a public health response as required;
- d) Coordinates the surveillance and response to communicable disease-related emergencies or anticipated epidemics according to Ministry of Health and Long-Term Care directives;
- e) Ensures the coordination of vaccine/antiviral storage, handling and distribution across North Bay and Parry Sound District;
- f) Initiates and implements mass vaccination clinics during outbreaks of disease within affected municipalities in North Bay and Parry Sound District;
- g) Liaises with Director of Public Utilities or alternate within affected municipalities to ensure the provision of potable water, community sanitation, maintenance and sanitary facilities;
- h) Provides inspection of evacuation centres, makes recommendations and initiates remedial action in areas of accommodation standards related to:

- a. overcrowding, sewage and waste disposal;
- b. monitoring of water supply, air quality, sanitation;
- c. food handling, storage, preparation, distribution and service;
- i) Liaises with local social service agencies on areas of mutual concern regarding evacuation centres related to public health information;
- j) Advises on or orders any necessary evacuation, isolation or quarantine measures;
- k) Provides instruction and health information through public service announcements and information networks;
- l) Issues orders if necessary, to mitigate or eliminate health hazards as per the Health Protection and Promotion Act;
- m) In the event of mass casualties, the Health Unit will monitor the situation to ensure early and sanitary disposition of human remains in order to minimize the spread of disease;
- n) Liaises with the District Coroner to coordinate the activities of the mortuary within the community and provide assistance when necessary.

#### Social Services Representative

The Senior Social Services Representative is responsible for:

- Ensuring monetary support for the well-being of residents who have been displaced from their homes is to assist with emergency lodging, clothing, feeding, registration and inquiries and personal services;
- Supervising the opening and operation of temporary and/or long term evacuee centres, and ensuring they are adequately staffed;
- Ensuring liaison with the police Chief with respect to the pre-designation of evacuee centres which can be opened on short notice;
- Liaison with the Medical Officer of Health on areas of mutual concern regarding operations in evacuee centres;
- Ensuring liaison with Homes for the Aged and Nursing Homes as required.

#### Emergency Medical Services (EMS) Representative

The Emergency Medical Services Representative is responsible for:

- Ensuring emergency medical services at the emergency site;
- Establishing ongoing communications links with the senior EMS official at the scene of the emergency;
- Obtaining EMS from other areas for support, if required; Ensuring triage at the site;
- advising the CCG if other means of transportation is required for large scale response;

Liaising with the Ministry of Health and Long Term Care Central Ambulance Communications Centre to ensure balanced emergency coverage is available at all times throughout the community;  
Ensuring liaison with the receiving hospitals;  
Ensuring liaison with the Medical Officer of Health, as required.

#### Community Emergency Management Coordinator

The Community Emergency Management Coordinator (CEMC) is responsible for:

Activating and arranging the Emergency Operations Centre; Ensuring the security is in place for the EOC and registration of CCG members;  
Ensuring that all members of the CCG have 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; (i.e. St. John Ambulance, The Canadian Red Cross)  
Ensure that volunteers are registered and provided with identification badges;  
Arrange contacts with Ham Radio operators:  
Ensuring that the operating cycle is met by the CCG 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 keeping the CCG informed of implementation needs;  
Maintaining the records and logs for the purpose of debriefings and post-emergency reporting that will be prepared.

#### Lakeland Power/Hydro One

Lakeland Power and/or Hydro One representative(s) is responsible for:

Monitoring the status of power outages and customers without service;  
Providing updates on power outages as required;  
Ensuring liaison with the CCG, roads Superintendent and Fire Chief;  
May provide assistance with accessing generators for essential services or other temporary power measures

### Support and Advisory Staff

The following staff may be required to provide support, logistics and advice to the CCG.

### Clerk/Administrator Assistant(s)

The Clerk/Administrator Assistant(s) is responsible for:

- Assisting the Administrative Officer; Ensuring all important decisions made and actions taken by the CCG are recorded;
- Ensure that maps and status boards are kept up to date;
- Providing a process for registering CCG members and maintaining a members list;
- Notifying the required support and advisory staff of the emergency, and the location of the Emergency Operations Centre;
- Assume the responsibility of Citizen Inquiry Supervisor; Arrange for printing material as required;
- Coordinate the provision of clerical staff to assist in the Emergency Operations Centre (EOC);
- Ensuring all Council members are advised of the declaration of the emergency and are also notified at the termination of the emergency.
- Upon direction of the Mayor, arranging special meetings of Council, as required;
- Procuring staff to assist, as required.

### Treasurer

The Treasurer is responsible for:

- Providing information/advice on financial matters as they relate to the emergency; Ensuring liaison, if necessary with the Treasurer' of neighboring communities; Ensuring the records of expense are maintained for future claim purposes;
- Ensuring the prompt payment of all approved invoices and claims incurred during the emergency.

### Evacuation Coordinator

The Evacuation Coordinator is responsible for:

- Ensuring the well being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services;
- Supervising the opening and operation of temporary- and/or long term evacuee centres and ensuring they are adequately staffed;
- Liaison with the Medical Officer of Health on areas of mutual concern regarding operations in evacuee centres;



Ensuring that a representative of the Near North School Board and/or Parry Sound Roman Catholic Separate School Board is/are notified when a facility is required as evacuee reception centre(s), and that staff and volunteers utilizing the school facility take direction from the Board representative(s) with respect to its maintenance, use and operation;

Ensuring kennel and other facilities are available for the care of personal pets.

#### Media Relations (Deputy Clerk)

Meet frequently with the Mayor or his alternate and the Chair of the Community Control Group to prepare:

- accurate, concise new releases,
- updates on the situation on a regular timely basis,
- and issue emergency evacuation information.

Liaison with the various forms of media giving timely updates. Monitor news coverage and correcting any erroneous information.

Maintain copies of media releases and newspaper articles pertaining to the emergency.

Maintain a personal log of all actions taken.

#### HUNTSVILLE DISTRICT MEMORIAL and NORTH BAY GENERAL HOSPITAL WEST PARRY SOUND HEALTH CENTRE - ADMINISTRATORS

Hospital Administrators will be responsible for:

Implementing the Hospital Emergency Plan;

Liaising with the Medical Officer of Health and EMS (ambulance) representatives with respect to hospital and medical matters, as required;

Evaluating requests for the provision of medical site teams/ medical triage teams;

Liaison with the Ministry of Health;

Ensuring the coordination of care for bed ridden citizens and invalids at home and in evacuee centres during the emergency;

Huntsville District Memorial Hospital

100 Frank Miller Drive      705-789-2311

North Bay Regional Health Centre

50 College Drive              705-474-8600

West Parry Sound Health Centre

6 Albert Street                705-746-9321

#### NEAR NORTH DISTRICT SCHOOL BOARD and PARRY SOUND ROMAN CATHOLIC SEPARATE SCHOOL BOARD -Powassan

The School Boards are responsible for:

The provision of any school for use as an evacuation or reception centre;

Providing a representative to coordinate the maintenance, use and operation of the facility being utilized;

Ensuring liaison with the municipality as to protective actions for the schools; (i.e. school stay in place procedure, school evacuation procedure)

Near North District School Board 705-472-8170

Nipissing-Parry Sound Catholic District School Board 705-472-1201

Conseil Scolaire Public Du Nord-Est de l'Ontario 705-472-3443

Conseil Scolaire Catholique Franco-Nord 705-472-1702

## **PLAN MAINTENANCE AND REVISION**

### **Plan Maintenance and Revision**

The plan will be reviewed annually;

Administrative revisions may be authorized by the Community Emergency-Management Coordinator (CEMC)

The Clerk/Administrator and the Community Emergency Management Coordinator shall be responsible for maintaining administrative revisions.

Substantial changes to the Emergency Response Plan must be approved by the Council of the Village of Sundridge.

Community Control Group members employed by the Village of Sundridge will review their roles in the Emergency Response Plan and set out procedures and guidelines outlining how their responsibilities will be fulfilled;

Community Control Group members employed by other agencies will conduct a review of their emergency plans as set out by their employers;

Community Control Group members will designate a staff member within their area of control to review its Emergency Response Plan procedures and guidelines on an annual basis;

### **Testing of the Plan**

This Plan shall be tested annually.