

KHR COMMUNITY EMERGENCY RESPONSE PLAN



KHR COMMUNITY EMERGENCY RESPONSE PLAN

TABLE OF CONTENTS

1.0 Overview	5
1.1 Profile	5
2.0 Plan Preparation and Maintenance	7
2.1 Introduction	7
2.2 Types of Emergencies - (Hazard Analysis)	7
2.3 About the Emergency Response Plan	7
2.4 Action Prior to an Emergency Declaration	7
2.5 Authority	7
2.5.1 Municipal By-Law 33-2004	8
2.5.2 Adoption of the Emergency Response Plan	10
2.5.3 Resolution to Remove the Sr. Health Services Officer from the Emergency Ops. Control Group	11
2.6 Aim	12
2.7 Requests for Assistance	12
2.8 Plan Maintenance and Revision	12
2.9 Community Response Plan Testing	12
2.10 Internal Procedures	12
3.0 Groups and Committees	13
3.1 Protection and Emergency Management Program Committee (EMPC)	13
3.1.1 Membership	13
3.1.2 Responsibilities	13
3.2 Emergency Operations Control Group (EOCG)	13
3.2.1 Membership	13
3.2.2 Responsibilities	14
3.2.3 Actions / Decisions of the EOCG	15
3.2.4 Standard Operating Procedures	16
3.3 Plan Activation Without Declaring an Emergency	16
3.4 Declaration and Termination of an Emergency	16
3.4.1 Declaration of an Emergency - Sample Form	17

KHR COMMUNITY EMERGENCY RESPONSE PLAN

TABLE OF CONTENTS continued

3.4.2 Termination of an Emergency - Sample Form	18
3.5 Emergency Operations Centre (EOC)	19
3.5.1 Equipment	19
3.6 Notification System	19
3.6.1 Sample Script	20
4.0 Individual Responsibilities	21
4.1 Mayor or Alternate	21
4.1.1 Standard Operating Procedures	21
4.2 Community Emergency Management Coordinator (CEMC)	21
4.2.1 Standard Operating Procedures	22
4.3 CAO Clerk / Treasurer	22
4.3.1 Standard Operating Procedures	23
4.4 Fire Chief or Senior Fire Official	23
4.4.1 Standard Operating Procedures	23
4.5 Works Superintendent or Alternate	23
4.5.1 Standard Operating Procedures	24
4.6 Public Information Officer	24
4.6.1 Standard Operating Procedures	25
4.7 Volunteer Coordinator	25
4.7.1 Standard Operating Procedures	25
4.8 Scribe / Duty Officer	26
4.8.1 Standard Operating Procedures	26
4.9 Emergency Site Manager	26
4.9.1 Standard Operating Procedures	27
4.10 Evacuation Centre Coordinator	27
4.10.1 Standard Operating Procedures	27
4.11 Police	27
4.11.1 Standard Operating Procedures	28
4.12 Senior Health Services Representative	28
4.12.1 Standard Operating Procedures	29

KHR COMMUNITY EMERGENCY RESPONSE PLAN

TABLE OF CONTENTS continued

Annex A Contingency Plans	30
Annex A1 Evacuation Plan	30
Annex A2 Hazardous Materials Response Plan	34
Annex A3 Flood Control Response Plan	37
Annex A4 Forest / Bush Fire Response Plan	39
Annex A5 Tornado Response Plan	41
Annex B Hazard Identification and Risk Assessment (HIRA) Ranking	43
Annex C Critical Infrastructure for Killaloe, Hagarty and Richards	49
Annex D KHR Road Maps	53
Annex D1 Alphabetical Index	53
Annex D2 Maps	57
Annex D3 Address Numbering Reference	67
Annex E Legislation / Authorities	72
Annex E1 Federal - Emergency Management Act	72
ANNEX E2 Provincial - Emergency Management and Civil Protection Act	75
Annex E3 Ontario Regulation 380 / 04	90
Annex E4 County of Renfrew - Emergency Response Plan	96
Annex E5 Good Samaritan Act - Ontario	118
Annex F Miscellaneous Information	119
Annex F1 Volunteer Application Form	119
Annex F2 Killaloe, Hagarty & Richards Radio Frequency List	129
Annex F3 County of Renfrew Flood Preparation and Recovery	130
Annex F4 Flood Preparations and Response During a Flood	174

KHR COMMUNITY EMERGENCY RESPONSE PLAN

REVISION HISTORY

DATE AMENDED	NAME INDIVIDUAL	TITLE	SECTION/PARTICULARS
1. February 14, 2000.	Bill Sluiman	Emergency Plan Contractor	Prepared 1 st Draft
2. July 24, 2000.	Bill Sluiman	Emergency Plan Contractor	Prepared 2 nd Draft
3. August 29, 2000	Bill Sluiman	Emergency Plan Contractor	Prepared 3 rd Draft
4. September 26, 2000	Bill Sluiman	Emergency Plan Contractor	Prepared FINAL Draft
5. November 1, 2000	Bill Sluiman	Emergency Plan Contractor	Finished Presentation
6. June 14, 2004	Susan Sheridan	CEMC	Review/Amend/Spell Check
7. September 22, 2004	Susan Sheridan	CEMC	Review and Approval
8. October 5, 2004	Susan Sheridan	By-Law 33-2004	Approved by Council
9. November 22, 2004	Susan Sheridan	CEMC	Review/Amend/Spell Check
10. January 4, 2006	Susan Sheridan	CEMC	Review/Amend/Spell Check
11. October 6, 2006	Susan Sheridan	CEMC	Review/Amend/Spell Check
12. December 12, 2006	Susan Sheridan	CEMC	Review/Amend/Spell Check
13. February 12, 2007	Susan Sheridan	CEMC	Review/Amend/Spell Check
14. 2008	Susan Sheridan	CEMC	Review/Amend/Spell Check
15. 2009	Susan Sheridan	CEMC	Review/Amend/Spell Check
16. June 2, 2010	Susan Sheridan	CEMC	Review/Amend/Spell Check
17. June 22, 2011	Susan Sheridan	CEMC	Review/Amend/Spell Check
18. March 28, 2012	Susan Sheridan	CEMC	Review/Amend/Spell Check
19. June 17, 2013	Susan Sheridan	CEMC	Review/Amend/Spell Check
20. June 3, 2014	Susan Sheridan	CEMC	Review/Amend/Spell Check
21. March 7, 2016	Susan Sheridan	D/CEMC	Review/Amend/Spell Check
22. April 25, 2016	BoB Gareau	CEMC	Major Updating
23. November 20, 2017	BoB Gareau	CEMC	Review/Amend/Spell Check
24. May 9, 2019	BoB Gareau	CEMC	Review/Amend/Spell Check
25. October 1, 2020	BoB Gareau	CEMC	Change to HIRA Rankings Review/Amend/Spell Check
26. September 1, 2021	BoB Gareau	CEMC	Review/Amend/Spell Check
27. June 1, 2022	BoB Gareau	CEMC	Review/Amend/Spell Check Restructuring/admin changes
28. August 29, 2023	BoB Gareau	CEMC	Review/Amend/Spell Check

KHR COMMUNITY EMERGENCY RESPONSE PLAN

OVERVIEW

1.1 PROFILE

MUNICIPAL CORPORATION TOWNSHIP OF KILLALOE, HAGARTY AND RICHARDS

Killaloe, Hagarty and Richards Township has a varied cultural base: Irish, German and Polish.

HISTORICAL NOTES

Our township was incorporated on July 1st 2000, as the result of the amalgamation of the former **Township of Hagarty and Richards** and the former **Village of Killaloe**. This area was first settled in the middle of the 19th century by Irish immigrants. As time went on, Irish, German, Kashub, Polish and Wendish settlers arrived by way of the Opeongo colonization road. That road is now known locally as the "Opeongo Line".

Logging was responsible for the initial economic development of the area, with timber being harvested in the interior and transported down streams like the Bonnechere River and Brennan's Creek in Killaloe to the Ottawa River. At present, logging and tourism are our primary industries. Timber is harvested on private and crown land, and much of it is processed in local mills. Our lakes and forests provide a peaceful retreat for visitors who enjoy swimming, boating, camping, fishing, hiking, and hunting. In winter, snowmobiling and ice fishing are popular activities. Bonnechere Provincial Park, located in our township, and Algonquin Provincial Park located 45 minutes away on Highway 60 but also bumpers our northern boundary, attract thousands of visitors each year.

We are also home to a thriving community of artists, musicians, and performers, who display their talents at local galleries and venues. The Madawaska Valley Studio Tour showcases some of the best artists in Killaloe-Hagarty-Richards and neighbouring townships.

LAND BASE

Killaloe, Hagarty and Richards township has "Algonquin Park as the northern border", on "the east from Algonquin Park boundary in a straight line due SSW., that passes through part of Wagner Road between White Church Road and Long Meadows Road and then on to pass through the western tip of Golden Lake and on to intersect Gorman Road", on "the west from Algonquin Park boundary due SSW to most eastern part of Paugh Lake Road and then on to Wilno North/South Road, then to intersect the extension of Sheridan Road in the bush" and on "the south, part of Gorman Road to Rocheford and continuing (WWS) straight on Sheridan Road and then straight through bush at "T" intersection when Sheridan Road technically continues into bush.

ELECTORAL RIDINGS

Federal – Renfrew, Nipissing, Pembroke.

Provincial – Renfrew, Nipissing, Pembroke.

Local Government – Municipal Corporation of the Township of Killaloe, Hagarty and Richards.

KHR COMMUNITY EMERGENCY RESPONSE PLAN

INDUSTRIES

Logging
Machine Shops
Artists
Tourism

EDUCATIONAL FACILITIES

St. Andrew's Catholic School
Killaloe Public School

COMMUNICATIONS

Killaloe Radio Station CHCR 102.9
O.P.P. Communications
Killaloe Cable Station
Eganville Leader – newspaper
Valley Gazette – newspaper
Web Page <http://www.killaloe-hagarty-richards.ca/>

UTILITIES

Killaloe Water & Sewage Plants – Operated by Ontario Clean Water Agency (OCWA)
Ottawa River Power Corporation – Village of Killaloe
Hydro One – Hagarty & Richards Township

KHR COMMUNITY EMERGENCY RESPONSE PLAN

2.0 PLAN PREPARATION AND MAINTENANCE

2.1 INTRODUCTION

The Corporation of the Township of Killaloe, Hagarty and Richards' Community Emergency Response Plan has been prepared by the Protection and Emergency Management Program Committee, to provide a prompt and coordinated response to all types of emergencies affecting the Community.

For this Community Emergency Response Plan to be effective it is important that all concerned be made aware of its provisions and be prepared to carry out their assigned functions and responsibilities in an emergency. Municipal Department Heads are also required to develop and maintain their own emergency plans, including the callout system, name list, phone numbers and the alternates of various positions within their departments.

2.2 TYPES OF EMERGENCIES – (HAZARD ANALYSIS)

While many emergencies could occur within our Community, those most likely to occur are forest/wildland fires, critical infrastructure failures such as road closures due to accidents or washouts, electrical failures and weather issues such as storms, freezing rain and fog causing accidents injuries or death. {See Annex B - Hazard Identification Risk Assessment (HIRA) and Ranking}.

2.3 ABOUT THE EMERGENCY RESPONSE PLAN

This Emergency Response Plan has been developed to establish the actions that will be taken to deal with a real or potential emergency or disaster. Important measures enabled under the Emergency Management and Civil Protection Act and which forms part of this emergency plan are;

- ✓ extra powers to the leaders of the Corporation of the Township of Killaloe, Hagarty and Richards to mitigate the emergency; and
- ✓ the ability to request financial assistance once an emergency has been declared.

2.4 ACTION PRIOR TO AN EMERGENCY DECLARATION

When an emergency exists but has yet to be declared to exist, community employees may take such action(s) under this Emergency Response Plan as may be required to protect the lives and property of the Community in consultation with one or more Emergency Operations Control Group (EOCG) members.

2.5 AUTHORITY

The Emergency Management and Civil Protection Act is the legal authority for this emergency response plan in Ontario.

As enabled by the Emergency Management and Civil Protection Act, 2003 this emergency response plan and its elements have been:

- Issued under the authority of the Corporation of the Township of Killaloe, Hagarty and Richards By-Law 33-2004; and

KHR COMMUNITY EMERGENCY RESPONSE PLAN

- Filed with Emergency Management Ontario, Ministry of Community Safety and Correctional Services.

2.5.1 MUNICIPAL BY-LAW No. 33-2004

THE CORPORATION OF THE TOWNSHIP OF KILLALOE, HAGARTY AND RICHARDS

By-law No. 33-2004

Being a By-law to require an emergency management program for the protection of public safety, health, the environment, the critical infrastructure and property, and to promote economic stability and a disaster-resilient community.

WHEREAS, the Province of Ontario has passed an Act, which requires the development and implementation of an emergency management program (short title— *Emergency Management and Civil Protection Act*) by the Council of a municipality:

AND WHEREAS this Act requires the emergency management program to conform to standards promulgated by Emergency Management Ontario in accordance with international best practices, including the four core components of emergency management, namely: mitigation/prevention, preparedness, response and recovery; and also makes provision for the municipality and council to develop and implement an emergency management program to protect public safety, public health, the environment, the critical infrastructure and property, and to promote economic stability and a disaster-resilient community;

AND WHEREAS this Act makes provision for the Head of Council to declare that an emergency exists in the community or in any part thereof, and also provides the Head of Council with authority to take such action or make such orders as he/she considers necessary and not contrary to law, to implement the emergency response plan and respond to an emergency;

AND WHEREAS the Act provides for the designation of one or more members of council who may exercise the powers and perform the duties of the Head of Council during his/her absence or his/her inability to act;

AND WHEREAS the Act authorizes employees of a community to respond to an emergency in accordance with the emergency response plan where an emergency exists but has not yet been declared to exist;

NOW THEREFORE be it resolved:

1. That an Emergency Management Program be developed and implemented in accordance with the standards published by Emergency Management Ontario in accordance with international best practices;
2. That the Head of Council or designated alternate, as provided in the plan, be empowered to declare an emergency and implement the emergency response plan;
3. That certain appointed officials or their designated alternates, as provided in the approved community emergency response plan are empowered to cause an emergency notification to be issued to members of the Community Control Group, and to respond to an emergency in

KHR COMMUNITY EMERGENCY RESPONSE PLAN

accordance with the emergency response plan where an emergency exists but has not yet been declared to exit;

4. That, the Emergency Management Program Committee will cause the emergency management program to be reviewed annually and recommend changes to the program as considered appropriate and refer recommendations to Council for further review and approval; and
5. That the emergency response plan attached hereto as Schedule “A” of this By-Law is hereby adopted.

Read a first and second time this 06 day of October, 2004.

Read a third time and finally passed this 06 day of October, 2004.

Mayor

CAO Clerk-Treasurer

KHR COMMUNITY EMERGENCY RESPONSE PLAN

2.5.2

ADOPTION OF THE EMERGENCY RESPONSE PLAN



TOWNSHIP OF KILLALOE, HAGARTY AND RICHARDS

Date: July 19, 2016

Resolution No.: 3

Moved By: Teal R...

Seconded By: John H. Jeffrey

THAT the Council for the Township of Killaloe, Hagarty and Richards hereby adopts the KHR Community Emergency Response Plan dated July 19, 2016;

AND FURTHER BE IT RESOLVED THAT the KHR Community Emergency Response Plan replaces the Community Emergency Response Plan approved by Council on October 6, 2004.

Carried:

Not Carried:

KHR COMMUNITY EMERGENCY RESPONSE PLAN

2.5.3 RESOLUTION TO REMOVE THE SENIOR HEALTH SERVICES OFFICER FROM THE EMERGENCY OPERATIONS CONTROL GROUP

©Municipal World* – Form 420
* Reg. T.M. in Canada, Municipal World Inc.

RESOLUTION

Date
Nov 21/17

Name of Organization

Resolution Number

3

Moved by:

Seconded by:

John O'Geffy
Motion to remove from the
Emergency Operations Controls
Group as a standing
member the Senior Health
Services Member and transfer
this individual to the
additional personnel to be
called upon as required

CARRIED

KHR COMMUNITY EMERGENCY RESPONSE PLAN

2.6 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, security, welfare and property of the inhabitants of this Community when faced with an emergency whether real or perceived to be real.

2.7 REQUESTS FOR ASSISTANCE

Assistance may be requested from the Province of Ontario at any time without any loss of control or authority. Such requests can be made by contacting the office of Emergency Management Ontario (EMO). In the event of an emergency the EMO will assist the Community in any way it can, such coordinating assistance from a number of private agencies, other provincial agencies and the federal agencies. The EMO is also prepared to send a Community Emergency Preparedness Advisor or a Provincial Liaison team to provide advice and assistance.

2.8 PLAN MAINTENANCE AND REVISION

This KHR Community Emergency Preparedness Response Plan will be reviewed annually and, where necessary, revised by a meeting(s) of the Protection and Emergency Management Program Committee.

Each time the KHR Community Emergency Response Plan is revised, it must be forwarded to Council for approval. Revisions such as minor administrative changes and updates to the annexes can be made without resubmitting the plan to Council each time.

It is the responsibility of each person, agency, service or department named within this Community Emergency Response Plan to notify the Community Emergency Management Coordinator (CEMC) of any administrative changes or required revisions to the annexes.

2.9 COMMUNITY RESPONSE PLAN TESTING

An annual exercise will be conducted in order to test the overall effectiveness of the KHR Community Emergency Response Plan and cyclical training is to be delivered to the Emergency Operations Control Group. Revisions to this plan should incorporate recommendations stemming from such exercises. Tests of the notification system should be conducted on a regular basis.

2.10 INTERNAL PROCEDURES

Each service involved with the KHR Community Emergency Response Plan is responsible for drafting functional emergency procedures or guidelines outlining how it will fulfil its responsibilities during an emergency. Each service will designate a member of its staff to maintain and revise its own emergency procedures and guidelines.

KHR COMMUNITY EMERGENCY RESPONSE PLAN

3.0 GROUPS AND COMMITTEES

3.1 PROTECTION AND EMERGENCY MANAGEMENT PROGRAM COMMITTEE (PEMPC)

3.1.1 Membership

- The Mayor
- The Community Emergency Management Coordinator (CEMC)
- The Deputy Community Emergency Management Coordinator (D/CEMC)
- Three (3) Council Members

3.1.2 Responsibilities include but are not restricted to:

- Exercising overall responsibility of planning and coordination of the Protection and Emergency Management in the Township of Killaloe, Hagarty and Richards;
- Submitting to Council estimates of expenditures for the maintenance and operation of the Protection and Emergency Management Program Committee;
- Developing and maintaining the Community Emergency Response Plan;
- Submitting to Council for approval of the Community Emergency Response Plan;
- Directing the CEMC to annually update the Community Emergency Response Plan;
- Developing a training and education program;
- Conducting a minor annual exercise;
- Designing and conducting a major exercise minimally every five (5) years;
- Complying with legislation, regulations and other directions from the office of Emergency Management Ontario to complete required reporting and the implementation of new initiatives as required;
- Submitting to Council a progress report of activities;
- Authorizing the expenditure of community funds during an emergency or disaster; and
- Borrowing, appropriating and expending funds without the consent of the electors, all sums required for the operation of the Community Emergency Response Committee.

3.2 EMERGENCY OPERATIONS CONTROL GROUP (EOCG)

3.2.1 Membership

- Mayor
- Community Emergency Management Coordinator (CEMC)
- CAO Clerk-Treasurer
- Fire Chief
- Works Superintendent
- Public Information Officer
- Scribe/Duty Officer

Additional Personnel called upon or added to the EOCG may include;

- Representative of neighboring community such as an Elected Official
- Representative from receiving community in the event of an evacuation
- Other Emergency Coordinators
- Advisor/Liaison from Emergency Management Ontario

KHR COMMUNITY EMERGENCY RESPONSE PLAN

- Senior Health Services Representative
- Police Official
- Representative from other Police Services
- Community Social Services Director/Evacuation Representative
- Representatives from Provincial Ministries
- Public Utilities i.e. Hydro, Telephone, Gas etc.
- Barry's Bay and Area Home Support and Community Resource Centre
- Any other officials, experts, contractors or representatives deemed necessary by the EOCG.

All emergency or disaster response will be directed and controlled by the Emergency Operations Control Group who are responsible for providing the essential services necessary to minimize the effects of an emergency on the community.

The EOCG may function with only a limited number of persons depending upon the emergency. While the EOCG may not require the presence of all the people listed as members of the EOCG, ALL members of the EOCG must be notified.

The EOCG should appoint a person to keep information flowing and provide assistance to the family members of the EOCG while members of the EOCG are performing their duties, during a real or potential emergency or disaster. This will ensure the needs of family members are being looked after and thereby allowing, full attention, to be dedicated toward the emergency response.

When an emergency involves the evacuation of our community to another community, a representative from our community should attend the EOCG meetings of the receiving community. This will ensure any preconceived issues will be addressed.

3.2.2 **Responsibilities include but are not restricted to:**

- Completing annual training that is required by the Chief, Emergency Management Ontario;
- Directing the municipality's response in an emergency, including the implementation of the municipality's emergency response plan;
- Developing procedures to govern its responsibilities in an emergency;
- Conducting an annual exercise for a simulated emergency incident in order to evaluate the municipality's emergency response plan and its procedures;
- Revising its procedures making recommendations to Council for the revision of the municipality's emergency response plan if determined necessary as a result of an After-Action Report (AAR.); and
- Seeking the advice and assistance of officials or employees of any level of government who are involved in emergency management, representatives of organizations outside government who are involved in emergency management, or persons representing industries that may be involved in emergency management.

When it is determined that there is a threat or an actual impending emergency, the EOCG will be constituted at the Emergency Operations Centre (EOC).

KHR COMMUNITY EMERGENCY RESPONSE PLAN

The Mayor or alternate will chair the Emergency Operations Control Group meetings.

3.2.3 **Actions / Decisions of the EOCG include but are not restricted to;**

- In the case of an emergency, Department Heads have the authority to take the necessary steps to deal with the emergency.
- Calling out and mobilizing emergency services, agencies and equipment;
- Coordinating and directing services and ensuring that any legal actions necessary for the mitigation of the effects of the emergency are taken;
- Determining if the composition and location of the EOCG is appropriate;
- Advising the Mayor whether the declaration of an emergency is recommended;
- Designating an area in the community as an “Emergency Area”;
- Ensuring that an Emergency Site Manager (ESM) is appointed, usually either the Fire Chief or the Roads Superintendent depending on the type of emergency;
- Dispatching a community leader(s) from the community being evacuated, to the Emergency Operations Control Group and Evacuation Centre of the community receiving the evacuees;
- Ordering, coordinating and/or overseeing evacuation of inhabitants considered to be in danger;
- Discontinuing utilities or other services provided by public or private concerns, i.e. electric power, water, gas, closing down stores;
- Arranging for services and equipment from local agencies not under community control i.e. private contractors, volunteer agencies, service clubs;
- Requesting assistance from and/or liaison with neighboring communities, 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;
- Appointing a person to monitor EOCG family members;
- Determining if additional transportation is required for evacuation, persons and/or supplies;
- Establishing a communications link i.e. Public Information Coordinator;
- Authorizing the expenditure of money required to deal with the emergency;
- Notifying the service, agency or group under their direction, of the termination of the emergency;
- Maintaining records of decisions taken and submitting a summary to the CAO within one week of the termination;
- Drafting an After-Action Report (AAR) following the emergency;
- Advising the Mayor or Designate of any necessary actions that should be taken and are not covered in the Emergency Response Plan, to minimize the effects of an emergency or disaster;
- Maintaining a record of volunteers i.e.; to ensure coverage of Workers Compensation Board; and

KHR COMMUNITY EMERGENCY RESPONSE PLAN

- Meeting with members of the EOCG at regular intervals to inform each other of actions taken and problems encountered. The frequency of meetings and agenda items will be established by the Chair or the CAO Clerk–Treasurer or his/her delegate. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. Maps and status boards will be prominently displayed and kept up to date by the CAO Clerk–Treasurer or his/her delegate.

3.2.4 Standard Operating Procedures

- Notify all members of the EOCG;
- Notify individual departments or at a minimum have them put on standby;
- Go to the Emergency Operations Centre; and
- Appoint an Emergency Site Manager (ESM).

3.3 PLAN ACTIVATION WITHOUT DECLARING AN EMERGENCY

When an emergency exists but has not yet been declared to exist, the community members of the EOCG may take such action(s) under this emergency plan as may be required to protect lives and property in this Community in consultation with one or more members of the EOCG.

3.4 DECLARATION AND TERMINATION OF AN EMERGENCY

The Mayor or designated alternate of the Township of Killaloe, Hagarty and Richards is responsible for declaring that an emergency exists or that an emergency is terminated. This decision is usually made in consultation with other members of the Emergency Operations Control Group (EOCG).

UPON SUCH DECLARATION OR TERMINATION, the MAYOR (or alternate) will notify;

- (a) The Council of the Township of Killaloe, Hagarty and Richards,
- (b) The office of Emergency Management Ontario – Treasury Board Secretariat;
- (c) Neighboring community officials – as required;
- (d) The County of Renfrew – as appropriate;
- (e) The media – as appropriate;
- (f) Other provincial ministries i.e. Ministry of Natural Resources, Ministry of Transportation;
- (g) Local MPP / MP; and
- (h) The Public.

KHR COMMUNITY EMERGENCY RESPONSE PLAN

3.5 EMERGENCY OPERATIONS CENTRE (EOC)

The Emergency Operations Control Group (EOCG) will report to the Emergency Operations Centre (EOC) which is located at 1 John Street in the Council Chambers of the Municipal Office. In the event that this EOC cannot be used, then the alternate location at 2995 Round Lake Road at the Round Lake Fire Hall will be utilized.

3.5.1 EQUIPMENT

The equipment required for the Emergency Operations Centre is organized in a kit form. The kits are stored in the Council Chambers storage closet and in the mezzanine closet at the Round Lake Fire Hall. The Community Emergency Management Coordinator is responsible for inspecting the kits on a regular basis and for ensuring that the kit contents are in working order.

Additional equipment which is required for the Emergency Operations Centre is listed below:

EQUIPMENT	EOC – COUNCIL CHAMBERS	ALTERNATE EOC – ROUND LAKE FIRE HALL
Fax Machine	Municipal Town Hall Office	Office
Telephones	1 in council chambers 4 in Municipal Office 1 in Mayor’s office	1 in Office 1 at the Duty Officer’s Desk Note that there is only 1 phone line in the RL Fire Hall
Flip Charts	Storage Closet in Council Chambers	Meeting Room
Laptops	1 in council chambers 2 in Municipal Office	4 in Office
Computers	4 in Municipal offices	1 in Office
Emergency Operations Control Group (storage carts)	Storage Closet in Council Chambers	Mezzanine Storage Closet

3.6 NOTIFICATION SYSTEM

- Upon receipt of a warning of a real or a potential emergency, any member of the Emergency Operations Control Group (EOCG) may activate the EOCG;
- The First Person to activate the call-out, will designate a person to call out the remainder of the Emergency Operations Control Group (EOCG);
- Persons will be called in order;
- If the primary person cannot be reached, telephone the alternate;
- If neither can be reached, go on to the next person on the list;
- Once the end of the list has been reached, try again to reach those who were not available on the first attempt;
- Upon being notified, it is the responsibility of ALL EOCG members to notify their staff and volunteer organizations respectively, and assemble at the Emergency Operations Centre;
- Where the threat of an emergency exists, the EOCG will be notified and placed on standby;

KHR COMMUNITY EMERGENCY RESPONSE PLAN

- A Log or Record of notification and the times notified will be maintained;
- Note the exact time each person was reached; and
- Maintain a log of all actions taken.

3.6.1 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 Emergency Operations Control Group you should report to (**list the location whether primary/alternate EOC or other location at 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 list**)

NOTE: The caller delivering this message **MUST** record the date and time EACH member (or alternate) of the ECOG was contacted.

KHR COMMUNITY EMERGENCY RESPONSE PLAN

4.0 INDIVIDUAL RESPONSIBILITIES

4.1 The MAYOR OR ALTERNATE is responsible for:

- Notifying the EOCG;
- Chairing the Emergency Operations Control Group meetings.
- Supporting the directions and decisions that are being taken as a group as a member of the EOCG;
- Declaring that a state of emergency exists upon the recommendation of the EOCG;
- Declaring that the state of emergency is terminated or renewed every seven days upon the recommendation of the EOCG;
- Notifying Emergency Management Ontario of an emergency or impending emergency;
- Authorizing the expenditure of funds required to minimize the effects of the emergency;
- Advising members of Council of the declaration and termination of the emergency;
- Requesting and/or approving mutual aid assistance from other Communities, Municipalities, Provincial and Federal Government agencies;
- Exercising all powers necessary as conferred by the Provincial Emergency Management and Civil Protection Act once a declaration has been made;
- Appointing an Emergency Site Manager;
- Visiting the emergency site;
- Briefing the media;
- Informing the public of important or significant developments; and
- Maintaining a log of all actions taken.

4.1.1 Standard Operating Procedures

On receipt of the warning of a real or potential emergency or disaster the Mayor will;

- Report to the Emergency Operations Centre;
- Notify the EOCG;
- Make and sign the declaration / termination of the state of emergency, when required;
- Activate the Emergency Response Plan if necessary without declaring an Emergency;
- Advise and continually update the emergency management community and the public of the current emergency situation; and
- Maintaining a log of all activities and transactions.

4.2 COMMUNITY EMERGENCY MANAGEMENT COORDINATOR (CEMC) OR ALTERNATE is responsible for:

The responsibilities of the Community Emergency Management Coordinator or Alternate during a real or potential emergency or disaster are:

- Monitoring and passing on information regarding real or potential emergencies (such as floods, forest fires, and severe weather);
- Liaising with provincial ministries and agencies to obtain and update information on the emergency situation;

KHR COMMUNITY EMERGENCY RESPONSE PLAN

- Recommending to the Mayor, Council, and EOCG how the Community should respond to the emergency;
- Providing or arranging for emergency response equipment;
- Liaising with Emergency Management Organizations;
- Supporting the Emergency Operations Control Group (EOCG);
- Arranging with the O.P.P. or Police Representative for the dispatch of the Emergency Site Manager command post;
- Providing lists of resources, advisors and provincial or federal emergency response agencies;
- Acting as the EOC Operations Officer; and
- Maintaining a log of all actions taken.

4.2.1 Standard Operating Procedures

On receipt of the warning of a real or potential emergency or disaster the CEMC will:

- Activate the Emergency Management Organization;
- Report to the Emergency Operations Centre;
- Ensure the dispatch of the Emergency Site Manager post; and
- Co-ordinate security services with other agencies such as the Ontario Provincial Police.

4.3 CAO CLERK-TREASURER OR ALTERNATE is responsible for:

- Confirming that the EOCG is notified;
- Coordinating all operations within the Emergency Operations Centre.
- Advising the Mayor and senior managers on policies and procedures as required;
- Approving in conjunction with the Mayor, major announcements and media releases prepared by the Public Information Coordinator in consultation with the EOCG;
- Confirming that a telecommunication link is established between the EOCG and the Emergency Site Manager;
- Arranging for advice to any member of the Emergency Operations Control Group on matters of a legal nature as they may apply to the actions of the Community in its response to the emergency, as required;
- Advising on financial matters as they relate to the emergency;
- Ensuring that records of expenses are maintained for future claim purposes;
- Ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency;
- Coordinating and processing requests for human resources as required;
- Selecting the most appropriate site(s) for the registration of human resources;
- Ensuring records of human resources and administrative detail, that may involve financial liability, are completed;
- Obtaining assistance, if necessary, from Service Ontario, as well as other government departments, public and private agencies and volunteer groups; and
- Maintaining a log of all actions taken.

KHR COMMUNITY EMERGENCY RESPONSE PLAN

4.3.1 Standard Operating Procedures

On receipt of a real or potential emergency or disaster the CAO Clerk–Treasurer will;

- Report to the Emergency Operations Centre;
- Activate the Emergency Operations Control Group;
- Manage all administrative, financial and human resources issues; and
- Coordinate Community response agencies.

4.4 FIRE CHIEF OR ALTERNATE is responsible for:

- Establishing an ongoing communications link with the Incident Commander at the scene of the emergency;
- Advising the EOCG on fire fighting and search and rescue matters;
- Informing and/or initiating Mutual Aid arrangements for the provision of additional firefighting manpower, equipment and specialty skills such as HazMat teams, if required;
- Providing assistance to other community departments and agencies and being prepared to take charge of, or contribute to non-firefighting operations, such as casualty collection, evacuation, etc., when asked to do so by the EOCG;
- Ensuring that Dangerous Goods Agencies are notified/contacted when necessary;
- Advising the EOCG and the Chief Building Official when sustained damages to buildings exceed safe limits (within the knowledge and scope of the Fire Department); and
- Maintaining a log of all actions taken.

4.4.1 Standard Operating Procedures

On receipt of the warning of a real or potential emergency or disaster the Fire Chief will:

- Activate the department emergency alert system;
- Report to the Emergency Operations Centre; and
- Co-ordinate firefighting operations.

4.5 WORKS SUPERINTENDENT OR ALTERNATE is responsible for:

- Providing the EOCG with information and advice on engineering matters;
- Liaising with the Senior Public Works Officer from the neighboring community(s) to ensure a coordinated response;
- Providing engineering assistance;
- Constructing, repairing and maintaining community roads;
- Liaising with Ontario Clean Water Agency for the maintenance of sanitary sewage and water supply/systems;
- Providing equipment for emergency pumping operations;
- Liaising with the Fire Chief concerning emergency water supplies for Firefighting purposes;
- Providing emergency potable water, supplies and sanitation facilities to the requirements of the Senior Health Services Representative;

KHR COMMUNITY EMERGENCY RESPONSE PLAN

- Liaising with public utilities to disconnect any services representing a hazard and/or to arrange for the provision of alternate services or functions and restoring these services when appropriate;
- Providing public works vehicles and equipment as required by any other emergency services;
- Maintaining liaison with food control, conservation and environmental agencies and being prepared to take preventative action;
- Assisting with cleanup operations and repairing damage where there is community responsibility;
- Advising the EOCG when sustained damages to buildings exceed safe limits (within the knowledge and scope of the Works/Roads Department);
- Providing in conjunction with Health Services the supply of drinking water when required;
- Providing barricades and construction flashers;
- Assisting search and rescue operations when applicable;
- Restoring essential road services; and
- Maintaining a log of all actions taken.

4.5.1 Standard Operating Procedures

On receipt of the warning of a real or potential emergency or disaster the Public Works / Roads Representative or Alternate will:

- Report to the Emergency Operations Centre;
- Activate the department's emergency plan; and
- Co-ordinate the response of the Public Works/Roads and associated agencies.

4.6 PUBLIC INFORMATION OFFICER OR ALTERNATE is responsible for:

- Establishing a communication link with Media Coordinator(s) (i.e. provincial, federal, private industry, etc.) involved in the incident, and ensuring that all information released to the media and the community is consistent and accurate;
- Ensuring that all media releases have been vetted by the EOCG and approved by the Mayor to ensure that the most accurate and up-to-date information is disseminated to the public;
- Liaising with the EOCG to obtain up-to-date information for media releases, coordinate individual interviews and organize press conferences;
- Advising the population concerning the emergency through social media sites, through the use of volunteer Information Officers organized by the Volunteer Coordinator or by using a bullhorn for notification;
- Monitoring news coverage, and correcting any erroneous information;
- Maintaining copies of media releases and newspaper articles pertaining to the emergency;
- Setting up the Media Centre;
- Ensuring that the following are advised of information releases:
 - Media – Radio Stations – local newspapers
 - EOCG
 - Switchboard
 - Police Public Relations Officer

KHR COMMUNITY EMERGENCY RESPONSE PLAN

- Neighboring Communities
- County of Renfrew
- Any other appropriate persons, agencies or businesses; and
- Maintaining a log of all actions taken.

4.6.1 Standard Operating Procedures

On receipt of the warning of a real or potential emergency or disaster the responsibilities of the Public Information Officer or Alternate will:

- Report to the EOC;
- Establish a media information area adjacent to the emergency site which if established will be staffed by a media spokesperson appointed by the Emergency Site Manager;
- Ensure that media releases are approved by the Mayor and are accurate; and
- Inform the public regarding the emergency.

4.7 VOLUNTEER COORDINATOR OR ALTERNATE is responsible for:

- Alerting and coordinating the response of the volunteer organization as required;
- Coordinating offers of, and appeals for, volunteers, under the direction of the EOCG;
- Directing volunteers and ensuring the safety of volunteers with respect to safety gear;
- Arranging for food and accommodation for the volunteers;
- Ensuring that a Volunteer Registration Form is completed by all volunteer and a copy of the volunteer registration is retained for community records;
- Ensuring identification cards are issued to volunteers and temporary employees, where practical;
- Coordinating the acquisition, distribution and scheduling of various modes of transport such as school buses and trucks as appropriate for the purpose of transporting persons and/or supplies, as required, by members of the EOCG and the support and advisory staff;
- Ensuring that a record is maintained of drivers and operators involved; and
- Maintaining a log of all actions taken.

4.7.1 Standard Operating Procedures

On receipt of the warning of a real or potential emergency or disaster the Volunteer Coordinator or Alternate will:

- Report to the EOC;
- Manage and direct all volunteers during throughout the emergency at the Volunteer meeting location; and
- Maintain detailed records regarding all volunteer activities.

KHR COMMUNITY EMERGENCY RESPONSE PLAN

4.8 SCRIBE/DUTY OFFICER OR ALTERNATE is responsible for:

- Proceeding to the designated Emergency Operations Centre (EOC) upon notification of the emergency;
- Opening and maintaining the Emergency Operations Centre sign-in process;
- Assisting the CAO Clerk–Treasurer, as required;
- Opening and maintaining a major Events Log;
- Providing the appropriate supplies EOCG members;
- Ensuring all important decisions made and actions taken by the EOCG are recorded;
- Ensuring that refreshments, meals and rest breaks are provided for the EOCG;
- Recording actions and decisions taken by the EOCG;
- Providing technical support to the EOCG as required;
- Updating the EOCG regularly concerning outstanding issues;
- Initiating the opening, operation and staffing of the switchboard;
- Arranging for printing of materials, as required,
- Coordinating the provision of clerical staff to assist in the Emergency Operations Centre, as required;
- Gathering members’ personal logs at the end of every shift;
- Ensuring that all Council are advised of the Declaration and the Termination of the Declaration of the emergency, upon direction from the Mayor; and
- Maintaining a log of all actions taken.

4.8.1 Standard Operating Procedures

On receipt of the warning of a real or potential emergency or disaster the Scribe / Duty Officer or Alternate will:

- Report to the EOC;
- Maintain a record of all decisions made;
- Apprise the EOCG on outstanding issues; and
- Provide all administrative support functions dictated by the emergency.

4.9 EMERGENCY SITE MANAGER OR ALTERNATE is responsible for:

The responsibilities of the Emergency Site Manager during a real or potential emergency or disaster are:

- Moving to the emergency site and assuming management of the site;
- Establishing a site survey;
- Assessing the situation and determine the site operational plan;
- Establishing telecommunications with the Emergency Operations Centre;
- Liaising with the agency control officers;
- Advising continuously updating the EOC Manager of the current emergency situations;
- Determining if resources are adequate or if additional resources are required;

KHR COMMUNITY EMERGENCY RESPONSE PLAN

- Actioning requests of agency control officers to obtain resources that are not held within their respective agencies;
- Updating the agency control officers of site operations;
- Requesting public information support as required;
- Taking such action as deemed necessary to minimize the effects of the emergency or disaster; and
- Maintaining a log of all actions taken.

4.9.1 Standard Operating Procedures

On receipt of the warning of a real or potential emergency or disaster the Emergency Site Manager will;

- Assume the management of the emergency site; and
- Co-ordinate site operations.

4.10 EVACUATION CENTRE COORDINATOR OR ALTERNATE is responsible for:

- Supervising the opening and operations of the evacuation centre;
- Liaising with the Senior Health Services Representative on areas of mutual concern regarding operations in evacuation centres;
- Ensuring that the well-being of persons who have been displaced from the home by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services through contacting support agencies such as the Red Cross;
- Coordinating the maintenance and operation of feeding, sleeping and meeting areas at the Evacuation Centre, as required; and
- Maintaining a log of all actions taken.

4.10.1 Standard Operating Procedures

When the community or portion of the community must be evacuated, the Evacuation Centre Coordinator will:

- Register evacuees including required medications;
- Set up Evacuation Services such as sleeping accommodations, cooking facilities etc.; and
- Coordinate between the community and with officials or agencies such as the Red Cross to prepare the list of evacuees to be transported, while ensuring the sick, elderly and families with children are given priority.

4.11 POLICE OR ALTERNATE is responsible for:

- Ensuring that the Mayor and/or CAO Clerk–Treasurer of the Township of Killaloe, Hagarty and Richards is notified and that the O.P.P.’s alerting system is activated when necessary;
- Notifying other emergency and community services, as required;
- Establishing a site command post with communications with the EOC;
- Establishing an 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 to facilitate the movement of emergency vehicles;

KHR COMMUNITY EMERGENCY RESPONSE PLAN

- Alerting persons endangered by the emergency and coordinating evacuation procedures;
- Liaising with the Evacuation Coordinator regarding the establishment and operation of evacuation and reception centers; (*Note: This statement relates to the security issues of these facilities*).
- Protecting life and property and the provision of law and order;
- Providing police services in evacuation or registration centres, morgues, and other facilities;
- Notifying and assisting the Coroner with respect to fatalities;
- Liaising with other police agencies, as required;
- Controlling and if necessary, dispersing crowds within the emergency or disaster site(s);
- Providing security;
- Preventing looting of evacuated areas;
- Assisting in search and rescue operations;
- Liaising with the Humane Society when animal control is required; and
- Maintaining a log of all actions taken.

4.11.1 Standard Operating Procedures

On receipt of the warning of a real or potential emergency or disaster the Emergency Site Manager will;

- Activate the police emergency alert system;
- Report to the Emergency Operations Centre;
- Activate the O.P.P. emergency plan; and
- Co-ordinate police operations.

4.12 SENIOR HEALTH SERVICES REPRESENTATIVE OR ALTERNATE is responsible for:

Note: The selection of the Senior Health Services Representative will vary depending upon the specific emergency. Normally only one health representative is a member of the EOCG, and it can be the Medical Officer of Health, a Public Health Nurse or someone from the ambulance service.

- Acting as a coordinating link for all emergency health services at the EOCG;
- Liaising with the Ontario Ministry of Health, Public Health Branch, Health Canada and Public Health Agency of Canada as appropriate;
- Liaising with the Ambulance Service Representative;
- Liaising with the municipalities' Designated Officer;
- Providing advice on any matters which may adversely affect public health;
- Providing authoritative instructions on health and safety matters to the public through the Public Information Coordinator;
- Coordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health policies;
- Ensuring coordination of care for bed-ridden citizens and invalids at home and in evacuation centres during an emergency;
- Liaising with voluntary and private agencies, as required, for augmenting and coordinating public health resources;
- Coordinating all efforts to prevent and control disease during an emergency;

KHR COMMUNITY EMERGENCY RESPONSE PLAN

- Notifying the appropriate official regarding the need for potable water supplies and sanitation facilities;
- Liaising with the Evacuation Coordinator on areas of mutual concern regarding operations in evacuation centres;
- Providing for mass immunization if required;
- Overseeing water quality checks;
- Overseeing prepared food or preparation of food for evacuees and workers to confirm that food quality meets Ontario Health Standards;
- Authorizing the evacuation of buildings or areas for health reasons;
- Maintaining communication with outside agencies such as the Renfrew County Health Unit; and
- Maintaining a log of all actions taken.

4.12.1 Standard Operating Procedures

On receipt of the warning of a real or potential emergency or disaster the Senior Public Health Representative will:

- Activate the department's emergency alert system;
- Report to the Emergency Operations Centre;
- Activate the department's emergency plan; and
- Co-ordinate the response of Health Services.

CONTINGENCY PLANS

Annex A-1 EVACUATION PLAN

1.0 AIM

The aim of the Evacuation Plan is to effectively evacuate and care for the inhabitants of The Township of Killaloe, Hagarty, and Richards Community.

2.0 Authority:

This plan is published as Annex A-1 to the *Township of Killaloe, Hagarty and Richards Emergency Plan*, as authorized by By-Law 33-2004; and the *Emergency Management and Civil Protection Act, R.S.O. 1990*. The custodian of this plan shall be the CEMC or designate, who is responsible for the annual review, revision and testing of the plan.

3.0 EVACUATION TASKS AND CONSIDERATIONS

The following key tasks must be considered during any emergency:

- ✓ Assessment of the threat;
- ✓ Coordination of activities;
- ✓ Determine who is to be evacuated;
- ✓ Transportation considerations;
- ✓ Alerting the public;
- ✓ Care of evacuees;
- ✓ Evacuation Centres; and
- ✓ Returning evacuees to their homes.

4.0 ASSESSMENT OF THE THREAT

The following factors must be considered in assessing the threat of any emergency:

- ✓ Options available, i.e.; evacuation, sheltering and/or other protective measures;
- ✓ Factors that may make an evacuation difficult i.e.; severe weather, topography, density of persons in evacuation area, i.e. (large number of inhabitants who are unfamiliar with the area such as tourists and language barriers);
- ✓ The time required to safely evacuate inhabitants vs. the time remaining before the impact of the emergency is expected; and
- ✓ The availability, suitability and capability of evacuation centres and associated equipment to handle the expected number of evacuees.

KHR COMMUNITY EMERGENCY RESPONSE PLAN

When determining the area to be evacuated, the following must be considered;

- ✓ The area of potential danger given the emergency situation;
- ✓ The approximate number of persons to be evacuated;
- ✓ Special assistance requirements (sick, aged, infirmed and nursing home residents);
- ✓ Transportation assistance available; and
- ✓ Duration of evacuation.

The following logistical considerations may be encountered in evacuation situations:

- ✓ Transportation out of area may be difficult (congestion can occur on major routes, bridges etc.);
- ✓ Families may be separated during the evacuation, possibly resulting in emotional trauma and evacuation problems;
- ✓ Individuals may refuse to leave because they fail to perceive any threat, fear for the security of their property, or are worried about absent family members. In such instances, instruct these individuals as to the severity of the problem and the need for evacuation. It should be stressed that these people should not expect to be rescued if they remain there;
- ✓ Adverse weather conditions, especially in combination with rough terrain, may negatively affect evacuation procedures;
- ✓ People unfamiliar with the area (i.e.; tourists, visitors) may have difficulty evacuating;
- ✓ Evacuation of large congregations of inhabitants (i.e.; community centres, church, schools) may be difficult; and
- ✓ Evacuated buildings must be searched for persons remaining on the premises and all potential utility hazards must be eliminated by the utility companies in the evacuated buildings (i.e.; turn off gas, water and hydro). Utility companies must also restore services at the termination of the emergency.

In the event that the evacuation of an area would expose the population to hazardous toxic fumes, it may be necessary to implement a sheltering plan. The people in the affected area will be advised to remain in their homes, schools, place of business, etc. and follow these steps:

- ✓ Close all windows and doors;
- ✓ Turn off furnace (or turn down to 15⁰c during the winter) air-conditioning and fans;
- ✓ Close drapes, curtains and put moist towels at base of doors to act as air seal;
- ✓ Have portable lights and a battery-operated radio at hand;
- ✓ Listen to local radio station for information on the emergency;
- ✓ Obtain tap water for future use – fill pails, tubs, etc.;
- ✓ Move to the central basement part of the building to minimize any impacts of the emergency; and
- ✓ Increase the ventilation rate of the building immediately, go outside immediately after the toxic cloud has passed and when the outside air is safe.

5.0 COORDINATION OF ACTIVITIES

Coordination of evacuation/sheltering will be handled by fire, police or an evacuation coordinator who will ensure residents are taken to safety or sheltered with minimum delay and confusion in the event of an emergency. This will be done under the overall direction of the Emergency Operations Control

KHR COMMUNITY EMERGENCY RESPONSE PLAN

Group. A representative from Township of Killaloe, Hagarty and Richards is to attend the receiving community to be part of the receiving Emergency Operations Control Group.

6.0 ALERTING THE PUBLIC / PUBLIC WARNING

The Emergency Operations Control Group is responsible for alerting the public of an existing or impending emergency or arranging for notification through the media as required. In the first moments of an emergency and at times requiring immediate pre-emergency evacuations, this responsibility falls to the Public Information Officer.

Notification may encompass a warning that an emergency exists followed by instructions on the appropriate action to take (i.e.; evacuation, sheltering, etc.). The initial alert may advise the public where additional information can be obtained, i.e.; radio, television and/or social media sites. Alerting messages, information circulars, etc. will be provided. To ensure all members of the public receive notification and information on procedures, the following mechanisms are available:

- 1 How to warn:
 - door to door / verbal / handwritten
 - Radio / T.V.
 - sirens
 - public address system
 - social media
- 2 Warning should be:
 - accurate
 - consistent
 - clear
 - repeated
 - prior notice
- 3 Tell the community:
 - what to take (toiletries, clothing, medication)
 - where to go
 - route to take / transportation
 - lock doors
 - turn off utilities etc.
 - what to do about pets and livestock

Care of Evacuees

Evacuees need the following basic care:

- accommodation sleeping areas
- feeding
- clothing
- registration and inquiry
- personal services
 - language
 - counselling
 - recreation
 - funds
- Communications
- First Aid / Health Services
- Recreation for children, special assistance for elderly, handicapped.

KHR COMMUNITY EMERGENCY RESPONSE PLAN

7.0 RETURNING EVACUEES TO THEIR HOMES

Once the emergency is terminated and it is safe for evacuees to return home, a re-entry plan must be prepared. Some of the tasks that should be considered include:

- 1) Notify evacuees that the emergency is terminated and that they can return home.
- 2) Determine if any work must be done before residents can re-enter homes - i.e.;
 - ⇒ Switch utilities back on;
 - ⇒ Test drinking water;
 - ⇒ Check extent of water / smoke damage.
- 3) Prepare list of people to be transported.
- 4) Determine if basic food stuff or clothing is required (i.e.; if hydro has been turned off or if houses have been damaged) and arrange for supplies to be sent to the community, with the returning evacuees.
- 5) Make transportation arrangements for those requiring assistance to return home.
- 6) Ensure registration and inquiry services are available for a period of time after the emergency is over to provide people with post emergency information.

KHR COMMUNITY EMERGENCY RESPONSE PLAN

Annex A-2

HAZARDOUS MATERIALS RESPONSE PLAN

1.0 Aim:

The aim of this plan is to provide the procedures to be followed in the event of a hazardous materials emergency affecting the Township of Killaloe, Hagarty and Richards, and to define the roles and responsibilities of the Township departments and supporting agencies during a hazardous materials emergency.

2.0 Authority and Custodian:

This plan is published as Annex A-2 to the *Township of Killaloe, Hagarty and Richards Emergency Plan*, as authorized by By-Law 33-2004; and the *Emergency Management and Civil Protection Act, R.S.O. 1990*. The custodian of this plan shall be the Fire Chief or designate, who is responsible for the annual review, revision and testing of the plan.

3.0 Hazardous Materials Emergency – Definition:

Hazardous materials emergency is defined as an incident wherein the lives or property and residents of the Township of Killaloe, Hagarty and Richards are threatened by a release of a hazardous substance or other controlled material as defined by the *Ontario Environmental Protection Act, R.S.O. 1990*.

4.0 Notification and Implementation:

This plan may be implemented in whole or in part, as required by the Fire Chief or by the Township of Killaloe, Hagarty and Richards Emergency Operations Control Group with or without the declaration of an emergency by the Mayor. This plan may be activated by the Fire Chief of the Township of Killaloe, Hagarty and Richards, by any participating response or by a designated Township of Killaloe, Hagarty and Richards Emergency Operations Control Group member.

5.0 Agency / Individual Roles and Responsibilities:

Killaloe, Hagarty and Richards Fire Department

- serve as lead agency;
- provide as incident commander if required;
- perform containment operations and fire suppression;
- assist in evacuations; and
- perform rescue operations.

KHR COMMUNITY EMERGENCY RESPONSE PLAN

Killaloe, Hagarty and Richards Roads Department

- perform diking operations and protection of sewers and watercourses;
- maintain inventory of spill control supplies at selected locations;
- provide road closure signage and barricades; and
- maintain agreements with private contractors for site cleanup, remediation and disposal of contaminates.

Killaloe OPP

- assist in evacuations and rescue operations; and
- provide security for perimeter and evacuation zones

Emergency Management Ontario

- provide advice, assistance and liaison with the Provincial Emergency Operations Centre (PEOC); and
- forward requests for Provincial HAZMAT assistance.

Ontario Ministry of the Environment

- monitor water and air quality in affected areas;
- provide technical advice to response agencies;
- ensure cleanup and remediation of affected areas;
- ensure disposal of contaminants in accordance with pertinent regulations; and
- assist in identification of responsible parties.

Public Information Officer

- develop and issue emergency evacuation information;
- assist in the distribution of boil water advisories; and
- develop public education strategies for vulnerable populations.

Local Utilities – Hydro, Water / Sewage (Hydro One, Ottawa River Power & OCWA)

- perform disconnect operations as required; and
- provide advice and assistance to the Works Superintendent.

6.0 Training and Supplies:

- Each participating agency for defining and providing the training required by its own staff in performing its emergency roles at its own cost.
- Each participating agency will maintain at all times an inventory. Procurement of additional supplies required during a hazardous materials emergency will be the responsibility of the CAO Clerk-Treasurer of the Township of Killaloe, Hagarty and Richards.
- Additional claims for costs and/or damages will be forwarded to the CAO Clerk-Treasurer of the Township of Killaloe, Hagarty and Richards for consideration and resolution.

7.0 Cost Recovery

In accordance with the *Ontario Environmental Protection Act*, all persons owning or having control of a hazardous substance at the time of release are responsible for any costs associated with the containment, clean up and disposal of any spilled or released material. Where the

KHR COMMUNITY EMERGENCY RESPONSE PLAN

responsible party(ies) has (have) been identified, the Township of Killaloe, Hagarty and Richards will initially reimburse any eligible costs incurred by any responsible public sector agency, and will act to recover all such costs from the responsible party(ies). All eligible claims must be submitted within 30 days of the occurrence to the CAO Clerk-Treasurer, Township of Killaloe, Hagarty and Richards.

8.0 Recovery

Recovery procedures will be implemented in accordance with the Township of Killaloe, Hagarty and Richards' Recovery Plan. The CAO Clerk-Treasurer of the Township or the Township of Killaloe, Hagarty and Richards Emergency Operations Control Group (in declared emergencies) will determine when the response phase has terminated and if recovery measures are required.

KHR COMMUNITY EMERGENCY RESPONSE PLAN

Annex A-3

FLOOD CONTROL RESPONSE PLAN

1. Aim:

The aim of this plan is to provide the procedures to be followed in the event of a flood emergency affecting the Township of Killaloe, Hagarty and Richards, and to define the roles and responsibilities of the Township departments and supporting agencies during a flood emergency.

2. Authority and Custodian:

This plan is published as Annex A-3 to the *Township of Killaloe, Hagarty and Richards Emergency Plan*, as authorized by By-Law 33-2004; and the *Emergency Management and Civil Protection Act, R.S.O. 1990*. The custodian of this plan shall be the Works Superintendent of the Township of Killaloe, Hagarty and Richards who is responsible for the annual review, revision and testing of the plan.

3. Flood Emergency – Definition:

A flood emergency is defined as an incident wherein the lives or property of the Township and residents of Killaloe, Hagarty and Richards are threatened by the effects of flooding caused by:

- (a) Spring ice break-up;
- (b) Severe weather; and / or
- (c) Infrastructure failure.

4. Notification and Implementation:

This plan may be implemented in whole or in part, as required by the Works Superintendent or by the Township of Killaloe, Hagarty and Richards Emergency Operations Control Group with or without the declaration of an emergency by the Mayor. This plan may be activated through notification of the Works Superintendent of Township of Killaloe, Hagarty and Richards Road Department, by any participating response or by a designated Township of Killaloe, Hagarty and Richards Emergency Operations Control Group member.

5. Agency / Individual Roles and Responsibilities:

Township of Killaloe, Hagarty and Richards Roads Department

- serve as lead agency;
- provide incident commander, if required;
- identify flood sensitive areas and vulnerable populations / infrastructure;
- provide labour for flood control and diking activities;
- maintain inventory of flood control supplies at selected locations; and
- provide road closure signage and barricades.

KHR COMMUNITY EMERGENCY RESPONSE PLAN

Township of Killaloe, Hagarty and Richards Fire Department

- assist in evacuations;
- perform rescue operations; and
- provide pumping resources.

Ontario Provincial Police (Killaloe O.P.P.)

- assist in evacuations and rescue operations; and
- provide security for perimeter and evacuation zones.

Emergency Management Ontario

- provide advice, assistance and liaison with the Provincial Emergency Operations Centre.

Emergency Information Officer

- develop and issue emergency evacuation information;
- assist in the distribution of boil water advisories; and
- develop public education strategies for vulnerable populations.

Local Utilities – Hydro, Water/Sewage (Hydro One, Ottawa River Power & OCWA)

- perform disconnect operations as required; and
- provide advice and assistance to the Works Superintendent.

Renfrew County Public Health Department (to be discussed)

- monitor water quality in affected areas;
- issue boil water advisories; and
- provide health amenities to evacuees.

Training and Supplies:

- Each participating agency for defining and providing the training required by its own staff in performing its emergency roles at its own cost.
- Procurement of additional supplies required during a hazardous materials emergency will be the responsibility of the CAO Clerk-Treasurer of the Township of Killaloe, Hagarty and Richards.
- Additional claims for costs and/or damages will be forwarded to the CAO Clerk-Treasurer of the Township of Killaloe, Hagarty and Richards for consideration and resolution.

6. Recovery

Recovery procedures will be implemented in accordance with the Township of Killaloe, Hagarty and Richards Recovery Plan. The CAO Clerk-Treasurer of the Township or the Township of Killaloe, Hagarty and Richards Emergency Operations Control Group (in declared emergencies) will determine when the response phase has terminated and if recovery measures are required.

KHR COMMUNITY EMERGENCY RESPONSE PLAN

Annex A-4

FOREST / BUSH FIRE RESPONSE PLAN

1. Aim:

The aim of this plan is to provide the procedures to be followed in the event of a Forest/Bush Fire emergency affecting the Township of Killaloe, Hagarty and Richards, and to define the roles and responsibilities of the Township departments and supporting agencies during a Forest/Bush fire emergency.

2 Authority and Custodian:

This plan is published as Annex A-4 to the *Township of Killaloe, Hagarty and Richards Emergency Plan*, as authorized by By-Law 33-2004; and the *Emergency Management and Civil Protection Act, R.S.O. 1990*. The custodian of this plan shall be the Fire Chief or designate, who is responsible for the annual review, revision and testing of the plan.

3. Forest/Bush Fire Emergency – Definition:

A forest/bush fire emergency is defined as any uncontrolled, non-structural fire burning in a grass, scrub, bush or forested area.

4. Notification and Implementation:

This plan may be implemented in whole or in part, as required by the Fire Chief or his/her designate or by the Township of Killaloe, Hagarty and Richards Emergency Operations Control Group with or without the declaration of an emergency by the Mayor. This plan may be activated through notification by the Fire Chief of Township of Killaloe, Hagarty and Richards, by any participating response or by a designated Township of Killaloe, Hagarty and Richards Emergency Operations Control Group member.

5. Agency / Individual Roles and Responsibilities:

Township of Killaloe, Hagarty and Richards Fire Department

- serve as lead agency;
- provide incident commander if required;
- perform containment operations and fire suppression;
- assist in evacuations; and
- perform rescue operations.

Township of Killaloe, Hagarty and Richards Roads Department

- perform diking operations and protection of sewers and watercourses;
- provide road closure signage and barricades; and
- maintain agreements with private contractors for site cleanup and remediation and disposal of contaminants.

KHR COMMUNITY EMERGENCY RESPONSE PLAN

Ontario Provincial Police (Killaloe O.P.P.)

- assist in evacuations and rescue operations; and
- provide security for perimeter and evacuation zones.

Ministry of Natural Resources

- provide advice and assistance.

Emergency Management Ontario

- provide advice, assistance and liaison with the PEOC.

Emergency Information Officer

- develop and issue emergency evacuation information; and
- develop public education strategies for vulnerable populations.

Local Utilities – Hydro, Water / Sewage (Hydro One, Ottawa River Power & OCWA)

- perform disconnect operations as required; and
- provide advice and assistance to the Works Superintendent.

Training and Supplies:

- Each participating agency for defining and providing the training required by its own staff in performing its emergency roles at its own cost.
- Procurement of additional supplies required during a hazardous materials emergency will be the responsibility of the CAO Clerk-Treasurer of the Township of Killaloe, Hagarty and Richards.
- Additional claims for costs and/or damages will be forwarded to the CAO Clerk-Treasurer of the Township of Killaloe, Hagarty and Richards for consideration and resolution.

6. Recovery

Recovery procedures will be implemented in accordance with the Township of Killaloe, Hagarty and Richards Recovery Plan. The CAO Clerk-Treasurer of the Township or the Township of Killaloe, Hagarty and Richards Emergency Operations Control Group (in declared emergencies) will determine when the response phase has terminated and if recovery measures are required.

KHR COMMUNITY EMERGENCY RESPONSE PLAN

Annex A-5

TORNADO RESPONSE PLAN

1. Aim:

The aim of this plan is to provide the procedures to be followed in the event of a Tornado emergency affecting the Township of Killaloe, Hagarty and Richards, and to define the roles and responsibilities of the Township departments and supporting agencies during a Tornado emergency.

2. Authority and responsibility:

This plan is published as Annex A-5 to the *Township of Killaloe, Hagarty and Richards Emergency Plan*, as authorized by By-Law 33-2004; and the *Emergency Management and Civil Protection Act, R.S.O. 1990*. The custodian of this plan shall be the Works Superintendent or designate, who is responsible for the annual review, revision and testing of the plan.

3. Tornado Emergency – Definition:

A Tornado emergency is defined as an incident wherein the lives or property of the Township and residents of Killaloe, Hagarty and Richards are threatened by the effects of a Tornado:

- (a) Wind or severe weather damage; and
- (b) Infrastructure failure.

4. Notification and Implementation:

This plan may be implemented in whole or in part, as required by the Works Superintendent or by the Township of Killaloe, Hagarty and Richards Emergency Operations Control Group with or without the declaration of an emergency by the Mayor. This plan may be activated through notification of the Works Superintendent of Township of Killaloe, Hagarty and Richards Roads Department, by any participating response or by a designated Township of Killaloe, Hagarty and Richards Emergency Operations Control Group member.

5. Agency/Individual Roles and Responsibilities:

Township of Killaloe, Hagarty and Richards Roads Department

- serve as lead agency;
- provide incident commander, if required;
- identify affected areas and vulnerable populations / infrastructure; and
- provide road closure signage and barricades.

6. Township of Killaloe, Hagarty and Richards Fire Department

- assist in evacuations;
- perform rescue operations; and
- provide pumping resources.

7. Killaloe OPP

- assist in evacuations and rescue operations; and

KHR COMMUNITY EMERGENCY RESPONSE PLAN

- provide security for perimeter and evacuation zones.

8. Emergency Management Ontario

- provide advice, assistance and liaison with the PEOC.

9. Emergency Information Officer

- develop and issue emergency evacuation information;
- assist in the distribution of media advisories; and
- develop public education strategies for vulnerable populations.

10. Local Utilities – Hydro, Water/Sewage (Hydro One, Ottawa River Power & OCWA)

- perform disconnect operations as required; and
- provide advice and assistance to the Works Superintendent.

11. Renfrew County Public Health Department

- monitor water quality in affected areas;
- issue boil water advisories; and
- provide health amenities to evacuees.

Training and Supplies:

- Each participating agency for defining and providing the training required by its own staff in performing its emergency roles at its own cost.
- Procurement of additional supplies required during a hazardous materials emergency will be the responsibility of the CAO Clerk-Treasurer of the Township of Killaloe, Hagarty and Richards.
- Additional claims for costs and/or damages will be forwarded to the CAO Clerk-Treasurer of the Township of Killaloe, Hagarty and Richards for consideration and resolution.

12. Recovery

Recovery procedures will be implemented in accordance with the Township of Killaloe, Hagarty and Richards Recovery Plan. The CAO Clerk-Treasurer of the Township or the Township of Killaloe, Hagarty and Richards Emergency Control Group (in declared emergencies) will determine when the response phase has terminated and if recovery measures are required.

KHR COMMUNITY EMERGENCY RESPONSE PLAN

Annex B

HAZARD IDENTIFICATION AND RISK ASSESSMENT RANKING

Hazard Identification and Risk Assessment Ranking

To update the order of the ranking: CTRL+SHIFT+R

Hazard	Frequency	Frequency Category	Consequence	Consequence Description	Changing Risk	RISK TOTAL (Frequency x Consequence x Changing Risk)	Level of Risk
Forest / Wildland Fire	5	Likely	3	Moderate	3	45	Very High
Explosion / Fire	6	Almost Certain	3	Moderate	2	36	High
Critical Infrastructure Failure	6	Almost Certain	2	Slight	3	36	High
Fog	6	Almost Certain	2	Slight	2	24	Moderate
Freezing Rain / Ice Storm	6	Almost Certain	2	Slight	2	24	Moderate
Transportation Emergency - Road	6	Almost Certain	2	Slight	2	24	Moderate
Human Health Emergency - Pandemic	4	Probable	5	High	1	20	Moderate
Energy Emergency (Supply)	6	Almost Certain	1	Minor	3	18	Low



KHR COMMUNITY EMERGENCY RESPONSE PLAN

Hazard Identification and Risk Assessment Ranking

To update the order of the ranking: CTRL+SHIFT+R

Hazard	Frequency	Frequency Category	Consequence	Consequence Description	Changing Risk	RISK TOTAL (Frequency x Consequence x Changing Risk)	Level of Risk
Cyber Attack	6	Almost Certain	1	Minor	3	18	Low
Special Event	6	Almost Certain	1	Minor	3	18	Low
Flood - Riverine	4	Probable	1	Minor	4	16	Low
Extreme Temperatures - Cold Wave	6	Almost Certain	1	Minor	2	12	Low
Hail	6	Almost Certain	1	Minor	2	12	Low
Lightning	6	Almost Certain	1	Minor	2	12	Low
Snowstorm / Blizzard	6	Almost Certain	1	Minor	2	12	Low
Windstorm	6	Almost Certain	1	Minor	2	12	Low
Terrorism / CBRNE	4	Probable	1	Minor	3	12	Low

KHR COMMUNITY EMERGENCY RESPONSE PLAN

Hazard Identification and Risk Assessment Ranking

To update the order of the ranking: CTRL+SHIFT+R

Hazard	Frequency	Frequency Category	Consequence	Consequence Description	Changing Risk	RISK TOTAL (Frequency x Consequence x Changing Risk)	Level of Risk
Tornado	3	Unlikely	2	Slight	2	12	Low
Plant Disease and Pest Infestation	2	Very Unlikely	3	Moderate	2	12	Low
Extreme Temperatures - Heat Wave	5	Likely	1	Minor	2	10	Very Low
Flood - Storm Surge	5	Likely	1	Minor	2	10	Very Low
Human Health Emergency – “Epidemic”	5	Likely	1	Minor	2	10	Very Low
Hazardous Materials Incident / Spills – Transportation Incident	4	Probable	1	Minor	2	8	Very Low
Oil / Natural Gas Emergency	4	Probable	1	Minor	2	8	Very Low
Dam Failure	4	Probable	1	Minor	2	8	Very Low
Building / Structure Collapse	4	Probable	1	Minor	2	8	Very Low



KHR COMMUNITY EMERGENCY RESPONSE PLAN

Hazard Identification and Risk Assessment Ranking

To update the order of the ranking: CTRL+SHIFT+R

Hazard	Frequency	Frequency Category	Consequence	Consequence Description	Changing Risk	RISK TOTAL (Frequency x Consequence x Changing Risk)	Level of Risk
Civil Disorder	4	Probable	1	Minor	2	8	Very Low
Earthquake	3	Unlikely	1	Minor	2	6	Very Low
Drought / Low Water	3	Unlikely	1	Minor	2	6	Very Low
Drinking Water Emergency	3	Unlikely	1	Minor	2	6	Very Low
Food Emergency	2	Very Unlikely	1	Minor	3	6	Very Low
Erosion	2	Very Unlikely	1	Minor	2	4	Very Low
Flood - Urban	2	Very Unlikely	1	Minor	2	4	Very Low
Land Subsidence	2	Very Unlikely	1	Minor	2	4	Very Low
Transportation Emergency - Air	2	Very Unlikely	1	Minor	2	4	Very Low

KHR COMMUNITY EMERGENCY RESPONSE PLAN

Hazard Identification and Risk Assessment Ranking

To update the order of the ranking: CTRL+SHIFT+R

Hazard	Frequency	Frequency Category	Consequence	Consequence Description	Changing Risk	RISK TOTAL (Frequency x Consequence x Changing Risk)	Level of Risk
War & International Emergency	2	Very Unlikely	1	Minor	2	4	Very Low
Hurricane	1	Rare	2	Slight	2	4	Very Low
Natural Space Object Crash	1	Rare	1	Minor	3	3	Very Low
Farm Animal Disease	1	Rare	1	Minor	2	2	Very Low
Flood - Seiche	1	Rare	1	Minor	2	2	Very Low
Geomagnetic Storm	1	Rare	1	Minor	2	2	Very Low
Landslide	1	Rare	1	Minor	2	2	Very Low
Hazardous Materials Incident / Spills - Fixed Site Incident	1	Rare	1	Minor	2	2	Very Low
Human-Made Space Object Crash	1	Rare	1	Minor	2	2	Very Low

KHR COMMUNITY EMERGENCY RESPONSE PLAN

Hazard Identification and Risk Assessment Ranking

To update the order of the ranking: CTRL+SHIFT+R

Hazard	Frequency	Frequency Category	Consequence	Consequence Description	Changing Risk	RISK TOTAL (Frequency x Consequence x Changing Risk)	Level of Risk
Mine Emergency	1	Rare	1	Minor	2	2	Very Low
Nuclear Facility Emergency	1	Rare	1	Minor	2	2	Very Low
Radiological Emergency	1	Rare	1	Minor	2	2	Very Low
Transportation Emergency - Marine	1	Rare	1	Minor	2	2	Very Low
Transportation Emergency - Rail	1	Rare	1	Minor	2	2	Very Low
Sabotage	1	Rare	1	Minor	2	2	Very Low

KHR COMMUNITY EMERGENCY RESPONSE PLAN

Annex C

CRITICAL INFRASTRUCTURE FOR KILLALOE, HAGARTY AND RICHARDS

Emergency Support Function Equivalent Sector	Type of Critical Infrastructure	Component	Location	Owner Operator
1 Transportation	Highways & Roads	Bridge	Cameron St., Mill St., (Killaloe) Tramore Road and Turners Road (Hagarty)	County of Renfrew
Transportation	Airports Aviation	Airport	7 Jack Chute Road	NavCan
Transportation	Snow Removal	Trucks w/Plough: Sand & Salt Facilities	16370 Highway 60	Township of Killaloe, Hagarty and Richards

2 Telecommunications	911 Communications	911 Facilities	Bell Tower or Landline	Bell Canada
Telecommunications	Radio Station	Building, tower, equipment	7 Lake Street (Killaloe)	Private Sector
Telecommunications	Internet	Microwave Feed to Municipal Garage	Round Lake Fire Hall 2995 Round lake Road	Bell Canada
Telecommunications	Radio Station 102.9 and 104.5 FM	Building, Tower and Equipment	7 Lake Street	Private Sector
Telecommunications	Rogers Tower	Tower	Water Street	Rogers
Telecommunications	Bell Tower	Tower	Larry Greenley 16589 Highway 60	Bell
Telecommunications	KHR Tower	Tower	1 John Street Municipal Office	KHR Township
Telecommunications	KHR Tower	Tower	Municipal Garage 16370 Highway 60	KHR Township
Telecommunications	KHR Tower	Tower	Round Lake Fire Hall 2995 Round Lake Road	KHR Township

KHR COMMUNITY EMERGENCY RESPONSE PLAN

3 Agriculture and Agri-Food (Food & Water)	Water Treatment	Water Treatment Plant	226 Water Street (Killaloe)	Township/Ontario Clean Water Agency (OCWA)
Agriculture and Agri-Food (Food & Water)	Wastewater & Sewage Treatment	Sewage Treatment Plant	113 Keetch Street (Killaloe)	Township/Ontario Clean Water Agency (OCWA)
Agriculture and Agri-Food (Food & Water)	Water Distribution	Water Main Pipe	Downtown core Village Queen, Lake, North,	Township/Ontario Clean Water Agency (OCWA)
Agriculture and Agri-Food (Food & Water)	Water Distribution	Pumping Station	57 Henry Street (Killaloe)	Township/Ontario Clean Water Agency (OCWA)
Agriculture and Agri-Food (Food & Water)	Food Store	Supermarket	186 Queen Street Killaloe	Killaloe Freshmart Private Sector

4 Energy Production and Distribution (Electricity - Fuel)	Electrical Transmission & Distribution	Transformer Station	Mill Street	Ottawa River Power Corporation
Energy Production and Distribution (Electricity - Fuel)	Electrical Transmission & Distribution	Transmission Lines	Village of Killaloe	Ottawa River Power Corporation
Energy Production and Distribution (Electricity - Fuel)	Electrical Transmission & Distribution	Transmission Lines	Hagarty & Richards	Hydro One
Energy Production and Distribution (Electricity - Fuel)	Gas Industry	Bulk Station	14 Henry St (Killaloe)	Private Sector
Energy Production and Distribution (Electricity - Fuel)	Gas Industry	Service Stations	81 Queen St. (Killaloe)	Private Sector (Mike's Tires)
Energy Production and Distribution (Electricity - Fuel)	Gas Industry	Store selling Fuel	2664 Centre Food Mart Round Lake	Private Sector
Energy Production and Distribution (Electricity - Fuel)	Gas Industry	Propane Storage	15556 Highway 60	Private Sector McCarthy Propane Inc.
Energy Production and Distribution (Electricity - Fuel)	Gas Industry	Store selling Fuel	Round Lake Country Store 3740 Round Lake Road Bonnehchere	Private Sector

KHR COMMUNITY EMERGENCY RESPONSE PLAN

5 Public Health and Essential Human Services	Medical Centre	Office, Equipment Supplies	45 Mill Street	Township of Killaloe, Hagarty and Richards
Public Health and Essential Human Services	Pharmaceuticals	Pharmacy, equipment, supplies	7 Lake Street (Killaloe)	Private Sector
Public Health and Essential Human Services	Community Health Centre Rainbow Valley	Office, Equipment Supplies	49 Mill St (Killaloe)	Private Sector

6 Environment				
--------------------------------	--	--	--	--

7 Human and Social Services	Social Support Services and Resources	Community Resource Centre	15 Lake St, Killaloe	Ministry of Community and Social Services
Human and Social Services	Social Support Services and Resources	Community Resource Centre	12 North St, Killaloe	Ministry of Community and Social Services
Human and Social Services	Canadian Imperial Bank of Commerce	Bank, information technology, equipment	157 Queen St (Killaloe)	Private Sector
Human and Social Services	Insurance Companies	Insurance, information technology, equipment	165 Queen St (Killaloe)	Private Sector
Human and Social Services	Ontario Works	Social Services	1 John Street (Killaloe)	Province of Ontario

8 Law Enforcement (Public Safety & Security)	Police Services	Police Station, facilities, equipment, communications	15368 Highway 60	Ontario Provincial Police
Law Enforcement (Public Safety & Security)	Fire Fighting Services	Fire Station, Vehicles and Equipment	15 Round Lake Road Street (Killaloe)	Township of Killaloe, Hagarty and Richards
Law Enforcement (Public Safety & Security)	Fire Fighting Services	Fire Station, Vehicles and Equipment	2995 Round Lake Rd	Township of Killaloe, Hagarty and Richards

KHR COMMUNITY EMERGENCY RESPONSE PLAN

Law Enforcement (Public Safety & Security)	Emergency Operations Centre	Emergency Operations Centre	Town Hall Council Chambers 1 John Street	Township of Killaloe, Hagarty and Richards
Law Enforcement (Public Safety & Security)	Emergency Operations Centre	Alternate Emergency Operations Centre	2995 Round Lake Rd	Township of Killaloe, Hagarty and Richards
Law Enforcement (Public Safety & Security)	Evacuation Centre	Round Lake Fire Hall	2995 Round Lake Road	Township of Killaloe, Hagarty and Richards
Law Enforcement (Public Safety & Security)	Evacuation Registration Centre	Killaloe Fire Hall	15 Round Lake Road Street	Township of Killaloe, Hagarty and Richards
Law Enforcement (Public Safety & Security)	Registration Centre	St. Casimir's Church Hall	2642 Round Lake Road	Township of Killaloe, Hagarty and Richards

9 International Coordination				
---	--	--	--	--

10 Government Services	Municipal Government	Town Hall	1 John Street, (Killaloe)	Township of Killaloe, Hagarty and Richards
Government Services	Judicial Systems	Court House	47 Mill Street (Killaloe)	Township of Killaloe, Hagarty and Richards
Government Services	Mail Delivery	Post Office	172 Queen St	Canada Post
Government Services	Mail Delivery	Post Office	2328 Simpson Pit Road	Canada Post

11 Logistics and Operations Management				
12 Communications				
13 Border Services				

KHR COMMUNITY EMERGENCY RESPONSE PLAN

Annex D

Killaloe, Hagarty and Richards Road MAPS

Annex D-1

Alphabetical Index

ALPHABETICAL INDEX			
	ROAD NAME	MAP #	LOCATED OFF
A	Albert Street	3	Round Lake Road
	Alvi Lane	1	Round Lake Road
	Antloirs Lane	4	Red Rock Road
	Antoine Road	3	Wilno North
	Aspen Lane	3	Round Lake Road
B	Bear Trail Road	3	Round Lake Road
	Beaver Road	3	Simpson Pit Road
	Beechnut Lake Road	2	Round Lake Road
	Bell Lane	3	Round Lake Road
	Blue Heron Ridge Lane	1	Turners Road
	Boyle Lane	4	Tramore Road
	Brandon Lane	3	Division Road
	Breakerbay Lane	4	Red Rock Road
	Brudenell Road	6	
	Buck Hill Road	3	Simpson Pit Road
	Byers Creek Road	3	Simpson Pit Road
C	Cain Road	3	Round Lake Road
	Cardinal Road	5	Highway 60
	Cedarwood Lane	1	Round Lake Road
	Charlotte Lane	3	Round Lake Road
	Church Street	5	Highway 60
	Coolican Lane	1	Round Lake Road
	Cooper Lane	3	Round Lake Road
D	Daphnes Lane	3	Round Lake Road
	Deer Trail	1	Round Lake Road
	Division Road	3	Round Lake Road
	Doyle Mountain Road	5	O'Grady Settlement Road
	Dunnes Bay Lane	1	Round Lake Road

KHR COMMUNITY EMERGENCY RESPONSE PLAN

	ROAD NAME	MAP #	LOCATED OFF
E	Eno Road	1	Round Lake Road
G	Gorman Road	6	Rochefort Road
	Grannys Lane	4	Round Lake Road
	Green Ridge Road	3	Mask Road
	Greens Road	6	Brudenell Road
	Guenter Lane	1	Round Lake Road
	Gunns Road	1	Round Lake Road
	Great Heron Lane	6	
H	Heritage Road	6	Mask Road
	Hidden Trail Road	5	Highway 60
	High Country Road	5	Mountain View Road
	Highway 60	5	
	Hillcrest Avenue	5	Highway 60
	Hilts Lane	1	Gunns Road
	Horse Shoe Road	3	Division Road
	Hummingbird Trail	1	Round Lake Road
	Harrington Road	6	
I	Innuksuk Road	5	Wilno South
J	Jack Chute Road	1	Round Lake Road
	John Street	3	Round Lake Road
	John Foy Lane	4	Red Rock Road
L	Lakeview Drive	3	Round Lake Road
	Leisure Lane	3	Round Lake Road
	Lenny Road	5	Mountain View Road
	Linkage Lane	4	Round Lake Road
	Lisk Road	6	Highway 60
	Long Meadows Road	4	Round Lake Road
	Loon Bay Lane	1	Turners Road

KHR COMMUNITY EMERGENCY RESPONSE PLAN

	ROAD NAME	MAP #	LOCATED OFF
M	Mask Road	3	Simpson Pit South
	Mockingbird Road	1	Turners Road
	Mountain View Road	5	Simpson Pit South
	Mourning Dove Lane	1	Round Lake Road
O	O'Grady Settlement	5	Mountain View Road
	Oak Avenue	3	Round Lake Road
	Old Trestle Road	6	Highway 60
P	Partridge Run Lane	1	Turners Road
	Peaceful Valley Lane	3	Round Lake Road
	Pecoskie Drive	1	Turners Road
	Perrigo Lane	2	Red Rock Road
	Pine Point Lane	4	Red Rock Road
	Pine View Drive	5	Wilno Road South
R	Recoskie Lane	1	Gunns Road
	Red Rock Road	2	Round Lake Road
	Reserve Creek Lane	1	Round Lake Road
	Rink Road	3	Round Lake Road
	River Road	4	Tramore Road
	Robin Lane	1	Round Lake Road
	Rochefort Road	6	Brudenell Road
	Rock Point Lane	3	Round Lake Road
	Rocky Shores Lane	3	Round Lake Road
	Round Lake Road	3	
	Rozek Road	5	Scenic Road
	Ruby Road	6	Brudenell Road
	Russell Road	5	Stone Church Road



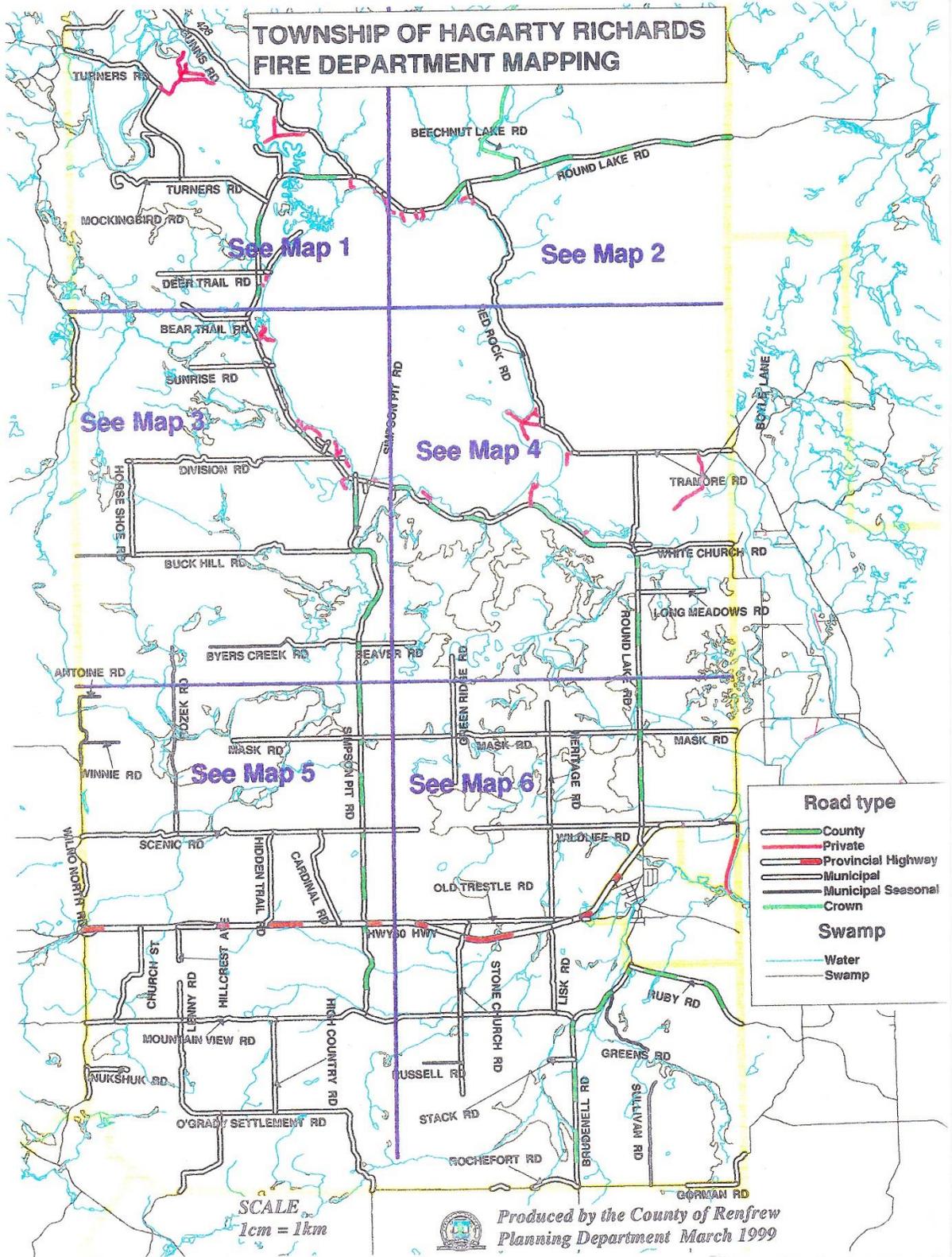
KHR COMMUNITY EMERGENCY RESPONSE PLAN

	ROAD NAME	MAP #	LOCATED OFF
S	Sand Bay Lane	4	Round Lake Road
	Sawmill Lane	3	Round Lake Road
	Scenic Road	5	Simpson Pit
	Sherwood River Lane	3	Round Lake Road
	Shrine Hill Drive	5	Highway 60
	Simpson Pit Road	3	Round Lake Road
	Springwater Lane	1	Round Lake Road
	Stack Road	6	Brudenell Road
	Stevenson Lake Lane	1	Turners Road
	Stone Church Road	5	Highway 60
	Sullivan Road	6	Rochefort Road
	Sunrise Road	3	Round Lake Road
T	Teakia Lane	1	Round Lake Road
	Tramore Road	4	Round Lake Road
	Turners Road	1	Round Lake Road
W	Whippoorwill Lane	4	Red Rock Road
	White Church Road	4	Round Lake Road
	Whitetail Grove Lane	1	Turners Road
	Whitton Lane	1	Deer Trail Road
	Wildlife Road	6	Round Lake Road
	Wilno North Road	5	Highway 60
	Wilno South Road	5	Highway 60
	Windermere Lane	3	Round Lake Road
	Windy Shore Lane	4	Red Rock Road
	Winnie Road	3	Wilno Road North
Y	Yantha Drive	3	Oak Avenue

KHR COMMUNITY EMERGENCY RESPONSE PLAN

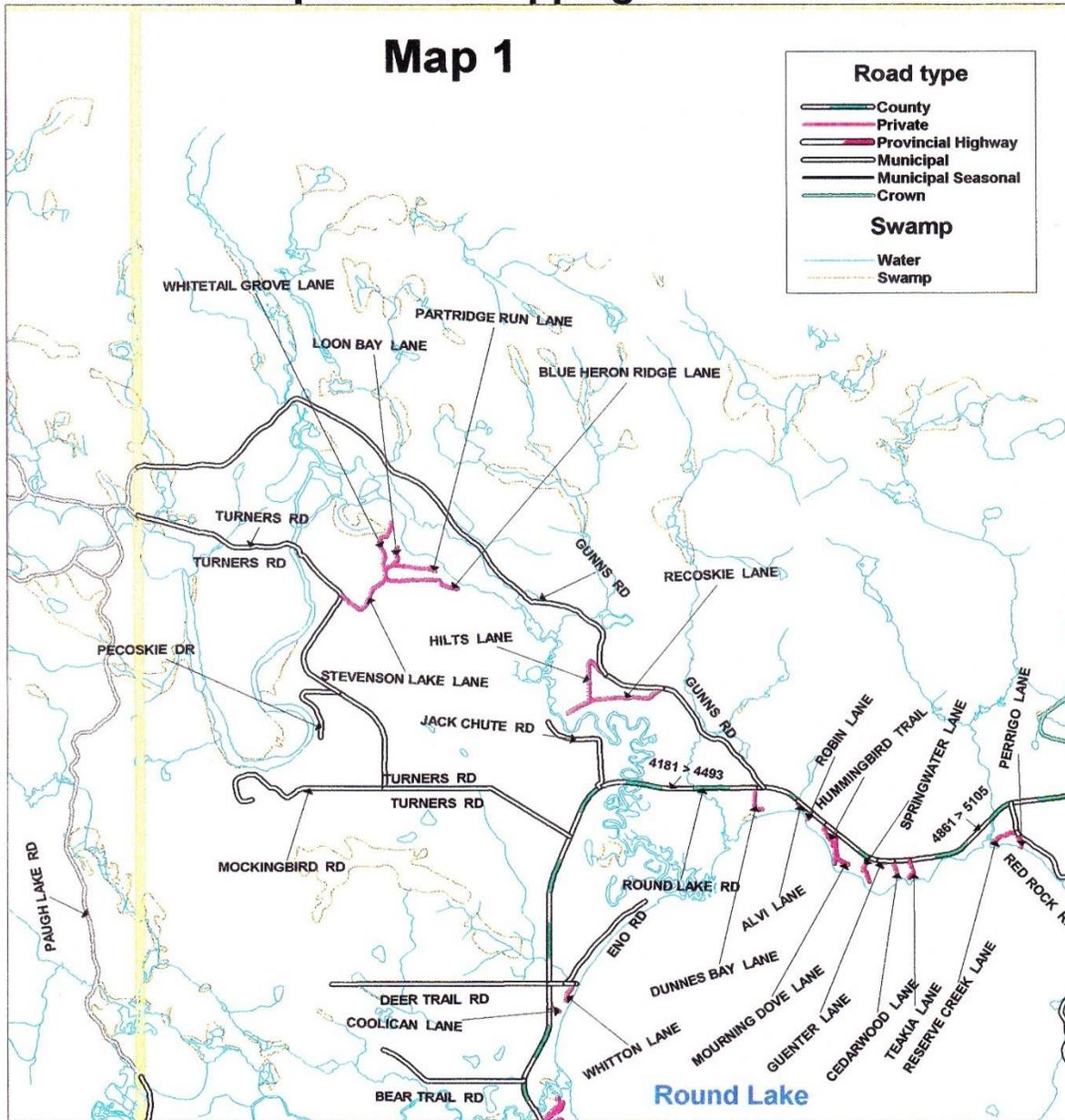
Annex D-2

Maps



KHR COMMUNITY EMERGENCY RESPONSE PLAN

Township of Hagarty Richards Fire Department Mapping



See Map 2



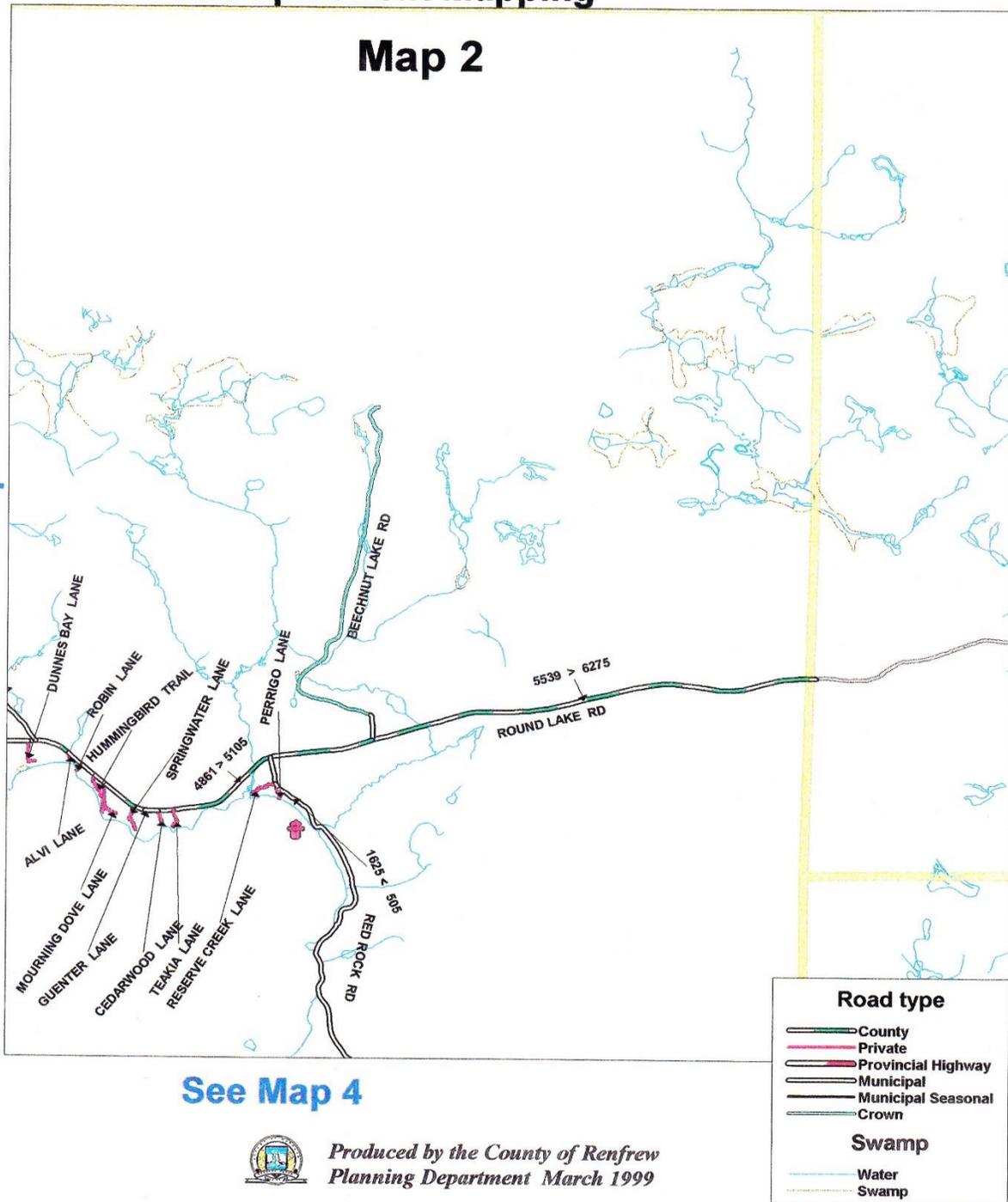
Produced by the County of Renfrew
Planning Department March 1999

KHR COMMUNITY EMERGENCY RESPONSE PLAN

Township of Hagarty Richards Fire Department Mapping

Map 2

See Map 1



See Map 4

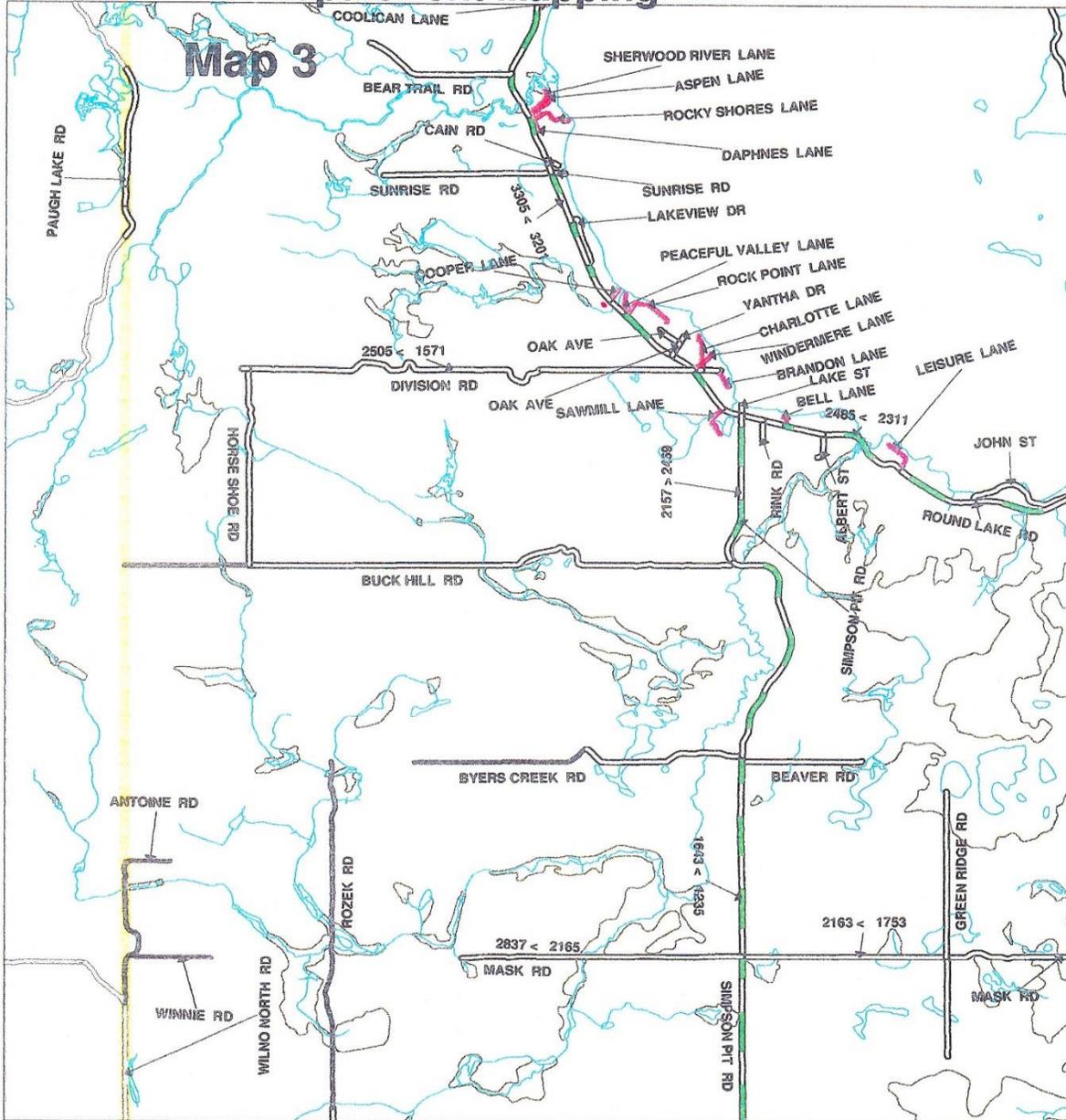


*Produced by the County of Renfrew
Planning Department March 1999*

KHR COMMUNITY EMERGENCY RESPONSE PLAN

Township of Hagarty Richards Fire Department Mapping

See Map 1



Map 3

See Map 4

See Map 5



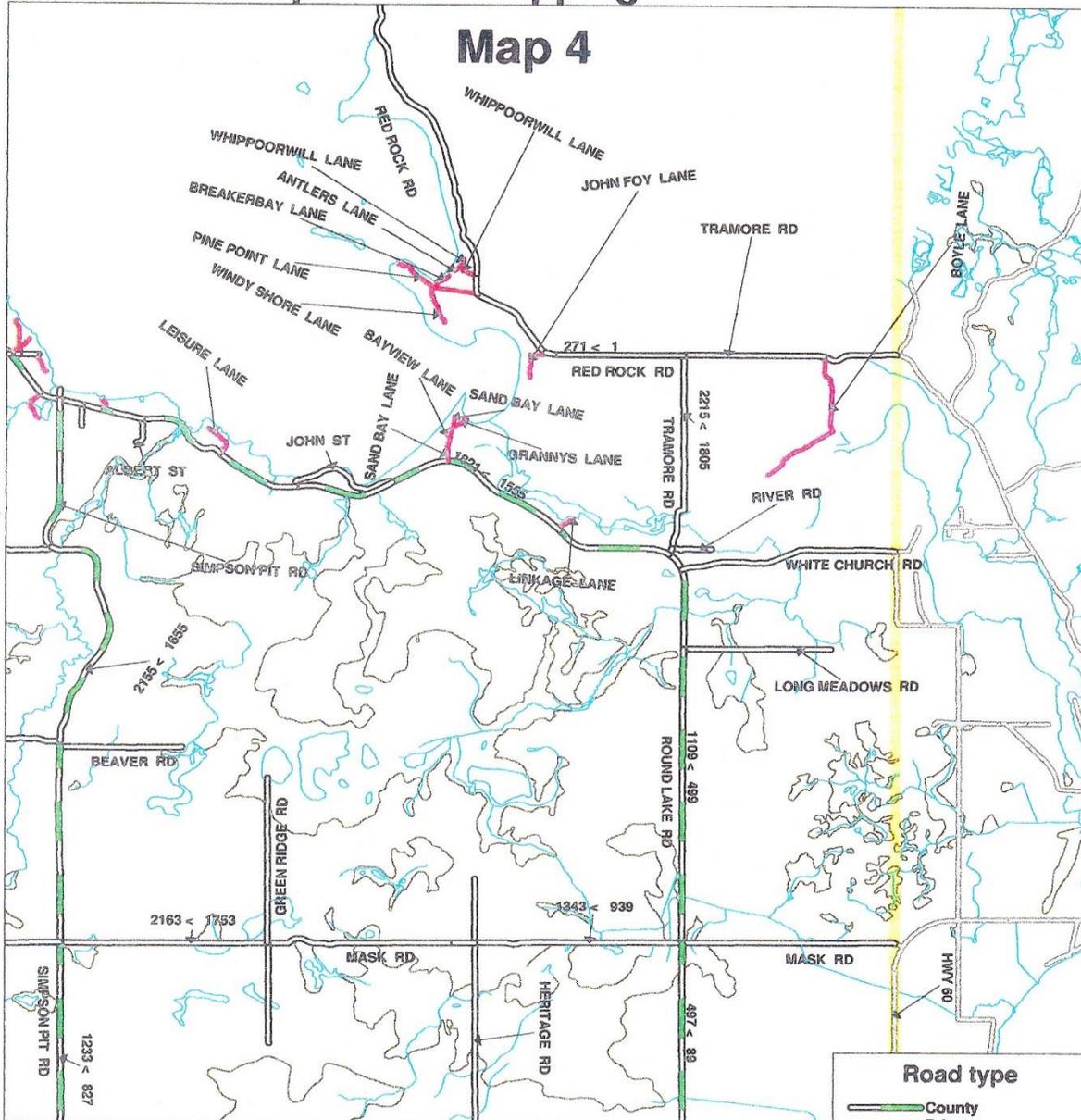
*Produced by the County of Renfrew
Planning Department March 1999*

Road type	
	County
	Private
	Provincial Highway
	Municipal
	Municipal Seasonal
	Crown
Swamp	
	Water
	Swamp

KHR COMMUNITY EMERGENCY RESPONSE PLAN

Township of Hagarty Richards Fire Department Mapping

Map 4



See Map 3

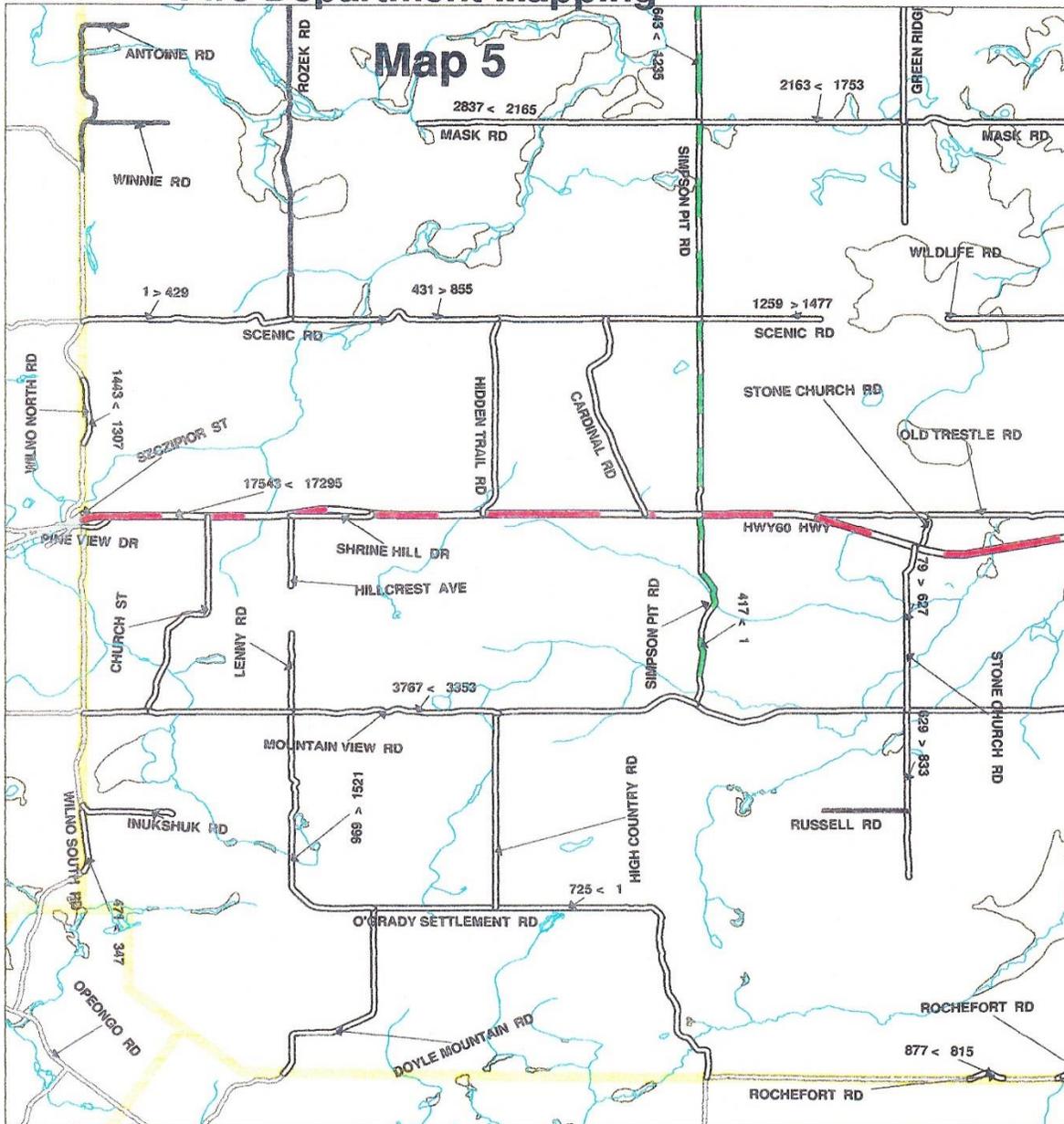
See Map 6



Produced by the County of Renfrew
Planning Department March 1999

KHR COMMUNITY EMERGENCY RESPONSE PLAN

Township of Hagarty Richards Fire Department Mapping See Map 3



See Map 6

Road type	
	County
	Private
	Provincial Highway
	Municipal
	Municipal Seasonal
	Crown
Swamp	
	Water
	Swamp



*Produced by the County of Renfrew
Planning Department March 1999*

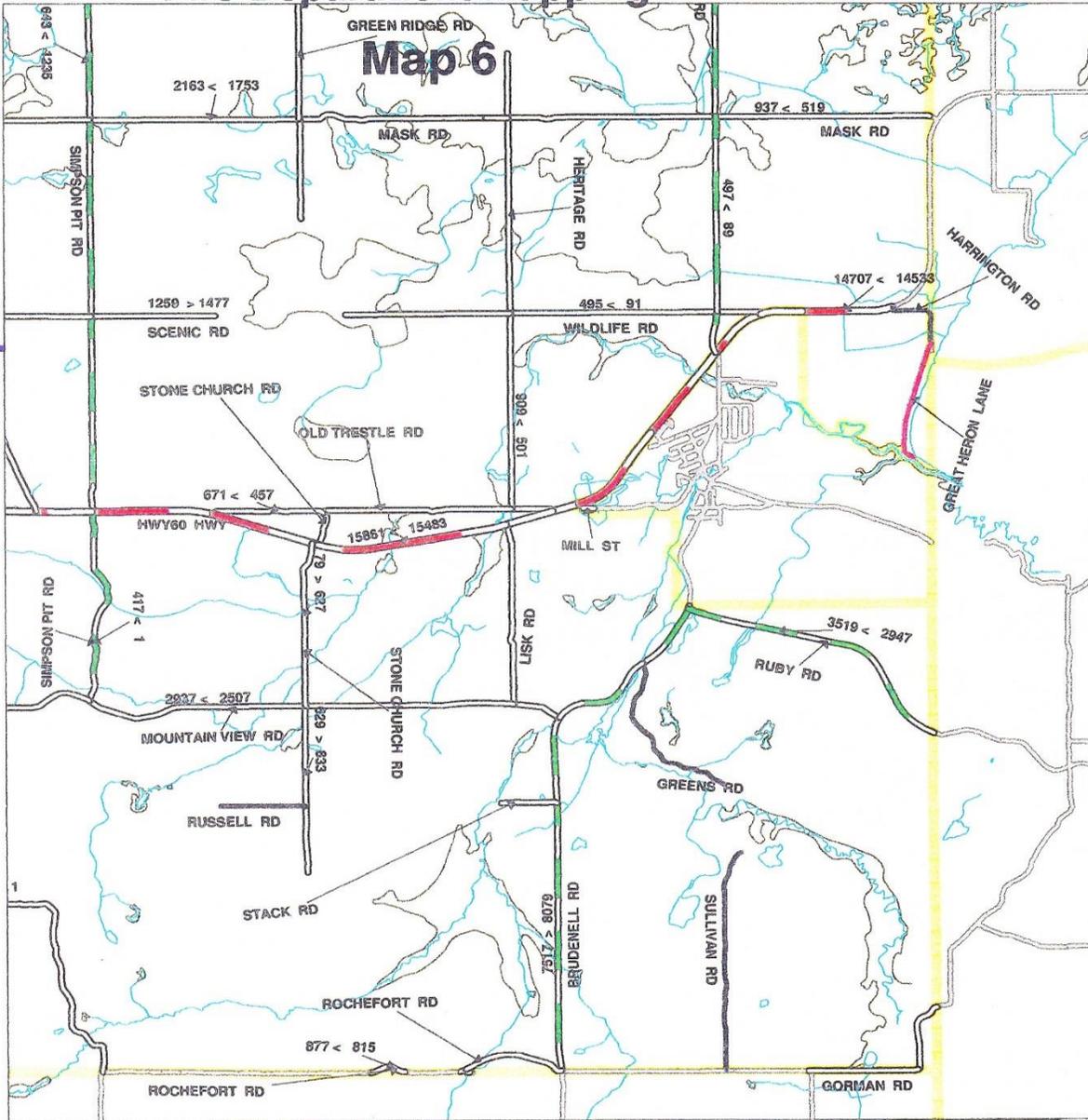


KHR COMMUNITY EMERGENCY RESPONSE PLAN

Township of Hagarty Richards Fire Department Mapping

See Map 4

See Map 5



Map 6

Road type

- County
- Private
- Provincial Highway
- Municipal
- Municipal Seasonal
- Crown

Swamp

- Water
- Swamp



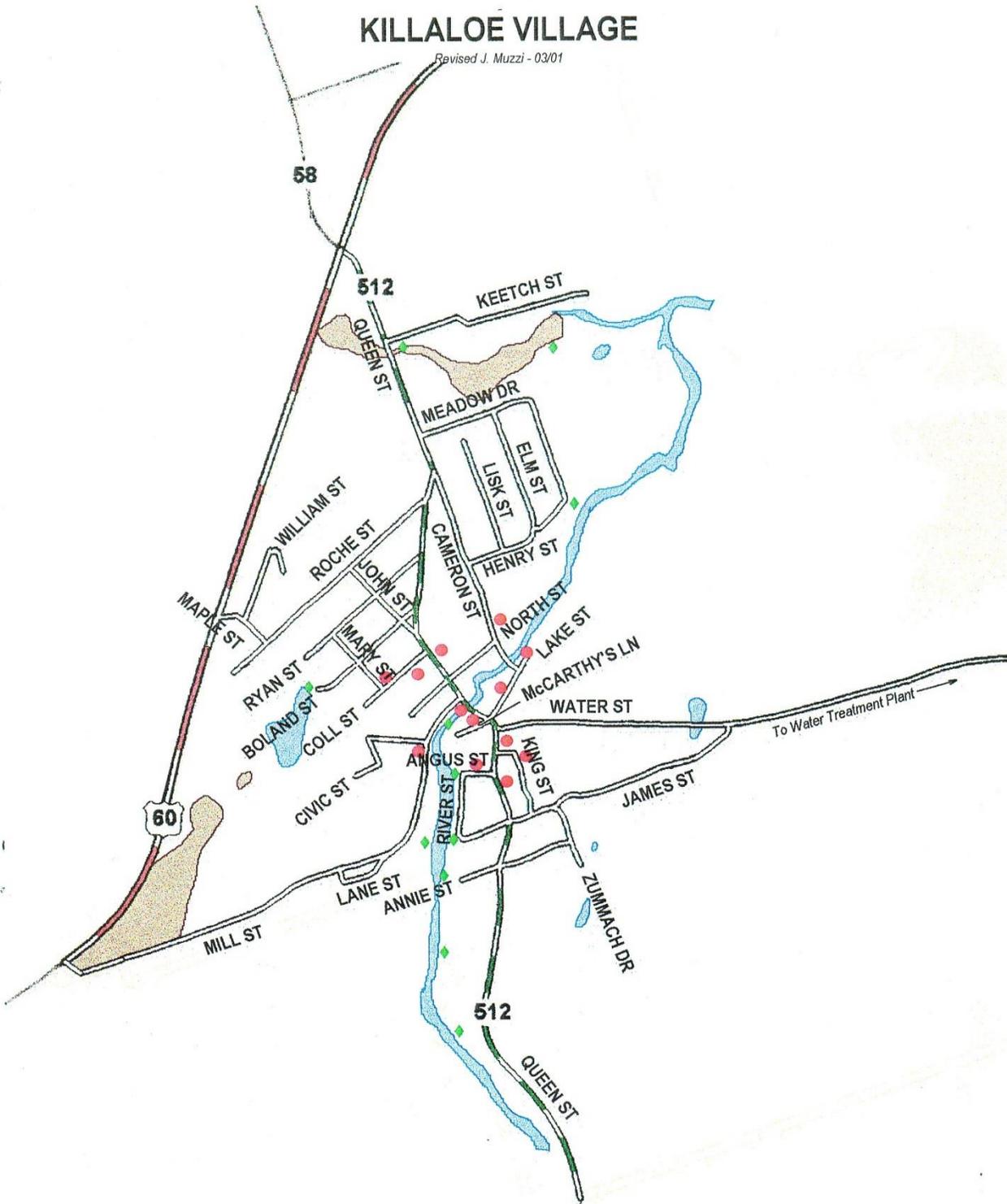
Produced by the County of Renfrew
Planning Department March 1999



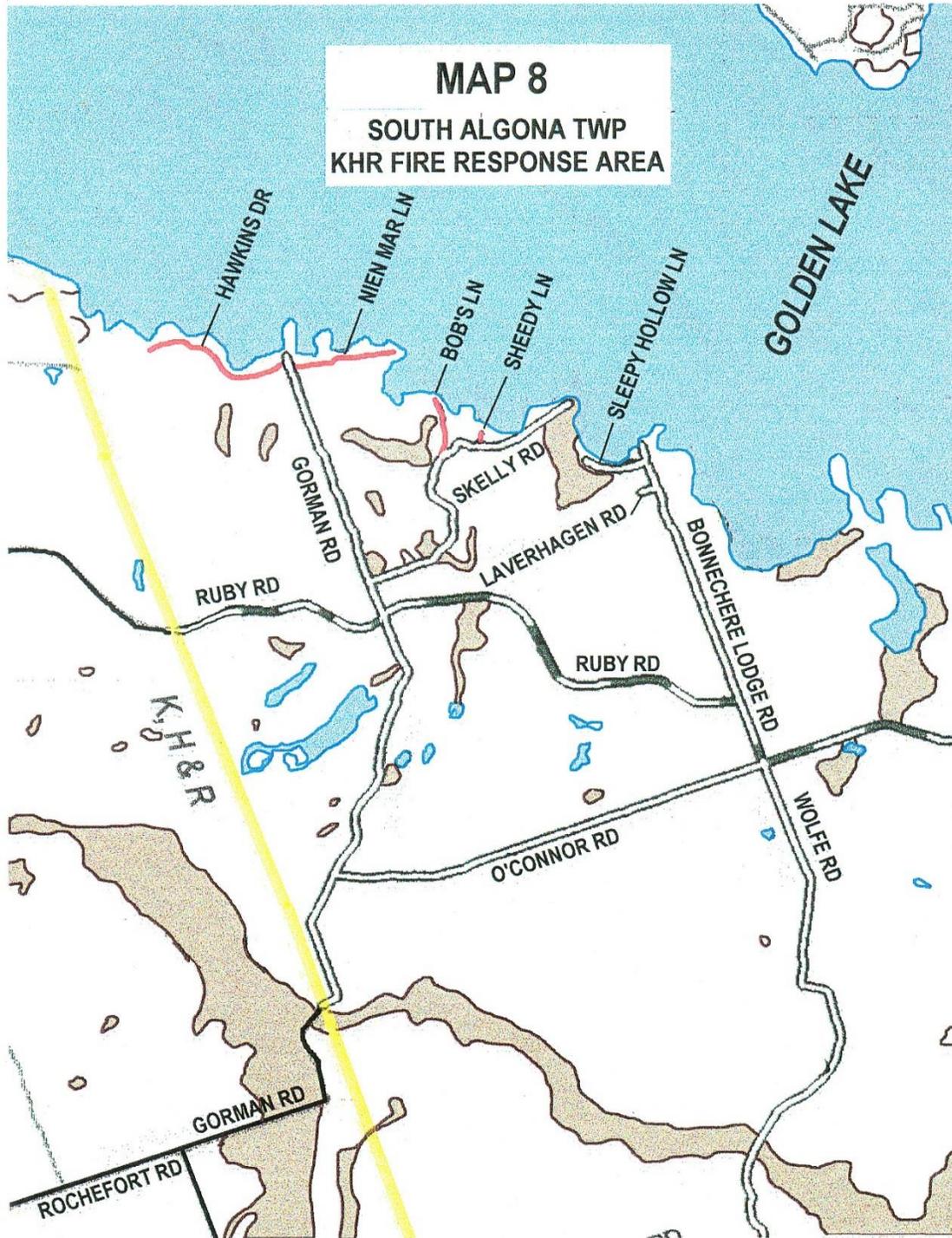
KHR COMMUNITY EMERGENCY RESPONSE PLAN

MAP 7 KILLALOE VILLAGE

Revised J. Muzzi - 03/01

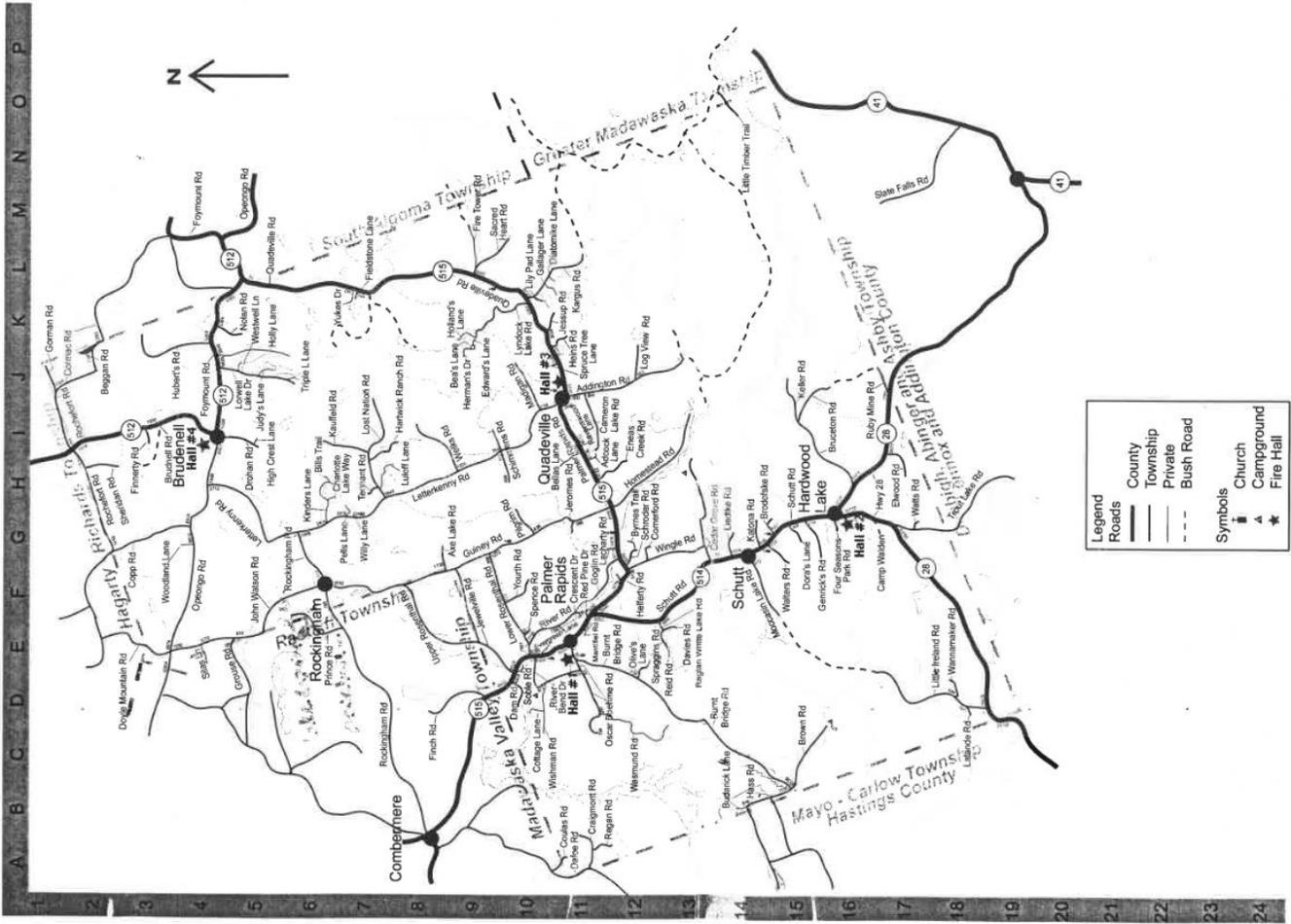


KHR COMMUNITY EMERGENCY RESPONSE PLAN



KHR COMMUNITY EMERGENCY RESPONSE PLAN

Brudnell, Lyndock & Raglan 911 Civic Address Map



Scale 1:250,000
 KM 1 2 3 4 5 6 7 8 9 10
 Produced by Direct Bearing Mapping Services for the Brudnell, Lyndock and Raglan Fire Department. Copyright 2002.
 Last Update: 10/10/02



KHR COMMUNITY EMERGENCY RESPONSE PLAN

Annex D – 3

Address Numbering Reference

Road Name	No.
Round Lake Road	2 At Hwy. 60
	498 At Mask Road
	1249 At Jim Jeffrey
	1676 At John Joe Dombroskie
	2140 At John St. Intersection
	2310 At Leisure Lane Intersection
	2648 At St. Casimir's Church
	2995 At Fire Hall
	3740 At Stores in Bonnechere
	4506 At Gunns Road
5106 At Red Rock Road	
Simpson's Pit Road	2 At Mountain View Road
	418 At Hwy. 60
	826 At Scenic Road, Hag. # 15
	1234 At Mask Road
	2156 At Buck Hill Road
	2453 At Clifford Yantha
Red Rock Road	2 At Traemore Road
	580 At Raymond Bielaski
	933 At Foy Park
	1501 At Fire Hydrant
	1690 At Round Lake Road
O'Grady Settlement Road	0 At Rocheford Road
	567 At Gerald Costello's
	726 At High Country Road Intersection
	802 At Charcoal Plant
	968 At Doyle Mountain Rd Intersection
	1522 At Mountain View Road Intersection

KHR COMMUNITY EMERGENCY RESPONSE PLAN

Road Name	No.
Mountain View Road	2000 At Brudnell Road (Old Hwy 512)
	2087 At Ken Shulist
	- At Stone Church
	2938 At Simpson's Pit Intersection
	3352 At High Country Intersection
	3768 At Lenny Road Intersection
	4058 At Church Street Intersection
	4182 At Wilno Street Road Intersection
Mask Road	0 At Highway 60 Intersection
	938 At Round Lake Intersection
	1049 At Killaloe Dump
	1344 At Heritage Road Intersection
	1752 At Green Ridge Road Intersection
	2164 At Simpson's Pit Intersection
	2410 At Fish Farm - Utronkie
Hwy. # 60	Starts At Mask Road (Tullis)
	14308 At Reg. Briscoe
	14910 At Round Lake Road Intersection
	15368 At OPP Station
	16306 At Simpson's Pit Road Intersection
	16370 At Hag. Twp. Garage
	17128 At Hillcrest Avenue Intersection
	17294 At Wilno Church
17544 At Wilno S. Road Intersection	

KHR COMMUNITY EMERGENCY RESPONSE PLAN

South Algona Township

<u>Road Name</u>	<u>No.</u>
Ruby Road	-1968 intersection of Wolfe Road & O'Connor Road -2080 intersection of Bonnechere Lodge Road -2644 intersection of Gorman Road -2730 Morna Mullin -2946 Boundary of South Algona & Hagarty Twp.
Gorman Road	-368 Boundary of South Algona & Hagarty Twp. -499 Shannon Summers (farm) -580 intersection of O'Connor Road -988 intersection of Ruby Road -1047 Kenny Mullin -1377A Jerry Ryan -1380 end of road
Bonnechere Lodge Road	-8 Martina Dwyer -308 Mervin Buchwald -391 Bonnechere Lodge -402 end of road
O'Connor Road	-2 intersection of Ruby Road & Wolfe Road -269 Pat O'Connor -453 Ish Theilheimer -612 intersection of Gorman Road
Wolfe Road	-1946 intersection of Ruby Road & O'Connor Road -1760 Colin Barrow -1743 Claire Lemke
Water Street, Killaloe	-393 go past Water Treatment Plant

KHR COMMUNITY EMERGENCY RESPONSE PLAN

We respond to ALL NUMBERS on the following roads:

Hawkins Drive
Nien Mar Lane
Bobs Lane
Skelly Road
Sheedy Lane

Lavenhagen Road
Sleepy Hollow Lane
Bonnechere Lodge Road
O'Connor Road

KHR COMMUNITY EMERGENCY RESPONSE PLAN

Road Name	Map Ref
Adcock Lane	H-11
Addington Road	J-11...D-13
Axe Lake Road	G-8
Beas Lane	K-9
Beggan Road	J-2
Bellas Lane	I-11
Bills Trail	H-6
Brodofsky Road	G-14
Browns Road	C-15...D-16
Bruceton Road	H-16...J-16
Brudenell Road (512)	H-2...I-4
Budarick Lane	B-14
Burnt Bridge Road	B-15...E-11
Byrnes Trail	G-12
Cameron Lake Road	I-11...J-11
Cedar Grove Road	G-14...H-13
Charlotte Lake Way	H-6
Comertford Road	G-12
Copp Road	G-2...G4
Cormac Road	J-2...L-3
Cottage Lane	D-10
Coulas Road	A-10
Craigmont Road	A-11
Crescent Drive	F-11
Dafoe Road (517)	A-11
Dam Road	D-10
Davies Road	E-13
Diatomike Lane	L-10
Doras Lane	G-15
Doyle Mountain Road	E-3
Drohan Road	I-4
Edwards Lane	K-9
Elwoods Road	I-17

Road Name	Map Ref
Eneas Creek Road	I-12
Evergreen Lane	E-10
Fieldstone Lane	L-7
Finnerty Road	I-3
Fire Tower Road	L-9
Four Seasons Park Road	G-16
Foymount Road	I-4...L-4
Gallagher Lane	L-10
Genricks Road	G-15
Gogoin Road	F-11
Gorman Road	J-1
Grouse Road	E-5
Guiney Road	F-6...H-12
Hartwick Ranch Road	I-7
Hass Road	C-15
Heins Road	K-11
Helferty Road	G-12
Hermans Drive	J-9
High Crest Lane	I-5
Highway 28	C-19...J-17
Highway 41	O-15
Hollands Lane	K-9
Holly Lane	K-5
Homestead Road	H-12...I-13
Hubers Road	J-3
Hyland Creek Road	N-13
Jeromes Road	G-11
Jessup Road	K-10
Jewelville Road	E-10...F-9
John Waston Road	E-3...F-6
Judys Lane	J-5
Kargus Road	L-11
Katona Road	G-14

Road Name	Map Ref
Kauffeldt Road	I-7
Keller Road	J-15
Kinders Lane	G-6
Lecharny Road	G-11
Laiande Road	D-18
Leiterkenny Road	H-4...I-11
Liedtke Road	G-14
Lily Pad Road	K-10
Little Ireland Road	D-18
Little Timber Trail	O-14
Log View Road	K-12
Lorwell Lake Drive	J-5
Lost Nation Road	H-8...J-8
Lower Rosenthal Road	E-10
Luloff Lane	H-8
Lyndoch Lake Road	K-10
Madigan Road	J-10
Mantifel Road	E-11
Moccasin Lake Road	F-15
Nolan Road	K-5
Olives Lane	E-12
Opeongo Road (66)	D-3...H-4
Oscar Boehme Road	D-11
Palmer Road (515)	D-9...J-11
Pells Lane	H-6
Pilgrim Road	G-10
Prince Road	F-6
Quadeville Road (515)	J-11...L-5
Raglan White Lake Road	E-13
Ravenswood Lane	I-11
Red Pine Drive	F-11
Regan Road	B-11
Reid Road	E-13

Road Name	Map Ref
River Road	E-10
River Bend Drive	E-10
Rochefort Road	G-2...J-2
Rockingham Road (68)	B-8...G-6
Ruby Mine Road	J-17
Sacred Heart Road	L-10
Schimmens Road	H-10
Schroder Road	G-12
Schutt Road (514)	F-11...G-16
Sheridan Road	H-2
Silias Lane	E-4
Soble Road	E-10
Spence Road	E-10
Spraggins Lane	E-13
Spruce Tree Lane	J-11
Tennant Road	H-7
Triple L Lane	J-6
Trout Lake Road	G-18
Walters Road	F-15
Wannamaker Road	E-18
Wasmund Road	D-12
Watts Road	H-17
Welks Road	I-9
Westwell Lane	J-4
Willys Lane	G-7
Wingle Road	G-13
Wishman Road	C-10
Woodland Lane	G-4
Yourth Road	F-10
Yukes Drive	K-7

LEGISLATION / AUTHORITIES

Annex E-1

FEDERAL – EMERGENCY MANAGEMENT ACT

Emergency Management Act

S.C. 2007, c. 15

Assented to 2007-06-22

An Act to provide for emergency management and to amend and repeal certain Acts

Her Majesty, by and with the advice and consent of the Senate and House of Commons of Canada, enacts as follows:

Short Title

1 This Act may be cited as the [Emergency Management Act](#).

Interpretation

2 The following definitions apply in this Act.

emergency management means the prevention and mitigation of, preparedness for, response to and recovery from emergencies. (*gestion*)

emergency management plan means a program, arrangement or other measure

- (a) for dealing with an emergency by the civil population; or
- (b) for dealing with a civil emergency by the Canadian Forces in accordance with the [National Defence Act](#). (*plan de gestion des urgences*)

government institution means any department, branch, office, board, agency, commission, corporation or other body for the administration or affairs of which a minister of the Crown is accountable to Parliament. (*institution fédérale*)

Minister means the Minister of Public Safety and Emergency Preparedness. (*ministre*)

provincial emergency means an emergency occurring in a province if the province or a local authority in the province has the primary responsibility for dealing with the emergency. (*urgence provinciale*)

Minister's Responsibilities

3 The Minister is responsible for exercising leadership relating to emergency management in Canada by coordinating, among government institutions and in cooperation with the provinces and other entities, emergency management activities.

- **4 (1)** The Minister's responsibilities under section 3 include
 - (a) establishing policies, programs and other measures respecting the preparation, maintenance, testing and implementation by a government institution of emergency management plans;

KHR COMMUNITY EMERGENCY RESPONSE PLAN

- (b) providing advice to government institutions respecting the preparation, maintenance, testing and implementation of emergency management plans;
- (c) analysing and evaluating emergency management plans prepared by government institutions;
- (d) monitoring potential, imminent and actual emergencies and advising other ministers accordingly;
- (e) coordinating the Government of Canada's response to an emergency;
- (f) coordinating the activities of government institutions relating to emergency management with those of the provinces — and supporting the emergency management activities of the provinces — and through the provinces, those of local authorities;
- (g) establishing arrangements with each province whereby any consultation with its lieutenant governor in council with respect to a declaration of an emergency under an Act of Parliament may be carried out effectively;
- (h) coordinating the provision of assistance to a province in respect of a provincial emergency, other than the provision of financial assistance and the calling out of the Canadian Forces for service in aid of the civil power under Part VI of the [*National Defence Act*](#);
- (i) providing assistance other than financial assistance to a province if the province requests it;
- (j) providing financial assistance to a province if
 - (i) a provincial emergency in the province has been declared to be of concern to the federal government under section 7,
 - (ii) the Minister is authorized under that section to provide the assistance, and
 - (iii) the province has requested the assistance;
- (k) participating, in accordance with Canada's foreign relations policies, in international emergency management activities;
- (l) establishing the necessary arrangements for the continuity of constitutional government in the event of an emergency;
- (m) establishing policies and programs respecting emergency management;
- (n) conducting exercises and providing education and training related to emergency management;
- (o) promoting a common approach to emergency management, including the adoption of standards and best practices;
- (p) conducting research related to emergency management;
- (q) promoting public awareness of matters related to emergency management; and
- (r) facilitating the authorized sharing of information in order to enhance emergency management.

(2) The Minister has any other responsibilities in relation to emergency management that the Governor in Council may specify.

5 In consultation with the Minister of Foreign Affairs, the Minister may develop joint emergency management plans with the relevant United States' authorities and, in accordance with those plans,

KHR COMMUNITY EMERGENCY RESPONSE PLAN

coordinate Canada's response to emergencies in the United States and provide assistance in response to those emergencies.

Ministers' Responsibilities

- **6 (1)** The emergency management responsibilities of each minister accountable to Parliament for a government institution are to identify the risks that are within or related to his or her area of responsibility — including those related to critical infrastructure — and to do the following in accordance with the policies, programs and other measures established by the Minister:
 - **(a)** prepare emergency management plans in respect of those risks;
 - **(b)** maintain, test and implement those plans; and
 - **(c)** conduct exercises and training in relation to those plans.
- (2)** Each minister shall include in an emergency management plan
 - **(a)** any programs, arrangements or other measures to assist provincial governments and, through the provincial governments, local authorities;
 - **(b)** any federal-provincial regional plans;
 - **(c)** any programs, arrangements or other measures to provide for the continuity of the operations of the government institution in the event of an emergency; and
 - **(d)** in the case of war or other armed conflict, the programs, arrangements or other measures that
 - **(i)** support the overall defence effort,
 - **(ii)** support the Canadian Forces and the armed forces of Canada's allies in the conduct of military operations,
 - **(iii)** contribute to meeting Canada's military and civil wartime obligations to its allies, and
 - **(iv)** mitigate the effects of foreign armed conflict on Canada.
- (3)** A government institution may not respond to a provincial emergency unless the government of the province requests assistance or there is an agreement with the province that requires or permits the assistance.

Orders or Regulations

- 7** The Governor in Council may on the recommendation of the Minister make orders or regulations
- **(a)** respecting the preparation, maintenance, testing and implementation of emergency management plans;
 - **(b)** respecting the use of federal civil resources in response to civil emergencies;
 - **(c)** declaring a provincial emergency to be of concern to the federal government; and
 - **(d)** authorizing the Minister to provide financial assistance to a province under paragraph 4(1)(j).

KHR COMMUNITY EMERGENCY RESPONSE PLAN

Annex E-2

PROVINCIAL EMERGENCY MANAGEMENT AND CIVIL PROTECTION ACT

Emergency Management and Civil Protection Act

- R.S.O. 1990, CHAPTER E.9
- **Consolidation Period:** From December 15, 2009 to the [e-Laws currency date](#).
- Last amendment: 2009, c. 33, Sched. 9, s. 4.

• CONTENTS

1.	Definitions
2.	Administration of Act
2.0.1	Cabinet advisory committee
2.1	Municipal emergency management programs
3.	Municipal emergency plan
4.	Declaration of emergency
5.	Conformity with upper-tier plan
5.1	Emergency management programs of provincial government bodies
6.	Emergency plans of provincial government bodies
6.1	Chief, Emergency Management Ontario
6.2	Emergency plans submitted to Chief
7.	Definitions
7.0.1	Declaration of emergency
7.0.2	Emergency powers and orders
7.0.3	Powers of the Premier
7.0.4	Delegation of powers
7.0.5	Proceedings to restrain contravention of order
7.0.6	Reports during an emergency
7.0.7	Termination of emergency
7.0.8	Revocation of orders
7.0.9	Disallowance of emergency by Assembly
7.0.10	Report on emergency
7.0.11	Offences
7.1	Orders in emergency
7.2	Orders, general
8.	Lieutenant Governor in Council to formulate plan
8.1	Other emergency plans
9.	What plan may provide
10.	Public access to plans
11.	Protection from action
12.	Right of action
13.	Agreements
13.1	Action not an expropriation
14.	Standards for emergency management programs and emergency plans
15.	Crown bound

KHR COMMUNITY EMERGENCY RESPONSE PLAN

Definitions

- **1.** In this Act,
- “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; (“situation d’urgence”)
- “emergency area” means the area in which an emergency exists; (“zone de crise”)
- “emergency management program” means a program developed under section 2.1 or 5.1; (“programme de gestion des situations d’urgence”)
- “emergency plan” means a plan formulated under section 3, 6, 8 or 8.1; (“plan de mesures d’urgence”)
- “employee of a municipality” means an employee as defined in section 278 of the *Municipal Act, 2001* or a designated employee as defined in section 217 of the *City of Toronto Act, 2006*, as the case may be; (“employé municipal”)
- “head of council” includes a chair of the board of an improvement district; (“président du conseil”)
- “local board” means a local board as defined in the *Municipal Affairs Act*; (“conseil local”)
- “local services board” means a Local Services Board established under the *Local Services Boards Act*; (“régie locale des services publics”)
- “member of council” includes a trustee of the board of an improvement district; (“membre du conseil”)
- “public servant” means a public servant within the meaning of the *Public Service of Ontario Act, 2006*. (“fonctionnaire”) R.S.O. 1990, c. E.9, s. 1; 1999, c. 12, Sched. P, s. 3; 2002, c. 14, s. 3; 2002, c. 17, Sched. C, s. 10 (1, 2); 2006, c. 13, s. 1 (2); 2006, c. 32, Sched. C, s. 17; 2006, c. 35, Sched. C, s. 32 (1, 2).
- **Administration of Act**
- **2.** The Solicitor General is responsible for the administration of this Act. R.S.O. 1990, c. E.9, s. 2.
- **Cabinet advisory committee**
- **2.0.1** The Lieutenant Governor in Council may appoint, from among the members of the Executive Council, a committee to advise the Lieutenant Governor in Council on matters relating to emergencies. 2006, c. 13, s. 1 (3).
- **Municipal emergency management programs**
- **2.1 (1)** Every municipality shall develop and implement an emergency management program and the council of the municipality shall by by-law adopt the emergency management program. 2002, c. 14, s. 4.
- **Same**
- **(2)** The emergency management program shall consist of,
 - (a) an emergency plan as required by section 3;
 - (b) training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - (c) public education on risks to public safety and on public preparedness for emergencies; and
 - (d) any other element required by the standards for emergency management programs set under section 14. 2002, c. 14, s. 4.

KHR COMMUNITY EMERGENCY RESPONSE PLAN

- **Hazard and risk assessment and infrastructure identification**
- (3) In developing its emergency management program, every municipality shall identify and assess the various hazards and risks to public safety that could give rise to emergencies and identify the facilities and other elements of the infrastructure that are at risk of being affected by emergencies. 2002, c. 14, s. 4.
- **Confidentiality for defence reasons**
- (4) Subject to subsection (5), a head of an institution, as defined in the *Municipal Freedom of Information and Protection of Privacy Act*, may refuse under that Act to disclose a record if,
 - (a) the record contains information required for the identification and assessment activities under subsection (3); and
 - (b) its disclosure could reasonably be expected to prejudice the defence of Canada or of any foreign state allied or associated with Canada or be injurious to the detection, prevention or suppression of espionage, sabotage or terrorism. 2002, c. 14, s. 4.
- **Same**
- (5) A head of an institution, as defined in the *Municipal Freedom of Information and Protection of Privacy Act*, shall not disclose a record described in subsection (4),
 - (a) if the institution is a municipality and the head of the institution is not the council of the municipality, without the prior approval of the council of the municipality;
 - (b) if the institution is a board, commission or body of a municipality, without the prior approval of the council of the municipality or, if it is a board, commission or body of two or more municipalities, without the prior approval of the councils of those municipalities. 2002, c. 14, s. 4.
- **Confidentiality of third party information**
- (6) A head of an institution, as defined in the *Municipal Freedom of Information and Protection of Privacy Act*, shall not, under that Act, disclose a record that,
 - (a) contains information required for the identification and assessment activities under subsection (3); and
 - (b) reveals a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence implicitly or explicitly. 2002, c. 14, s. 4.
- **Meetings closed to public**
- (7) The council of a municipality shall close to the public a meeting or part of a meeting if the subject matter being considered is the council's approval for the purpose of subsection (5). 2002, c. 14, s. 4.
- **Application of *Municipal Freedom of Information and Protection of Privacy Act***
- (8) Nothing in this section affects a person's right of appeal under section 39 of the *Municipal Freedom of Information and Protection of Privacy Act* with respect to a record described in this section. 2002, c. 14, s. 4.
- **Municipal emergency plan**
- 3. (1) 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. 2002, c. 14, s. 5 (1).
- (2) REPEALED: 2002, c. 14, s. 5 (1).
- **Co-ordination by county**
- (3) The council of a county may with the consent of the councils of the municipalities situated within the county co-ordinate and assist in the formulation of their emergency plans under subsection (1). R.S.O. 1990, c. E.9, s. 3 (3).

KHR COMMUNITY EMERGENCY RESPONSE PLAN

- **Specific emergencies may be designated**
- (4) The Lieutenant Governor in Council may designate a municipality to address a specific type of emergency in its emergency plan and, if so required, the municipality shall include the type of emergency specified in its emergency plan. 2002, c. 14, s. 5 (2).
- **Training and exercises**
- (5) Every municipality shall conduct training programs and exercises to ensure the readiness of employees of the municipality and other persons to act under the emergency plan. 2002, c. 14, s. 5 (3).
- **Review of plan**
- (6) Every municipality shall review and, if necessary, revise its emergency plan every year. 2002, c. 14, s. 5 (3).
- **Declaration of emergency**
- 4. (1) 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. R.S.O. 1990, c. E.9, s. 4 (1).
- **Declaration as to termination of emergency**
- (2) The head of council or the council of a municipality may at any time declare that an emergency has terminated. R.S.O. 1990, c. E.9, s. 4 (2).
- **Solicitor General to be notified**
- (3) The head of council shall ensure that the Solicitor General is notified forthwith of a declaration made under subsection (1) or (2). R.S.O. 1990, c. E.9, s. 4 (3).
- **Premier may declare emergency terminated**
- (4) The Premier of Ontario may at any time declare that an emergency has terminated. R.S.O. 1990, c. E.9, s. 4 (4).
- **Conformity with upper-tier plan**
- 5. The emergency plan of a lower-tier municipality in an upper-tier municipality, excluding a county, shall conform to the emergency plan of the upper-tier municipality and has no effect to the extent of any inconsistency and, for the purposes of this section, The Corporation of the County of Lambton shall be deemed to be an upper-tier municipality. 2002, c. 17, Sched. C, s. 10 (3).
- **Emergency management programs of provincial government bodies**
- 5.1 (1) Every minister of the Crown presiding over a ministry of the Government of Ontario and every agency, board, commission and other branch of government designated by the Lieutenant Governor in Council shall develop and implement an emergency management program consisting of,
 - (a) an emergency plan as required by section 6;
 - (b) training programs and exercises for public servants and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - (c) public education on risks to public safety and on public preparedness for emergencies; and
 - (d) any other element required by the standards for emergency management programs set under section 14. 2002, c. 14, s. 7; 2006, c. 35, Sched. C, s. 32 (3).
- **Hazard and risk assessment and infrastructure identification**
- (2) In developing an emergency management program, every minister of the Crown and every designated agency, board, commission and other branch of government shall identify and assess the various hazards and risks to public safety that could give rise to emergencies and identify the

KHR COMMUNITY EMERGENCY RESPONSE PLAN

facilities and other elements of the infrastructure for which the minister or agency, board, commission or branch is responsible that are at risk of being affected by emergencies. 2002, c. 14, s. 7.

- **Confidentiality of third party information**
- (3) A head of an institution, as defined in the *Freedom of Information and Protection of Privacy Act*, shall not, under that Act, disclose a record that,
 - (a) contains information required for the identification and assessment activities under subsection (2); and
 - (b) reveals a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence implicitly or explicitly. 2002, c. 14, s. 7.
- **Application of *Freedom of Information and Protection of Privacy Act***
- (4) Nothing in this section affects a person's right of appeal under section 50 of the *Freedom of Information and Protection of Privacy Act* with respect to a record described in this section. 2002, c. 14, s. 7.
- **Emergency plans of provincial government bodies**
- **6. (1)** It is the responsibility of,
 - (a) each minister of the Crown presiding over a ministry of the Government of Ontario; and
 - (b) each agency, board, commission or other branch of government designated by the Lieutenant Governor in Council,
- to formulate an emergency plan for the ministry or branch of government, as the case may be, in respect of the type of emergency assigned to it by the Lieutenant Governor in Council, governing the provision of necessary services during an emergency and the procedures under and the manner in which public servants and other persons will respond to the emergency. R.S.O. 1990, c. E.9, s. 6 (1); 2006, c. 35, Sched. C, s. 32 (3).
- **Training and exercises**
- (2) Every minister of the Crown described in clause (1) (a) and every agency, board, commission or other branch of government described in clause (1) (b) shall conduct training programs and exercises to ensure the readiness of public servants and other persons to act under their emergency plans. 2002, c. 14, s. 8; 2006, c. 35, Sched. C, s. 32 (3).
- **Review of plan**
- (3) Every minister of the Crown described in clause (1) (a) and every agency, board, commission or other branch of government described in clause (1) (b) shall review and, if necessary, revise its emergency plan every year. 2002, c. 14, s. 8.
- **Chief, Emergency Management Ontario**
- **6.1** The Lieutenant Governor in Council shall appoint a Chief, Emergency Management Ontario who, under the direction of the Solicitor General, shall be responsible for monitoring, co-ordinating and assisting in the development and implementation of emergency management programs under sections 2.1 and 5.1 and for ensuring that those programs are co-ordinated in so far as possible with emergency management programs and emergency plans of the Government of Canada and its agencies. 2002, c. 14, s. 9.
- **Emergency plans submitted to Chief**
- **6.2 (1)** Every municipality, minister of the Crown and designated agency, board, commission and other branch of government shall submit a copy of their emergency plans and of any revisions to their emergency plans to the Chief, Emergency Management Ontario, and shall ensure that the Chief, Emergency Management Ontario has, at any time, the most current version of their emergency plans. 2002, c. 14, s. 10.
- **Repository for emergency plans**
- (2) The Chief, Emergency Management Ontario shall keep in a secure place the most current version of every emergency plan submitted to him or her. 2002, c. 14, s. 10.

KHR COMMUNITY EMERGENCY RESPONSE PLAN

- **Definitions**

- [7.](#) In sections 7.0.1 to 7.0.11,
- “animal” means a domestic animal or bird or an animal or bird that is wild by nature that is in captivity; (“animal”)
- “Commissioner of Emergency Management” means the person appointed from time to time by order in council as the Commissioner of Emergency Management; (“commissaire à la gestion des situations d’urgence”)
- “municipality” includes a local board of a municipality, a district social services administration board and, despite subsection 6 (2) of the *Northern Services Boards Act*, a local services board; (“municipalité”)
- “necessary goods, services and resources” includes food, water, electricity, fossil fuels, clothing, equipment, transportation and medical services and supplies. (“denrées, services et ressources nécessaires”). 2006, c. 13, s. 1 (4).

- **Declaration of emergency**

- [7.0.1 \(1\)](#) Subject to subsection (3), the Lieutenant Governor in Council or the Premier, if in the Premier’s opinion the urgency of the situation requires that an order be made immediately, may by order declare that an emergency exists throughout Ontario or in any part of Ontario. 2006, c. 13, s. 1 (4).

- **Confirmation of urgent declaration**

- [\(2\)](#) An order of the Premier that declares an emergency is terminated after 72 hours unless the order is confirmed by order of the Lieutenant Governor in Council before it terminates. 2006, c. 13, s. 1 (4).

- **Criteria for declaration**

- [\(3\)](#) An order declaring that an emergency exists throughout Ontario or any part of it may be made under this section if, in the opinion of the Lieutenant Governor in Council or the Premier, as the case may be, the following criteria are satisfied:

1. There is an emergency that requires immediate action to prevent, reduce or mitigate a danger of major proportions that could result in serious harm to persons or substantial damage to property.
2. One of the following circumstances exists:
 - i. The resources normally available to a ministry of the Government of Ontario or an agency, board or commission or other branch of the government, including existing legislation, cannot be relied upon without the risk of serious delay.
 - ii. The resources referred to in subparagraph i may be insufficiently effective to address the emergency.
 - iii. It is not possible, without the risk of serious delay, to ascertain whether the resources referred to in subparagraph i can be relied upon. 2006, c. 13, s. 1 (4).

- **Emergency powers and orders**

- **Purpose**

- [7.0.2 \(1\)](#) The purpose of making orders under this section is to promote the public good by protecting the health, safety and welfare of the people of Ontario in times of declared emergencies in a manner that is subject to the *Canadian Charter of Rights and Freedoms*. 2006, c. 13, s. 1 (4).

- **Criteria for emergency orders**

- [\(2\)](#) During a declared emergency, the Lieutenant Governor in Council may make orders that the Lieutenant Governor in Council believes are necessary and essential in the circumstances to prevent, reduce or mitigate serious harm to persons or substantial damage to property, if in the opinion of the Lieutenant Governor in Council it is reasonable to believe that,
 - (a) the harm or damage will be alleviated by an order; and
 - (b) making an order is a reasonable alternative to other measures that might be taken to address the emergency. 2006, c. 13, s. 1 (4).

KHR COMMUNITY EMERGENCY RESPONSE PLAN

- **Limitations on emergency order**
- (3) Orders made under this section are subject to the following limitations:
 - 1. The actions authorized by an order shall be exercised in a manner which, consistent with the objectives of the order, limits their intrusiveness.
 - 2. An order shall only apply to the areas of the Province where it is necessary.
 - 3. Subject to section 7.0.8, an order shall be effective only for as long as is necessary. 2006, c. 13, s. 1 (4).
- **Emergency orders**
- (4) In accordance with subsection (2) and subject to the limitations in subsection (3), the Lieutenant Governor in Council may make orders in respect of the following:
 - 1. Implementing any emergency plans formulated under section 3, 6, 8 or 8.1.
 - 2. Regulating or prohibiting travel or movement to, from or within any specified area.
 - 3. Evacuating individuals and animals and removing personal property from any specified area and making arrangements for the adequate care and protection of individuals and property.
 - 4. Establishing facilities for the care, welfare, safety and shelter of individuals, including emergency shelters and hospitals.
 - 5. Closing any place, whether public or private, including any business, office, school, hospital or other establishment or institution.
 - 6. To prevent, respond to or alleviate the effects of the emergency, constructing works, restoring necessary facilities and appropriating, using, destroying, removing or disposing of property.
 - 7. Collecting, transporting, storing, processing and disposing of any type of waste.
 - 8. Authorizing facilities, including electrical generating facilities, to operate as is necessary to respond to or alleviate the effects of the emergency.
 - 9. Using any necessary goods, services and resources within any part of Ontario, distributing, and making available necessary goods, services and resources and establishing centres for their distribution.
 - 10. Procuring necessary goods, services and resources.
 - 11. Fixing prices for necessary goods, services and resources and prohibiting charging unconscionable prices in respect of necessary goods, services and resources.
 - 12. Authorizing, but not requiring, any person, or any person of a class of persons, to render services of a type that that person, or a person of that class, is reasonably qualified to provide.
 - 13. Subject to subsection (7), requiring that any person collect, use or disclose information that in the opinion of the Lieutenant Governor in Council may be necessary in order to prevent, respond to or alleviate the effects of the emergency.
 - 14. Consistent with the powers authorized in this subsection, taking such other actions or implementing such other measures as the Lieutenant Governor in Council considers necessary in order to prevent, respond to or alleviate the effects of the emergency. 2006, c. 13, s. 1 (4).
- **Terms and conditions for services**
- (5) An order under paragraph 12 of subsection (4) may provide for terms and conditions of service for persons providing and receiving services under that paragraph, including the payment of compensation to the person providing services. 2006, c. 13, s. 1 (4).
- **Employment protected**
- (6) The employment of a person providing services under an order made under paragraph 12 of subsection (4) shall not be terminated because the person is providing those services. 2006, c. 13, s. 1 (4).

KHR COMMUNITY EMERGENCY RESPONSE PLAN

- **Disclosure of information**
- [\(7\)](#) The following rules apply with respect to an order under paragraph 13 of subsection (4):
 - 1. Information that is subject to the order must be used to prevent, respond to or alleviate the effects of the emergency and for no other purpose.
 - 2. Information that is subject to the order that is personal information within the meaning of the *Freedom of Information and Protection of Privacy Act* is subject to any law with respect to the privacy and confidentiality of personal information when the declared emergency is terminated. 2006, c. 13, s. 1 (4).
- **Exception**
- [\(8\)](#) Paragraph 2 of subsection (7) does not prohibit the use of data that is collected as a result of an order to disclose information under paragraph 13 of subsection (4) for research purposes if,
 - (a) information that could be used to identify a specific individual is removed from the data; or
 - (b) the individual to whom the information relates consents to its use. 2006, c. 13, s. 1 (4).
- **Authorization to render information anonymous**
- [\(9\)](#) A person who has collected or used information as the result of an order under paragraph 13 of subsection (4) may remove information that could be used to identify a specific individual from the data for the purpose of clause (8) (a). 2006, c. 13, s. 1 (4).
- **Powers of the Premier**
- **Powers delegated to Premier**
- [7.0.3 \(1\)](#) If an order is made under section 7.0.1, the Premier may exercise any power or perform any duty conferred upon a minister of the Crown or an employee of the Crown by or under an Act of the Legislature. 2006, c. 13, s. 1 (4); 2006, c. 35, Sched. C, s. 32 (4).
- **Powers of Premier, municipal powers**
- [\(2\)](#) If an order is made under section 7.0.1 and the emergency area or any part of it is within the jurisdiction of a municipality, the Premier, where he or she considers it necessary, may by order made under this section,
 - (a) direct and control the administration, facilities and equipment of the municipality in the emergency area, and, without restricting the generality of the foregoing, the exercise by the municipality of its powers and duties in the emergency area, whether under an emergency plan or otherwise, is subject to the direction and control of the Premier; and
 - (b) require any municipality to provide such assistance as he or she considers necessary to an emergency area or any part of the emergency area that is not within the jurisdiction of the municipality and direct and control the provision of such assistance. 2006, c. 13, s. 1 (4).
- **By-law not necessary**
- [\(3\)](#) Despite subsection 5 (3) of the *Municipal Act, 2001*, a municipality is authorized to exercise a municipal power in response to an order of the Premier or his or her delegate made under subsection (2) without a by-law. 2006, c. 13, s. 1 (4).
- **Delegation of powers**
- [7.0.4 \(1\)](#) After an order has been made under section 7.0.1, the Lieutenant Governor in Council may delegate to a minister of the Crown or to the Commissioner of Emergency Management any of the powers of the Lieutenant Governor in Council under subsection 7.0.2 (4) and the Premier may delegate to a minister of the Crown or to the Commissioner of Emergency Management any of the Premier's powers under section 7.0.3. 2006, c. 13, s. 1 (4).
- **Same**
- [\(2\)](#) A minister to whom powers have been delegated under subsection (1) may delegate any of his or her powers under subsection 7.0.2 (4) and section 7.0.3 to the Commissioner of Emergency Management. 2006, c. 13, s. 1 (4).

KHR COMMUNITY EMERGENCY RESPONSE PLAN

- **Proceedings to restrain contravention of order**
- **7.0.5** Despite any other remedy or any penalty, the contravention by any person of an order made under subsection 7.0.2 (4) may be restrained by order of a judge of the Superior Court of Justice upon application without notice by the Crown in right of Ontario, a member of the Executive Council or the Commissioner of Emergency Management, and the judge may make the order and it may be enforced in the same manner as any other order or judgment of the Superior Court of Justice. 2006, c. 13, s. 1 (4).
- **Reports during an emergency**
- **7.0.6** During an emergency, the Premier, or a Minister to whom the Premier delegates the responsibility, shall regularly report to the public with respect to the emergency. 2006, c. 13, s. 1 (4).
- **Termination of emergency**
- **7.0.7 (1)** Subject to this section, an emergency declared under section 7.0.1 is terminated at the end of the 14th day following its declaration unless the Lieutenant Governor in Council by order declares it to be terminated at an earlier date. 2006, c. 13, s. 1 (4).
- **Extension of emergency, L.G. in C.**
- **(2)** The Lieutenant Governor in Council may by order extend an emergency before it is terminated for one further period of no more than 14 days. 2006, c. 13, s. 1 (4).
- **Extension of emergency, Assembly**
- **(3)** The Assembly, on the recommendation of the Premier, may by resolution extend the period of an emergency for additional periods of no more than 28 days. 2006, c. 13, s. 1 (4).
- **Same**
- **(4)** If there is a resolution before the Assembly to extend the period of the emergency, the declaration of emergency shall continue until the resolution is voted on. 2006, c. 13, s. 1 (4).
- **Revocation of orders**
- **7.0.8 (1)** Subject to this section, an order made under subsection 7.0.2 (4) is revoked 14 days after it is made unless it is revoked sooner. 2006, c. 13, s. 1 (4).
- **Commissioner's orders**
- **(2)** An order of the Commissioner of Emergency Management made under subsection 7.0.2 (4) is revoked at the end of the second full day following its making unless it is confirmed before that time by order of the Lieutenant Governor in Council, the Premier or the Minister who delegated the power to make the order. 2006, c. 13, s. 1 (4).
- **Extension of orders, L.G. in C., etc.**
- **(3)** During a declared emergency, the Lieutenant Governor in Council or a Minister to whom the power has been delegated may by order, before it is revoked, extend the effective period of an order made under subsection 7.0.2 (4) for periods of no more than 14 days. 2006, c. 13, s. 1 (4).
- **Extension of order after emergency**
- **(4)** Despite the termination or disallowance of the emergency, the Lieutenant Governor in Council may by order extend the effective period of an order made under subsection 7.0.2 (4) for periods of no more than 14 days where the extension of the order is necessary to deal with the effects of the emergency. 2006, c. 13, s. 1 (4).
- **Disallowance of emergency by Assembly**
- **7.0.9 (1)** Despite section 7.0.7, the Assembly may by resolution disallow the declaration of emergency under section 7.0.1 or the extension of an emergency. 2006, c. 13, s. 1 (4).
- **Same**
- **(2)** If the Assembly passes a resolution disallowing the declaration of emergency or the extension of one, any order made under subsection 7.0.2 (4) is revoked as of the day the resolution passes. 2006, c. 13, s. 1 (4).
- **Report on emergency**
- **7.0.10 (1)** The Premier shall table a report in respect of the emergency in the Assembly within 120 days after the termination of an emergency declared under section 7.0.1 and, if the Assembly

KHR COMMUNITY EMERGENCY RESPONSE PLAN

is not then in session, the Premier shall table the report within seven days of the Assembly reconvening. 2006, c. 13, s. 1 (4).

- **Content of report**
- (2) The report of the Premier shall include information,
 - (a) in respect of making any orders under subsection 7.0.2 (4) and an explanation of how the order met the criteria for making an order under subsection 7.0.2 (2) and how the order satisfied the limitations set out in subsection 7.0.2 (3); and
 - (b) in respect of making any orders under subsection 7.0.3 (2) and an explanation as to why he or she considered it necessary to make the order. 2006, c. 13, s. 1 (4).
- **Consideration of report**
- (3) The Assembly shall consider the report within five sitting days after the report is tabled. 2006, c. 13, s. 1 (4).
- **Commissioner's report**
- (4) If the Commissioner of Emergency Management makes any orders under subsection 7.0.2 (4) or 7.0.3 (2), he or she shall, within 90 days after the termination of an emergency declared under subsection 7.0.1 (1), make a report to the Premier in respect of the orders and the Premier shall include it in the report required by subsection (1). 2006, c. 13, s. 1 (4).
- **Offences**
- 7.0.11 (1) Every person who fails to comply with an order under subsection 7.0.2 (4) or who interferes with or obstructs any person in the exercise of a power or the performance of a duty conferred by an order under that subsection is guilty of an offence and is liable on conviction,
 - (a) in the case of an individual, subject to clause (b), to a fine of not more than \$100,000 and for a term of imprisonment of not more than one year;
 - (b) in the case of an individual who is a director or officer of a corporation, to a fine of not more than \$500,000 and for a term of imprisonment of not more than one year; and
 - (c) in the case of a corporation, to a fine of not more than \$10,000,000. 2006, c. 13, s. 1 (4).
- **Separate offence**
- (2) A person is guilty of a separate offence on each day that an offence under subsection (1) occurs or continues. 2006, c. 13, s. 1 (4).
- **Increased penalty**
- (3) Despite the maximum fines set out in subsection (1), the court that convicts a person of an offence may increase a fine imposed on the person by an amount equal to the financial benefit that was acquired by or that accrued to the person as a result of the commission of the offence. 2006, c. 13, s. 1 (4).
- **Exception**
- (4) No person shall be charged with an offence under subsection (1) for failing to comply with or interference or obstruction in respect of an order that is retroactive to a date that is specified in the order, if the failure to comply, interference or obstruction is in respect of conduct that occurred before the order was made but is after the retroactive date specified in the order. 2006, c. 13, s. 1 (4).
- **Orders in emergency**
- **Purpose**
- 7.1 (1) The purpose of this section is to authorize the Lieutenant Governor in Council to make appropriate orders when, in the opinion of the Lieutenant Governor in Council, victims of an emergency or other persons affected by an emergency need greater services, benefits or compensation than the law of Ontario provides or may be prejudiced by the operation of the law of Ontario. 2006, c. 13, s. 1 (5).

KHR COMMUNITY EMERGENCY RESPONSE PLAN

- **Order**

- (2) If the conditions set out in subsection (3) are satisfied, the Lieutenant Governor in Council may, by order made on the recommendation of the Attorney General, but only if the Lieutenant Governor in Council is of the opinion described in subsection (1),
 - (a) temporarily suspend the operation of a provision of a statute, regulation, rule, by-law or order of the Government of Ontario; and
 - (b) if it is appropriate to do so, set out a replacement provision to be in effect during the temporary suspension period only. 2006, c. 13, s. 1 (5).

- **Conditions**

- (3) The conditions referred to in subsection (2) are:
 - 1. A declaration has been made under section 7.0.1.
 - 2. The provision,
 - i. governs services, benefits or compensation, including,
 - A. fixing maximum amounts,
 - B. establishing eligibility requirements,
 - C. requiring that something be proved or supplied before services, benefits or compensation become available,
 - D. restricting how often a service or benefit may be provided or a payment may be made in a given time period,
 - E. restricting the duration of services, benefits or compensation or the time period during which they may be provided,
 - ii. establishes a limitation period or a period of time within which a step must be taken in a proceeding, or
 - iii. requires the payment of fees in respect of a proceeding or in connection with anything done in the administration of justice.
 - 3. In the opinion of the Lieutenant Governor in Council, the order would facilitate providing assistance to victims of the emergency or would otherwise help victims or other persons to deal with the emergency and its aftermath. 2006, c. 13, s. 1 (5).

- **Maximum period, renewals and new orders**

- (4) The period of temporary suspension under an order shall not exceed 90 days, but the Lieutenant Governor in Council may,
 - (a) before the end of the period of temporary suspension, review the order and, if the conditions set out in subsection (3) continue to apply, make an order renewing the original order for a further period of temporary suspension not exceeding 90 days;
 - (b) at any time, make a new order under subsection (2) for a further period of temporary suspension not exceeding 90 days. 2006, c. 13, s. 1 (5).

- **Further renewals**

- (5) An order that has previously been renewed under clause (4) (a) may be renewed again, and in that case clause (4) (a) applies with necessary modifications. 2006, c. 13, s. 1 (5).

- **Effect of temporary suspension: time period**

- (6) If a provision establishing a limitation period or a period of time within which a step must be taken in a proceeding is temporarily suspended by the order and the order does not provide for a replacement limitation period or period of time, the limitation period or period of time resumes running on the date on which the temporary suspension ends and the temporary suspension period shall not be counted. 2006, c. 13, s. 1 (5).

KHR COMMUNITY EMERGENCY RESPONSE PLAN

- **Effect of temporary suspension: fee**
- (7) If a provision requiring the payment of a fee is temporarily suspended by the order and the order does not provide for a replacement fee, no fee is payable at any time with respect to things done during the temporary suspension period. 2006, c. 13, s. 1 (5).
- **Restriction**
- (8) This section does not authorize,
 - (a) making any reduction in respect of services, benefits or compensation;
 - (b) shortening a limitation period or a period of time within which a step must be taken in a proceeding; or
 - (c) increasing the amount of a fee. 2006, c. 13, s. 1 (5).
- **Orders, general**
- **Commencement**
- 7.2 (1) An order made under subsection 7.0.2 (4) or 7.1 (2),
 - (a) takes effect immediately upon its making; or
 - (b) if it so provides, may be retroactive to a date specified in the order. 2006, c. 13, s. 1 (5).
- **Notice**
- (2) Subsection 23 (2) of the *Legislation Act, 2006* does not apply to an order made under subsection 7.0.2 (4) or 7.1 (2), but the Lieutenant Governor in Council shall take steps to publish the order in order to bring it to the attention of affected persons pending publication under the *Legislation Act, 2006*. 2006, c. 13, s. 2 (3).
- **General or specific**
- (3) An order made under subsection 7.0.2 (4) or 7.1 (2) may be general or specific in its application. 2006, c. 13, s. 1 (5).
- **Conflict**
- (4) In the event of conflict between an order made under subsection 7.0.2 (4) or 7.1 (2) and any statute, regulation, rule, by-law, other order or instrument of a legislative nature, including a licence or approval, made or issued under a statute or regulation, the order made under subsection 7.0.2 (4) or 7.1 (2) prevails unless the statute, regulation, rule, by-law, other order or instrument of a legislative nature specifically provides that it is to apply despite this Act. 2006, c. 13, s. 1 (5).
- **Chief Medical Officer of Health**
- (5) Except to the extent that there is a conflict with an order made under subsection 7.0.2 (4), nothing in this Act shall be construed as abrogating or derogating from any of the powers of the Chief Medical Officer of Health as defined in subsection 1 (1) of the *Health Protection and Promotion Act*. 2006, c. 13, s. 1 (5).
- **Limitation**
- (6) Nothing in this Act shall be construed or applied so as to confer any power to make orders altering the provisions of this Act. 2006, c. 13, s. 1 (5).
- **Same**
- (7) Nothing in this Act affects the rights of a person to bring an application for the judicial review of any act or failure to act under this Act. 2006, c. 13, s. 1 (5).
- **Occupational Health and Safety Act**
- (8) Despite subsection (4), in the event of a conflict between this Act or an order made under subsection 7.0.2 (4) and the *Occupational Health and Safety Act* or a regulation made under it, the *Occupational Health and Safety Act* or the regulation made under it prevails. 2006, c. 13, s. 1 (5).

KHR COMMUNITY EMERGENCY RESPONSE PLAN

- **Lieutenant Governor in Council to formulate plan**
- **8.** The Lieutenant Governor in Council shall formulate an emergency plan respecting emergencies arising in connection with nuclear facilities, and any provisions of an emergency plan of a municipality respecting such an emergency shall conform to the plan formulated by the Lieutenant Governor in Council and are subject to the approval of the Solicitor General and the Solicitor General may make such alterations as he or she considers necessary for the purpose of co-ordinating the plan with the plan formulated by the Lieutenant Governor in Council. R.S.O. 1990, c. E.9, s. 8; 1999, c. 12, Sched. P, s. 6.
- **Other emergency plans**
- **8.1** The Solicitor General may, if he or she thinks it is necessary or desirable in the interests of emergency management and public safety, formulate emergency plans respecting types of emergencies other than those arising in connection with nuclear facilities. 2002, c. 14, s. 12.
- **What plan may provide**
- **9.** An emergency plan formulated under section 3, 6 or 8 shall,
 - (a) in the case of a municipality, authorize employees of the municipality or, in the case of a plan formulated under section 6 or 8, authorize public servants to take action under the emergency plan where an emergency exists but has not yet been declared to exist;
 - (b) specify procedures to be taken for the safety or evacuation of persons in an emergency area;
 - (c) in the case of a municipality, designate one or more members of council who may exercise the powers and perform the duties of the head of council under this Act or the emergency plan during the absence of the head of council or during his or her inability to act;
 - (d) establish committees and designate employees to be responsible for reviewing the emergency plan, training employees in their functions and implementing the emergency plan during an emergency;
 - (e) provide for obtaining and distributing materials, equipment and supplies during an emergency;
 - (e.1) provide for any other matter required by the standards for emergency plans set under section 14; and
 - (f) provide for such other matters as are considered necessary or advisable for the implementation of the emergency plan during an emergency. R.S.O. 1990, c. E.9, s. 9; 2002, c. 14, s. 13; 2006, c. 35, Sched. C, s. 32 (5).
- **Public access to plans**
- **10.** Except for plans respecting continuity of operations or services, an emergency plan formulated under section 3, 6 or 8 shall be made available to the public for inspection and copying during ordinary business hours at an office of the municipality, ministry or branch of government, as the case may be. R.S.O. 1990, c. E.9, s. 10; 2009, c. 33, Sched. 9, s. 4.
- **Protection from action**
- **11. (1)** No action or other proceeding lies or shall be instituted against a member of council, an employee of a municipality, an employee of a local services board, an employee of a district social services administration board, a minister of the Crown, a public servant or any other individual acting pursuant to this Act or an order made under this Act for any act done in good faith in the exercise or performance or the intended exercise or performance of any power or duty under this Act or an order under this Act or for neglect or default in the good faith exercise or performance of such a power or duty. 2006, c. 13, s. 1 (6); 2006, c. 35, Sched. C, s. 32 (6).
- **Crown not relieved of liability**
- **(2)** Despite subsections 5 (2) and (4) of the *Proceedings Against the Crown Act*, subsection (1) does not relieve the Crown of liability for the acts or omissions of a minister of the Crown or a public servant referred to in subsection (1) and the Crown is liable under that Act as if subsection (1) had not been enacted. 2006, c. 13, s. 1 (6); 2006, c. 35, Sched. C, s. 32 (7).

KHR COMMUNITY EMERGENCY RESPONSE PLAN

- **Municipality not relieved of liability**
- (3) Subsection (1) does not relieve a municipality of liability for the acts or omissions of a member of council or an employee of the municipality referred to in subsection (1), and the municipality is liable as if subsection (1) had not been enacted and, in the case of a member of council, as if the member were an employee of the municipality. 2006, c. 13, s. 1 (6).
- **Application of subs. (1)**
- (4) In the case of an order that is made retroactive to a date specified in the order, subsection (1) applies to an individual referred to in that subsection in respect of any act or any neglect or default that occurs before the order is made but on or after the date specified in the order. 2006, c. 13, s. 1 (6).
- **Definitions**
- (5) In this section,
 - “member of council” includes a member of a local board, a local services board or a district social service administration board; (“membre du conseil”)
 - “municipality” includes a local board of a municipality. (“municipalité”). 2006, c. 13, s. 1 (6).
- **Right of action**
- 12. Where money is expended or cost is incurred by a municipality or the Crown in the implementation of an emergency plan or in connection with an emergency, the municipality or the Crown, as the case may be, has a right of action against any person who caused the emergency for the recovery of such money or cost, and for the purposes of this section, “municipality” includes a local board of a municipality and a local services board. R.S.O. 1990, c. E.9, s. 12; 1999, c. 12, Sched. P, s. 8.
- **Agreements**
- 13. (1) The Solicitor General, with the approval of the Lieutenant Governor in Council, may make agreements with the Crown in right of Canada in respect of the payment by Canada to Ontario of any part of the cost to Ontario and to municipalities of the development and implementation of emergency management programs and the formulation and implementation of emergency plans. R.S.O. 1990, c. E.9, s. 13 (1); 2002, c. 14, s. 15.
- **Idem**
- (2) The Solicitor General, with the approval of the Lieutenant Governor in Council, may make agreements with the Crown in right of Canada and with the Crown in right of any other province for the provision of any personnel, service, equipment or material during an emergency. R.S.O. 1990, c. E.9, s. 13 (2).
- **Idem**
- (3) The council of a municipality may make an agreement with the council of any other municipality or with any person for the provision of any personnel, service, equipment or material during an emergency. R.S.O. 1990, c. E.9, s. 13 (3); 1999, c. 12, Sched. P, s. 9.
- **Action not an expropriation**
- 13.1 (1) Nothing done under this Act or under an order made under subsection 7.0.2 (4) constitutes an expropriation or injurious affection for the purposes of the *Expropriations Act* or otherwise at law and there is no compensation for the loss, including a taking, of any real or personal property except in accordance with subsection (3). 2006, c. 13, s. 1 (7).
- **Payment of cost of assistance**
- (2) The Lieutenant Governor in Council may by order authorize the payment of the cost of providing any assistance that arises under this Act or as the result of an emergency out of funds appropriated by the Assembly. 2006, c. 13, s. 1 (7).

KHR COMMUNITY EMERGENCY RESPONSE PLAN

- **Compensation for loss of property**
- [\(3\)](#) If, as the result of making an order under subsection 7.0.2 (4), a person suffers the loss, including a taking, of any real or personal property, the Lieutenant Governor in Council may by order authorize the reasonable compensation of the person for the loss in accordance with such guidelines as may be approved by the Lieutenant Governor in Council. 2006, c. 13, s. 1 (7).
- **Compensation for municipalities**
- [\(4\)](#) Without limiting the generality of subsection (2), the Lieutenant Governor in Council may by order authorize the payment of the costs incurred by a municipality in respect of an order made under this Act out of funds appropriated by the Assembly. 2006, c. 13, s. 1 (7).
- **Standards for emergency management programs and emergency plans**
- [14. \(1\)](#) The Solicitor General may make regulations setting standards for the development and implementation of emergency management programs under sections 2.1 and 5.1 and for the formulation and implementation of emergency plans under sections 3 and 6. 2002, c. 14, s. 16.
- **General or particular**
- [\(2\)](#) A regulation made under subsection (1) may be general or particular in its application. 2002, c. 14, s. 16.
- **Conformity to standards required**
- [\(3\)](#) Every municipality, minister of the Crown and designated agency, board, commission and other branch of government shall ensure that their emergency management programs and emergency plans conform to the standards set under this section. 2002, c. 14, s. 16.
- **Crown bound**
- [15.](#) This Act binds the Crown. 2006, c. 13, s. 1 (8).

KHR COMMUNITY EMERGENCY RESPONSE PLAN

Annex E-3

ONTARIO REGULATION 380/04

ONTARIO REGULATION 380/04

STANDARDS

PART I MINISTRY STANDARDS

Emergency management program co-ordinator

1. (1) Every minister shall designate an employee of the ministry as the ministry's emergency management program co-ordinator and another employee as an alternate. O. Reg. 380/04, s. 1 (1).
- (2) The emergency management program co-ordinator and the alternate emergency management program co-ordinator shall complete the training that is required by the Chief, Emergency Management Ontario. O. Reg. 380/04, s. 1 (2).
- (3) The emergency management program co-ordinator shall co-ordinate the development and implementation of the ministry's emergency management program within the ministry and shall co-ordinate the ministry's emergency management program in so far as possible with the emergency management programs of other ministries, of municipalities and of organizations outside government that are involved in emergency management. O. Reg. 380/04, s. 1 (3).
- (4) The emergency management program co-ordinator shall report to the ministry's emergency management program committee on his or her work under subsection (3). O. Reg. 380/04, s. 1 (4).

Emergency management program committee

2. (1) Every ministry shall have an emergency management program committee. O. Reg. 380/04, s. 2 (1).
- (2) The committee shall be composed of,
 - (a) the ministry's emergency management program co-ordinator;
 - (b) a senior ministry official appointed by the minister; and
 - (c) such ministry employees who are responsible for emergency management functions as may be appointed by the minister. O. Reg. 380/04, s. 2 (2).
- (3) The senior ministry official appointed under clause (2) (b) shall be the chair of the committee. O. Reg. 380/04, s. 2 (3).
- (4) The committee shall advise the minister on the development and implementation of the ministry's emergency management program. O. Reg. 380/04, s. 2 (4).
- (5) The committee shall conduct an annual review of the ministry's emergency management program and shall make recommendations to the minister for its revision if necessary. O. Reg. 380/04, s. 2 (5).

Ministry action group

3. (1) Every ministry shall have a ministry action group. O. Reg. 380/04, s. 3 (1).
- (2) The group shall be composed of,
 - (a) each deputy minister of the ministry or their designates;
 - (b) the senior ministry official appointed to the ministry's emergency management program committee under clause 2 (2) (b);
 - (c) the ministry's emergency management program co-ordinator; and
 - (d) such other ministry employees as may be appointed by the minister. O. Reg. 380/04, s. 3 (2).
- (3) The senior ministry official who is a member of the group pursuant to clause (2) (b) may also be a deputy minister's designate to the group under clause (2) (a). O. Reg. 380/04, s. 3 (3).

KHR COMMUNITY EMERGENCY RESPONSE PLAN

(4) The members of the group shall complete the annual training that is required by the Chief, Emergency Management Ontario. O. Reg. 380/04, s. 3 (4).

(5) The group shall direct the ministry's response in an emergency, including the implementation of the ministry's emergency plan. O. Reg. 380/04, s. 3 (5).

(6) The group shall develop procedures to govern its responsibilities in an emergency. O. Reg. 380/04, s. 3 (6).

(7) The group shall conduct an annual practice exercise for a simulated emergency incident in order to evaluate the ministry's emergency plan and its own procedures. O. Reg. 380/04, s. 3 (7).

(8) If determined necessary as a result of the evaluation under subsection (7), the group shall revise its procedures and shall make recommendations to the minister for the revision of the ministry's emergency plan. O. Reg. 380/04, s. 3 (8).

(9) A member of the group must be available to be contacted on a 24-hour a day basis seven days a week. O. Reg. 380/04, s. 3 (9).

(10) The group may at any time seek the advice and assistance of the following:

5.0 Officials or employees of any ministry.

6.0 Officials or employees of any other level of government who are involved in emergency management.

7.0 Representatives of organizations outside government who are involved in emergency management.

8.0 Persons representing industries that may be involved in emergency management. O. Reg. 380/04, s. 3 (10).

Emergency operations centre

4. (1) Every minister shall establish an emergency operations centre to be used by the ministry action group in an emergency. O. Reg. 380/04, s. 4 (1).

(2) The emergency operations centre must have appropriate technological and telecommunications systems to ensure effective communication in an emergency. O. Reg. 380/04, s. 4 (2).

Emergency information officer

5. (1) Every minister shall designate an employee of the ministry as the ministry's emergency information officer. O. Reg. 380/04, s. 5 (1).

(2) The emergency information officer shall act as the primary media and public contact for the ministry in an emergency. O. Reg. 380/04, s. 5 (2).

Ministry co-ordination

6. (1) Despite subsections 1 (1), 2 (1), 3 (1), 4 (1) and 5 (1), two or three ministers whose ministries have not been assigned additional responsibility for a specific type of emergency under subsection 6 (1) of the Act may jointly do any one or more of the following:

1. Designate one employee of one of the ministries as emergency management program co-ordinator for the ministries and one employee of one of the ministries as an alternate.
2. Establish a joint emergency management program committee for the ministries.
3. Establish a joint ministry action group for the ministries.
4. Establish a joint emergency operations centre for the ministries.
5. Designate one employee of one of the ministries as emergency information officer for the ministries. O. Reg. 380/04, s. 6 (1).

(2) Subsections 1 (2) to (4) apply with necessary modifications to the emergency management program co-ordinator and alternate emergency management program co-ordinator for the ministries. O. Reg. 380/04, s. 6 (2).

(3) The joint emergency management program committee shall be composed of,

- (a) the ministries' emergency management program co-ordinator;

KHR COMMUNITY EMERGENCY RESPONSE PLAN

- (b) a senior official of one of the ministries appointed jointly by the ministers; and
- (c) such employees of the ministries who are responsible for emergency management functions as may be appointed jointly by the ministers. O. Reg. 380/04, s. 6 (3).

(4) Subsections 2 (3) to (5) apply with necessary modifications to the joint emergency management program committee. O. Reg. 380/04, s. 6 (4).

(5) The joint ministry action group shall be composed of,

- (a) each deputy minister of the ministries or their designates;
- (b) the senior ministry official appointed to the joint emergency management program committee under clause (3) (b);
- (c) the ministries' emergency management program co-ordinator; and
- (d) such other employees of the ministries as may be appointed jointly by the ministers. O. Reg. 380/04, s. 6 (5).

(6) Subsections 3 (3) to (10) apply with necessary modifications to the joint ministry action group. O. Reg. 380/04, s. 6 (6).

(7) Section 4 applies with necessary modifications to the joint emergency operations centre. O. Reg. 380/04, s. 6 (7).

(8) Subsection 5 (2) applies with necessary modifications to the emergency information officer for the ministries. O. Reg. 380/04, s. 6 (8).

(9) If two ministers designate one employee of one of the ministries as emergency management program co-ordinator for the ministries and one employee of one of the ministries as an alternate, but do not establish a joint emergency management program committee for the ministries or do not establish a joint ministry action group for the ministries, the ministries' emergency management program co-ordinator shall serve on one of the ministries' emergency management program committee or ministry action group, as the case may be, and the ministries' alternate emergency management program co-ordinator shall serve on the other ministry's emergency management program committee or ministry action group, as the case may be, as determined jointly by the ministers. O. Reg. 380/04, s. 6 (9).

(10) If three ministers designate one employee of one of the ministries as emergency management program co-ordinator for the ministries and one employee of one of the ministries as an alternate, but do not establish a joint emergency management program committee for the ministries or do not establish a joint ministry action group for the ministries, the ministers shall jointly appoint a second alternate emergency management program co-ordinator for the ministries and the ministries' emergency management program co-ordinator, alternate and second alternate shall each serve on the emergency management program committee or ministry action group, as the case may be, for one of the ministries, as determined jointly by the ministers. O. Reg. 380/04, s. 6 (10).

Emergency plan

7. The emergency plan that a minister is required to formulate under subsection 6 (1) of the Act shall be composed of,

- (a) a continuity of operations plan, as described in section 8 of this Regulation; and
- (b) if the minister's ministry has been assigned additional responsibility for a specific type of emergency under subsection 6 (1) of the Act, an emergency response plan for the specific type of emergency, as described in section 9 of this Regulation. O. Reg. 380/04, s. 7.

Continuity of operations plan

8. A continuity of operations plan shall,

- (a) assign responsibilities to ministry employees, by position, for continuity planning and implementation;
- (b) identify the critical functions and services for which the minister is responsible;
- (c) assess the importance of the systems, infrastructure, assets and resources used in providing the critical functions and services for which the minister is responsible;

KHR COMMUNITY EMERGENCY RESPONSE PLAN

- (d) establish priorities for the resumption of any services that are made temporarily unavailable by an emergency;
- (e) contain a communications strategy;
- (f) contain an information technology plan; and
- (g) contain a strategy for the resumption of services. O. Reg. 380/04, s. 8.

Emergency response plan for specific types of emergencies

9. An emergency response plan for a specific type of emergency shall,

- (a) assign responsibilities to ministry employees, by position, respecting implementation of the emergency response plan;
- (b) set out the procedures for notifying the members of the ministry action group of the emergency;
- (c) set out the procedures for alerting the public of the emergency and for keeping the public informed throughout the emergency; and
- (d) be co-ordinated in so far as possible with the emergency response plans of other ministries. O. Reg. 380/04, s. 9.

PART II MUNICIPAL STANDARDS

Emergency management program co-ordinator

10. (1) Every municipality shall designate an employee of the municipality or a member of the council as its emergency management program co-ordinator. O. Reg. 380/04, s. 10 (1).

(2) The emergency management program co-ordinator shall complete the training that is required by the Chief, Emergency Management Ontario. O. Reg. 380/04, s. 10 (2).

(3) The emergency management program co-ordinator shall co-ordinate the development and implementation of the municipality's emergency management program within the municipality and shall co-ordinate the municipality's emergency management program in so far as possible with the emergency management programs of other municipalities, of ministries of the Ontario government and of organizations outside government that are involved in emergency management. O. Reg. 380/04, s. 10 (3).

(4) The emergency management program co-ordinator shall report to the municipality's emergency management program committee on his or her work under subsection (3). O. Reg. 380/04, s. 10 (4).

Emergency management program committee

11. (1) Every municipality shall have an emergency management program committee. O. Reg. 380/04, s. 11 (1).

(2) The committee shall be composed of,

- (a) the municipality's emergency management program co-ordinator;
- (b) a senior municipal official appointed by the council;
- (c) such members of the council, as may be appointed by the council;
- (d) such municipal employees who are responsible for emergency management functions, as may be appointed by the council; and
- (e) such other persons as may be appointed by the council. O. Reg. 380/04, s. 11 (2).

(3) The persons appointed under clause (2) (e) may only be,

- (a) officials or employees of any level of government who are involved in emergency management;
- (b) representatives of organizations outside government who are involved in emergency management; or

KHR COMMUNITY EMERGENCY RESPONSE PLAN

(c) persons representing industries that may be involved in emergency management. O. Reg. 380/04, s. 11 (3).

(4) The council shall appoint one of the members of the committee to be the chair of the committee. O. Reg. 380/04, s. 11 (4).

(5) The committee shall advise the council on the development and implementation of the municipality's emergency management program. O. Reg. 380/04, s. 11 (5).

(6) The committee shall conduct an annual review of the municipality's emergency management program and shall make recommendations to the council for its revision if necessary. O. Reg. 380/04, s. 11 (6).

Municipal emergency control group

12. (1) Every municipality shall have a municipal emergency control group. O. Reg. 380/04, s. 12 (1).

(2) The emergency control group shall be composed of,

(a) such officials or employees of the municipality as may be appointed by the council; and

(b) such members of council as may be appointed by the council. O. Reg. 380/04, s. 12 (2).

(3) The members of the group shall complete the annual training that is required by the Chief, Emergency Management Ontario. O. Reg. 380/04, s. 12 (3).

(4) The group shall direct the municipality's response in an emergency, including the implementation of the municipality's emergency response plan. O. Reg. 380/04, s. 12 (4).

(5) The group shall develop procedures to govern its responsibilities in an emergency. O. Reg. 380/04, s. 12 (5).

(6) The group shall conduct an annual practice exercise for a simulated emergency incident in order to evaluate the municipality's emergency response plan and its own procedures. O. Reg. 380/04, s. 12 (6).

(7) If determined necessary as a result of the evaluation under subsection (6), the group shall revise its procedures and shall make recommendations to the council for the revision of the municipality's emergency response plan. O. Reg. 380/04, s. 12 (7).

(8) The group may at any time seek the advice and assistance of the following:

1. Officials or employees of any level of government who are involved in emergency management.
2. Representatives of organizations outside government who are involved in emergency management.
3. Persons representing industries that may be involved in emergency management. O. Reg. 380/04, s. 12 (8).

Emergency operations centre

13. (1) Every municipality shall establish an emergency operations centre to be used by the municipal emergency control group in an emergency. O. Reg. 380/04, s. 13 (1).

(2) The emergency operations centre must have appropriate technological and telecommunications systems to ensure effective communication in an emergency. O. Reg. 380/04, s. 13 (2).

Emergency information officer

14. (1) Every municipality shall designate an employee of the municipality as its emergency information officer. O. Reg. 380/04, s. 14 (1).

(2) The emergency information officer shall act as the primary media and public contact for the municipality in an emergency. O. Reg. 380/04, s. 14 (2).

Emergency response plan

15. (1) The emergency plan that a municipality is required to formulate under subsection 3 (1) of the Act shall consist of an emergency response plan. O. Reg. 380/04, s. 15 (1).

(2) An emergency response plan shall,

- (a) assign responsibilities to municipal employees, by position, respecting implementation of the emergency response plan; and

KHR COMMUNITY EMERGENCY RESPONSE PLAN

- (b) set out the procedures for notifying the members of the municipal emergency control group of the emergency. O. Reg. 380/04, s. 15 (2).

PART III STANDARDS FOR DESIGNATED ENTITIES

Ministry standards apply to designated agencies, boards, commissions, branches

16. (1) Part I applies with necessary modifications to an agency, board, commission or other branch of government designated by the Lieutenant Governor in Council. O. Reg. 380/04, s. 16 (1).

(2) For the purpose of subsection (1), a reference in Part I to a minister or ministry shall be read as a reference to the agency, board, commission or other branch of government and a reference to a deputy minister shall be read as a reference to the chair of the agency, board, commission or the head of the other branch of government. O. Reg. 380/04, s. 16 (2).

17. OMITTED (PROVIDES FOR COMING INTO FORCE OF PROVISIONS OF THIS REGULATION). O. Reg. 380/04, s. 17.

KHR COMMUNITY EMERGENCY RESPONSE PLAN

Annex E-4

COUNTY OF RENFREW – EMERGENCY RESPONSE PLAN

Table of Contents

Part One: Introduction

1.1 Preface

1.2 Aim

1.3 Declaration of an Emergency

- 1.3.1 County of Renfrew Declaration
- 1.3.2 Termination of an Emergency

Part Two: Emergency Operations and Procedures

2.1 County Control Group

- 2.1.1 Membership
- 2.1.2 Collective Responsibilities of the County Control Group
- 2.1.3 Activation of the Emergency Response Plan
- 2.1.4 Notification of the County Control Group and EOC Support Staff

2.2 Emergency Operations Centre

- 2.2.1 Location of the EOC
- 2.2.2 EOC Procedures

2.3 Operations Cycle

2.4 Roles and Responsibilities of the County Control Group

- 2.4.1 Warden
- 2.4.2 Operations Manager - Chief Administrative Officer
- 2.4.3 Liaison Officer - Community Emergency Management Coordinator
- 2.4.4 Safety Officer - Director of Emergency Services
- 2.4.5 Director of Social Services
- 2.4.6 Director of Public Works & Engineering
- 2.4.7 Emergency Information Officer

2.5 Roles and Responsibilities of the Emergency Operations Centre

Support Staff

- 2.5.1 Operations Officer
- 2.5.2 Duty Officer
- 2.5.3 Scribe

KHR COMMUNITY EMERGENCY RESPONSE PLAN

Table of Contents

continued

2.6 Emergency Operations Support Team

- 2.6.1 Membership
- 2.6.2 Roles and Responsibilities of the Emergency Operations Centre Support Team
 - A) Team Manager
 - B) Treasurer/Deputy Clerk
 - C) Director of Human Resources
 - D) Director of Development and Property
 - E) Manager of Information Technology
 - F) Administrator of Bonnechere Manor
 - G) Administrator of Miramichi Lodge
 - H) Administrative Assistant

2.7 Telecommunications

Part Three: Administration

3.1 Authority

- 3.1.1 Emergency Management and Civil Protection Act
- 3.1.2 County Renfrew By-Law 85-13

3.2 Limitations

- 3.2.1 County of Renfrew Policy GA-01
- 3.2.2 Freedom of Information and Protection of Privacy

3.3 Legal Implications

- 3.3.1 Employee Indemnification
- 3.3.2 County of Renfrew By-Law 85-13
- 3.3.3 Municipal Liability

3.4 Plan Maintenance

3.5 Distribution List

KHR COMMUNITY EMERGENCY RESPONSE PLAN

PART ONE: INTRODUCTION

1.1 PREFACE

Emergencies are defined as: “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.” Emergencies affect public safety – the health, welfare and property, as well as the environment and the economy of the County of Renfrew.

The Corporation of the County of Renfrew is comprised of 17 Lower Tier Municipalities and provides important services to the separated City of Pembroke making the combined resident population 99 220. Each resident of the County is first a resident of a Lower Tier Municipality or the City of Pembroke, hereinafter described as “local municipalities”; it is with these local municipalities that the primary responsibility for emergency management rests.

In order to assist the local municipalities within the County of Renfrew to protect their residents, businesses, and visitors, the Corporation of the County of Renfrew requires a coordinated emergency response by a number of County departments, municipal partners and external agencies. These are distinct arrangements, emergency operations and procedures, from the normal day-to-day operations of the corporation and its departments and address the elements of a fully developed Incident Management System

In the event of an emergency significantly implicating the resources of the Corporation of the County of Renfrew, every official, department, municipal partner and external agency must be prepared to carry out specific and assigned responsibilities. The *County of Renfrew Emergency Response Plan* has been prepared to provide important emergency response information related to:

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

It is also important that the local municipalities and their residents, businesses and interested visitors be aware of these provisions. Copies of the *County of Renfrew Emergency Response Plan* may be viewed at the Administration Building of the County of Renfrew and on the County’s website at www.countyofrenfrew.on.ca. For more information, please contact:

Community Emergency Management Coordinator
County of Renfrew
9 International Drive
Pembroke, Ontario
K8A 6W5
(613) 735-7288

KHR COMMUNITY EMERGENCY RESPONSE PLAN

1.2 AIM

The primary 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 economy of the residents, businesses and visitors to the County of Renfrew when faced with an emergency resulting from the effects of a natural, technological or human-caused disaster. Secondly, therefore, the aim is also to support the local municipalities in the implementation and operation of their individual and collective emergency response plans.

The *County of Renfrew Emergency Response Plan* enables a controlled and coordinated response to Emergencies affecting the Corporation of the County of Renfrew and/or the local municipalities, and meets the legislated requirements of the *Emergency Management and Civil Protection Act*.

The *County of Renfrew Emergency Response Plan* has been developed to address the elements of a fully implemented Incident Management System and reflects the functions of: Command, Operations, Logistics, Planning, and Finance & Administration and respects the Emergency Response Plans of the 17 Lower Tier Municipalities and the City of Pembroke. An in-depth Hazard Identification and Risk Assessment has been conducted, in the preparation of this plan. The County of Renfrew also supports local municipalities in the mitigation of an emergency and provides available resources to assist the local municipalities during declarations at that level.

1.3 DECLARATION OF AN EMERGENCY

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

“The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect the property of the health, safety and welfare of the inhabitants of the emergency area.”
R.S.O. 1990, E.9, s.4 (2).

1.3.1 COUNTY OF RENFREW DECLARATION

The Warden of the County of Renfrew or his/her designate has the authority to declare a state of emergency for the County of Renfrew. The designate for the Warden has been named as the Chair of the Health Committee of the County of Renfrew. The decision to declare a state of emergency is usually made in consultation with the CAO, CEMC and other available members of the County Control Group.

As the County of Renfrew is comprised of 17 Lower Tier Municipalities and provides important service to the City of Pembroke, each with its own Emergency Response Plan, the declaration of a state of emergency at the County level will likely occur in certain instances, including but not limited to the following:

- a situation compromising the critical infrastructure of the Corporation;
- a general health issue identified by the local Medical Officer of Health that may affect the entire County;
- a general situation, such as severe weather which affects a significant proportion of the County’s residents and/or property;

KHR COMMUNITY EMERGENCY RESPONSE PLAN

- at the request of one or more local municipalities that have already declared a state of local emergency;
- in situations where the County of Renfrew is requested to support local municipal emergency plans and mitigation measures;
- in situations where multiple requests for services provided by the County of Renfrew overwhelm specific departments and/or the Corporation as a whole beyond standard operational capability; and
- at the request of the Province of Ontario.

As a resource to assist the Warden, Emergency Management Ontario has prepared a *Checklist in Consideration of a Declared Emergency* for use.

Upon declaring a County emergency, the Warden will notify:

- The Minister of Community Safety and Correctional Services;
- Emergency Management Ontario;
- County Council;
- Public;
- Neighbouring community officials, as appropriate;
- Local Member of Provincial Parliament, as appropriate; and
- Local Member of Parliament, as appropriate.

When an emergency situation exists but has not yet been declared by the Head of Council, County of Renfrew employees make take such actions as may be required to protect the health, safety, welfare and the property of the resident population and the Corporation. Employees acting under these conditions are obligated to immediately notify their supervisor, department head and the Community Emergency Management Coordinator to initiate proper activation and notification procedures of the *County of Renfrew Emergency Response Plan*.

1.3.2 TERMINATION OF EMERGENCY

The *Emergency Management and Civil Protection Act* defines that a municipal emergency may be terminated by the:

- Head of Council;
- Municipal Council; or
- Premier of Ontario.

The decision to terminate a declared emergency is usually taken in consultation with the County Control Group.

Upon termination the following will be notified:

- The Minister of Community Safety and Correctional Services;
- Emergency Management Ontario;
- County Council;
- Public;
- Neighbouring community officials, as appropriate;
- Local Member of Provincial Parliament, as appropriate; and
- Local Member of Parliament as appropriate.

KHR COMMUNITY EMERGENCY RESPONSE PLAN

PART TWO: EMERGENCY OPERATIONS AND PROCEDURES

2.1

COUNTY CONTROL GROUP (CCG)

The County Control Group is responsible for the direction and control of the overall emergency response at the County level. In keeping with the elements of an Incident Management System, the County Control Group assumes the functions of: Command, Operations, Planning and Logistics. The County Control Group ensures the provision of essential services to minimize the impact of the emergency on the community. The County Control Group is responsible to implement the *County of Renfrew Emergency Response Plan*.

2.1.1

MEMBERSHIP

The County Control Group is made up of the following members:

- Warden
- Operations Manager (CAO)
- Liaison Officer – (Community Emergency Management Coordinator)
- Safety Officer – (Director of Emergency Services)
- Director of Social Services
- Director of Public Works & Engineering
- Emergency Information Officer (Media Relations/Grants Coordinator)

The County Control Group may function with only a limited number of persons depending upon the nature of the emergency. While the CCG may not require the presence of all members, all members must be notified whenever the plan is activated. The County Control Group requires the administrative assistance provided by the Emergency Operations Centre Support Staff. The roles associated with this support include: Operations Officer, Duty Officer and Scribe. The County Control Group may also require the assistance of external organizations and/or professionals to provide an effective response. Representatives from: the Ontario Provincial Police; Renfrew County Mutual Aid (Fire Services); Renfrew County & District Health Unit; Emergency Management Ontario; Environment Canada; Ministry of Natural Resources and other Provincial Ministries and/or Agencies may be invited to participate in an advisory capacity to the Group.

The Emergency Operations Support Team whose primary role includes assisting the County Control Group with the Finance and Administrative functions required to manage the emergency, supports the County Control Group.

Members of both the County Control Group and the Emergency Operations Centre Support Team are required to have designated alternates to respond in the event that the primary member is unavailable. All responsibilities of the primary member extend to the alternate member when acting in such capacity.

The Warden may request that Reeves and Mayors of the affected local municipalities within the County convene to advise the Warden concerning the response requirements of their municipalities.

KHR COMMUNITY EMERGENCY RESPONSE PLAN

2.1.2

COLLECTIVE RESPONSIBILITIES OF THE COUNTY CONTROL GROUP

The members of the County Control Group are responsible, as a group, for the following actions and/or decisions required to support an effective emergency response:

- Implementation of the *County of Renfrew Emergency Response Plan*, in whole, or in part, to respond to an impending, potential or existing emergency.
- Providing advice and information to the Warden concerning the declaration and termination.
- Advising the Warden regarding requests for assistance from local municipalities, the Province of Ontario, or the Government of Canada.
- Coordinating and directing County resources used to mitigate the effects of an emergency, in cooperation with and as a support to local municipalities.
- Ensuring the composition of the County Control Group is appropriate to mitigate the effects of a given emergency situation, by determining which, if any, ad hoc members are required.
- Ensuring the provision of essential resources and services to support emergency response activities.
- Ensuring timely Emergency Information is collected, developed and communicated to the media and public.
- Participating in interviews, press conferences and public information sessions, as required.
- Activating and directing the County of Renfrew Emergency Operations Support Team.
- Establishing advisory sub-committees, as required, to work on specific problem areas related to the emergency.
- Authorization of expenditures during the emergency; provision for cost accounting and facilitation of cost recovery.
- Participating in the operational de-brief of the emergency, upon termination.
- Maintaining a log outlining decisions made and actions taken related to the Emergency and submitting this log to the Chief Administrative Officer and copy to the Community Emergency Management Coordinator within seven working days of the termination of the emergency.

2.1.3 ACTIVATION OF THE EMERGENCY RESPONSE PLAN

The activation of the *County of Renfrew Emergency Response Plan* will result in the County Control Group convening in the designated Emergency Operations Centre. Any member of the County Control Group, or Head of Council of a local municipality within the County, may request that the plan be activated. The request will be made to the Warden, or the Chief Administrative Officer, or the Community Emergency Management Coordinator. Only the Warden, the CAO and the CEMC have the authority to activate the *Emergency Response Plan*; activation of the plan is not dependent on, nor synonymous with, an official emergency declaration by the Head of Council. Activation of the plan includes:

- notification of the County Control Group and Emergency Operations Centre Support Staff;
- determination of the appropriate Emergency Operations Centre;
- set up of the Emergency Operations Centre; and
- any other actions required to implement the plan.

KHR COMMUNITY EMERGENCY RESPONSE PLAN

The *County of Renfrew Emergency Response Plan* may be implemented in whole, or in part, based on conditions at the emergency site(s) or the severity of the situation.

2.1.4 NOTIFICATION OF THE COUNTY CONTROL GROUP AND EOC SUPPORT STAFF

Upon activation of the *Emergency Response Plan* the Chief Administrative Officer will contact the Warden and the Community Emergency Management Coordinator. The Community Emergency Management Coordinator is responsible for notification of the County Control Group and the Emergency Operations Support Staff.

Initial notification attempts will occur by Blackberry Messenger, landline and/or cellular telephone, should the primary County Control Group and/or Support Staff member not respond in person to this initial attempt, their alternate(s) will then be contacted by the same means. If electronic notification processes and telephone service are unavailable, the Community Emergency Management Coordinator and the Chief Administrative Officer will determine the method by which in-person contact will be made.

2.2 EMERGENCY OPERATIONS CENTRE

The Emergency Operations Centre is the central command for the County's emergency response. The Emergency Operations Centre has secure meeting rooms, appropriate communications equipment, rest areas, washrooms, and appropriate areas for meals. The Emergency Operations Centre Staff includes the County Control Group and the Emergency Operations Centre Support Staff.

2.2.1 LOCATION OF THE EOC

The Emergency Operations Centre (EOC) has both primary and alternate locations. During the notification process, direction to which location members of the County Control Group shall report will be given. The primary and alternate locations of the EOC are geographically separated so that if one site is endangered or rendered non-functional as a result of the emergency situation another should be safe and operational.

2.2.2 EOC PROCEDURES

The Community Emergency Management Coordinator, with the assistance of the Operations Officer and other members of the EOC Staff, will ensure that the EOC is operational within 120 minutes. Upon notification the Operations Manager (CAO) of the CCG may contact the Manager of the Emergency Operations Support Team, as required, to support the effective operations of the EOC.

Upon arrival at the Emergency Operations Centre, each CCG member will:

- i. Sign in with the Duty Officer.
- ii. Retrieve the designated Emergency Operations Centre Kit.
- iii. Check telephone/communications devices.
- iv. Open personal log.
- v. Contact own department/agency and obtain a status report.
- vi. Participate in the initial briefing.
- vii. Participate in planning the initial response/decision making process.
- viii. Communicate the County Control Group decisions on to department and/or agency staff.
- ix. Continue participation in the Emergency Operations Centre Operations Cycle.

Upon leaving the Emergency Operations Centre, each CCG member will:

KHR COMMUNITY EMERGENCY RESPONSE PLAN

- i. Sign out with the Duty Officer and provide location/contact information for the interim.
- ii. Fully brief any replacement/relief.

Once the initial response is established, the Operations Officer puts routine procedures into place. The County Control Group functions most efficiently on an Operations Cycle. Each member of the CCG and Support Service Team has specific roles and responsibilities related to the Emergency Operations Centre. These responsibilities are outlined in detail further in this document.

2.3 OPERATIONS CYCLE

Emergency management is cyclical in nature and the Operations Cycle is how the County Control Group manages over emergency operations. The Operations Cycle includes regular meetings to share information, discuss actions to be taken and/or issues to be resolved. These meetings are brief and free from interruptions; effective meetings are disciplined in nature.

Initial Operations Cycle meetings may take up to 90 minutes and be held frequently, but as the emergency response progresses meetings should be 30 minutes or less and be held less often. The Operations Cycle meetings are to be chaired by the Operations Manager. The Operations Manager, in conjunction with the Warden and CCG as a whole, will determine the meeting schedule. It is important to note that the Operations Cycle should reflect the pace of the emergency in order to meet the primary objectives of supporting the emergency site and coordinating the overall response.

The County Control Group will convene at the Emergency Operations Centre, usually around a planning board or a map, at which time they will in turn report their departments' or agencies' status to the Warden and Operations Manager. In the discussion regarding the decision/actions related to the priority items points concerning challenges, barriers, required resources, and any other relevant information so that timely and informed decisions can be made as a group. It is essential that every member of the CCG, covering each area of responsibility, be heard from during the Operations Cycle meeting process. The County Control Group is a team, and the actions taken by one, or the lack of action by one, may have a significant impact on an effective emergency response.

Specifically the agenda for each Operations Cycle meeting should consistently include:

1. Current Status of each CCG member area of responsibility; including 1ST and 2nd priority issues for decision/action. (Once this round table is complete, then)
2. List of 1st Priority Items.
3. Determination of decision/action for 1st Priority Items.
4. List of 2nd Priority Items.
5. Determination of decision/action for 2nd Priority Items.
6. Discussion of emerging issues for future planning.
7. Determination of Key Messages for Emergency Information Officer.
8. Time of Next Operations Cycle Meeting.

Once the Operations Cycle meeting is completed, the CCG members will contact their respective departments and partner agencies to pass on relevant information or directives from the CCG. In the time period following the Operations Cycle meeting and this information dissemination process, CCG

KHR COMMUNITY EMERGENCY RESPONSE PLAN

members will begin the process of taking action on decisions, gathering information and preparing for the next Operations Cycle meeting.

KHR COMMUNITY EMERGENCY RESPONSE PLAN

2.4 ROLES AND RESPONSIBILITIES OF THE COUNTY CONTROL GROUP

In addition to the collective responsibilities outlined in Section 2.1.2, there are distinct responsibilities for each member of the CCG.

2.4.1 WARDEN

- Declaring an emergency.
- Terminating an emergency.
- Notifying the Minister of Community Safety and Correctional Services of the declaration and termination of the emergency.
- Ensuring the members of County Council are advised about the declaration and termination of an emergency.
- Communicating decisions/actions of the CCG to Council.
- Ensuring that neighbouring communities, the MPP and MP are advised of the declaration and termination of the emergency, as required.
- Approving all key messages, major announcements and media releases.
- Maintaining a personal log.
- Participating in the post emergency de-brief sessions.

2.4.2 OPERATIONS MANAGER – CHIEF ADMINISTRATIVE OFFICER

During an emergency the CAO is referred to as the Operations Manager in the Emergency Operations Centre and County Control Group. The Operations Manager performs the functions of the Incident Commander in the Incident Management System by:

- Activating the emergency notification system.
- Activating the Emergency Operations Support Team, if required.
- Coordinating the activities of the Emergency Operations Centre.
- Chairing the County Control Group Operations Cycle meetings.
- Advising the Warden on County of Renfrew Policies and Procedures, as required.
- Reviewing with, and advising the Warden on the key messages, major announcements and media releases; in the absence of the Warden approving such messages.
- Ensuring a communication link is established between the Emergency Site Commander and the County Control Group.
- Initiating and maintaining a business cycle format during emergency operations.
- Communicating the needs of the County Control Group to the Manager of the Emergency Operations Support Team.
- Ensuring a master record (main events board) is maintained to record all decisions/actions of the CCG.
- In conjunction with the Manager of the Emergency Operations Support Team, ensuring that all essential services of the County of Renfrew are maintained and that business continuity is minimally disrupted.
- Maintaining a personal log.
- Participating in the post emergency de-brief sessions.

KHR COMMUNITY EMERGENCY RESPONSE PLAN

2.4.3 LIAISON OFFICER -COMMUNITY EMERGENCY MANAGEMENT COORDINATOR

The Community Emergency Management Coordinator role is maintained during both normal and emergency operations. The CEMC is responsible to play an active emergency management role prior to the declaration of an emergency at the County level as well as to play a supportive role to the local municipalities experiencing an emergency situation.

During an emergency at a Local Municipality(s) the Liaison Officer is responsible for:

- Initiating contact with the CEMC of the affected municipality(s).
- Conducting an assessment of the emergency situation regarding the level of assistance that may be requested and/or required of the County of Renfrew.
- Providing regular updates to the Chief Administrative Officer concerning the emergency and service implications for the County.
- Providing support to the CEMC and Community Control Group of the affected municipality, as requested.
- Providing liaison between the Community Control Group of the affected municipality(s) and the implicated departments and the County of Renfrew.
- Keeping a record of the activities and decisions taken during the emergency.
- Making recommendations to the Warden and CAO concerning the need to activate the County of Renfrew Emergency Response Plan.

During an emergency at the County level the Liaison Officer is responsible for:

- Activating the Emergency Response Plan and its notification procedures.
- Contacting the members of the County Control Group.
- Ensuring that the Emergency Operations Centre is operational within 120 minutes of activation.
- Providing information and assistance to the Warden and the CAO to facilitate decision-making.
- Providing information, advice and assistance to the County Control Group on matters of emergency management – liaison, legislation, policy, best practice and principles.
- Maintaining communication with the CEMCs of the affected local municipalities to ensure that required services are coordinated.
- Identifying resource needs, emerging issues and future planning requirements to the CCG.
- Coordinating the activation of Provincial Emergency Response Teams (CBRN, CISM, HUSAR, etc.)
- Liaising with Emergency Management Ontario.
- Providing direction to the Operations Officer and Duty Officer to ensure effective operation of the EOC.
- Participating in the Emergency Operations Cycle meetings.
- Tracking the key messages of the County Control Group during Operation Cycle meetings.
- Maintaining a personal log.
- Coordinating the necessary post-emergency de-briefings (CCG, Emergency Operations Support Team, County of Renfrew Departments) and developing a final report for Council.

KHR COMMUNITY EMERGENCY RESPONSE PLAN

2.4.4 SAFETY OFFICER - DIRECTOR OF EMERGENCY SERVICES

The Director of Emergency Services is responsible for performing the functions of Safety Officer in the Incident Management System as well as:

- Alerting the Community Emergency Management Coordinator, the CAO, or the Warden of an emergency, or a threat of an emergency that may involve County resources.
- Requesting activation of the *Emergency Response Plan* to the Warden, CAO or the CEMC.
- Upon notification, proceeding to the designated Emergency Operations Centre.
- Activating departmental Notification Procedures, as required.
- Managing the Emergency Services Department response of the County related to: Emergency Medical Service (triage, treatment and transportation); ongoing provision of 9-1-1 service; and Fire Dispatch services.
- Providing direction to the Emergency Operations Centre Staff related to their Health and Safety.
- Providing direction/advice to the Deputy Chief of Operations and the Paramedic Service Site Commander regarding the emergency response.
- Participating fully in the Operations Cycle Meetings of the CCG regarding: staffing requirements, balanced emergency coverage, service depletion, mutual assistance, emergency communications, injuries and fatalities, and other matters related to the department's responsibilities.
- Providing leadership to the CCG members to ensure that the health and safety standards of the emergency site(s) and responders are maintained.
- Liaising with the Ministry of Health and Long Term Care – Emergency Health Services Branch.
- Liaising with Mutual Assistance partners.
- Maintaining a personal log.
- Participating in the post-emergency CCG de-brief sessions.

2.4.5 DIRECTOR OF SOCIAL SERVICES

The Director of Social Services is responsible for:

- Alerting the Community Emergency Management Coordinator, the CAO, or the Warden of an emergency, or a threat of an emergency that may involve County resources.
- Requesting activation of the *Emergency Response Plan* to the Warden, CAO or the CEMC.
- Upon notification, proceeding to the designated Emergency Operations Centre.
- Activating departmental Notification Procedures, as required.
- Managing the Social Services Department response.
- Contacting the Development and Property Department regarding building operations.
- Maintaining communications with the Canadian Red Cross.
- Managing communication with contracted emergency social service providers.
- Maintaining communication and providing information to the Emergency Operations Support Team.
- Participating fully in the Operations Cycle Meetings of the CCG regarding: staffing requirements, reception centres, evacuation centres, evacuation procedures, meals, comfort centres, volunteer requirements and any other matters related to the department.
- Maintaining a personal log.
- Ensuring the health and safety standards of the Social Services Department staff responding to the emergency and their service locations are maintained.
- Participating in the post-emergency de-brief sessions.

KHR COMMUNITY EMERGENCY RESPONSE PLAN

2.4.6 DIRECTOR OF PUBLIC WORKS & ENGINEERING

The Director of Public Works & Engineering is responsible for:

- Alerting the Community Emergency Management Coordinator, the CAO, or the Warden of an emergency, or a threat of an emergency that may involve County resources.
- Requesting activation of the *Emergency Response Plan* to the Warden, CAO or the CEMC.
- Upon notification, proceeding to the designated Emergency Operations Centre.
- Activating departmental Notification Procedures, as required.
- Managing the Public Works response of the County.
- Providing direction/advice to the Public Works staff responding to the emergency.
- Participating fully in the Operations Cycle Meetings of the CCG regarding: staffing and equipment requirements, county roads, bridges, structural integrity, traffic plans and other matters related to the department's responsibilities.
- Maintaining communication and providing information to the Emergency Operations Support Team.
- Ensuring that the health and safety standards of the Public Works Department staff responding to the emergency are maintained. Activating the Amateur Radio Emergency Services, if required.
- Maintaining a personal log.
- Participating in the post-emergency de-brief session.

2.4.7 EMERGENCY INFORMATION OFFICER – MEDIA/GRANTS COORDINATOR

The Emergency Information Officer is responsible for:

- Requesting activation of the *Emergency Response Plan* to the Warden, CAO or the CEMC.
- Upon notification, proceeding to the designated Emergency Operations Centre.
- Opening the Emergency Information and Media Centres.
- Participating fully in the Operations Cycle Meetings of the CCG regarding: staffing requirements for the Emergency Information Centre, logistical requirements for the media, developing key messages for the public, and recording media coverage of the emergency.
- Apprising the CCG of any significant information passed on to the public and correcting any misinformation.
- Liaising with Emergency Information Officers of the local municipalities to ensure consistency of messaging to the public.
- Recording and tracking the key messages of the County Control Group during Operation Cycle meetings.
- Coordinating interviews and media conferences for County Control Group members.
- Preparing media releases for review by appropriate officials.
- Maintaining chronological record of all media releases.
- Accessing copies of news report and interviews during, and following, the emergency.
- Monitoring news coverage.
- Maintaining communication and providing information to the Emergency Operations Support Team.
- Ensuring that the health and safety standards of the emergency information and media centres are maintained.
- Maintaining a personal log.
- Participating in post-emergency CCG de-brief sessions.

KHR COMMUNITY EMERGENCY RESPONSE PLAN

The membership of the County Control Group may be supplemented as required. The Operations Manager may make requests for participation in CCG meetings of other Department Heads, staff, municipal partners and allied agencies.

A Community Officer of Emergency Management Ontario and representatives from the Ontario Provincial Police, Renfrew County & District Health Unit and the Renfrew County Mutual Aid Committee may be invited to participate in an advisory capacity to the County Control Group. Representatives from other appropriate Provincial Ministries are also available as resources to the Control Group. Members from other private, commercial and/or industrial organizations (e.g. TransCanada Pipeline) may also be requested to participate as advisors to the Control Group to assist with the response and recovery efforts.

2.5 ROLES AND RESPONSIBILITIES OF THE EMERGENCY OPERATIONS CENTRE SUPPORT STAFF

The mandate of the County Control Group is to manage the overall County of Renfrew response to the emergency and the Control Group requires administrative and support services to function effectively. There are three, defined, support staff roles for the Emergency Operations Centre. These positions are not members of the CCG, but are present in the Emergency Operations Centre throughout the emergency.

2.5.1 OPERATIONS OFFICER – EXECUTIVE ASSISTANT TO THE CAO

The Operations Officer is responsible for the following:

- Upon notification, proceeding to the designated Emergency Operations Centre.
- Setting up the Emergency Operations Centre: seating, equipment and supplies.
- Maintaining the official record of all CCG decisions and directions.
- Maintaining an Emergency Operations Map(s) for the CCG.
- Arranging for security of the Emergency Operations Centre.
- Ensuring effective communications link between the Operations Manager and County staff responding to the emergency.
- Planning shift rotations for EOC staff.
- Arranging for scribes as required by the CCG.
- Providing administrative assistance to the Operations Manager to ensure effective implementation of the Planning Cycle and CCG Meetings.
- Recording all in-coming and out-going messages of the EOC Manager.
- Providing advice and guidance to members of the CCG on administrative and corporate procedures and operations.

2.5.2 DUTY OFFICER – ADMINISTRATIVE ASSISTANT TO EMERGENCY SERVICES

The Duty Officer is responsible for the following:

- Upon notification, proceeding to the designated Emergency Operations Centre.
- Opening and maintaining the Emergency Operations Centre sign-in process.
- Opening and maintaining a major Events Log.
- Ensuring that appropriate supplies are available to CCG members.
- Ensuring that refreshments, meals and rest breaks are provided for the CCG and EOC staff.
- To identify staffing, equipment and supply issues of the EOC to the Operations Manager.

KHR COMMUNITY EMERGENCY RESPONSE PLAN

- To identify outstanding Planning Cycle issues to the Operations Officer.
- Gathering CCG members' personal logs at the end of every shift.

2.5.3 SCRIBE

The Scribe(s) is responsible for the following:

- Upon notification, or as requested by the Operations Officer, proceeding to the designated Emergency Operations Centre.
- Recording actions and decisions taken by the CCG member.
- To take messages for the CCG member during Planning Cycle Meetings.
- To regularly update the CCG member concerning outstanding issues.

2.6 EMERGENCY OPERATIONS SUPPORT TEAM

The Emergency Operations Support Team plays a supportive role to the County Control Group. The Team has two primary roles: to provide technical support and assistance to the County Control Group, and to ensure business continuity of the Corporation throughout the duration of the emergency.

The County Control Group relies on the assistance of the Emergency Operations Support Team to ensure the provision of the essential services necessary to minimize the effects of an emergency on the community.

Activation of the Emergency Operations Support Team is at the discretion of the Operations Manager (CAO) of the County Control Group. The Operations Manager of the County Control Group will activate the Emergency Operations Support Team by contacting the Team Manager and requesting that the Team be convened.

The Emergency Operations Support Team will conduct its business at the County of Renfrew Administration Building and/or a designated alternative should the County Building be deemed inaccessible. Meetings of the Team will be chaired by the Team Manager and held at least daily for the duration of the emergency. Meetings of the Emergency Operations Support Team will be scheduled to respond to the needs of the County Control Group.

The Chief Administrative Officer appoints the Team Manager. In the event that a member of the Emergency Operations Support Team is designated as the Team Manager his/her alternate may fulfill the primary role being vacated.

2.6.1 MEMBERSHIP

The Emergency Operations Centre Support Team is made up of the following members:

Team Manager
Treasurer/Deputy Clerk
Director of Human Resources
Director of Development and Property
Manager of Information Technology
Administrator of Bonnechere Manor (as required)
Administrator of Miramichi Lodge (as required)

KHR COMMUNITY EMERGENCY RESPONSE PLAN

KHR COMMUNITY EMERGENCY RESPONSE PLAN

2.6.2 ROLES AND RESPONSIBILITIES OF THE EMERGENCY OPERATIONS SUPPORT TEAM

The members of the Emergency Operations Support Team are responsible, as a group, for the following actions and/or decisions required to support an effective emergency response and to mitigate against further disruption to the corporation.

- Providing information to the County Control Group regarding matters of: finance; human resources; information technology; Geographic Information Systems; property; recovery planning; and business continuity.
- Preparing documentation related to: volunteer screening and registration, overtime and payroll, grant applications, expenditures, maps, and recovery plans.
- Providing technical support and advice related to the technology needs of the County Control Group, Emergency Site Commander, Emergency Information and Media Centres.
- Securing human resources and services to support emergency response activities, as requested by County Control Group.
- Maintaining business continuity of the Corporation and identifying emerging operational issues to the CCG Operations Manager.
- As articulated by the County Control Group, keeping County of Renfrew staff advised of the emergency response and its implications.
- Participating on advisory subcommittees, as requested by the County Control Group, to work on specific problem areas related to the emergency.
- Participating in the operational de-brief of the emergency, upon termination.
- Maintaining a log outlining decisions made and actions taken related to the Emergency and submitting this log to the Chief Administrative Officer within seven working days of the termination of the emergency.

In addition to the collective responsibilities outlined above, each designated member of the Emergency Operations Support Team is responsible to carry out specific responsibilities.

2.6.2 A) TEAM MANAGER

The Team Manager is responsible for managing the team including:

- Upon notification from the Operations Manager of the County Control Group, activating the Emergency Operations Support Team.
- Acting as the primary liaison between the Team and the County Control Group.
- Coordinating and Chairing the Emergency Operations Support Team Meetings.
- Preparing briefings for the County of Renfrew staff, as required.
- Maintaining a master record of decisions and actions taken by the Team.

2.6.2 B) TREASURER/DEPUTY CLERK

The Treasurer/Deputy Clerk is responsible for:

- Providing information and advice to the County Control group on financial matters as they relate to the emergency and the capabilities of the County of Renfrew.
- Ensuring duties of the Clerk are maintained as per Ontario Municipal Act.
- Maintaining all regular Departmental processes to ensure continuity of service.
- Ensuring that all expenditures are documented for claim procedures and consolidating all purchase orders.

KHR COMMUNITY EMERGENCY RESPONSE PLAN

- Donations management.
- Establishing a Disaster Relief Committee, if required of adequate funding for required services and supplies.
- Regular communication with departmental staff responding to the emergency.

2.6.2 C) DIRECTOR OF HUMAN RESOURCES

The Director of Human Resources is responsible for:

- Assisting the Emergency Services Department, Social Services Department and Public Works Department to provide the necessary staff to address the emergency response.
- Staffing the Emergency Information Centre.
- Developing a communications plan for responding staff to be contacted by their family members.
- Working with the Community Emergency Management Coordinator to ensure that effective Critical Incident Stress Management and follow-up services are available to first responders, staff and their families.
- Providing advice to the CCG on matters related to collective agreements, hours of work and corporate human resource policy.
- Developing security clearance processes and documentation for County of Renfrew volunteers responding to the emergency.
- Providing advice to local municipal staff on general human resource matters.
- Regular communication with departmental staff responding to the emergency.

2.6.2 D) DIRECTOR OF DEVELOPMENT AND PROPERTY

The Director of Property is responsible for:

- Ensuring the safety and security of the Emergency Operations Centre.
- Providing assistance to the Operations Officer regarding building and equipment needs for the County Control Group.
- EOC maintenance related to cleaning and supplies.
- Logistical support to the Emergency Services, Social Services and Public Works departments related to the emergency response.
- Chairing and/or participating on ad hoc committees and/or working groups related to recovery planning.
- Providing advice and assistance to the County Control Group on matters related to the economic health of the County and the consequences of the emergency.
- Providing advice and assistance to the County Control Group and the local municipalities regarding land-use, zoning and environmental factors related to the emergency.
- Providing technical assistance and advice to the County Control Group, as requested.
- Preparing maps and geographical information packages for the CCG.
- Preparing visual aids related to GIS for the Emergency Information Officer and Emergency Information Centre staff.
- Providing technical assistance to local municipal staff developing geographical information related to the emergency.
- Regular communication with departmental staff responding to the emergency.
- Ensuring business continuity of the department.

KHR COMMUNITY EMERGENCY RESPONSE PLAN

2.6.2 E) MANAGER OF INFORMATION TECHNOLOGY

The Director of Information Technology is responsible for:

- Working with the Operations Officer to ensure that the communications system and information technology systems of the Emergency Operations Centre are activated.
- Initiating the necessary action to reasonably ensure that the information technology systems and telecommunications systems of the County Administration Building function effectively.
- Ensuring that the County of Renfrew telephone messaging is adjusted appropriately to reflect the circumstances of the emergency.
- Providing technical support and advice to the Emergency Information Centre and Media Centre as required.
- Regular communication with departmental staff responding to the emergency.

2.6.2 F) ADMINISTRATOR OF BONNECHERE MANOR (AS NEEDED)

The Administrator of Bonnechere Manor is responsible for:

- The safety and well-being of the residents and staff of the Manor.
- Activating the Bonnechere Manor Emergency Plan, if required.
- Providing logistical support to the emergency responders (hot meals, shower facilities, rest areas), if requested by the CCG.
- Communicating with the Community Care Access Centre regarding the provision for assistance for fragile clients requiring emergency shelter and/or meals.
- Liaison with other Long Term Care facilities affected by the emergency.
- Communication with Manor staff responding to the emergency.

2.6.2 G) ADMINISTRATOR OF MIRAMICHI LODGE (AS NEEDED)

The Administrator of Miramichi Lodge is responsible for:

- The safety and well-being of the residents and staff of the Lodge.
- Activating the Miramichi Lodge Emergency Plan, if required.
- Providing logistical support to the emergency responders (hot meals, shower facilities, rest areas), if requested by the CCG.
- Communicating with the Community Care Access Centre regarding the provision for assistance for fragile clients requiring emergency shelter and/or meals.
- Liaison with other Long Term Care facilities affected by the emergency.
- Communication with Lodge staff responding to the emergency.

2.6.2 I) ADMINISTRATIVE ASSISTANT (AS DESIGNATED)

The designated Administrative Assistant is responsible for:

- Coordination and set up of meeting rooms for Team meetings.
- Ensuring equipment and supplies are available to the Team during meetings.
- Recording Team meetings.
- Keeping a record of outstanding items for the Treasurer/Deputy Clerk.
- Coordinating the provision of administrative support (scribes) to the County Control Group, as requested.
- Assisting the Operations Officer and Duty Officer of the CCG as required.

KHR COMMUNITY EMERGENCY RESPONSE PLAN

The Manager of the Emergency Operations Support Team can request participation of other County of Renfrew staff, as required.

2.7 TELECOMMUNICATIONS

The primary methods of communicating to and from the Emergency Operations Centre will be by Blackberry Messenger, e-mail, telephone, facsimile, and messenger or courier. In the event that landline and/or cellular telephone service is not available, radio communications provided through the County of Renfrew Departments (Public Works and Emergency Services) may be employed to maintain direct contact with the Emergency Site responders. In such cases, Amateur Radio Emergency Services may also be activated to support the necessary communications between the CCG members and the Site. The Director of Public Works & Engineering is responsible to activate the ARES and provide for their needs.

PART THREE: ADMINISTRATION

3.1 AUTHORITY

3.1.1 EMERGENCY MANAGEMENT AND CIVIL PROTECTION ACT

The *Emergency Management and Civil Protection Act* is the legal authority for the *County of Renfrew Emergency Response Plan*.

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

“The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect the property of the health, safety and welfare of the inhabitants of the emergency area.” R.S.O. 1990, E.9, s.4 (2).

With the determination of such authority, the *Emergency Management and Civil Protection Act* also prescribes that every municipality shall:

- Develop and implement an emergency management program and the council of the municipality shall by-law adopt the emergency management program. 2002, c.14, s. 4.
- The emergency management program shall consist of:
 - an emergency plan;
 - training programs and exercises; for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - public education on risks to public safety and on public preparedness for emergencies; and
 - any other element required by the standards for emergency management programs set under section 14. 2002, c. 14, s.4.
- Identify and assess the various hazards and risks to public safety that could give rise to emergencies and identify the facilities and other elements of the infrastructure that are at risk of being affected by emergencies. 2002 c14, s.4.

KHR COMMUNITY EMERGENCY RESPONSE PLAN

- 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-law adopt the emergency plan. 2002, c. 14, s.5 (1).
- Conduct training programs and exercises to ensure the readiness of employees of the municipality and other persons to act under the emergency plan. 2002, c.14, s.5 (2).
- Review and, if necessary, revise its emergency plan every year. 2002, c. 14, s. 5 (3).
- Submit a copy of the emergency plan and of any revision to the emergency plan to the Chief, Emergency Management Ontario and shall ensure that the Chief, Emergency Management Ontario has, at any time, the most current version of their emergency plans. 2002, c.14, s.10.

As enabled by the *Emergency Management and Civil Protection Act* this emergency response plan and its elements are:

- issued under the authority of the County of Renfrew By-Law (85-13)
- in conformity to the plan formulated by the Lieutenant Governor in Council; and
- filed with Emergency Management Ontario, Ministry of Community Safety and Correctional Services.

3.1.2 COUNTY OF RENFREW BY-LAW 85-13

“A by-law requiring an emergency management program for the protection of public safety, health, the environment, the critical infrastructure and property, and to promote economic stability and a disaster resilient community”.

As such, County of Renfrew By-Law 85-13 provides for:

- development and implementation of an Emergency Management Program;
- the designation of one or more members of Council who may exercise the powers and perform the duties of the Head of Council during his/her absence or his/her inability to act; and
- reviewing and exercising the *County of Renfrew Emergency Plan* on an annual basis.

3.2 Limitations

3.2.1 COUNTY OF RENFREW POLICY GA-01

“County of Renfrew Policy GA-01 Procurement of Goods and Services defines exceptions and exemptions to the general policy”

Section 22.2 of Policy GA-01 Procurement Policy states that “Where the extent or the severity of the “Special Circumstance” to warrant a sole source purchase is such that the expenditure is likely to be between \$75,000 and \$250,000, the Chief Administrative Officer may award the necessary contracts for the purchase of such goods, services and construction, as is considered necessary to remedy the situation without regard to the requirement for a bid solicitation, provided that adequate funds have been appropriated from accounts within the Council approved estimates.”

3.2.2 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

KHR COMMUNITY EMERGENCY RESPONSE PLAN

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

3.3 LEGAL IMPLICATIONS

3.3.1 EMPLOYEE INDEMNIFICATION

Section 11, subsection 1 of the *Emergency Management and Civil Protection Act* protects individual members of council and staff of municipalities from personal liability.

“No action or other proceeding lies or shall be instituted against a member of council, an employee of a municipality, an employee of a local services board, an employee of a district social services administration board, a minister of the Crown, a Crown employee or any other individual acting pursuant to this Act or an order made under this Act for any act done in good faith in the exercise or performance or the intended exercise of performance of any power or duty under this Act or an order under this Act for neglect or default in the good faith exercise or performance of such a power or duty.” 2006, c.13, s.1 (6).

3.3.2 COUNTY OF RENFREW BY-LAW 85-06

The County of Renfrew By-Law 85-06 “*A By-Law to provide for the indemnity and defence of councillors and employees of the County of Renfrew against liability incurred while acting on behalf of the County of Renfrew*” section 1, provides for the indemnification of employees provided that:

- a) the employee acted honestly and in good faith with a view to the best interests of the County, and
- b) in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, the employee had reasonable grounds for believing that his or her conduct was lawful.

3.3.3 MUNICIPAL LIABILITY

In accordance with the *Emergency Management and Civil Protection Act* a municipality is not relieved from liability as stated in Section 11, subsection 3:

“Subsection (1) does not relieve a municipality of liability for the acts or omissions of a member of council or an employee of the municipality referred to in subsection (1), and the municipality is liable as if subsection (1) had not been enacted and, in the case of a member of council, as of the member were an employee of the municipality.” 2006, c. 13, s.1 (6)

3.4 PLAN MAINTENANCE

The County of Renfrew Emergency Plan was initially prepared in 2001 and significantly revised in: 2004, 2006, 2009 and 2013. It is essential that the plan be kept current and viable by adherence to a maintenance schedule. Responsibility for the maintenance of the plan rests with the Community Emergency Management Coordinator (CEMC) who may delegate tasks accordingly.

The emergency contact lists will be reviewed and the notification system will be tested annually.

The plan will be exercised once every year as a minimum legislative requirement.

KHR COMMUNITY EMERGENCY RESPONSE PLAN

The County Control Group and Emergency Operations Centre Staff will receive training and participate in an exercise once every year as a minimum legislative requirement.

Information related to, but not contained within the *County of Renfrew Emergency Response Plan* will be updated and circulated on an “as needed” basis.

3.5 DISTRIBUTION LIST

POSITION NUMBER OF COPIES

Warden	3	
County Council	32	
Chief Administrative Officer	4	
Treasurer/Deputy Clerk	4	
Community Emergency Management Coordinator	5	
Director of Emergency Services	5	
Manager of Information Technology	4	
Director of Public Works & Engineering	4	
Director of Social Services	5	
Director of Development and Property	5	
Director of Human Resources	4	
Administrator of Miramichi Lodge	4	
Administrator of Bonnechere Manor	4	
Medical Officer of Health	3	
OPP	5	
County Fire Coordinator	3	
Emergency Management Ontario	2	
Media Relations/Grants Coordinator - Emergency Information Officer		3
Executive Assistant to the CAO – Operations Office		3
Administrative Assistant to Emergency Services Department – Duty Officer		

KHR COMMUNITY EMERGENCY RESPONSE PLAN

Annex E-5

GOOD SAMARITAN ACT - ONTARIO

Good Samaritan Act, 2001

S.O. 2001, CHAPTER 2

1. In this Act,

“health care professional” means a member of a College of a health profession set out in Schedule 1 to the *Regulated Health Professions Act, 1991*. 2001, c. 2, s. 1.

Protection from liability

2. (1) Despite the rules of common law, a person described in subsection (2) who voluntarily and without reasonable expectation of compensation or reward provides the services described in that subsection is not liable for damages that result from the person’s negligence in acting or failing to act while providing the services, unless it is established that the damages were caused by the gross negligence of the person. 2001, c. 2, s. 2 (1).

Persons covered

(2) Subsection (1) applies to,

- (a) a health care professional who provides emergency health care services or first aid assistance to a person who is ill, injured or unconscious as a result of an accident or other emergency, if the health care professional does not provide the services or assistance at a hospital or other place having appropriate health care facilities and equipment for that purpose; and
- (b) an individual, other than a health care professional described in clause (a), who provides emergency first aid assistance to a person who is ill, injured or unconscious as a result of an accident or other emergency, if the individual provides the assistance at the immediate scene of the accident or emergency. 2001, c. 2, s. 2 (2).

Reimbursement of expenses

(3) Reasonable reimbursement that a person receives for expenses that the person reasonably incurs in providing the services described in subsection (2) shall be deemed not to be compensation or reward for the purpose of subsection (1). 2001, c. 2, s. 2 (3).

KHR COMMUNITY EMERGENCY RESPONSE PLAN

ANNEX F

MISCELLANEOUS INFORMATION Volunteer Application Form

Annex F1

FOR OFFICE USE ONLY: Date Entered: _____ | _____ | _____
Year Month Day

General Information (Please print legibly throughout - check boxes that relate)

Name: First _____ Last _____

Circle Preferred Title: Doctor | Professor | Mister | Mrs. | Ms. | Miss | None

Date of Birth: _____ | _____
Year Month

Phone Number Day: _____ Evening: _____

Cell Phone Number: _____

Best Time to Call:

- Any Time After 7 PM 8 AM - 4 PM
 Contact me on my cell phone any time Call my cell phone only in an emergency
 I frequently check my email - I prefer that you contact me by email (address below)
 I understand that in an emergency, telephone or cell phone may be the only way to make contact with me

Emergency Contact Information

Emergency Contact: _____

Emergency Phone: _____

Volunteer's Addresses

Home Address: _____

Business Address: _____

Email Address: _____

Please send mail to:

- My email address My home address My business address

KHR COMMUNITY EMERGENCY RESPONSE PLAN

Security

I acknowledge that there are some positions that may require a police records check and/or a driver's licence.

Skills

Please check all of the following skills groups you have competencies in:

- | | |
|---|---|
| <input type="checkbox"/> Language | <input type="checkbox"/> Skilled/Professional Trades |
| <input type="checkbox"/> Disaster Response | <input type="checkbox"/> Special Needs/Vulnerable Populations |
| <input type="checkbox"/> Health Care | <input type="checkbox"/> Food Handling |
| <input type="checkbox"/> Equipment Operator | <input type="checkbox"/> Emotional Support/Counselling |

Emergency Management Experience

Do you have previous experience or training in disaster, emergency, or pandemic response? Yes No

Preferred Activities

Please check any of the following activities that you would prefer as a volunteer placement:

- | | | |
|--|---|---|
| <input type="checkbox"/> Languages | <input type="checkbox"/> Special Needs/Vulnerable Populations | <input type="checkbox"/> Administrative |
| <input type="checkbox"/> Disaster Response | <input type="checkbox"/> Food Handling | <input type="checkbox"/> Volunteer Management |
| <input type="checkbox"/> Equipment Operation | <input type="checkbox"/> Emotional Support/Counselling | <input type="checkbox"/> Animal Control |
| <input type="checkbox"/> Skilled/Professional Trades | | <input type="checkbox"/> General |

Transportation

Do you possess a valid Driver's License? Yes No License classification _____

Do you have access to personal transportation? Yes No

Do you rely on public transportation? Yes No

KHR COMMUNITY EMERGENCY RESPONSE PLAN

Declaration:

- I certify that statements made on this application are true.
- I understand that I will not become an employee or contractor to the Township of Killaloe, Hagarty and Richards or an assigned agency.

Applicant Signature

Parent/Guardian Signature (if under 18 years of age)

Date

Date

Dear Registered Volunteer,

Thank you for your interest in becoming a Registered Emergency Management Volunteer with the Township of Killaloe, Hagarty and Richards. We hope we will never see a local pandemic or large-scale emergency or disaster, but if we do, with your help we are better prepared to respond quickly and effectively. Together, we can save lives, restore our community, and thrive!

FOR OFFICE USE ONLY - APPLICATION INPUT CONTROL

ID Badge

Photo taken

Photo uploaded

Signed forms uploaded:

Informed Consent

Code of Conduct

Declaration

Confidentiality

Release of Information

Police record check

KHR COMMUNITY EMERGENCY RESPONSE PLAN

Volunteer Name: _____

ADMINISTRATIVE SKILLS

- | | |
|--|---|
| <input type="checkbox"/> Clerical Skills | <input type="checkbox"/> Reception |
| <input type="checkbox"/> Data Entry/Database Clerk | <input type="checkbox"/> Supervisory Skills |
| <input type="checkbox"/> Information Inquiries | <input type="checkbox"/> Switchboard/Phone Management |
| <input type="checkbox"/> Media Relations | <input type="checkbox"/> Word Processing |
| <input type="checkbox"/> Other Administrative: _____ | <input type="checkbox"/> Medical Terminology |

GENERAL SKILLS

- | | |
|--|---|
| <input type="checkbox"/> Cleaning Domestic | <input type="checkbox"/> General Labourer |
| <input type="checkbox"/> Cleaning Industrial | <input type="checkbox"/> Pick-Up and Delivery of Supplies |

DISASTER RESPONSE SKILLS

- | | |
|--|--|
| <input type="checkbox"/> CPR Certification | <input type="checkbox"/> Flood Control |
| <input type="checkbox"/> First Aid Certification | <input type="checkbox"/> Health Hazard Investigation |
| <input type="checkbox"/> Damage Assessment | <input type="checkbox"/> Police Officer |
| <input type="checkbox"/> Disaster Clean-up | <input type="checkbox"/> Search and Rescue |
| <input type="checkbox"/> Fire Fighting | <input type="checkbox"/> Security Guard |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Shelter Worker |

DO YOU HAVE available and are willing to use as an emergency volunteer any of the following:

- | | |
|--|--|
| <input type="checkbox"/> All Terrain Vehicle | <input type="checkbox"/> School Bus |
| <input type="checkbox"/> Boat | <input type="checkbox"/> Snowmobile |
| <input type="checkbox"/> Bus (Coach) | <input type="checkbox"/> Tractor (Farm) |
| <input type="checkbox"/> Farm Wagon | <input type="checkbox"/> Tractor (Truck) |
| <input type="checkbox"/> Horse (Working) | <input type="checkbox"/> Tractor Trailer |
| <input type="checkbox"/> Pick-Up Truck | <input type="checkbox"/> Trailer |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Accessible Van |
| | <input type="checkbox"/> Van |

EQUIPMENT OPERATION / DRIVING LICENSES

- Certified Chain Saw Operator
- Construction Equipment Operator
- Heavy Equipment Operator
- Large Passenger Van Driver
- Light Equipment Operator
- Other Equipment Operator: _____

- D Z Truck Driver
- Passenger Bus or Coach Driver
- School Bus Driver
- Tractor Trailer Driver

FOOD HANDLING SKILLS

- Current Safe Food Handling Certification
- Experience Preparing Large Quantities of Food
- Experience with Food Delivery Programs
- Experience Working in a Restaurant

ANIMAL / PEST CONTROL

- Experience in the care of domestic pets
- Exterminator
- Other: _____
- SPCA / Humane Society Experience
- Trapping and Removal of Nuisance Animals
- Veterinarian (Licensed)

KHR COMMUNITY EMERGENCY RESPONSE PLAN

HEALTH CARE PROFESSIONALS / SKILLS

- Audiologist & Speech Language Pathologist
- Chiroprapist (Licensed)
- Chiropractor (Licensed)
- Dental Hygienist (Licensed)
- Dental Surgeon (Licensed)
- Dentist
- Denturist (Licensed)
- Dietician (Licensed)
- Advance Care Paramedic
- Primary Care Paramedic
- Health Records - Terminology
- Infection Control
- Massage Therapist (Licensed)
- Medical Laboratory Technologist (Licensed)
- Medical Radiation Technologist (Licensed)
- Midwife (Licensed)
- Naturopath - Drugless Practitioner (Licensed)
- Nurse Practitioner
- Occupational Therapist (Licensed)
- Optician (Licensed)
- Optometrist (Licensed)
- Personal Support Worker
- Pharmacist (Licensed)
- Physician and Surgeon (Licensed)
- Physiotherapist (Licensed)
- Public Health Professional
- Registered Nurse (Licensed)
- Registered Practical Nurse
- Respiratory Therapist (Licensed)
- Triage - Emergency Medical Care
- Other Health Care: _____

LANGUAGE SKILLS

- English Other: _____
- French Other: _____
- American Sign Lang Other: _____

SKILLED AND PROFESSIONAL TRADES

- Aerologist (Licensed)
- Architect (Licensed)
- Building Inspector
- Certified General Accountant
- Chartered Accountant
- Construction
- Electrical Engineer
- Electrician
- Engineering Technician / Technologist (Certified)
- Forester (Licensed)
- Funeral Director (Licensed)
- Geoscientist (Licensed)
- Insurance Broker (Licensed)
- Land Surveyor (Licensed)
- Lawyer (Licensed)
- Management Accountant (Licensed)
- Plumber
- Professional Engineer (Licensed)
- Real Estate Agent (Licensed)
- Stationary Engineer
- Structural Engineer
- Teacher (Licensed)
- Welder
- Other: _____

SPECIAL NEEDS - VULNERABLE POPULATIONS

- Developmental Social Worker
- ECE Training - Certification
- Educational Assistant
- Experience with
 - Individuals with Cognitive Disabilities
 - Individuals with Physical Disabilities
 - Individuals with Hearing Loss
 - Individuals with Vision Loss
 - working with Seniors
- Nursing Home Administrator
- Youth Program Leader
- Other: _____

KHR COMMUNITY EMERGENCY RESPONSE PLAN

RELEASE OF INFORMATION FORM

I, (please print name) _____, hereby authorize the release of any and all records and information pertaining to me for use by the Township of Killaloe, Hagarty and Richards' Emergency Management Registered Volunteer Program, managed and maintained by the Emergency Management Committee in order to refer me to a partner agency as an Emergency Management Registered Volunteer in the event of an emergency, disaster, or pandemic affecting the Township of Killaloe, Hagarty and Richards

Signature: _____

Date: _____

Witness Signature: _____

The collection and retention of your personal information is undertaken for volunteer placement purposes through the Township of Killaloe, Hagarty and Richards' Emergency Management Registered Volunteer program pursuant to the authority provided by the Municipal Freedom of Information and Protection of Privacy Act.

KHR COMMUNITY EMERGENCY RESPONSE PLAN

EXPECTATIONS & STANDARDS OF CONDUCT FOR TOWNSHIP OF KILLALOE, HAGARTY AND RICHARDS EMERGENCY MANAGEMENT REGISTERED VOLUNTEERS

TOWNSHIP OF KILLALOE, HAGARTY AND RICHARDS EMERGENCY MANAGEMENT REGISTERED VOLUNTEERS COMMITMENT TO EMERGENCY MANAGEMENT VOLUNTEERS

Staff and volunteers representing the Township of Killaloe, Hagarty and Richards' Emergency Management Registered Volunteer Program will:

- Collect adequate volunteer information and appropriately refer Emergency Management Volunteers to partner agencies;
- Promote an environment of mutual respect and dignity;
- Provide periodic check-ins after Emergency Management Volunteer assignments to collect feedback regarding volunteer experiences;
- Reinforce and promote Occupational Health and Safety according to the Occupational Health and Safety Act (Ontario 1990), particularly Section 43, excerpted in part:
 - “(3) A worker may refuse to work or do particular work where he or she has reason to believe that,
 - (a) any equipment, machine, device or thing the worker is to use or operate is likely to endanger himself, herself or another worker;
 - (b) the physical condition of the workplace or the part thereof in which he or she works or is to work is likely to endanger himself or herself; or
 - (c) any equipment, machine, device or thing he or she is to use or operate or the physical condition of the workplace or the part thereof in which he or she works or is to work is in contravention of this Act or the regulations and such contravention is likely to endanger himself, herself or another worker. R.S.O. 1990, c. O.1, s. 43 (3).”

VOLUNTEER COMMITMENT TO THE TOWNSHIP OF KILLALOE, HAGARTY AND RICHARDS EMERGENCY MANAGEMENT

As representatives of the Township of Killaloe, Hagarty and Richards' Emergency Management Registered Volunteer Program, deployed Emergency Management Registered Volunteers are expected to adhere to and perform their duties in accordance with the following Standards of Conduct:

1. To represent the Township of Killaloe, Hagarty and Richards and your assigned agency to the best of your ability, assuring the integrity of all parties;
2. To take personal responsibility for exercising caution and moderation at all times, bearing in mind the inherent risks associated with disaster response work;
3. To show respect and support for community emergency management personnel and other support organizations or disaster responders involved in the response;

KHR COMMUNITY EMERGENCY RESPONSE PLAN

4. Exercise appropriate self-care such as taking sufficient rest breaks, eating well, hydrating, getting exercise, and getting appropriate amounts of sleep;
5. To report to the agency contact person identified at the time of deployment, accept duties as assigned (within the scope of the referral), and take direction from the designated supervisor;
6. To keep your designated supervisor informed of your movements and not leave the area of your assignment or take leave of it without their knowledge;
7. To maintain appropriate care of any equipment and/or supplies entrusted to you and to return all borrowed equipment and/or unused supplies prior to departing from your assignment;
8. To refrain from using social media, speaking with, or writing to the media, making public presentations, publishing articles or research findings resulting from your role as a Township of Killaloe, Hagarty and Richards' Emergency Management Registered Volunteer without prior written permission;
9. To act in accordance with instruction and directives from your assigned agency supervisor while on assignment;
10. To observe the laws and regulations of the community during the response (NOTE— response workers can expect no support from the Township of Killaloe, Hagarty and Richards if they willingly contravene local laws and regulations);
11. To pay due respect to all social and cultural groups represented in the community and to honour all legislated human rights;
12. To refrain from making commitments on behalf of any local authority or government, either financially or in any other way, unless officially pre-authorized in writing to do so;
13. Not to use or possess alcohol or drugs while on assignment;
14. To dress in an appropriate manner and refrain from wearing your Township of Killaloe, Hagarty and Richards' Emergency Management Registered Volunteer identification badge when not on official Emergency Management duty;
15. Not to profit from or solicit business while undertaking any public, professional or commercial activities, other than those connected with your assignment, without written permission;
16. To avoid making references to political situations related to your volunteer role in official or private communications, including conversations, telephone calls, radio messages, emails, or letters;
17. To refuse any financial or material gifts, or promises of such gifts or other advantages, other than small tokens of appreciation that may be offered; and
18. To report back to the Township of Killaloe, Hagarty and Richards upon completion of your assignment for follow-up.

Adapted from "LETTER OF EXPECTATIONS & STANDARDS OF CONDUCT AGREEMENT FOR EMERGENCY RESPONSE WORKERS ON OUT OF AREA ASSIGNMENT", Provincial Emergency Program, Emergency Management B.C., May 22, 2007

KHR COMMUNITY EMERGENCY RESPONSE PLAN

PLEDGE TO CONFIDENTIALITY

As a volunteer associated with the Township of Killaloe, Hagarty and Richards Emergency Management Registered Volunteer Program, I will have access to information and materials of a private and confidential nature.

- At all times, I will respect the privacy and dignity of all associated individuals.
- I will treat all administrative, financial, employee and other records as confidential material, and I will protect them to ensure full confidentiality. I will not read records or discuss, divulge or disclose such information unless there is a legitimate purpose as it relates to my assignment.
- I will ensure that confidential information is not inappropriately accessed, used or released either directly by me, or by virtue of my signature or security access to premises or systems.
- I will only access, process and transmit confidential information using Township of Killaloe, Hagarty and Richards' authorized equipment, as required by the duties of my position. I understand the Township of Killaloe, Hagarty and Richards may conduct periodic audits to ensure compliance with policies and to ensure the integrity of the information is maintained.

PLEDGE TO THE CODE OF CONDUCT

I commit to treating all volunteers and staff in a dignified manner that conveys respect for the abilities of each other and a willingness to work as a team of equally valued partners. I will promote an atmosphere of respect, cooperation and professionalism. I will demonstrate empathy, compassion and respect in my interactions with others and will always be polite and courteous.

1. **Dignity:** I will respect the dignity of all people. I will protect the health, safety, privacy, and human rights of others; refrain from coercion, harassment, and violence; and adopt practices that enhance the experiences of those around me.
2. **Reliability:** I will honour commitments and be faithful to my word and follow through on promises, agreements and other voluntary undertakings. I will exhibit behaviour and conduct that is consistent with the Pledge.
3. **Fairness:** I will deal with all parties fairly and equitably, and practice non-discrimination in my interaction with others.
4. **Trust:** I will act in good faith with care, honesty, and loyalty in fulfilling my obligations.
5. **Professionalism:** I will govern myself with respect, cooperation and professionalism, and comply with applicable laws, regulations and policies.
6. **Accountability:** I will make moral and rational decisions and be accountable for my behaviour and conduct. I will not condone inappropriate behaviour or conduct.

I understand and agree to abide by the principles outlined in this document.

Signature _____

Witness Signature _____

Name _____
(please print)

Name _____
(please print)

Date _____

Date _____

KHR COMMUNITY EMERGENCY RESPONSE PLAN

Annex F2

Killaloe, Hagarty & Richards Radio Frequency List

Channel Name	Transmit Frequency (MHz)	Transmit PL/RAN	Receive Frequency (MHz)	Receive PL/RAN
Fire 1	167.2350	1	162.8100	1
Fire 2	168.1050	1	163.1250	1
Roads 1	168.8400	1	163.8600	1
Roads 2	167.7600	1	162.7650	1
Roads Simplex	151.1050 100.0	100.0	151.1050	
KHR Paging	154.1300 CSQ	CSQ	154.1300	
KHR Dispatch	155.2500 CSQ	110.9	155.2500	
OFM	154.0700 CSQ	CSQ	154.0700	
Mutual Aid	154.0100 CSQ	CSQ	154.0100	
WX 1	-- CSQ	--	162.5500	
WX 2	-- CSQ	--	162.4750	
WX 3	--	--	162.4000	

Annex F3 County of Renfrew Flood Preparation and Recovery

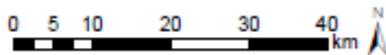
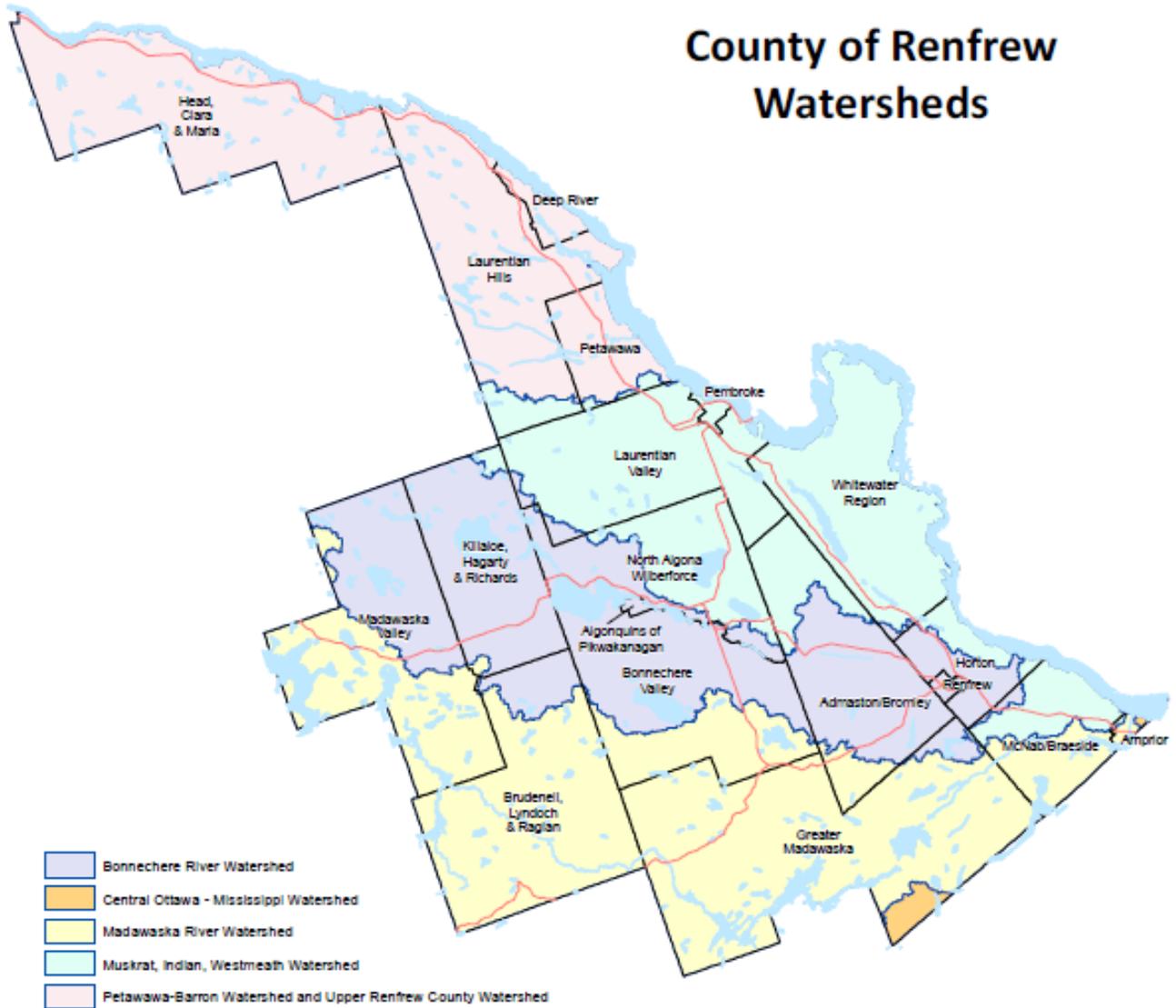
**County of Renfrew
Flood Preparation and Recovery**



Emergency Services



KHR COMMUNITY EMERGENCY RESPONSE PLAN



Produced by:
County of Renfrew Development and Property Department
5 International Drive
Petawawa, Ontario K9B 6W7

Source:
Base Data: 2015 Data supplied under License by Members of the
Ontario Geospatial Data Exchange & County of Renfrew
Projection: UTM NAD83 Zone 18

This map is illustrative only. Do not rely on it as being a precise indicator of routes, locations of features, etc. as a guide to navigation.

March 21, 2018
© 2018, County of Renfrew



KHR COMMUNITY EMERGENCY RESPONSE PLAN



KHR COMMUNITY EMERGENCY RESPONSE PLAN

Table of Contents	
SECTION ONE BEFORE THE FLOOD.....	4
1.1 Make a Plan	4
1.2 Flood Preparation Instructions	6
1.3 Building an Emergency Kit	8
1.4 How to Sandbag... ..	10
SECTION TWO Co-ordination & Communication	21
SECTION THREE Returning to Home and Property.....	22
3.1 Safety and Health	22
3.2 Interior Clean Up.....	24
3.3 Exterior Clean up.....	27
3.4 Contaminated & Hazardous Material	28
SECTION FOUR Financial Support	30
SECTION FIVE Safety and Health for Vulnerable and At-Risk Populations	31
SECTION SIX Local Information.....	32
SECTION SEVEN Resources and References.....	35
SECTION EIGHT Appendices.....	37
8.1 Renfrew County and District Health Unit – Flooded Septic Systems	37
8.2 Renfrew County and District Health Unit - Private Well Disinfection Instructions	37
8.3 Renfrew County and District Health Unit - Caring for your water well during and after a flood...37	
8.4 Public Health After a Flood	37
8.5 Insurance Bureau of Canada letter to member companies	37
8.6 Clean up supplies table.....	37
8.7 Sandbag Site Set up and Estimation chart.....	37

KHR COMMUNITY EMERGENCY RESPONSE PLAN

SECTION ONE BEFORE THE FLOOD

1.1 Make a Plan

In an emergency, your family may not be together, or you may be asked to evacuate your home. Thinking about what you would do in different situations and preparing a plan with every member of your family is the first step to being prepared.

WHAT YOUR PLAN SHOULD INCLUDE

A Family Communications Plan

During an emergency, it may be easier to reach someone using text messaging or social media or to make a long-distance call than to call someone locally (due to network damage or a jammed system). Discuss with your family which way(s) you will try to get in touch with each other. Identify one or two out-of-town contacts you and your loved ones can call or text message to connect and share information. Be sure they live far enough away so they will not likely be affected by the same emergency.

- Contact 1:
- Contact 2:

Make sure everyone in your family, as well as your two key contacts, knows how to use text messaging. During emergencies, these messages may often get through even when phone calls may not. Always keep your communications devices fully charged.

Evacuation Plan

In case you are asked to evacuate your home, or even your area, select two safe locations you could go to. One should be nearby, such as a local library or community centre. The other one should be farther away, outside your neighbourhood, in case the emergency affects a large area.

- Safe meeting place 1 (near home):
- Safe meeting place 2 (outside my neighbourhood):

You should also plan how you would travel to a safe location if evacuation was advised. Have an [emergency survival kit](#) ready to take with you (that's Step 2). And if you have pets, think of someone who can take your pet(s) if you have to leave your home. Often, only service animals are allowed at reception centres.

- My evacuation route:
- Location of my emergency survival kit:
- Location and contact information for pet assistance:

KHR COMMUNITY EMERGENCY RESPONSE PLAN

Review of Safety in Your Home

Evacuation Route

Make sure everyone in your family knows how to safely exit your home—by a main exit and an alternate one. Be sure to consider your living situation. For instance, if you live in a high-rise and have special needs, talk to your building manager or neighbours to make special arrangements, if necessary.

- Review of safe exits from home

Emergency Numbers

Keep a listing of emergency numbers at the ready and make sure all members of your family know where they are. Teach children when and how to dial 9-1-1 and other key numbers they may need to call. Here are some numbers you should consider having on this list:

- Family Doctor
- Telehealth
- Poison control
- Family & friends who can lend support in a crisis
- Insurance contact
- Utility companies

Fire and Other Safety

Follow general household safety rules for smoke alarms, carbon monoxide detectors and fire extinguishers. More information on how many to have, where to place them, how often to check and replace them can be obtained from your local fire department.

- Review of household fire rules and other safety plans

Utility Shut-off Procedure

Every adult in your family, as well as older children, should also know how to turn off main utilities—water, electricity, gas. In certain emergencies, authorities will ask that these be turned off for safety reasons. Write out instructions, if needed, and post somewhere visible. Everyone should also know where the floor drain is located and ensure that it is not obstructed, in case of flooding.

- Review of directions to turn-off utilities—water valve, electrical panel, gas valve

Important Documents

Make copies of important documents (insurance, main identification documents like driver's licence and passport, birth and marriage certificates, wills). Keep with your plan in a safe place. Consider sharing copies with out-of-town family members or keep a set in a safety deposit box.

- Packet of important documents

KHR COMMUNITY EMERGENCY RESPONSE PLAN

Emergency Planning and Safety Beyond Your Home

Inquire at your workplace, and your child's school or daycare about their emergency plans. Find out about their evacuation plans and how they will contact family in an emergency. Make sure that you keep all relevant contact information up to date at work and at your child's school or daycare, and make sure any people designated to pick up your child are familiar with your emergency plan.

Think of your neighbours. Identify anyone who may need assistance during an emergency and discuss a plan with them and other neighbours. For instance, help them prepare an emergency plan and survival kit, and arrange to check in on that person during an emergency, like a power outage.

Planning for Special Needs

If you or anyone in your family has special needs, be sure your plan reflects them. For instance, for someone with special medical needs or a medical condition, you may want to include in your plan a medical history, copies of prescriptions, information for key health-care contacts. Your emergency kit should also contain extra medications and supplies. You may not have access to conveniences, such as pharmacies, immediately after an emergency has occurred. It is also a good idea to teach others about any special needs, such as how to use medical equipment or administer medicine.

To learn more about emergency planning for disability and special needs, consult our [guide for people with disabilities/special needs](#).

When Your Plan Is Ready

- Discuss your plan with other family and friends so they know what you would do in an emergency.
- Keep your plan in an easy to reach location. A good place is with your emergency kit. Make sure everyone in your family knows where to find it.
- Once a year, review your plan with the entire family. Update it to reflect any changes you want to make.
- Refresh your survival kit at the same time, with new food, water and other supplies.

1.2 Flood Preparation Instructions

Floods are unpredictable and destructive, and they can happen in regions that have never seen rain. They can cause death and injuries, isolate communities, damage major infrastructure, cut essential services, destroy property and livelihoods.

In Canada, flooding could happen anywhere, at any time and from a variety of water sources including freshet on lakes, rivers and creeks or overflowing catchments and due to heavy rainfall caused by storms.

Apart from the physical damage to property, experiencing a flood can be an extremely emotional time. If you are not prepared for the possibility of a flood, recovery can be slow, stressful and costly.

KHR COMMUNITY EMERGENCY RESPONSE PLAN

A few hours spent making your home secure, preparing an emergency kit and flood plan can help you to survive the affect of a flood.

You need to:

- Understand the flood risk to your area
- Prepare your home and property
- Respond when water comes
- Recover after a flood

You can prepare for flooding in several ways:

- Check with your local municipality about local flood plans or records which detail problem areas
- Ask authorities about relocation routes and reception centres
- If your area is flood prone consider alternatives to carpets
- Prepare an emergency kit
- Prepare a household flood plan
- Keep a list of emergency telephone numbers on display
- Check your insurance policy to see if you are covered for flood damage

If flooding is imminent make your safety a priority and if you have time, try to prepare your property:

- Secure hazardous items
- Roll up rugs, move furniture, electrical items and valuables to a higher level
- Place important personal documents, valuables and vital medical supplies into a waterproof case in an accessible location
- If you are relocating, take your pets with you if it is safe to do so. If not, provide adequate food and water and move them to a safe place
- Monitor Environment Canada forecasts and warnings online and listen to your local radio station

Relocating to safer ground:

- If rising waters threaten your home and you decide to move to a safer location, tell your Municipality and/or your neighbours of your plans to move
- Monitor your local radio for warnings and advice
- Pack warm clothing, essential medication, valuables and personal papers in waterproof bags along with your emergency kit
- Raise furniture, clothing and valuables onto beds, tables and into roof space place electrical items in the highest place
- Empty freezers and refrigerators, leaving doors open to avoid damage or loss if they float.
- Turn off power, water and gas

KHR COMMUNITY EMERGENCY RESPONSE PLAN

- take your mobile phone
- Whether you leave or stay, put sand bags in the toilet bowl and over all laundry/bathroom drain holes to prevent sewage backflow
- Lock your home and take recommended relocation routes for your area
- Do not drive into water of unknown depth and current

If it's too late to leave:

- Let your municipal office know you plan to stay and shelter in place
- Monitor your local radio for warnings and advice
- Get to higher ground
- Switch off electricity and gas supplies to your home
- Prepare to move vehicles, outdoor equipment, garbage, chemical and poisons to higher locations
- Prepare for the well being of pets
- Raise furniture above likely flood levels
- Check your emergency kit
- Do not allow children to play in or near floodwaters
- Avoid entering floodwaters, if you must do so, wear solid shoes and safety equipment; check depth and current with a stick
- Stay away from drains, culverts and water over knee deep
- Do not use gas or electrical appliances that have been in floodwater until checked for safety
- Do not eat food that has been in floodwaters
- Boil tap water until supplies have been declared safe or drink bottled water

1.3 Building an Emergency Kit

Essentials

- Food (non-perishable and easy-to-prepare items, enough for 3 days) and a manual can opener
- Bottled water (4 litres per person for each day)
- Medication(s)
- Flashlight
- Radio (crank or battery-run)
- Extra batteries
- First-aid kit
- Candles and matches/lighter
- Hand sanitizer or moist towelettes
- Important papers (identification, contact lists, copies of prescriptions, etc.)
- Extra car keys and cash
- Whistle (to attract attention, if needed)
- Zip-lock bag (to keep things dry)
- Garbage bags

KHR COMMUNITY EMERGENCY RESPONSE PLAN

Special Considerations

- Items for babies and small children—diapers, formula, bottles, baby food, comfort items
- Prescription medication
- Medical supplies and equipment
- Pet food and supplies
- Any other items specific to your family's needs

Extra Supplies for Evacuation

- Clothes, shoes
- Sleeping bags or blankets
- Personal items (soap, toothpaste, shampoo, other toiletries)
- Playing cards, travel games, other activities for children

OTHER TIPS

- Pack the contents of your kit in an easy-to-carry bag(s) or a case on wheels.
- Store your kit in a place that is easy to reach and ensure that everyone in your family knows where it is.
- Your kit does not have to be built overnight. Spread your shopping over a few weeks. Purchase a few items every time you go to the store.
- Your water supply is meant to cover what you would drink as well as what you might need for food preparation, hygiene and dishwashing.
- Check and refresh your kit twice a year—when the clocks shift to/from daylight savings time is a good time.
- Check all expiry dates and replace food and water with a fresh supply. Check batteries and replace as needed.
- Keep your cell phone or mobile device fully charged and have a spare charger handy.

https://www.emergencymanagementontario.ca/english/beprepared/Step2BuildAKit/Step2_build_a_kit.html

KHR COMMUNITY EMERGENCY RESPONSE PLAN

1.4 How to Sandbag...

If you come upon a flowing current where water is above your ankles, stop, turn around and go the other way - six inches of swiftly moving water can sweep you off your feet.

Never underestimate the swiftness of the water - flooded rivers and streams are unpredictable. Even though the surface water may be smooth, the water may be moving very fast. If you must walk in water, wherever possible, walk where the water is not moving. Use a stick to check the firmness of the ground in front of you. Always wear a lifejacket when working near the waters edge.

Never attempt to drive or walk in flood water. A mere six inches of fast-moving water can knock over an adult. Two feet of rushing water can carry away most vehicles, including SUVs and pick-up trucks.

Sandbagging

To minimize flood water damage, sandbagging is one of the most versatile flood fighting tools. It is a simple, effective way to prevent or reduce flood water damage. Homeowners who are preparing homemade sandbags need to be aware of the proper steps to take:

- Two people should be part of the sandbagging process. It will take about one hour to fill and place 100 sandbags, giving you a 1-x-20-foot wall.
- Make sure you have enough sand, burlap or plastic bags, shovels and time to properly prepare.
- Contact your local municipality for information on obtaining sandbags.

Fill materials:

Sand is by far the easiest material for filling and shaping sandbags and becomes heavier when saturated from rain or moisture.

- In emergencies, other materials such as silt, clay, gravel or a mixture of these may be used, but none work as well as sand.
- When vehicle access is cut off to the flood site, and you have no other choice, use the back side of the levee or an adjacent field to find whatever material is available to fill sandbags.

Proper filling procedure:

- Always use gloves and avoid touching your eyes and mouth.
- Filling sandbags is normally a two- to three-person task.
- One member while crouching with feet apart and arms extended places the bottom of the empty bag on the ground.
- The opening of the bag is folded outward about 1 to 1.5 inches to form a collar and held open to allow the second team member to only fill with material approximately one-half or two-thirds full, and then fold them over and tie them at the top. This allows the bags to conform to each other and make the wall watertight.
- Don't hurry, haste can result in undue spillage and additional work.
- The third team member stockpiles or stacks the open sacks.

KHR COMMUNITY EMERGENCY RESPONSE PLAN

Proper placement:

- Remove any debris from the areas where bags are to be placed.
- Place the bags lengthwise and parallel to the direction of flow if water is moving swiftly.
- If water is slow moving or from a body of water place bag with the sealed end towards the water.
- Fill the low spots first before placing bags the full length of the area to be raised.
- Start at approximately one foot landward from the river or levee's edge.
- For moving water, fold the open end of the bag under the filled portion. The folded end of bag should face upstream.
- Place succeeding bags with the bottom of the bag tightly and partially overlapping the previous bag.
- Offset adjacent rows or layers by one-half bag length to avoid continuous joints.

See the following diagrams for quick reference on estimating quantities needed and site design to ensure safety in large operations.

Technisches Hilfswerk

Lesson - Sandbags



www.thw.de

Technisches Hilfswerk

Summary

- Safety (working in/around flooded areas)
- Sandbags (general, correct filling, different kinds of sandbags)
- Logistics (materials, personnel, area, quantities per hour)
- Correct usage of sandbags

www.thw.de

2





Technisches Hilfswerk

Filling methods



www.thw.de 7

Technisches Hilfswerk

Logistics



Packing Example with 50 sandbags on each pallet

- 5. Layer
- 4. Layer
- 3. Layer
- 2. Layer
- 1. Layer

www.thw.de 8

Technisches Hilfswerk

Logistics

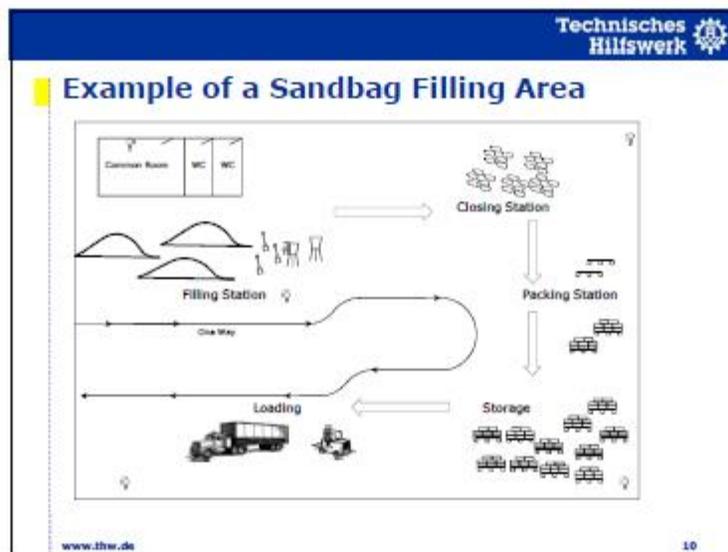
Transport

by truck

by hand

The slide illustrates two methods of transporting sandbags. On the left, under 'by truck', there are three images: a blue truck with a full load of sandbags on its bed, a close-up of a sandbag, and a sandbag being loaded into a container. On the right, under 'by hand', there are two images: a group of people in hard hats carrying sandbags on their heads, and a person carrying a sandbag while holding a red and blue 'X' sign.

www.thw.de 9



Technisches Hilfswerk

Logistics

Filling area







www.thw.de
11

Technisches Hilfswerk

Logistics

- Purchasing the material
- Demand of time, personnel and material

The calculations apply only to a sandbags with the dimensions of 70cm x 30 cm with a 2/3 filling.
 The determined number of sandbags applies, when the sandbags are laid with the bottom facing water.
 A transverse lying increases the sandbags requirement by the factor of 1,55.

	Protection height	Number of Sandbags of a length of 30 meters	100 meters	200 meters
1 Line	30 cm	21	107	214
2 Lines	30 cm	64	321	642
3 Lines	30 cm	129	643	1286
4 Lines	40 cm	214	1071	2143
5 Lines	50 cm	321	1607	3214
6 Lines	60 cm	480	2350	4690
7 Lines	70 cm	600	3000	6000
8 Lines	80 cm	771	3857	7714
9 Lines	90 cm	924	4621	9243
10 Lines	100 cm	1179	5893	11786

www.thw.de
12





SECTION TWO Co-ordination & Communication

The objective of this document is to support our communities and provide essential information for preparation and to flood victims. Communication is essential to coordinating all aspects of a successful flood preparation, clean-up and recovery process. It is important for community members, emergency services, municipal leadership and staff to work together to develop community support hubs and build trust in leadership, response and flood mitigation moving forward. In the early stages of the flood, there are changing needs that shift from being in a state of emergency to repairing and restoring homes, properties and belongings affected by the flood waters. When the water recedes needs will focus on safety, health, restoring basic necessities, entering and repairing flooded homes safely, and also include understanding and coping with the emotional and financial impacts from the flood.

Information and Needs:

Community Health & Safety Needs

- Continued access to washroom/shower facilities
- Reliable telephone/internet access and cell charging stations
- First Aid and hand washing stations or access to alcohol-based sanitizers
- Reconnecting utilities and services to affected areas.
- Contaminated and hazardous waste removal
- Domestic and wild animal management

Additional Information and Support Services Needs

- Access to medications and Emergency Services staff for vulnerable and at-risk populations
- Emergency Response Services (Police & Paramedic)
- Community Defibrillator Locations
- First Aid Stations
- Transportation and mobility
- Community support services
- Grief, distress and counselling support services

Home & Property Needs

- Temporary food and housing support
- Entering and cleaning buildings and property
- Well and septic care
- Building and property structures
- Salvaging/replacing important personal documents
- Charging stations for small hand tools
- Lending library for small tools and equipment (Fans and Humidifiers)

KHR COMMUNITY EMERGENCY RESPONSE PLAN

SECTION THREE Returning to Home and Property

3.1 Safety and Health

At the beginning of the flood clean up and recovery process is the continuous need to monitor and respond to everyone's safety and health concerns in the affected and surrounding flood areas. High priority safety and health issues include the possibility of landslides, lake and river property erosion, hazardous debris, electrical and gas hazards, contaminated materials and other environmental toxins. The following provides comprehensive information that has been compiled to effectively support community efforts to prevent and mitigate further safety and health issues.

Avoid Electrocutation & Shock

Increased risk of electrocution and shock are high in flood affected homes and areas. All efforts need to be made to ensure electrical services, pumps and appliances are properly dried and in proper working order for safe post-flood use. Utility companies need be contacted immediately for downed power lines, particularly those in water.

Landslide Safety

Avoid sloped areas and inclines that may have been compromised by heavy rains and increased water flow along riverbanks and areas experiencing receding flood waters.

Chainsaws

The potential risk for injury from chainsaw use commonly increases after natural disasters. In the clean up phase it may be necessary to use gas powered chainsaws to remove fallen or partially fallen trees, branches and deadheads. Only operate chainsaws and other equipment if you are experienced and trained to do so. Bystanders should stay a safe distance from cutting activities, and the chain saw operator should wear proper protective equipment and follow safety guidelines.

Exposure to Contaminants & Hazardous Material

Flood and standing water contain bacteria and contaminants like sewage that are harmful and hazardous to humans and domestic animals. It is important to wash hands often, use alcohol-based sanitizers and limit exposure by dealing with contaminated items quickly and properly. Children, pregnant women and individuals with respiratory problems should not handle contaminated water or materials. Contaminated and hazardous material may need to be discarded as per local regulations.

Food & Beverages

Do not consume any food or beverages that may be contaminated from floodwater or lack of refrigeration. (See page 6 for more about flood contaminated food)

KHR COMMUNITY EMERGENCY RESPONSE PLAN

Hand Washing

Regular hand washing is important to avoid contaminating food or becoming sick after handling flood affected items and materials. In affected areas, hand-wash with bottled, treated and boiled water only.

Medications & Cosmetics (see also Food and Beverage section above)

Similar to flood affected food, prescription and over-the-counter medication, lotions, and cosmetics with certain lids should be considered unsafe including vacuum-sealed packaging such as plastic bubble packs with foiled backs. The exception is for drugs and medication in affected containers, but the contents appear unaffected (dry and not discoloured) AND if they are life saving and cannot be easily replaced. Medications that require refrigeration may stay cold for approximately four hours in an unopened fridge. For further information, contact your doctor or pharmacist for advice.

Mould

It is important to take immediate action to avoid the growth of mould in homes and on furnishings. Household bleach is an effective way to clean mould from walls and disinfect areas, and commercial products can be purchased to control mould growth during the drying phase. Homes should not be heated to more than 4 degrees Celsius until all water is removed and moisture levels lowered. Mould can lead to serious health problems. When mould is present, facemasks and disposable gloves should be worn. Do not paint over mouldy areas as this will not stop the growth in the affected area. It is possible that areas and furniture will need to be cleaned several times until the moisture levels are reduced.

Natural Gas & Propane

Flooding can reduce the effectiveness of safety devices installed on natural gas appliances and equipment. Natural gas and propane appliances that have come into contact with water are not safe to use and owners should contact a qualified technician to have units properly inspected. Gasoline, kerosene or propane pumps or heaters should only be used with proper ventilation and a carbon monoxide sensor. Leave the building immediately if the smell natural gas or propane is present. Immediately call the gas distribution company for support and service.

Power Generators

Generators must have automatic-interrupt devices to be legally connected to a home's electrical circuits. Failure to do so could cause fire or endanger line workers helping to restore power in flood area. It is advisable to have certified electricians check all equipment and appliances to ensure they are safe to use. Gas-powered equipment and generators should never be used indoors.

Standing Water

Standing waters caused by flooding pose risks for injury from submerged debris and exposure to shock, diseases and other hazards. Take extreme safety precautions while standing on the site or travelling in boats. Avoid wading in standing water where obstacles, glass and other hazards may not be visible. Wear rubber boots in an area flooded with more than 5 cm (2 in.) of standing water. (See Centre for Disease Control in Resource Section)

KHR COMMUNITY EMERGENCY RESPONSE PLAN

3.2 Interior Clean Up

Do not wait for government assistance to begin the necessary clean up and recovery process after a flood. Quick action will help with salvage and restoration efforts and reduce the likeliness of mould, air quality hazards and further damage to the structure and personal belongings. It is important to avoid entering flooded rooms before the water has been drained and should be reminded that drying times for structures, rooms and furniture will vary depending on the types of materials and objects affected.

Resident can move home when:

- Water has been inspected and declared safe
- All affected rooms have been cleaned and disinfected
- All contaminated dishes and utensils have been properly washed and disinfected
- The property has adequate toilet facilities available

Information, needs and support locating available community resources:

- Community Showers and hand washing locations
- Laundry Services
- Food and Bottled Water or Potable water locations

Many private wells and septic systems may not be operational until flood and standing waters recede or dry up. Displaced and affected community residents may still be dependant on emergency support and resources to meet their water and personal hygiene needs.

Entering the Home

Before entering an affected building, it must be structurally safe, free of dangerous debris such as broken glass and cleared for entry by local authorities. Entering affected buildings should be done cautiously and during the day when visibility is easier to assess hazards and damages.

Information, needs and support:

- Dressing for clean-up (See Appendix)
- Tools for documenting and record damage (Recommended Tip Sheet)
- Recommended equipment and cleaning supplies (See Appendix)
- Salvaging and decontaminating household items
- Pumping and removing water from basement

Re-entry after a flood can be an extremely overwhelming and emotional experience, making the cleaning and sorting of damaged belongings difficult for many. Cleaning one room at a time is advised and it may take several weeks to dry out each area. To help with drying, remove waterlogged items immediately from the area, open closets, drawers and cabinets and open windows and/or doors. The additional use of wet vacs, industrial fans and dehumidifiers will further help reduce the likeliness of musty odours, mould, bacteria which can result in further damage to the home and salvaged content.

KHR COMMUNITY EMERGENCY RESPONSE PLAN

Appliances & White Goods (large electrical domestic items)

It is important to not use flooded appliances such as furnaces or kitchen items, electrical outlets, switch boxes or fuse-breaker panels until they have been checked and deemed safe by the local utility company or qualified electrician. Depending on the types of appliance or equipment, the depth of the floodwaters and the duration of submersion, is likely that most electrical appliances will not be salvageable. In the event that appliance will need to be replaced, residents should be reminded to document the lost items using cameras and follow the waste removal guidelines for appliances & white goods set out by the local municipality.

Basements & Foundations

It is important to remove standing water slowly and in stages from flooded buildings and basements (about a third of the volume daily). Removing water too quickly can cause walls and floors to buckle and warp and compromise the foundation and integrity of the home's structure. Enter basements and crawl spaces only after electricity is powered off and while wearing proper protective clothing, such as a facemask, hard hats and rubber footwear.

Food & Beverages

Do not consume any food or beverages that may be contaminated from flood water or due to lack of refrigeration. Flood water affected items with screw-caps, home canned snap-lids, crimped caps or twist caps on soda and beer bottles, flip tops (like those found on ketchup) and corked item are not considered to be safe. All perishable food items, medications and vacuum-packed food should be discarded if exposed to flood waters or left unrefrigerated for more than 24 hours. Commercially canned affected goods that are undamaged, identifiable by labels and showing no signs of leaks, swelling or rusting can be washed with soap/disinfectant, dried and relabelled using a permanent marker if necessary. Contaminated food should be bagged and sealed along with other related disaster debris

Furnishings and Household Items

Sort and identify the home furnishings to be kept and thrown away. Items of sentimental value will be very difficult to discard. However, water-soaked items can develop mould and contain harmful bacteria. Belongings and household contents that are wet and cannot be completely cleaned, disinfected and dried within 24 to 48 hours should be discarded. Seek out professional advice and guidance for damaged heirloom furniture and precious items. Household items contaminated by floodwaters should be sorted into a pile for construction and demolition debris.

Damaged Documents and Replacement

Important documents and papers should be stored in a container in a freezer until they can be properly thawed and air-dried. Check with Service Ontario for replacement of other key government issued papers and documents.

Kitchen Area

Wear protective clothing such as gloves and glasses to avoid skin contact with disinfectants and bacteria that can cause infection during the kitchen and eating area clean up. When cleaning and disinfecting kitchen utensils and dishes, discard wooden utensils, cutting boards or dishes as well as plastic utensils,

KHR COMMUNITY EMERGENCY RESPONSE PLAN

baby bottle nipples and pacifiers that have come into contact with flood water. These items cannot be safely cleaned.

Counters and surfaces of wood materials should be discarded if exposed to flood waters and non-wood surfaces and countertops thoroughly cleaned using with hot soapy water. Continue to clean all surfaces by rinsing and then sanitize using a bleach solution and allow surfaces to air dry. Be especially careful to clean cracks and crevices, cupboard door handles and hinges in all affected areas and allow to dry. Metal items and cooking items like pots, fry pans and cooking utensils should be washed with hot soapy water, rinsed and sanitized. To sanitize items, boil in clean water or immerse them for 15 minutes in a solution of 1 tablespoon of unscented, liquid chlorine bleach per gallon of drinking water.

Normal Household Trash & Waste

Keep normal household waste and debris separate from contaminated flood debris. Regular garbage pick-up will resume to normal and in the event service trucks are unable to access flood areas, alternative disposal arrangements will be made for residents.

Water Recovery

Information about safe water and interior water recovery:

- Safe Water Boiled Water Advisory and household bleach (See Appendix)
- What to do in case of a *Do Not Drink Water Advisory* (see Centre for Disease Control document in Resource Section)
- Bathing & cleaning in affected areas

Safe Well Water

The recovery of safe drinking and cleaning water is a priority step to help transition back to a familiar pre-flood state. Until safe water is restored, each person requires a recommended 4 litres of water each day for drinking, washing and safe food handling. Increase those amounts when small children, pregnant women and people with illnesses or pets are present in the affected area. ONLY drink, cook or clean with well water that has been officially tested and screened and cleared for harmful bacteria and contaminants.

A boil water advisory may be necessary in areas when bottled water is not available. Boiling water vigorously for a minimum of one-minute kills disease-causing organisms such as viruses, bacteria, and parasites. When bottled water or boiling is not an option, unscented household bleach can be used to disinfect small quantities of filtered water, but this method is less effective in controlling parasites like *Cryptosporidium* and *Giardia* (also known as Beaver Fever). Sterilize drinking water by heating water to boiling point (100-degree celsius) and allowing the water to vigorously bubble for a minimum of one minute.

For additional information regarding safe drinking water contact the Renfrew County and District Health Unit offices in Pembroke 1-800-267-1097 or in Renfrew 1-800-465-5000.

Septic Systems and Water

Flooded or saturated drain fields may require that residents drastically reduce water use in the home

KHR COMMUNITY EMERGENCY RESPONSE PLAN

to avoid damaging the system. For more about septic systems see section 2.3 Exterior Clean Up.

3.3 Exterior Clean up

Once standing and flood waters recede on the property, energy will be focused on the interior of affected buildings, which will require the restoration of exterior well and septic systems. For private property owners, it is important that every precaution is taken to ensure the well water and pumps are safe and operating normally (as one system) before it is clear to return home permanently.

Well and Septic System Recovery

Information and Needs:

- Well and septic system recovery
- Removing contaminated and hazardous materials from site
- Household waste removal
- Well water treatment after the flood (See Appendix)
- Well pump safety and maintenance
- The distribution and location of well water testing bottles including local pick-up and sample drop-off locations

Aside from bacteria and contaminants, be aware of the potential for electrical shock and be advised to seek qualified well contractors and pump technicians before restarting these systems. In addition, be sure that septic systems are stable and able to handle the addition of more water. Well water should be tested only once the floodwaters have receded from the well and septic areas.

Do not drink or use water from an untested well, especially if floodwater was or is:

- Completely covering the wellhead
- Surrounding the well
- Entered the basement of the affected home or if,
- The well's cap is missing or the steel casing appears to be damage

Refer to the Resource Section for more information on the four steps to Restoring and Testing Your Private Well After a Flood

Septic System Recovery

Information and needs:

- System damage or failure
- Sewage backups
- Contaminated wells

Have septic tanks professionally inspected and serviced as soon as floodwaters recede; especially if damage or failure is suspected. Examine all electrical connections for damage before restoring electricity. As soon as possible, repair any erosion damage caused by the flooding and receding water. To prevent sewage backups on stressed systems, limit the amount of household water and sewage

27

KHR COMMUNITY EMERGENCY RESPONSE PLAN

entering the system. After flooding, property wells should always be tested for sewage related contaminants.

3.4 Contaminated & Hazardous Material

Contaminated and hazardous items will need to be sorted and disposed of differently than the regular household waste usually handled by the municipality. Sort debris and items using the six waste disposal categories identified below. To ensure safe handling of all flood related debris, take precautions to properly sort and dispose of all waste to reduce further contamination and risk to area residents.

Information and needs:

- Flood Debris and Materials
- Medication disposal
- Sandbags

Medications

As per the Ontario Medications Return Program (OMRP) and Ontario Sharps Collection Program, all prescription drugs, over-the-counter and natural health products in oral dosage form can be returned to participating pharmacies. For flood contaminated medications and drugs do not remove drugs from plastic packaging or bottles and place everything into a plastic bag, seal tightly and label *Return for Disposal - Contaminated Medications*. Never dispose of medication using regular household waste or left where small children or youth may have access to the contents.

Sandbags

Used Sandbags are extremely heavy and likely to contain trapped bacteria and sewage matter. Wear gloves and boots when lifting or moving the bags and protect open wounds/scrapes, face and eyes from contact. Bags should not be cut open or used for sandboxes, playgrounds, or other areas where direct contact with humans or animals may occur. Truck beds used to transport contaminate bags should be properly washed and disinfected. Every precaution should be taken by the property owners to properly dispose of the used sandbags still on their property. To reduce the likelihood of further risk and local contamination, affected municipalities will coordinate the proper removal and disposal of the bags as part of the contaminated and hazardous material removal plan.

Any leftover filled sandbags can be saved and used for up to six months when stored or the sand used for construction, road work and preparing bases for concrete work. The sand should not be disposed of in a wetland, waterway, floodplain, or other environmentally sensitive or protected area.

Waste and Debris Should be sorted into the following categories:

- Normal Household Trash
- Vegetable Debris
- Construction and Demolition
- Appliances and White Goods
- Electronics
- Household Hazardous Waste

KHR COMMUNITY EMERGENCY RESPONSE PLAN

Separating Your Debris
Debris should be placed outside, without blocking the roadway or storm drains.

NO PICKUP ZONE
Any debris placed from the sidewalk toward your property will not be picked up.

DEBRIS SEPARATION
Separate debris into the six categories shown below.
DO NOT STACK OR LEAN
Placing debris near or on trees, poles, or other structures makes removal difficult. This includes fire hydrants and meters.
UNSURE WHERE TO PLACE DEBRIS?
If you don't have a sidewalk, ditch, or utility line in front of your house, place debris at the edge of your property before the curb.

Normal Household Trash
Normal household trash and bagged debris of any kind will not be picked up with disaster debris. You should continue to follow your normal garbage removal schedule.

VEGETATIVE DEBRIS
Leaves (do not put in bags)
Logs
Plank
Tree branches

CONSTRUCTION & DEMOLITION DEBRIS
Building materials
Cement
Drywall
Furniture
Lumber
Mattresses
Plumbing

APPLIANCES & WHITE GOODS
Air conditioners
Dishwashers
Freezers
Refrigerators
Stoves
Washers, dryers
Water heaters

ELECTRONICS
Computers
Radios
Stereo
Televisions
Other devices with a cord

HOUSEHOLD HAZARDOUS WASTE
Cleaning supplies
Batteries
Lawn chemicals
Oils
Oil-based paints and stains
Pesticides

For more information contact your local government.

SECTION FOUR Financial Support

Information and needs about Financial Relief Programs

- Who qualifies and how to apply for Disaster Assistance?
- How to deal with local insurance (overland flooding)?
- What to do when disaster recovery is activated?
- The best way to document property damage
- Accessing financial and food donations?

For individuals

Disaster Recovery Assistance for Ontarians Program

Disaster Recovery Assistance for Ontarians is a special fund activated for specific geographical areas impacted by unexpected Natural disasters. Activated by the Minister of Municipal Affairs and Housing for private property owners affected by natural disasters such as floods, tornadoes, landslides and earthquakes. For a list of disasters not covered please visit the link provided. Financial Assistance may be available to help with the costs of cleaning, repairing and replacing essential belongings. The available assistance is subject to caps and deductibles. Individuals, small owner-operated businesses, farmers and not-for-profit organizations can apply. For additional criteria and information visit: <http://www.mah.gov.on.ca/Page13744.aspx>

For municipalities

Municipal Disaster Recovery Assistance Program

This program provides municipal disaster relief assistance for municipalities to recover from natural disasters. It is a claims-based program that, when activated by the province, offers financial assistance to qualifying municipalities that have sustained significant extraordinary costs as a result of a natural disaster, such as a tornado or severe flooding. The province has activated this program in the County of Renfrew.

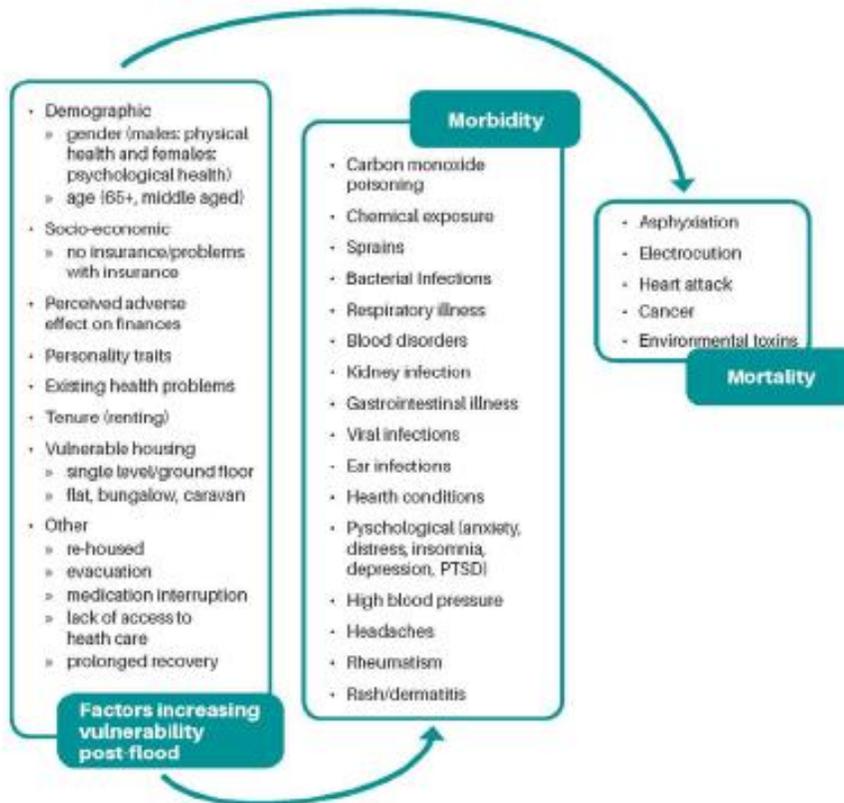
For additional information and guidelines: <http://www.mah.gov.on.ca/Page13746.aspx>

KHR COMMUNITY EMERGENCY RESPONSE PLAN

SECTION FIVE Safety and Health for Vulnerable and At-Risk Populations

Flood impact can affect females and young people, at greater risk of psychological and physical health effects of floods, and males at greater risk of mortality, primarily due to risk taking behaviour. It is important to be aware of previous experience of flood, low education or socio-economic status, current medications (to avoid medicine interruption) existing psychological, chronic gastrointestinal or cardiovascular illnesses in order to avoid worsening symptoms.

Factors increasing vulnerability to health effects post-flood events:



KHR COMMUNITY EMERGENCY RESPONSE PLAN

SECTION SIX Local Information

Renfrew County District Health Unit

Emergency Preparedness <http://rcdhu.com/healthy-living/emergency-preparedness/>

Flood Warning <http://rcdhu.com/wp-content/uploads/2017/05/2017-05-11-PembrokeDistrict-FloodWarning.pdf>

Pembroke (613)-732-3629 or 1-800-267-1097

Renfrew (613)-432-5853 or 1-800-465-5000

Ministry of Natural Resources & Forestry

Key information website <https://www.ontario.ca/page/ministry-natural-resources-and-forestry>

Local number (613) 732-5536

Toll free 1-800-667-1940

Environment Canada

Weather warnings http://www.weather.gc.ca/warnings/index_e.html

Flood Forecasting and Warning Program

<https://www.ontario.ca/law-and-safety/flood-forecasting-and-warning-program>

Municipal Road Closures

www.Municipal511.ca

Ontario Public Alerts

<https://www.ontario.ca/page/emergency-information>

Ottawa River Regulation Planning Board

<http://www.ottawariver.ca>

24hr toll free number 1-800-778-1246

Ontario Power Generation

<http://www.opg.com>

Renfrew Power Generation

<http://www.renfrewpg.ca>

Propane Safety

Superior Propane <https://www.superiorpropane.com/customer-service/flood-safety-precautions/>

KHR COMMUNITY EMERGENCY RESPONSE PLAN

Emergency Management Ontario Source

<http://www.emergencymanagementontario.ca/english/home.html>
<http://www.ontario.ca/emo>

Community Services Database

<https://renfrewcountyconnections.cioc.ca/>

211 connects callers to community, social, government and health service information in Renfrew County and Ottawa 24 hours a day, seven days a week. The service is free, confidential and multilingual.

Canadian Red Cross

<http://www.redcross.ca/in-your-community/ontario>

Community Mental Health Resources

The Distress Centre answers 24 hrs a day, 7 days a week, with crisis line specialists providing confidential support 613-238-3311

<http://www.dcottawa.on.ca/>

The Mental Health Crisis Line answers calls for people ages 16 or older 24 hrs a day, 7 days a week. 613-722-6914

<http://www.crisisline.ca/about.htm>

The Kids Help Phone provides confidential 24/7 phone and web counselling for children ages 20 and under.

1-800-668-6868

<http://www.kidshelpphone.ca/Teens/Home.aspx>

North Renfrew Family Services walk in clinic at Deep River and District Hospital 613-584-3358

If you are still in need of sandbags:

Sandbag Replacement - sosipenko@countyofrenfrew.on.ca 613 585 0041

Sandbagging Techniques <https://m.youtube.com/watch?feature=youtu.be&v=Zha8ypMvYRc>

County of Renfrew Municipalities Contact Information

County of Renfrew	9 International Drive, Pembroke	613 735-7288/ 800-273-0183
Town of Arnprior	105 Elgin Street W. Arnprior	613 623-4231
Town of Deep River	100 Deep River Rd. Deep River	613 584-2000
Town of Laurentian Hills	34465 Hwy. 17, Deep River	613 584-3114
Town of Petawawa	1111 Victoria St, Petawawa	613 687-5536
Town of Renfrew	127 Raglan St. S., Renfrew	613 432-4848
Township of Admaston/Bromley	477 Stone Rd, Renfrew	613 432-2885
Township of Bonnechere Valley	49 Bonnechere St. E. Eganville	613 628-3101

33

KHR COMMUNITY EMERGENCY RESPONSE PLAN

Township of Brudenell, Lyndoch & Raglan	42 Burnt Bridge Rd., Palmer Rapids	613 758-2061
Township of Greater Madawaska	19 Parnell St., Calabogie	613 752-2222
Township of Head, Clara & Maria	15 Township Hall Rd., Stonecliffe	613 586-2761
Township of Horton	2253 Johnston Road, Renfrew	613 432-6271
Township of Killaloe, Hagarty & Richards	1 John St., Killaloe	613 757-2300
Township of Laurentian Valley	460 Witt Rd., Pembroke	613 735-6291
Township of Madawaska Valley	85 Bay Street, Barry's Bay	613 756-2747
Township of McNab/Braeside	2508 Russet Dr., Arnprior	613 623-5756
North Algona Wilberforce Township	1091 Shaw Woods Rd., Eganville	613 628-2080
Township of Whitewater Region	44 Main St., Cobden	613 646-2282

KHR COMMUNITY EMERGENCY RESPONSE PLAN

SECTION SEVEN Resources and References

Red Cross Flood Recovery Guide

<http://www.redcross.ca/crc/documents/3-1-2-4-Flood-Recovery-Guide.pdf>

New Brunswick Document

http://www2.gnb.ca/content/dam/gnb/Departments/pa-ap/pdf/Report_Damages/FloodRecovery-e.pdf

Section 2.1 Resources:

Medications

<http://www.mayoclinic.org/healthy-lifestyle/consumer-health/expert-answers/after-a-flood/faq-20058421>

Mould

<https://www.cmhc-schl.gc.ca/en/first-nation/care-for-your-home/mould/upload/flood-cleanup-first-nation.pdf>

Natural Gas and Propane

<https://www.enbridgegas.com/gas-safety/safety-tips/flooding-natural-gas-safety.aspx>

Power Generators

<https://www.cdc.gov/disasters/floods/after.html>

Section 2.2 and 2.3 Resources:

City of Calgary

<http://www.calgary.ca/UEP/Water/Pages/Flood-Info/After-flooding/Cleaning-up-after-a-flood.aspx>

Centre for Disease Control

[Cleaning and Sanitizing with Bleach after an Emergency](#)

Government of Canada

<https://www.getprepared.gc.ca/cnt/hzd/flds-ftr-en.aspx>

Well Water & Standing Water

Centre for Disease Control

<https://www.cdc.gov/disasters/bleach.html>

<https://www.cdc.gov/healthywater/emergency/drinking/making-water-safe.html>

<https://emergency.cdc.gov/preparedness/kit/water/>

<http://wellowner.org/water-quality/flood/>

Food

KHR COMMUNITY EMERGENCY RESPONSE PLAN

http://www2.gnb.ca/content/dam/gnb/Departments/pa-ap/pdf/Report_Damages/FloodRecovery-e.pdf

Clean Up – Furnishing

<https://cypresshealth.ca/wp-content/uploads/2015/03/Cleaning-Up-After-A-Flood.pdf>
<https://www.cdc.gov/healthywater/emergency/extreme-weather/floods-standingwater.html>

Restoring and Testing Your Private Well After a Flood

<https://www.health.ny.gov/publications/6562/index.htm> (Private Wells)

CDC Water Advisory Toolbox Resource

<https://www.cdc.gov/healthywater/emergency/pdf/dwact-2016.pdf>

Septic System

<https://www.epa.gov/ground-water-and-drinking-water/septic-systems-what-do-after-flood>

Food Safety After a Flood

<http://www.eatright.org/resource/homefoodsafety/safety-tips/food-poisoning/food-safety-in-the-home-after-a-hurricane-and-flooding>

Chainsaw Safety

<https://www.cdc.gov/disasters/chainsaws.html>

Medication disposal

<http://www.healthsteward.ca/collection/ontario>

After a Flood Federal Document

<https://www.getprepared.gc.ca/cnt/hzd/flds-ftr-en.aspx>

Workplace Safety and Insurance Act

See section 71 for deemed employer responsibilities for emergency workers, search and rescue operations and declaration of emergencies.

<https://www.ontario.ca/laws/statute/97w16#BK91>

KHR COMMUNITY EMERGENCY RESPONSE PLAN

SECTION EIGHT Appendices

- 8.1 Renfrew County and District Health Unit – Flooded Septic Systems
- 8.2 Renfrew County and District Health Unit - Private Well Disinfection Instructions
- 8.3 Renfrew County and District Health Unit - Caring for your water well during and after a flood
- 8.4 Public Health After a Flood
- 8.5 Insurance Bureau of Canada letter to member companies
- 8.6 Clean up supplies table
- 8.7 Sandbag Site Set up and Estimation chart



Renfrew County and District Health Unit

What You Should Know About Flooded Septic Systems

A well-maintained and constructed septic system will better withstand the stresses of heavy rains or flooding. Regular inspection is necessary to ensure proper functioning.

During heavy rains and floods, the ground can become saturated, preventing proper operation of the system. For example, a septic tank can collapse or float out of position. Signs that a septic system is not working properly include the following:

- Sinks drain slowly
- Toilets drain slowly
- Floor drains overflow
- Sewage becomes visible outside the home especially over the top of the septic system

Before a Flood:

To prepare your septic system before an emergency such as a flood, hurricane, or earthquake:

- Seal the access holes and/or inspection ports to keep excess water out of the septic tank
- Be sure your septic tank is at least half full to prevent it from collapsing or floating
- If your septic system requires electricity:
 - Turn off the pump at the circuit box before the area floods
 - Waterproof all electrical connections to avoid electrical shock or damage to wiring, pumps, and the electrical system

During a Flood:

During an emergency such as a flood, reduce the amount of water used by limiting toilet flushing, dishwashing, washing clothes, and showering.

Severe flooding can put drinking water wells at increased risk for contamination from flood water that may contain sewage. If your water well is submerged by flood water or you detect a noticeable change in the water's taste and appearance, then the well water should be boiled for at least one minute before using.

KHR COMMUNITY EMERGENCY RESPONSE PLAN



1. Store enough clean water to meet household needs for a minimum of 12 hours.
2. Bypass or disconnect any carbon filters, water softeners or other water treatment devices or else any pipes located past these filters will not be disinfected. Replace the filters once chlorination is completed. Highly chlorinated water can damage treatment units. It is important to follow the manufacturer's recommendations to ensure treatment systems are properly disinfected and not damaged. Be sure that the hot water tank's heat source is shut off.
3. Estimate the chlorine necessary to disinfect the water in the buildings plumbing including the hot water tank, and the chlorine necessary to disinfect the water in the well water column. Add them together.
 - **Drilled well:** 1 cup of normal household bleach for every 25 feet of water in the well.
 - **Dug well:** 1 liter of normal household bleach per every 5 feet of water.

A chlorine calculator is available at:

<https://www.publichealthontario.ca/en/ServicesAndTools/Tools/Pages/Well-Disinfection-Tool.aspx>

4. Pour the required amount of chlorine directly into your well.
5. If possible, mix the water in the well. This can be accomplished by attaching a hose to a tap and running water from the well through the hose and back into the well.
6. Open all water taps one at a time, including outside hose bibs and cold and hot water taps and laundry hook-ups. Allow the water to run until a chlorine smell is detected from each faucet then turn off each tap. Since chlorinated water can damage the action in a septic system, chlorinated water should not be allowed into the building's sewage system.
7. If a strong chlorine odour is **NOT** present, return to step 4 and add half the amount of chlorine used for the initial treatment to the well, then repeat steps 5 and 6.
8. Let the chlorinated water stand in the system for a minimum of 12 hours.
9. Run water through the outside hose away from vegetation until the strong smell of chlorine disappears. Make certain that the water does not enter any watercourse. Finally, open each and every indoor tap until the system is completely flushed. Taps or fixtures discharging to the septic tank systems should be temporarily diverted to an outside discharge point to avoid affecting the septic system.
10. Wait at least a couple of days after shocking or when all the chlorine is out of the well water, and then sample the water using the bottle and instructions provided by the Health Unit. Two consecutive tests that show no bacteria present, performed on samples obtained over a period of one to three weeks, should indicate that the treatment has been effective.
11. If the above steps do not fix the problem, you may want to speak with a public health inspector for assistance at 613-735-8654, extension 555 or visit www.rcdhu.com



Renfrew County and District Health Unit

Caring For Your Water Well During and After a Flood

Water wells can be contaminated by flooding. While this contamination may be associated with an unpleasant taste, odour, or cloudiness of the well water, some contamination will only become evident after water quality testing.

Under flood conditions surface water may enter directly into the aquifer via the well itself, an old abandoned well, or some other nearby excavation, bypassing the natural filtering process. Testing and rehabilitation efforts should be focused on potential bacterial contamination.

While the majority of water wells are likely unaffected, each homeowner should take certain steps to ensure their well water is safe for human consumption. As a first step, water from all wells in the flooded area should be tested for quality. In order to do this, you should obtain a bacterial sample bottle from your local public health office.

Until the bacterial analysis shows the water to be safe, all water for human consumption should be boiled. Bringing water to a rolling boil for 1 minute will kill most organisms. If you suspect or are informed that the water is contaminated with chemicals, seek another source of water such as bottled water.

If the bacterial analysis indicates that your water well has some level of contamination, then the well should be chlorinated and retested. Chlorination is a procedure used to disinfect a water well contaminated with bacteria. Contact your local Health Unit office for further information regarding the method of disinfecting a well.

If your well was unaffected by flood water, you may still wish to collect a water sample and disinfect your distribution system as a precaution. Experience has shown that not all of the water wells will have flood-related contamination. Some may have had problems prior to flooding and are now detected. Also, it is unlikely that all affected water wells will be satisfactory after a single treatment. Once a well has been chlorinated, it should be tested one or two weeks after treatment.

Further information can be obtained by contacting a public health inspector with the Renfrew County and District Health Unit at 613-735-8654.

Public
Health
Division

After a Flood

This fact sheet provides basic information only. It must not take the place of medical advice, diagnosis or treatment. Always talk to a health care professional about any health concerns you have, and before you make any changes to your diet, lifestyle or treatment.

After a Flood

After a flood, it is important to restore your home as soon as possible to protect your health and prevent further damage to your house and its contents.

Flooding may not only cause damage to the structure of the house, but the flood water can also contain sewage, particularly in rural areas, that may pose a serious health hazard.

Dug or drilled wells can also be contaminated by flood water. It is important that you do not drink the water until you can get your well tested to confirm it is safe to drink. Refer to *Keeping Food and Water Safe after a Flood* fact sheet and Health Canada's fact sheet http://www.hc-sc.gc.ca/cwh-sent/pubs/water-eau/well-puits_e.html for information on safe drinking water and how to correctly disinfect your well.

Another concern from flooding is the possible growth of mould that could contribute to adverse health effects. Remedial action should be undertaken as soon as possible to reduce or eliminate conditions that support mould growth.

Safety Tips

- Before entering your house, complete a perimeter check to ensure there is no structural damage. If structural damage is present, contact your local building department for advice.
- Put your own safety first. Avoid electrical shocks by wearing rubber boots, keeping

extension cords out of the water and shutting the power off to the flooded area at the breaker box. You may wish to contact your electrical utility for help if you need it.

- If you detect vapours or smell unusual odours such as gasoline, natural gas or propane, leave the property immediately and call your local gas company and fire department.

What you should do before you begin the clean up:

- It is important to wear protective clothing, including rubber gloves, rubber boots, masks, protective eyewear, etc.
- Contact your insurance company immediately. Take photographs and keep a record of the damage, including any discarded items.

The Clean Up

A home that has experienced extensive water damage or has been flooded with high levels of sewage contamination may require the assistance of a professional to complete a thorough clean up.

If you have property insurance, you should consult with your adjuster prior to undertaking any clean up.

Removal of Water, Dirt and Debris

- Remove water from your flooded home slowly. Draining in stages (about one third

Catalogue # CEB-4133-90, April 2008 © Queen's Printer for Ontario



KHR COMMUNITY EMERGENCY RESPONSE PLAN



May 12, 2017

Dear Members,

I am writing to clarify and emphasize a rule that affects insurance policyholders and their access to provincial assistance after a disaster.

Disaster Recovery Assistance for Ontarians (DRAO) is a program that provides partial financial assistance to help victims cope and recover when their losses exceed their insurance coverage.

The program was introduced March 1, 2016. After a full review, DRAO and the Municipal Disaster Recovery Assistance (MDRA) program replaced the Ontario Disaster Relief Assistance Program (ODRAP). Like the program it replaced, DRAO applies to sudden, unexpected natural disasters with impacts that are costly and widespread.

With this change a new requirement for assistance was introduced that is not widely understood.

Under the DRAO program, when a policyholder makes an application for assistance, a letter from their insurer is now required. This letter must detail the type and cause of damage or loss, the amount that was covered under insurance and the reason any portion of the damage or loss was not covered.

Such a letter is an eligibility requirement for partial financial assistance to repair or replace essential property after a disaster. How and when insurers produce a letter will be a critical factor in customer satisfaction with the services provided by property and casualty (P&C) insurers after a disaster.

DRAO is intended for homeowners, tenants, small-owner-operated businesses, non-profits and farmers.

The program is claims-based and is focused on essentials. It is not intended to replace insurance. Here is a brief guide to some of the features of DRAO:

- It covers primary residences only.
- DRAO kicks in only after the province activates it by declaring a natural disaster caused, for example, by a flood or tornado.
- Financial assistance is limited to 90% of an applicant's total eligible costs.
- The maximum amount of assistance is \$250,000 subject to a \$500 deductible, which can be waived for low-income households.
- There are other caps related to emergency expenses, household appliances and furnishings.
- The application deadline is up to 120 days after a declared natural disaster in an applicant's geographic area.

.../2

KHR COMMUNITY EMERGENCY RESPONSE PLAN

Clean Up Supplies

Residents will be facing both the physical and emotional loss of property and belongings. Providing them with a list of suggested equipment, cleaning materials and clothing needs before they enter an affected building, will help to prepare them for the physical work ahead. Before entering any flood affected building be sure it is structurally safe and the building utilities (hydro, gas, propane) have been properly disconnected or reconnected after inspection and approval.

Personal Clothing and Equipment Needs

Coveralls Eye protection/glasses Hardhat Headlamps Hip waders	N95 face mask rubber boots Tetanus Vaccines Warm socks waterproof gloves
---	--

Equipment for entering affected building

Camera for recording damage items Chainsaw Clear bags for recycling. Extension Cords Extra Batteries (stored in sealed plastic) First Aid Kit Flashlights Generators Hammers/pry bars/pliers Hand sanitizer Heavy duty bins for hauling waste and items to be cleaned and disinfected	Heavy duty or industrial Garbage bags High Capacity Gas pumps Hoses to fit pumps (50-100 ft) Industrial fans/drying fans Laundry Bags or Bins for collecting salvageable clothes and linens Moisture Meter Notebook and pen for making notes and reminders Shop vacs Submersible pumps Wheelbarrows/shovels
---	--

Cleaning Supplies

24-inch stiff-bristled Push Broom/brush Buckets for holding dirty water and disinfectants Cleaning detergents/soap Disinfectants such as household bleach	Hose Large plastic bins for collecting salvageable items Rags Sponge Mop for water removal and String Mops for disinfecting. Sponges (grouting sponge for cleaning)
--	---

KHR COMMUNITY EMERGENCY RESPONSE PLAN



Front Cover Photo Credit: Steve Osipenko

Annex F4

**FLOOD
PREPARATIONS
AND RESPONSE
DURING A FLOOD**



Killaloe, Hagarty and Richards Township

pg. 1

PREPARING FOR A FLOOD

GENERAL

1. Floods are unpredictable and destructive.
2. Flooding can happen anywhere, at any time and from a variety of water sources including rivers, creeks, overflowing catchments and due to heavy rainfall.
3. They can cause death and injuries, isolate communities, damage major infrastructure, cut essential services, destroy property and livelihoods.
4. Apart from the physical damage to property, experiencing a flood can be an extremely emotional time. If you are not prepared for the possibility of a flood, recovery can be slow, stressful and costly.
5. A few hours spent making your home secure, preparing an emergency kit and flood plan can help you to survive the effects of a flood.
6. You need to understand the flood risk to your home, property and possessions.
7. Check your insurance policy to see if you are covered for flood damage.

HOUSING

1. Avoid building in a flood-prone area unless you elevate and reinforce your home.
2. Elevate the furnace, water heater, and electric panel if susceptible to flooding.
3. Install "check valves" in sewer traps to prevent water from backing up into the drains of your home.
4. Seal the walls and vents in your basement with waterproofing compounds to avoid seepage.
5. Put weather protection sealant around basement windows and the base of ground-level doors.
6. Install the drainage for downspouts a sufficient distance from your residence to ensure that water moves away from the building.
7. Consider installing a sump pump and zero reverse flow valves in basement floor drains.
8. Bring outside possessions indoors or tie them down securely. This includes lawn furniture, garbage cans, and other movable objects.

FARM ANIMALS

1. If you have a livestock farm, remember that livestock have a natural "move away instinct" to flash flood waters. They generally seek higher ground if possible. When purchasing or designing your livestock operation, it is important to allow livestock a way to reach high ground in each pasture. Without access, livestock will fight fences and be at a greater risk of drowning. Livestock will initially panic during flash floods. This complicates livestock handling.

KHR COMMUNITY EMERGENCY RESPONSE PLAN

2. In floods, in a rural farm setting, sheltering livestock may be the wrong thing to do. Leaving animals unsheltered is preferable because flood waters that inundate a barn could trap animals inside, causing them to drown.
3. If evacuation of the animals is being considered, then evacuation procedures, places, and routes should be planned. Animal evacuation routes must not interfere with human evacuation routes. Alternate routes should be found in case the planned route is not accessible. Places where animals are to be taken should be decided in advance and arrangements made with the owners of these places to accept the animals

IF FLOODING IS IMMINENT

1. Turn off basement furnaces and the outside gas valve.
2. Take special precautions to safeguard electrical, natural gas or propane heating equipment. Consult your hydro or fuel supplier for instructions on how to proceed if required. Do NOT attempt to shut off electricity if any water is present. Water and live electrical wires can be lethal. Leave your home immediately and do not return until authorities indicate it is safe to do so.
3. Move important documents, furniture, electrical appliances, valuables and other belongings to floors above ground level if possible.
4. Remove toxic substances such as pesticides and insecticides from the flood area to prevent pollution.
5. Empty freezers and refrigerators, leaving doors open to avoid damage or loss if they float.
6. In case your home or property needs to be protected with sandbags, see Figures 1 and 2 for the proper sandbagging approach.
7. Monitor your surroundings and your local radio station for flood warnings.
8. Lock your home and take recommended relocation routes for your area

BUILD AN EMERGENCY EVACUATION KIT

1. You may need to survive on your own for several days. Being prepared means having your own **food, water** and other **supplies** to last for at least 72 hours.
 - o Food that won't spoil such as canned food, energy bars and dried food. (Replace annually)

KHR COMMUNITY EMERGENCY RESPONSE PLAN

- Water – two (2) litres of water per person per day. Include small bottles and extra water for pets.
- Two (2) additional litres of water for cooking and cleaning per day.
- 2. A disaster supplies kit is a collection of basic items your household may need in the event of an emergency.
- 3. Make sure your emergency kit is stocked with the items on the checklist below. Most of the items are inexpensive and easy to find, and any one of them could save your life.
- 4. Once you take a look at the basic items, consider what **unique needs** your family might have, such as supplies for **pets**, or **seniors**.
- 5. To assemble your kit, store items in airtight plastic bags and put your entire disaster supplies kit in one or two easy-to-carry containers such as plastic bins, a duffel bag or backpack.
- 6. Basic Kit
 - Batteries
 - Manual Can Opener
 - Prescription Medications
 - Non-prescription medications such as pain relievers, anti-diarrhea medication, antacids or laxatives
 - Glasses/Contact lens solution
 - Infant formula, bottles, diapers, wipes, diaper rash cream
 - Pet food and extra water for your pet
 - Leash, Muzzle
 - Cash and/or traveller's cheques
 - Important family documents such as copies of insurance policies, identification and bank account records saved electronically or in a waterproof, portable container.
 - Sleeping bag or warm blanket for each person
 - Complete change of clothing appropriate for your climate and sturdy shoes
 - Household chlorine bleach or water purifying tablets and medicine dropper to disinfect water
 - Fire Extinguisher
 - Dish Soap
 - Matches in a waterproof container
 - Paper and pencil
 - Toiletries – shampoo, soap
 - Wind up or Battery-powered radio and Flashlights
 - Candles, lighter, matches
 - Duct tape
 - Garbage Bags
 - Whistle
 - Flares

KHR COMMUNITY EMERGENCY RESPONSE PLAN

- Basic tools such as hammer, pliers, wrench, screwdrivers, work gloves, pocket knife etc.
- Small fuel operated stove and fuel
- Feminine supplies and personal hygiene items
- Mess kits, paper cups, plates, paper towels and plastic utensils
- Books, games, puzzles, cards and other activities for children
- First aid supplies.
- Toilet Paper.
- Sanitizer.

EVACUATION

1. Evacuation is a pre-emptive move to protect life and property.
2. Be prepared to evacuate.
 - Discuss flood plans with your family.
 - Get out of low areas subject to flooding.
 - Identify places to go.
 - If driving, do not drive through flooded roadways.
 - Decide where to meet if you get separated.
 - Make sure every family member has the contact information.
 - Identify alternative travel routes that are not prone to flooding.
 - Plan what to do with your pets.
 - Fill your vehicle's fuel tank.
 - If told to leave, do so quickly and don't forget to take your Emergency Kit.

DURING A FLOOD

If a flood is likely in your area, you should:

- Listen to the radio to find out what areas are affected, what roads are safe, where to go and what to do if the local emergency team asks you to leave your home.
- Be aware that flash flooding can occur. If there is any possibility of that in your area, move immediately to higher ground. Do not wait for instructions to move.
- Keep your emergency kit close at hand.

If you need to evacuate

- Vacate your home when you are advised to do so by local emergency authorities. Ignoring such a warning could jeopardize the safety of your family or those who might eventually have to come to your rescue.
- Take your emergency kit with you.
- Take your Cellular Phone and charger.
- Follow the routes specified by officials. Don't take shortcuts. They could lead you to a blocked or dangerous area.
- Make arrangements for pets.
- Time permitting, leave a note informing others when you left and where you went. If you have a mailbox, leave the note there.

Never cross a flooded area

- If you are on foot, fast water could sweep you away.
- If you are in a car, do not drive through flood waters or underpasses. The water may be deeper than it looks and your car could get stuck or swept away by fast water.
- Avoid crossing bridges if the water is high and flowing quickly.
- If you are caught in fast-rising waters and your car stalls, leave it and save yourself and your passengers.
- Be aware of streams, drainage channels, ditches, and other areas known to flood suddenly. Flash floods can occur in these areas with or without such typical warnings as rain clouds or heavy rain.
- Make sure your vehicle has enough fuel.
- Follow recommended routes. DO NOT sightsee.
- Avoid disaster areas. Your presence might hamper rescue or other emergency operations and put you at further risk.
- Watch for washed out roads, earth slides, and downed trees or power lines.
- Be especially cautious at night, when it is harder to recognize flood dangers.
- If your vehicle stalls, abandon it.

KHR COMMUNITY EMERGENCY RESPONSE PLAN

NEVER drive through flooded roadways. STOP! Turn Around Don't Drown.

- The roadbed may be washed out.
- You can lose control of your vehicle in only a few inches of water.
- Your car may float. Vehicles can be swept away by less than 2 feet of water.
- Do not drive around a barricade. Turn around and go another way!

Get to high ground – Climb to safety!

- Get out of low areas that may be subject to flooding.
- Avoid already-flooded areas and do not attempt to cross flowing water.
- Stay away from power lines and electrical wires.

Evacuate immediately, if you think you are at risk or are advised to do so!

- Act quickly. Save yourself, not your belongings.
- Move to a safe area before access is cut off by rising water.
- Families should use only one vehicle to avoid getting separated and reduce traffic jams.
- If directed to a specific location, go there.

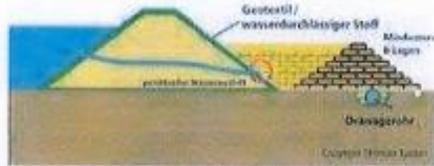
Never try to walk or swim through flowing water.

- If flowing water is above your ankles, STOP! Turn around and go another way.
- If it is moving swiftly, water 6 inches deep can knock you off your feet.
- Be aware that people have been swept away wading through flood waters.
- NEVER allow children to play around high water, storm drains, creeks, or rivers.

If someone falls in or is trapped in flood water:

- **Do not go after the victim!**
- **Use a floatation device.** If possible throw the victim something to help them float, such as a spare tire, large ball, or foam ice chest.
- **Call 911.** Call for assistance and give the correct location information.

Spring Decade used for damaged areas with potential water discharge



First, you should mark the source through a sandbag to remove the pressure from the source. A geotextile can also be added.

Afterwards, at a distance of about 1 m from the damaged area and at least 4-5 sandbags are placed on the basis of their length.

The sandbags are then connected to the dyke to the left and right. A round end should be reached.

Once the base has been laid, the sandbags of the spring sack are laid according to the same principle as those of the sand sack dam. It is imperative to ensure a tight bond. In this case, the source line can be increased from behind at any time.

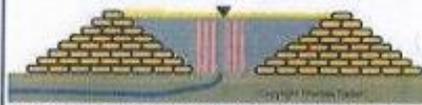
The required height of the swell is reached when the water in the well does not rise any further.

Photo: THW Emden

Material for a Spring Decade

For a Spring Decade with a height of 80 cm, about 800 - 1000 sandbags are necessary

Spring Decade, Funktion



In the case of adhesive water leaks behind embankments and dikes, swellings or embankments are used to combat them.

These work according to the principle of „communicating tubes“. A back pressure is generated by the accumulation of the escaping water in the spring decade, which causes the spring to stop after some time. At the same time, this reduces the discharge of sediment from the source to ensure the stability of the dyke structure.

If a foil is applied to the damaged area on the water side at the same time, it can happen that the swelling line runs empty again. This is usually an indication that the water-side film has been used successfully.



Photo: THW Emden, Hannoverberg 2006

**German Federal Agency
for Technical Relief**

Setup of a Sand Filling Area (simplified)

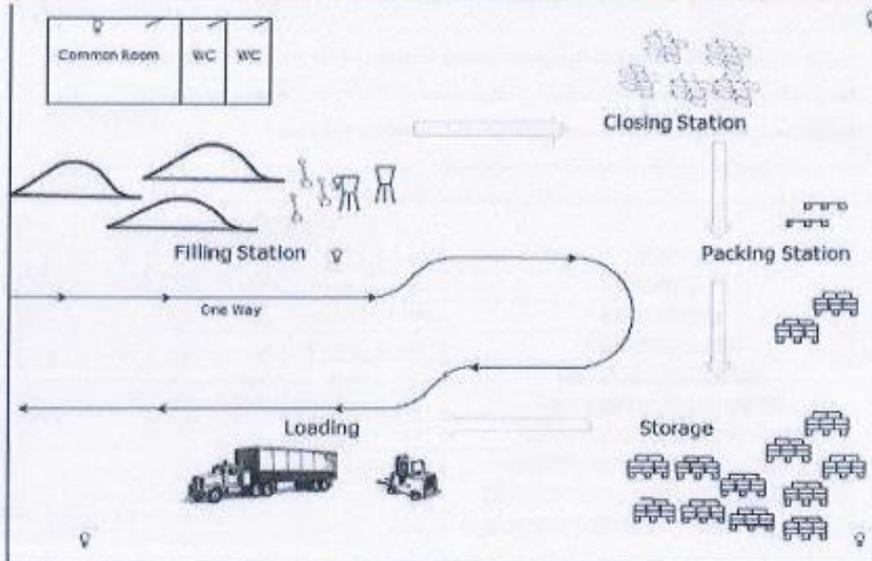


Figure 1: Sandbagging Technique

KHR COMMUNITY EMERGENCY RESPONSE PLAN

Sandbags



Blume Weight approx 25-30 Kg
Example: 1 respectively: 20 Sandbags
Sandbags w/ 5 Sandbags
Sandbags w/ 10 Sandbags

40-80 sandbags / meter / from
infill filling, seal up, strap bag

Sandbags (approx. values) depends depending on the sand type

Lengths (m)	Height (m)	Sand quantity (m³)	Sandbags transvers laid	Sandbags longitudinal
1	0.5	0.125	20	45
1	1.0	0.25	40	90
1	1.5	0.375	60	135
1	2.0	0.5	80	180
5	0.5	0.625	100	225
5	1.0	1.25	200	450
5	1.5	1.875	300	675
5	2.0	2.5	400	900
100	0.5	50	3,200	4,500
100	1.0	100	6,400	9,000
100	1.5	150	9,600	13,500
100	2.0	200	12,800	18,000

The quantity of sandbags and sand varies according to the way in which the sandbags are laid. All information is only a guideline!
A spreadsheet in Excel format for quick calculation is available at www.delchwertfeldgong.de

German Federal Agency for Technical Relief

Sandbag-Dam

Sandbag-Dam, normal stability

The number of sandbags for the row mostly corresponds to the number of sandbags in the height.
 $h = \text{height} = \text{sandbags w}$



Sandbag-Dam, increased stability

Construction with greater dynamics on the dam



1 The sandbag dam should always be laid in a dense bond so that it is virtually impermeable. The use of film on the water side has also proved its worth.

Sandbag requirements for creating / heightening a dyke (independent)

NOTE:
The following quantities are only guidelines and could vary. Rounding to next 100 / 1000 is recommended!
The following calculations are based on sandbags with the dimensions of 70 cm x 30 cm and a 2/3 filling!
The number of sandbags apply, if the sandbags are laid with the bottom facing water.
A transvers laying increases the number of sandbags required by a factor of 1.56.



	Protection height	Number of sandbags at a length of 30 meters	50 meters	100 meters
1 Line	10 cm	21	107	214
2 Lines	20 cm	64	321	642
3 Lines	30 cm	129	643	1285
4 Lines	40 cm	214	1071	2143
5 Lines	50 cm	321	1607	3214
6 Lines	60 cm	450	2250	4500
7 Lines	70 cm	600	3000	6000
8 Lines	80 cm	771	3857	7714
9 Lines	90 cm	964	4831	9643
10 Lines	100 cm	1179	5893	11786

Figure 2: Number of Sandbags Required

Killaloe, Hagarty and Richarcs Township

pg. 9