

# **Township of McMurrich/Monteith**

## **Emergency Response Plan**

**October 2004**

**(Updated June 23, 2015)**

# **Emergency Response Plan Township of McMurrich/Monteith**

## **Index of Contents**

<b><u>Page</u></b>	<b><u>Topic</u></b>
3.	Introduction
4.	Emergency Declaration Notification Procedure
6.	Emergency Community Control Group Operations Centre
7.	Emergency Community Control Group Responsibilities
9.	Communications Information Plan
11.	Annex “A” Emergency Contact List
14.	Plan Distribution and Revision Criteria for Declaring an Emergency

## **Introduction**

Emergencies are defined as situations or impending situations caused by forces of nature, accident or an intentional act that constitutes a danger of major proportions to life and property.

They affect public safety, meaning the health, welfare and property, as well as the environment and economic health of the Township of McMurrich/Monteith.

In the effort to protect residents, businesses and visitors, The Township of McMurrich/Monteith **Emergency Management Committee**, has developed this emergency response plan. This response plan has been prepared to provide officials, and departments of the Township of McMurrich/Monteith with important emergency response information related to:

- Arrangements, services and equipment.
- Roles and responsibilities during an emergency.

The Township of McMurrich/Monteith is situated in the south east section of the District of Parry Sound. The municipality, with dimensions of 21 km., by 14 km., has a permanent population of 660 residents with possibly an additional 1200 summer visitors.

Some Hazards identified for our area include: Tree plantation fires, Dense Fog conditions, Snow blizzards, Ice Storms, Wind Storms, Propane storage tanks, Natural Gas Pipeline, Public gatherings and buildings involved, and Health emergencies or epidemics.

McMurrich/Monteith's Emergency Response Plan may be viewed or obtained at the municipal office at 31 William St. in Sprucedale.

**The Aim of Our Emergency Response** Plan is to enable a coordinated response to emergencies in our municipality, and meets the legislated requirements of the **Emergency Management Act**, which is the legal authority for this emergency response plan.

**Legislative Authority.** **The Emergency Management Act** (Section 3 - 1) states that: Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan.

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. (Section 4-1).

Township of McMurrich/Monteith By-Law 14-2004 adopts this Emergency Response Plan which is filed with Emergency Management Ontario, Ministry of Public Safety and Security.

## **Action Prior to Declaration**

When an emergency exists but has not yet been declared to exist, community employees may take such action(s) under this emergency response plan as may be required to protect property and the health, safety and welfare of the Township of McMurrich/Monteith.

## **Emergency Operations Centre**

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

## **Emergency Notification Procedures**

Upon receipt of a warning of a real or potential emergency, the responding department will immediately contact the Township of McMurrich/Monteith **Reeve**, or **Clerk**, or **Community Emergency Management Coordinator**, to request that the notification system be activated.

Upon receipt of the warning, the above official that was available for contact will notify all members of the **Community Control Group when and where to assemble**, and record the date and time members were notified. Emergency Management Ontario is to be notified each time the Plan is activated.

If telephone communication is not in service the Fire Chief and volunteer fire dept. is to be used to deliver the notification to members of the Community Control Group.

Where a threat of an impending emergency exists, the Community Control Group will be notified and placed on standby.

### **Requests for Assistance**

Assistance may be requested from our Mutual Fire Aid Partners by requesting the Fire Dept. Dispatch service (Peerless Security, Parry Sound Fire Dispatch) to contact Emsdale or Burks Falls Fire Departments.

Assistance may also be requested from the Province of Ontario at any time without an loss of control or authority. A request for assistance should be made by contacting Emergency Management Ontario.

The Emergency notification contact list, including contact numbers for requesting assistance, is attached as **Annex A**.

### **A Declared Community Emergency**

The Reeve, or Acting Reeve of the Township of McMurrich/Monteith, as Head of Council, is responsible for declaring an emergency. This decision is usually made in consultation with other members of the Community Control Group.

#### **Upon declaring an emergency, the Reeve will notify:**

- Emergency Management Ontario, Ministry of Public Safety and Security;
- The Ontario Provincial Police;
- Public;
- Neighboring Community officials, as required;
- Local Member of the Provincial Parliament (MPP);

- Local Member of Parliament (MP).
- Acting as the only news information source for the media.

**A community emergency may be terminated at any time by:**

- The Reeve, or Acting Reeve
- The township Council; or
- Premier of Ontario.

**When terminating an emergency, the Reeve will notify:**

- Emergency Management Ontario, Ministry of Public Safety and Security;
- The Township council;
- Public;
- Neighboring community officials, as required;
- Local Member of the Provincial Parliament (MPP)
- Local Member of Parliament (MP).
- Ontario Provincial Police

## **EMERGENCY COMMUNITY CONTROL GROUP**

### **Emergency Operations Centre**

The Community Control Group will report to the **Emergency Operations Centre** located at the Township of McMurrich Fire Hall / Municipal Office at 31 William Street, Sprucedale. The **Alternate Location** will be the Works Dept. Garage and office at 2455 Highway 518 in Sprucedale.

### **Community Control Group**

The emergency response will be directed and controlled by the Community Control Group, a group of officials who are responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the community.

**The Community Control Group consists of the following officials:**

- The Reeve of the Township of McMurrich/Monteith, or alternate;
- All members of the Township COUNCIL
- The Clerk/ Emergency Management Coordinator, or alternate;
- Fire Chief, or alternate;
- The Works Dept. Foreman, or alternate;
- Emergency Information Coordinator;
- Any other officials, experts or representatives from the public or private sector as deemed necessary by the Community Control Group.

The Community Control Group may function with only a limited number of persons depending upon the emergency, but all members must be notified.

Should the Reeve not be available, the remaining members of council present will select his alternate to Head this Community Control Group.

**Operating Cycle**

Members of the Community Control Group will gather at regular intervals determined by the Reeve and Community Emergency Management Coordinator, to inform each other of actions taken and problems encountered. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. ( A meeting agenda to assist the order of business would have the following steps: assessment of situation; establish priorities and alternatives; set objectives; the action plan will determine assignment of tasks and expected timeframe for action; the above decisions and assignments will be recorded, actions monitored and Control Group briefed at reasonable intervals).

**Community Control Group Responsibilities**

- Calling out and mobilizing the emergency services at their disposal.
- Coordinating operations to ensure that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
- Determining if additional specialists need to be called in to assist;
- Appointing and emergency site manager if required;
- Advising the Reeve as to whether the declaration of an emergency is recommended;
- Assisting the Reeve to determine the area that should be declared an emergency area;
- Recommending, coordinating and/or overseeing the relocation of inhabitants considered to be in danger;
- Arranging for services and equipment not under municipal control such as private contractors, volunteer agencies, and service clubs;
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Reeve for dissemination to the media and public;
- Authorizing expenditure of money required dealing with the emergency;
- Notifying the service, agency, or group under their direction, of the termination of the

- emergency;
- Maintaining a log outlining decisions made and actions taken during the emergency.

### **Individual Responsibilities of the Community Control Group**

**Reeve or Acting Reeve** (determined by remaining members of Council) is responsible for:

- Providing overall leadership in responding to an emergency; and chairing the Community Control Group meetings;
- Declaring an emergency within the designated area;
- Declaring that the emergency has terminated (Council may also terminate an emergency);
- Notifying Emergency Management Ontario of both a declaration and a termination of an emergency;
- Ensuring that the Emergency Management Coordinator has summoned all members of the Community Control Group to meet at the Emergency Operations Centre, in the Township Fire Hall/Municipal Office building.
- Acting as the ONLY news information source for the media.

**Fire Chief** is responsible for:

- Assisting, if communication by telephone fails, with the notification to the Community Control Group, about the emergency and the need to assemble;
- Providing the Community Control Group with information and advice on Firefighting and rescue matters;
- Informing the Mutual Aid Fire coordinators or initiating mutual aid arrangements for the provision of additional firefighters and equipment, if needed;
- Providing an emergency site manager if required.

**Roads Department, Superintendent** is responsible for:

- Providing the Community Control Group with information and advice on municipal roads, flooding situations, and possible use of roads equipment to assist in dealing with the emergency;
- Ensuring a coordinated response with neighboring municipal Roads and Public Works Departments if necessary;
- Working with the fire Chief to provide a coordinated approach to combating the emergency situation;
- Providing an Emergency Site Manager if required.

**Community Emergency Management Coordinator** is responsible for:

- Activating and arranging the Emergency Operations Centre;
- Notification to all members of the Community Control Group to meet to deal with the emergency;
- Providing the Community Control Group with the necessary maps, supplies, and communication resources that may be required;
- Ensuring that the operating cycle is met by the Community Control Group and that records are maintained and kept for future reference;
- Arranging for the Reeve or alternate only to provide information to the news media and to the public.
- Ensuring liaison with community support agencies (Community Care Access Centre in Burks Falls etc.)
- Arranging for the annual review of the Response Plan PLUS updating the public awareness program.

### **EMERGENCY SITE MANAGER**

The Emergency Site Manager must have the co-operation of each responding group and should have regular briefings at the site with responder leaders to determine the best possible process to address the emergency situation. The ESM will receive the support from the Community Control Group with equipment, staff and other resources as required.

### **EMERGENCY TELECOMMUNICATIONS PLAN**

Upon implementation of the Emergency Response Plan, it will be important to ensure that communications are established between the emergency site and the Emergency Operations Centre at the Fire Hall/Municipal office location. The Fire dept. and Works Dept. two way radio systems share radio channels and will be the major communication tool.

Should telephone communication be lost in our area these two way radio systems may be used to contact our fire dispatch facility located at the West Parry Sound Communications (1-800-268-0503) and also the neighboring township fire departments.

### **EMERGENCY INFORMATION PLAN**

Upon implementation of this Emergency Response Plan, it will be important to have only one source of information to provide the public and news media with accurate information. Our Emergency Information person will be the Reeve or alternate.

All inquiries by the news media and public will be forwarded to the Reeve unless they are of an urgent safety request from persons directly affected by the emergency situation and should be handled by the municipal official most knowledgeable of this situation.

Information about the emergency situation will be broadcast from the two radio stations:

More FM radio 105.5 Huntsville  
[moose1055@moosefm.com](mailto:moose1055@moosefm.com) (705) 789-4461

Moose FM RADIO 99.5 Bracebridge (705) 645-2218  
[Moose995.news@moosefm.com](mailto:Moose995.news@moosefm.com)

Moose FM radio 103.3 Parry Sound (705) 746-2163  
[Moose1033@moosefm.com](mailto:Moose1033@moosefm.com)

[bprokopec@moose.fm.com](mailto:bprokopec@moose.fm.com) Brian – Station Manager  
Brian's Cell: (705) 746-0764 1-800-465-2557

[jking@moosefm.com](mailto:jking@moosefm.com) James – News Manager  
James's cell: (905) 920-7650

CBC Radio Toronto (416) 205-5808

And will be displayed on the municipality's website.

The Community Emergency Management Co-coordinator is responsible for revising and updating this Plan; for conducting a Plan review every year; and for distributing the Plan and any revisions to the following:

Reeve

Members of Council

Fire Chief

Works Dept. Foreman

### **CRITERIA FOR DECLARING AN EMERGENCY**

As a guideline the following should assist in determining if an emergency should be declared:

1. The situation is severely disrupting services to the public for duration of more than two days.
2. The situation requires the services of several agencies or groups to assist with resolving the problems.
3. Possible long term evacuation of families is necessary.
4. The situation presents a definite or possible danger to population and property.

# **The Township of McMurrich/Monteith**

## **Emergency Plan**

### **BY-LAW # 14-2004**

**THE CORPORATION OF THE TOWNSHIP OF MCMURRICH/MONTEITH**

**By-Law 14-2004**

**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.**

**WHEREAS**, the Province of Ontario has passed an Act, (The Emergency Management Act); which requires the development and implementation of an emergency management program by the Council of a municipality;

**AND WHEREAS**, this Act requires the emergency management program to conform to standards set by Emergency Management Ontario including the main items of mitigation/prevention, preparedness, response and recovery;

**AND WHEREAS**, this act make 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 the 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 to 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:

The Council of the Corporation of the Township of McMurrich/Monteith enacts as follows:

1. That the 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, mainly the Roads Department Superintendent, the Fire Chief, and the Clerk-Treasurer of the municipality as provided in the Emergency Response Plan are empowered to cause an emergency notification to be issued to the members of the Community Control Group, and to respond to an emergency in accordance with the emergency response plan where an emergency exists but has not yet

been declared to exist;

4. That, the Emergency Management Program Committee will cause the emergency management program to be reviewed annually and to recommend changes to the program as considered appropriate and to 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 on 01 November 2004.

Read a third time and passed on 06 December 2004.

---

Reeve

---

Clerk

## **SPRUCEDALE COMMUNITY CENTER COMFORT STATION POLICY**

In the event of situations which affect the essential services and may be of considerable inconvenience or discomfort to the residents of the Township of McMurrich/Monteith, the Sprucedale Community Center may be opened as a comfort station. While the facility is open as a warming station, regular operation of the facility may continue. The use of this facility as a Comfort Station is not intended to replace or discourage families from being prepared for 72 hours in the event of an emergency.

To determine if the facility is open as a comfort station, contact the Community Centre directly at (705) 685-7707 or call your municipal office during regular office hours at (705) 685-7901.