

TOWN OF LAKESHORE

**EMERGENCY RESPONSE  
PLAN**

Town of Lakeshore Emergency Response Plan

November 1, 2018

**May 2016**

**FORWARD**

This Emergency Response Plan has been prepared for the Town of Lakeshore to prescribe the municipal response to a large-scale emergency requiring a controlled and co-ordinated approach.

Legal authority for the preparation of this ERP is found in Section 3 (1) of the Emergency Management and Civil Protection Act (EMCPA) which permits the council of a municipality to pass a by-law providing for the formulation of an Emergency Response Plan. In accordance with that section, the Town of Lakeshore has prepared the following plan which conforms to generally accepted Emergency Response Planning practices and has been adopted by the Council of the Town of Lakeshore under by-law-59-2016.

In token thereof, the plan is signed by the Mayor and Chief Administrative Officer of the municipality, and is hereby approved for use.

\_\_\_\_\_  
Tom Bain  
Mayor; Town of Lakeshore

Date \_\_\_\_\_

\_\_\_\_\_  
Tom Tourolias  
CAO; Town of Lakeshore

Date \_\_\_\_\_

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Town of Lakeshore Emergency Response Plan

November 1, 2018

## **CHAPTER 1**

### **GENERAL**

#### **1.1 Introduction**

- 1.1.1 The Town of Lakeshore Emergency Response Plan has been prepared to facilitate a controlled and co-ordinated municipal response to any type of large-scale emergency occurring within or affecting the municipality.
- 1.1.2 Emergencies are defined by the Emergency Management and Civil Protection Act (EMCPA) as *“a situation or an impending situation caused by the forces of nature, an accident, an intentional act or otherwise, that constitutes a danger of major proportions to life or property.”*

They may also be defined as situations or impending situations abnormally affecting property and the health, safety, and welfare of the community, which, by their nature or magnitude, require a co-ordinated response by a number of agencies under the direction of the municipal Municipal Emergency Control Group (MECG). These emergencies are different from the normal day-to-day operations carried out by first response agencies.

- 1.1.3 While many emergencies could occur within the Town of Lakeshore, some examples could be and are not limited to: drinking water emergencies, fog/ transportation incidents, winter storms, flooding and hazardous material incidents.

#### **1.2 Aim**

- 1.2.1 The aim of the Town of Lakeshore, in the event of an emergency, is to safeguard the health, safety, welfare and property of the inhabitants of the community, and to protect the environment.
- 1.2.2 The above aim is achieved through the Town of Lakeshore Emergency Response Plan which prescribes the municipal response to any type of emergency.

#### **1.3 Scope**

- 1.3.1 This ERP covers the responsibilities of the Town of Lakeshore and the various municipalities and organizations which would respond to such an

emergency (Refer to Section 1.6).

1.3.2 This plan is formally entitled the “Town of Lakeshore Emergency Response Plan”. In this document it will be referred to as “Emergency Response Plan”(ERP).

#### **1.4 Legal Authority**

1.4.1 This ERP is based on Section 3 (1) of the *Emergency Management and Civil Protection Act (EMCPA)* 2002, which permits the council of a municipality to pass a by-law providing for the formulation of an Emergency Response Plan.

#### **1.5 Legal Powers**

1.5.1 The head of council of a municipality may declare that an emergency exists in the municipality or any part thereof and may take such action and make such orders as considered necessary and are not contrary to law to implement the Emergency Response Plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area (Section 4 (1) of the *Emergency Management and Civil Protection Act (EMCPA)*, 2002).

1.5.2 The head of a council or the council of a municipality may at any time declare that an emergency has terminated (Section 4 (2) of the *Emergency Management and Civil Protection Act (EMCPA)*).

1.5.3 In accordance with Section 9 (a) of the *Emergency Management and Civil Protection Act (EMCPA)*, the **Mayor of Lakeshore** , the **CAO of Lakeshore**, the **Lakeshore Fire Chief**, and the **Essex County O.P.P. Detachment Commander** are hereby authorized to take action to implement the plan where such action is considered necessary, even though the declaration of the existence of an emergency has not yet been made.

1.5.4 The Head of the Municipal Emergency Control Group shall be the Mayor of the Town of Lakeshore. During the absence of the Mayor or his/her inability to act, the Deputy Mayor shall be the Head of the Municipal Emergency Control Group (Section 9 (c) of the *Emergency Management and Civil Protection Act (EMCPA)*).

1.5.5 No action or other proceeding for damage lies or shall be instituted against a member of council, an employee of a municipality, a minister of the

Crown or a Crown employee for doing any act or neglecting to do any act in good faith in the implementation or intended implementation of an Emergency Response Plan or in connection with an emergency (Section 11 (1) of the *Emergency Management and Civil Protection Act (EMCPA)*).

## **1.6 Participating Municipalities and Organizations**

1.6.1 The following municipalities, agencies, departments, and boards have been assigned some responsibility for responding to an emergency:

Town of Lakeshore  
County of Essex  
Windsor-Essex County Health Unit  
Windsor Social Services Department  
Greater Essex County District School Board  
Windsor-Essex Catholic District School Board  
Le Conseil Scolaire De District Des Ecoles Catholiques Du Sud  
Ouest  
Lakeshore O.P.P.  
Lakeshore Fire Department  
Essex-Windsor EMS  
Amateur Radio Emergency Service/ECO

1.6.2 Responsibilities assigned to organizations listed in 1.6.1 shall carry the following implications:

- (a) In the case of those assigned to an organization, it shall be the responsibility of the operational/administrative head of the organization to ensure their implementation.
- (b) In the case of those assigned to a position, implementation shall also be the responsibility of any substitute, alternate or the person next in line of authority if the permanent incumbent of that position is absent or otherwise unable to take the necessary action.

1.6.3. Those organizations listed in 1.6.1 shall ensure appropriate plans and implementing procedures are developed for carrying out their roles and tasks.

## **1.7 ACRONYMS & ABBREVIATIONS**

ARES	-	Amateur Radio Emergency Service
MECG	-	Municipal Emergency Control Group
EOCA	-	Emergency Communication Ontario Association
EIO	-	Emergency Information Officer
EIC	-	Emergency Information Centre
EOC	-	Emergency Operations Centre
EMCPA	-	Emergency Management and Civil Protection Act
EMPC	-	Emergency Management Program Committee
ERCA	-	Essex Region Conservation Authority
ERP	-	Emergency Response Plan
ESM	-	Emergency Site Manager
EW-EMS	-	Essex-Windsor Emergency Medical Services
LTVCA	-	Lower Thame Valley Conservation Authority
MOH	-	Medical Officer of Health
MTO	-	Ministry of Transportation
OPP	-	Ontario Provincial Police
PADs	-	Public Action Directives

## **CHAPTER 2**

### **EMERGENCY RESPONSE ORGANIZATION**

#### **2.1 General**

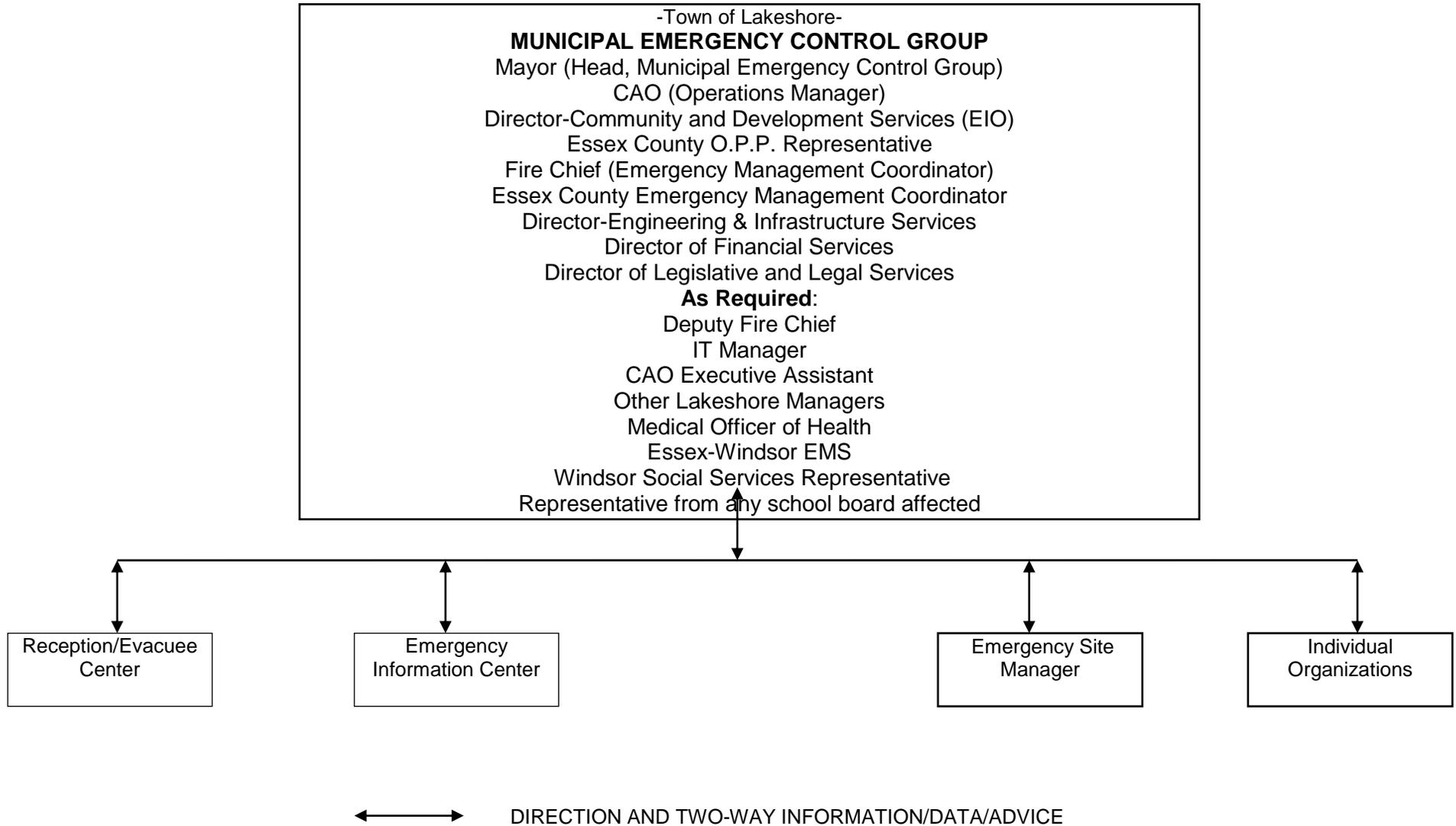
2.1.1 The municipal emergency response organization which shall be set up under this plan to deal with an emergency is shown in outline in Figure 2.1. This organization is comprised of the Municipal Emergency Control Group (MECG), the Emergency Site Manager (ESM), individual organizations operating under the MECG, and the various emergency centres. The municipal emergency response organization (including the emergency centres) and coordinate through the Municipal Emergency Control Group (MECG).

2.1.2 The structure of this organization shall remain essentially the same for any emergency; however, certain incidents may require only parts of the organization to respond and only certain emergency centres to be set up.

#### **2.2 Responsibilities**

2.2.1 The following municipalities, organizations, and individuals, which comprise or contribute to this organization, have been assigned specific responsibilities which are outlined in Appendix 3:

- (A) Head - MECG
- (B) All Members - MECG
- (C) Operations Officer - MECG
- (D) Community Emergency Management Co-ordinator
- (E) Emergency Information Officer
- (F) County of Essex
- (G) Town of Lakeshore
- (H) Windsor-Essex County Health Unit
- (I) Windsor Essex Social Services Department
- (J) Greater Essex County District School Board
- (K) Windsor Essex R.C. Separate School Board
- (L) Essex County O.P.P.
- (M) Lakeshore Fire Dept.
- (N) Essex-Windsor EMS
- (O) Amateur Radio Emergency Service
- (P) Le Conseil Scolaire De District Des Ecoles Catholiques Du Sud Ouest



**FIGURE 2.1: EMERGENCY RESPONSE ORGANIZATION**

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

### **2.3.1 Function**

The MECG is the body that provides direction to the emergency management operation within the municipal area and ensures co-ordination between all the agencies involved. The MECG may function with a limited number of members depending upon the emergency.

### **2.3.2 Members**

#### **Town of Lakeshore members include:**

Mayor, (Head, Municipal Emergency Control Group);  
Chief Administrative Officer, (Operations Officer);  
Director-Community & Development Services  
Essex County OPP Detachment Commander;  
Fire Chief/CEMC  
Essex County Emergency Management Coordinator  
Town of Lakeshore Director of Engineering & Infrastructure Services;  
Town of Lakeshore Director of Finance  
Town of lakeshore Director of legislative and Legal Services

#### **Others involved may include:**

Deputy Fire Chief (alt. CEMC)  
Lakeshore OPP Contract Manager  
IT Manager  
CAO-Executive Assistant  
Medical Officer of Health;  
Essex-Windsor EMS  
Windsor Essex County Social Services;  
English and French Public School Board representative;  
English and French Separate School Board representative;  
Emergency Information Officer

#### **The following additional personnel may be added to the MECG to provide support or expert advice:**

Essex Region Conservation Authority representative  
Provincial/Ministry representative (Emergency Management Ontario)  
Ontario Hydro representative  
Union Gas representative  
Utility representative  
Ministry of Transportation representative  
County Fire Coordinator  
Representatives of other Ministries, Organizations etc. as necessary.

2.3.3 Representatives shall be nominated to fill all of the permanent positions on the MCEG.

2.3.4 It shall be the responsibility of each member of the Community Control Group to designate and train an alternate who could assume their position within the group on short notice.

## **2.4 Emergency Operation Center (EOC)**

### **2.4.1 Function**

The Emergency Operation Center shall serve as the base of operations for the MCEG.

#### **Primary Location**

Town of Lakeshore Municipal Building  
419 Notre Dame Street  
Belle River Ontario

#### **Alternate**

County of Essex Civic Centre  
360 Fairview Ave  
Essex Ontario

### **2.4.2 Activation**

The EOC shall be set up and staffed by members of the MCEG for the following levels of emergency response: **Enhanced Activation** and **Full Activation**. (Refer to Chapter 3 for an explanation of the emergency response levels).

### **2.4.3 Staffing and Equipment**

All equipment required for the proper functioning of the EOC shall be maintained at the centre. The staff required to provide support for the EOC shall be designated in advance, including alternates and relief, and arrangements shall be made for calling them in when required. The **Operations Officer** is responsible for ensuring the readiness of equipment, supplies, and support staff for the EOC (Responsibilities are outlined in Annex C to Appendix 3). The CEMC shall also ensure that maps, plans, and key pieces of equipment can be quickly transported to the alternate EOC.

## **2.5 Emergency Information Centre (EIC)**

### **2.5.1 Function**

The Emergency Information Centre is a municipal facility that may be set up to provide:

- i) directions to the public on measures that should be taken to ensure their health and safety and
- ii) a central outlet for the timely dissemination of emergency information to the media and the public in a direct and forthright manner.

#### **Primary Location**

Atlas Tube Centre  
447 Renaud Line  
Belle River Ontario

#### **Alternate**

Libro Community Centre  
1925 South Middle Rd  
Woodslee, Ontario

### **2.5.2 Activation**

The Emergency Information Centre may be set up and staffed during ***Enhanced Activation*** or ***Full Activation***.

### **2.5.3 Staffing and Equipment**

If established at the primary location, the Emergency Information Centre will utilize the equipment assembled and stored.

## **2.6 Reception/Evacuee Centre(s)**

### **2.6.1 Function**

Reception/Evacuee Centres may be set up to receive and provide emergency welfare services to evacuees from the emergency area if evacuations are ordered. The number and location of the required Reception/Evacuee Centres will be established at the time of the emergency by considering all of the relevant factors. (City of Windsor Social Services will determine the site after an EOC request)

### 2.6.2 Activation

Reception/Evacuee Centres may be set up and staffed during **Enhanced Activation** or **Full Activation**.

### 2.6.3 Staffing and Equipment

The City of Windsor Social Services Department is responsible for the operation of all Reception/Evacuee Centres set up in the County. (Refer to Appendix 3 Annex I).

## **2.7 Telecommunications**

2.7.1 All of the Town of Lakeshore emergency centres are currently linked through the Bell telephone system which permits voice and fax communications between the centres.

2.7.2 All emergency centres in this ERP shall have available back up radio communications. The centres in this radio 'net' shall include the EOC, and if established: the EIC, Reception/Evacuee Centres and the County EOC. The Amateur Emergency Radio Service (A.R.E.S.) has assumed responsibility for providing this service (Refer to Appendix 3 Annex O).

2.7.3 It shall be the responsibility of each organization involved in this ERP to ensure that essential telephone lines needed to make outgoing calls during an emergency are covered by the Line Load Control Program.

## **CHAPTER 3**

### **NOTIFICATION AND RESPONSE**

#### **3.1 Emergency Notification**

3.1.1 The emergency notification system is the process used to alert the emergency response organization that an emergency exists. The Lakeshore CEMC and/or Lakeshore Fire Chief will initiate the notification on behalf of this ERP.

3.1.2 The CEMC and/or Fire Chief may receive authority to initiate the emergency notification system from either of the parties listed in 3.1.3 below when an emergency occurs requiring a coordinated municipal response.

3.1.3 Authority to initiate the municipal emergency notification system shall come from either the:

- **Lakeshore Mayor;** or
- **Lakeshore CAO;** or
- **Lakeshore Fire Chief;** or
- **Essex County O.P.P. Detachment Commander**

3.1.4 The Lakeshore CEMC and/or Fire Chief will be advised of the emergency response level to be adopted (Section 3.2) and any special instructions to be passed along during the Notification Procedure (also see Appendix 1 Notification Contact Procedure).

3.1.5 Upon receipt of the emergency response level and any special instructions the Lakeshore CEMC and/or Fire Chief shall immediately undertake notifications to the emergency response organization as set out in the Notification Procedure (Appendix 1).

3.1.6 When the emergency response organization is set to Enhanced or Full Activation, each participating organization in this plan shall undertake their internal or external notifications indicating the level of activation to be adopted and any special instructions.

#### **3.2 Response Levels and Initial Actions**

The various response levels and the actions required are shown in outline in Table 3.1 and are described below.

**TABLE 3.1: EMERGENCY RESPONSE LEVELS AND INITIAL ACTIONS**

RESPONSE LEVEL	INITIAL ACTIONS (BY MUNICIPALITY)
<p><b>1. ROUTINE MONITORING</b></p>	<ul style="list-style-type: none"> <li>The Lakeshore Mayor, Lakeshore CAO, Lakeshore Director-Community &amp; Development Services, Lakeshore Director of Finance, Lakeshore Director of Engineering &amp; Infrastructure Services Essex County O.P.P. Detachment Commander, Lakeshore Fire Chief/CEMC and the County CEMC will monitor the situation from their normal workplaces or homes. And support as required.</li> </ul>
<p><b>2. ENHANCED ACTIVATION</b></p>	<ul style="list-style-type: none"> <li>The Lakeshore CEMC and/or Lakeshore Fire Chief shall be notified of a <b>ENHANCED Activation</b> by either the Head MECG, Lakeshore CAO, Essex County O.P.P. Detachment Commander or Lakeshore Fire Chief.</li> <li>The Lakeshore CEMC and/or Lakeshore Fire Chief shall then implement the Notification Contact Procedure (Appendix 1).</li> <li>Organizations contacted shall be placed on <u>standby</u> (All individuals should remain available at their offices or homes, as appropriate.)</li> <li>Organizations contacted shall undertake further internal and external notifications placing their contacts on standby.</li> <li>The Municipal Emergency Control Group shall assemble at the Emergency Operation Center to monitor the situation.</li> <li>The organization responsible for the other emergency centres (EIC, Reception/Evacuee Centres) shall ensure that these centres can become fully operational without undue delay. As required.</li> <li>The Lakeshore Fire Chief and Essex County O.P.P. Detachment Commander are authorized to take such actions as are deemed appropriate and necessary to mitigate the effects of an emergency without the Head - MECG having yet declared a state of emergency.</li> </ul>

<p><b>3. FULL ACTIVATION</b></p>	<ul style="list-style-type: none"><li>• The Lakeshore CEMC and/or Lakeshore Fire Chief shall be notified of a <b>FULL Activation</b> by either the Head MECG, Lakeshore CAO, Essex County O.P.P. Detachment Commander or Lakeshore Fire Chief.</li><li>• The Lakeshore CEMC and/or Lakeshore Fire Chief shall then implement the Notification Contact Procedure (Appendix 1).</li><li>• Organizations contacted shall report to their places of duty as appropriate and fully <u>activate</u> their own Emergency Response Plans and procedures.</li><li>• Organizations contacted shall undertake further internal and external notifications informing their contacts of the level of response.</li><li>• The Municipal Emergency Control Group shall assemble at the Emergency Operation Center to monitor the situation or to coordinate the emergency response.</li><li>• Actions ordered by Municipal Emergency Control Group including the set up and staffing of other emergency centres shall be implemented.</li><li>• The Lakeshore Fire Chief and Essex County O.P.P. Detachment Commander are authorized to take such actions as are deemed appropriate and necessary to mitigate the effects of an emergency without the Head - MECG having yet declared a state of emergency.</li></ul>
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## **CHAPTER 3**

### **3.2.1 Routine Monitoring**

**Routine Monitoring** should be implemented when a situation requires continual monitoring by the municipality. A community emergency is not imminent but unforeseen circumstances could result in the situation becoming a threat to the community. Two examples of situations that may require **Routine Monitoring** are the threat of shoreline flooding and an emergency occurring in an adjacent community.

If the response level to be adopted is **Routine Monitoring**, the Lakeshore Fire Chief shall notify the MECG as set out in the Notification Procedure (Appendix 1). The MECG would then monitor the situation from their normal workplaces or homes.

### **3.2.2 Enhanced Activation**

**Enhanced Activation** should be implemented when a situation requires the municipal emergency response organization to be placed on standby. A community emergency is not imminent but the situation has the potential to deteriorate, thus becoming a serious threat to the community. An example of **Enhanced Activation** is an industrial fire that has the potential to be a serious threat to the community.

If the response level to be adopted is **Enhanced Activation**, the Lakeshore Fire Chief shall notify the full emergency response organization as set out in the Notification Procedure (Appendix 1).

The Municipal Response shall consist of:

- Organizations contacted by the Lakeshore CEMC and/ or Fire Chief shall be placed on standby (All individuals should remain available at their offices or homes, as appropriate, unless told otherwise.)
- Organizations contacted by Lakeshore CEMC and/ or Fire Chief shall undertake further internal and external notifications placing their contacts on standby.
- The Municipal Emergency Control Group shall assemble at the Emergency Operation Center to monitor the situation.

- The organization responsible for the other emergency operations centres (EIC, Reception/Evacuee Centres) shall ensure that these centres can become fully operational without undue delay.
- The Lakeshore Fire Chief and the Lakeshore O.P.P. Detachment Commander, are authorized to take such actions as are deemed appropriate and necessary to mitigate the effects of an emergency without the Head – MCEG having yet declared a state of emergency.

### 3.2.3 **Full Activation**

**Full Activation** should be implemented when a situation requires the municipal emergency response organization to be fully activated. A community emergency requiring a controlled and coordinated response has occurred or is imminent.

If the response level to be adopted is **Full Activation**, the Lakeshore Fire Chief shall notify the full emergency response organization as set out in the Notification Procedure (Appendix 1).

The Municipal Response shall consist of:

- Organizations contacted through the Notification Procedure (Appendix 1) shall report to their places of duty and fully activate their own Emergency Response Plans and procedures.
- Organizations contacted through the Notification Procedure (Appendix 1) shall undertake further internal and external notifications informing their contacts of the level of response.
- The Municipal Emergency Control Group shall assemble at the Emergency Operation Center to monitor the situation.
- Actions ordered by the Emergency Operation Center shall be implemented including the set up and staffing of other emergency centres.
- The Lakeshore Fire Chief and the Essex County O.P.P. Detachment Commander, are authorized to take such actions as are deemed appropriate and necessary to mitigate the effects of an emergency without the Head – MCEG having yet declared a state of emergency.

### **3.3 Public Alerting**

- 3.3.1 The emergency public alerting system is the system used to warn the public that an emergency exists within the community or that some action is required on their part. The emergency public alerting system is comprised of police vehicles equipped with sirens, public address systems, door to door notifications, mail outs/ pamphlets, local media, Town of Lakeshore Web Page, and the 211 info line.
- 3.3.2 Authority to initiate the emergency public alerting system shall come from either the:
- **Mayor of Lakeshore ; or**
  - **CAO of Lakeshore ; or**
  - **Lakeshore Fire Chief; or**
  - **Essex County O.P.P. Detachment Commander**
- 3.3.3 Either the Lakeshore O.P.P. Detachment Commander or the Lakeshore Fire Chief shall arrange for public alerting using Police.
- 3.3.4 Generally, the public alerting system will only be used when there is an urgent need to shelter people, warn the residents of a specific area, or to order a protective action. Public alerting may be ordered for the whole Town or any part thereof.
- 3.3.5 The Lakeshore O.P.P shall be responsible for carrying out public alerting when this action has been ordered.
- 3.3.6 Whenever the public alerting system is initiated, the Municipal Emergency Control Group shall request that the Designated Media (Refer to Chapter 6) broadcast an appropriate notification message immediately afterwards.
- 3.3.7 Residents will be expected to tune in, when so alerted, to a Radio/TV station appointed as Designated Media to listen for information and instructions.

## **CHAPTER 4**

### **EMERGENCY OPERATIONS**

#### **4.1 General**

4.1.1 This chapter provides guidance on specific actions which may be required during an emergency and on the conduct of business in the EOC.

#### **4.2 Overview of Operations**

4.2.1 The municipality will become aware of an emergency situation or potential emergency situation typically through a first response agency (the Lakeshore O.P.P., Fire, or Ambulance). Should the emergency situation require a co-ordinated municipal response, the Essex County O.P.P. Detachment Commander or the Lakeshore Fire Chief are authorized to select an emergency response level (Chapter 3) and have a notification undertaken.

4.2.2 The Essex County O.P.P. Detachment Commander or the Lakeshore Fire Chief can at any time direct that a change be made in the response level that is in effect and undertake a new notification.

4.2.3 The Essex County O.P.P. Detachment Commander and the Lakeshore Fire Chief are authorized to implement measures under this ERP where such action is considered necessary, even though a declaration of emergency has not yet been made.

4.2.4 Should the municipal response selected be **Enhanced Activation** or **Full Activation**, the Municipal Emergency Control Group will assemble at the EOC to coordinate emergency operations. Upon arrival, they shall review the following Immediate Actions listed in 4.3 below and, if applicable, implement them.

4.2.4 Any actions required by the Municipal Emergency Control Group to mitigate the effects of the emergency shall be forwarded to the agency so directed.

#### **4.3 Immediate Actions**

- Consider activating the emergency public alerting system if there is an urgent need to warn the public or shelter them (Section 3.3).

- ❑ Determine the need for, and if necessary, appoint an Emergency Site Manager.
- ❑ Determine the status and extent of the emergency. Determine who will be affected and the implications. Plot the extent on maps and record status on the major events log.
- ❑ Declare an emergency, if appropriate (see Section 4.5).
- ❑ Consider setting up and staffing Reception/Evacuee Centres, and/or a Emergency Information Centre to support emergency operations.
- ❑ Establish an Operation Cycle and meeting procedure which allows for regular, coordinated, and definitive decision making (see Section 4.4).
- ❑ Direct the Emergency Information Officer to prepare a media statement on the status of the emergency and actions being undertaken by the municipality.
- ❑ Keep organizations outside the EOC apprised of the emergency situation.
- ❑ Consider the possibility of assembling a Disaster Recovery Committee to determine whether a Disaster Declaration should be made by Town Council (see Chapter 5).
- ❑ Start focusing on long-term concerns - 'Don't manage the site.'

#### **4.4 Operations Cycle and Meeting Procedures**

- 4.4.1 Members of the MECG will meet at regular intervals to inform each other of actions taken and problems encountered. Frequency of the meetings and agenda items will be established by the Operations Officer.
- 4.4.2 Meetings will be kept as brief as possible to allow members to carry out their individual responsibilities.
- 4.4.3 Maps and status boards will be prominently displayed and kept up to date by the Operations Officer using WebEOC, GIS and any other technologies as appropriate.

- 4.4.4 At the first appropriate opportunity following assembly, the MECG shall hold a meeting chaired by the Head - MECG. The following members of the MECG will each provide a situation report: the Lakeshore O.P.P. Detachment Commander, the Lakeshore Fire Chief, the Essex-Windsor EMS representative, and other specialized agencies as required. (The situation reports will be used by the MECG to paint a fuller picture of the emergency including: the nature and extent of the emergency; number of casualties; resources deployed; health hazards; any special factors or conditions such as weather which will bear on the emergency situation; prognosis; and any recommended measures.)
- 4.4.5 The MECG shall then decide on the actions which must be implemented to deal with the emergency (including any listed in Section 4.3). All members of the MECG shall implement these measures, as appropriate.

#### **4.5 Declaration of an Emergency by Head - MECG**

- 4.5.1 The Head - MECG or his/her alternate is responsible for declaring that an emergency exists within the municipality. This decision should be made in consultation with other members of the MECG. A declaration of municipal emergency guide and forms are found in Appendix 5.
- 4.5.2 Upon declaration of an emergency, the Head - MECG or his/her alternate shall notify:
- (a) the Minister of Community Safety & Correctional Services through Emergency Management Ontario:  
  
**24/7: 1 866 314-0472**  
**Fax Number 1 416 314-0474**  
**OPP Duty Officer GHQ Orillia: 1 888 310-1122**  
**1 705 329-6950**  
(if no answer at EMO)
  - (b) members of municipal Council;
  - (c) the CAO of the County of Essex;
  - (d) the public through the media.
- 4.5.3 The municipality will also notify Emergency Management Ontario if

the **potential** for a community emergency exists.

#### **4.6 Termination of Declaration of an Emergency**

4.6.1 A community emergency may be declared terminated at any time by:

- (a) the Head - MECG or alternate;
- (b) the Town Council;
- (c) the Premier of Ontario.

4.6.2 In the event of such a declaration, the Head - MECG or his/her alternate shall notify:

- (a) the Minister of Community Safety & Correctional Services through Emergency Management Ontario:

**24/7: 1 866 314-0472**

**Fax Number 1 416 314-0474**

**OPP Duty Officer GHQ Orillia: 1 888 310-1122  
1 705 329-6950**

- (b) members of Town Council;
- (c) the CAO of the County of Essex;
- (d) the public through the media.

#### **4.7 Requests for Assistance**

4.7.1 When the resources of the Town of Lakeshore are deemed insufficient to cope with the emergency, the Head - MECG may request assistance from the County of Essex or surrounding municipalities. This is not a request for the County or any other municipality to assume control.

4.7.2 Assistance from the County of Essex should be requested through the County CEMC when present in the EOC and through the County CAO or alternate when the planner is not present. Assistance from surrounding municipalities should be requested through the specific municipality's head of council or appropriate administrative staff, CAO, Police or Fire.

4.7.3 Assistance may also be requested from the Province of Ontario at anytime without loss of control. This assistance may involve:

- Sending a provincial liaison team to the community to provide advice and assistance; and,
- Co-ordinating assistance from other provincial ministries and the federal government. [Note: Federal assistance must be obtained through the Province.] Provincial assistance may be obtained by contacting Emergency Management Ontario:

**24/7:** 1 866 314-0472

**OPP Duty Officer after hours at:** 1 888 310-1122

1 705 329-6950

4.7.4 If a community emergency is declared, the MECG will request that a Provincial representative join the MECG.

4.7.5 As a part of a Lakeshore Enhanced or Full Activation, the County CEMC is requested to assist the Town of Lakeshore as long as other Municipalities have not also activated their Emergency Response Plan that could require the County CEMC to remain at the County EOC.

#### **4.8 County of Essex Emergency Response Plan**

4.8.1 Where assistance is requested from the County of Essex or an emergency involves more than one municipality, the County of Essex Emergency Response Plan may be **activated**.

4.8.2 In the event the County of Essex Emergency Response Plan is **activated** for an emergency crossing municipal boundaries, those members of the MECG with regional duties on the County Control Group (including the County CEMC, the Medical Officer of Health, the school board representatives, and the Social Services Administrator) will direct operations from the County Emergency Operations Centre, or the Municipal EOC in which they were first located.

4.8.3 Under the scenario in Section 4.8.2, the County Control Group would provide assistance to all of the affected municipalities including the Town of Lakeshore. A communication link would be maintained between the Lakeshore MECG and the County Control Group to facilitate a co-ordinated response and assistance.

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## **CHAPTER 5**

### **RECOVERY PLAN**

#### **5.1 General**

- 5.1.1 Once the urgent part of the emergency is over, community officials must shift the focus to dealing with the longer term effects of the accident/event while at the same time attempting to restore conditions to normal. This part of the emergency is known as the 'recovery phase.'
- 5.1.2 The MECG will determine when the emergency has entered the recovery phase. Normally, the emergency at that point would not constitute an actual or imminent threat to people and property requiring an immediate response.
- 5.1.3 To facilitate a smooth change-over to the recovery phase, the MECG will deal with all matters related to recovery until such time as a change is formally made in the response structure (see Section 5.2 below).
- 5.1.4 Operations and the sequence of their implementation during the recovery phase will depend greatly on the nature of the accident/event that caused the emergency and its progression. An emergency declaration may or may not still be in place when recovery operations begin.

#### **5.2 Organization**

- 5.2.1 At the commencement of the recovery phase, the required municipal emergency response organization including the MECG shall remain in place. Over time, the MECG may close certain emergency operations centres or operate with reduced staff.
- 5.2.2 Following a smooth transition to the recovery phase, the MECG may pass the responsibility for further operations in connection with the emergency to a Recovery Committee.
- 5.2.3 The Recovery Committee may comprise of the:

Mayor, Town of Lakeshore  
Chief Administrative Officer, Town of Lakeshore  
Essex County OPP  
Fire Chief, Town of Lakeshore  
Director of Finance & Performance, Town of Lakeshore

CEMC, Town of Lakeshore  
Director-Engineering & Infrastructure Services, Town of Lakeshore  
Emergency Information Officer, Town of Lakeshore  
Administrator, City of Windsor Social and Family Services  
Medical Officer of Health  
County Emergency Management Coordinator

(The Coordinator will be selected from the above group)

- 5.2.4 Additional positions may be added to the Recovery Committee to provide expert advice and/or assistance.
- 5.2.5 Sub-committees may be struck to deal with specific areas of concern or issues. In particular, the Recovery Committee may wish to set up sub-committees on Human Needs, Infrastructure, and Finance.

### **5.3 Development of a Recovery Strategy**

- 5.3.1 During its initial and subsequent meetings, the Recovery Committee should develop a strategy including goals and a timeline for the recovery process. This strategy, which will be used to guide the work of the Recovery Committee, should incorporate any community needs that have been identified and any tasks identified through a review of the Committee's responsibilities identified in Section 5.4.
- 5.3.2 The Recovery Committee will report to Town Council on a regular basis to keep them informed on the status of the recovery process and on any recommended expenditures.
- 5.3.3 The Recovery Committee should periodically adjust its strategy and work plan to reflect the progress made towards full recovery or to reflect changing or evolving concerns.

### **5.4 Committee Responsibilities during the Recovery Phase**

- 5.4.1 The following major responsibilities should be undertaken by the Recovery Committee:
- Ensure that the essential services and utilities (e.g. hydro/water/sewer/gas/telephone) are returned to service as soon as possible.
  - Ensure that public works including roads, bridges, traffic lights, signs etc. are replaced or returned to a useable

state.

- Ensure that structures and buildings within the community are in a safe condition, and if necessary, ensure that remedial action is taken to rectify any unsafe conditions.
- Ensure the appropriate removal and disposal of debris.
- Ensure that health standards are met throughout the community.
- Provide assistance in the relocation and establishment of temporary housing for affected persons.
- Conduct a needs assessment to determine the individual needs of residents and to determine the best method/forum for meeting those needs. This assessment should include ensuring that the needs of 'special populations' such as children, the elderly, and handicapped are met.
- Oversee the provision of community counselling sessions.
- Request funding from other levels of government.
- Ensure that information on activities being undertaken by the municipality and that information on household recovery be disseminated to the public. This should be co-ordinated through the Emergency Information Officer.
- Damage Assessment Report (and approximate cost of damage)

## **5.5 Disaster Relief Assistance and Disaster Declarations**

### **5.5.1 Declaration of a Disaster**

A declaration of disaster is usually declared by a municipality or a County on behalf of municipalities in order to potentially receive disaster relief assistance from the Province regarding damage inflicted upon the community. Should the damage be of a significant amount the federal government may also become involved to provide financial assistance.

Once a Disaster Declaration has been made by the municipality or County, the request is sent to the Province and the Province reviews the request to determine whether they will provide assistance, and if so in what proportion.

#### **5.5.2 Different Types of Disaster Relief Assistance:**

1. The community can declare a disaster and request for the Province to declare the community a disaster area in order to receive Provincial funding assistance regarding damage to public infrastructure.
2. The community can also declare a disaster and request for the Province to declare the community a disaster area for the purposes of the Ontario Disaster Relief Assistance Program (ODRAP). The ODRAP is intended to alleviate the hardship suffered by private homeowners, farming and small business enterprises whose essential property has been damaged in a natural calamity such as a severe windstorm, flood or forest fire. No assistance is available under this program to cover damages to public property, or to privately owned non-essential property. The lead ministry for this program is Municipal Affairs & Housing.
3. The community can also request their local federal Minister of Parliament to inquire as to whether federal financial assistance can be received. Usually the federal government provides financial assistance if it is large scale disaster affecting the majority of community and usually the federal financial assistance is acquired through the Province. Exceptions are made however and in situations like the 1998 Ice Storm, the federal government provided some financial assistance early in the process.

**(For information regarding Damage Assessment Reports and steps involved in “Declaring a Disaster” see Appendix 12.)**

## **CHAPTER 6**

### **PUBLIC DIRECTION AND EMERGENCY INFORMATION**

#### **6.1 General**

- 6.1.1 This section outlines how public direction, emergency information, and citizen enquiry services are to be provided during an emergency.
- 6.1.2 Public direction refers to directions that are broadcast to the public on **measures that should be taken immediately** to ensure their safety and welfare during an emergency. These directions are issued in the form of Public Action Directives (PADs).
- 6.1.3 Emergency information refers to information related to the emergency that would be of interest to the media and to the public.
- 6.1.4 Citizen Enquiry Services involves responding directly to individual requests from the public for information.

#### **6.2 Overview of Operations**

- 6.2.1 If the emergency response organization is set to ***Enhanced*** or ***Full Activation***, the Emergency Information Officer (EIO) or alternate will join the MECG at the Emergency Operation Center. Public direction and **emergency information will be released directly from the EOC at the start of an emergency**. This will be done by the Emergency Information Officer under the direction of the Head of the MECG.
- 6.2.2 If the emergency is of sufficient magnitude and duration, the Emergency Information Officer may be directed by the MECG to establish a **Emergency Information Centre**. If an Emergency Information Centre is established, it would undertake to issue PADs and emergency information; provide citizen enquiry services; and undertake other functions listed in Section 6.5. This Emergency Information Centre would utilize the location, infrastructure and general procedures established for the Joint Information Centre.
- 6.2.3 Once the Emergency Information Centre has been established, the local emergency information effort will be co-ordinated through this centre.

### **6.3 Organization**

- 6.3.1 The Emergency Information Officer (Director-Community & Development Services) **shall operate under the direction of the Head - MECG**. The Head - MECG shall approve all PADs and media releases before issue.
- 6.3.2 The Emergency Information Centre and other staff appointed to assist with emergency information shall operate under the direction of the Emergency Information Officer. The EIO shall remain in constant contact with the Head - MECG to facilitate an exchange of information between the two centres.
- 6.3.3 During the progression of the emergency, it may become necessary to appoint both **on-scene and Reception Centre media information officers**. The appointment of these representatives shall be approved by the MECG and shall operate under the general direction of the EIO to ensure a co-ordinated media effort.
- 6.3.4 A **Citizen Enquiry Supervisor may be appointed** to co-ordinate responses to individual requests for emergency information. This supervisor shall operate under the direction of the Emergency Information Officer.
- 6.3.3 The Head - MECG is hereby authorized under this ERP to act as the spokesperson for the emergency response organization at the commencement of an emergency. **Other media information officers may be appointed during** progression of the emergency by the MECG (including the EIO).
- 6.3.4 **OPP media relations** specialists may join the EIC to assist with the media effort.

### **6.4 Designated Media**

- 6.4.1 Radio, Print and television stations have been identified in the Town of Lakeshore Emergency Plan as 'Designated Media. These media would also be utilized during a 'non-nuclear' emergency to issue PADs, if necessary. (The EIO shall maintain a updated contact list for all media in the region)

## **6.5 Emergency Information Centre (EIC)**

6.5.1 The Emergency Information Centre is a municipal facility set up when so ordered by the MECG. Its role is to provide a central outlet for the timely dissemination of emergency information to the media and the public in a direct and forthright manner.

6.5.2 The Emergency Information Centre, if established, shall perform the following functions:

- (a) Issue PADs and news releases (following approval by the Head - MECG) to the media and provide information to media representatives present at the EIC on the municipal response to the emergency;
- (b) Identify rumours and counter them.
- (c) Assist journalists working in the area.
- (d) Monitor the Public Action Directives (PADs) being broadcast, and ensure that they are being correctly transmitted to the public.
- (e) Set up public inquiry lines to assist the public seeking emergency information.
- (f) Liaise with other levels of government, stakeholders, and agencies to keep them informed.
- (g) Keep the Head - MECG informed on media and public perceptions and reactions. Advise on remedial action, as necessary.
- (h) Provide updates to 211 services

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## **CHAPTER 7**

### **PLAN MAINTENANCE, REVISION, AND TESTING**

#### **7.1 Plan Maintenance and Revision**

- 7.1.1 The Town of Lakeshore Emergency Response Plan will be maintained and distributed by the Town of Lakeshore.
- 7.1.2 This ERP will be reviewed annually and, where necessary, revised by a meeting of the Lakeshore Emergency Preparedness Committee (See Appendix 13).
- 7.1.3 Each time this ERP is revised, it must be forwarded to Town Council for approval. However, revisions to the schedules and minor administrative changes can be made without submitting the plan to Council each time.
- 7.1.4 It is the responsibility of each person, agency, service or department named within this Emergency Response Plan to notify the Town of Lakeshore CEMC or designate with any revisions to the appendices or administrative changes.

#### **7.2 Testing of the Plan**

- 7.2.1 An exercise will be conducted on an annual basis for the MECG. The Town of Lakeshore Emergency Preparedness Committee is responsible for preparing conducting and evaluating the exercise.

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## **CHAPTER 8**

### **CONFIDENTIAL INFORMATION**

**8.1 Contact Numbers**

**8.2 EOC Furniture, Phone & Computer Arrangement**

**8.3 Hazard Identification and Risk Analysis**

**8.3 Critical Infrastructure**

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## **APPENDIX 1**

### **Annex A**

#### **NOTIFICATION PROCEDURE**

The type and magnitude of an emergency will determine the Response Level as well as the number of agencies and participants required at the EOC. This procedure has been developed to allow the basic MECG to determine what additional agencies and participants will be notified under the Enhanced and Full Activation responses. This ensures flexibility to provide Standby or Attend EOC orders as well as the choice not to notify.

Once the Lakeshore CEMC and/or Lakeshore Fire Chief have been authorized by the:

- Lakeshore Mayor; or
- Lakeshore CAO; or
- Lakeshore Fire Chief; or
- Essex County OPP Detachment Commander

They will initiate the Notification Procedure by notifying the **MECG** members;

- Lakeshore Mayor
- Essex County OPP Detachment Commander
- Lakeshore Fire Chief
- Lakeshore CAO- Notifies (Executive Assistant & IT Manager)
- Lakeshore CEMC
- Lakeshore Director-Community Development Services (EIO)
- Lakeshore Director of Engineering and Infrastructure Services
- Lakeshore Director of Finance
- County CEMC

The MECG would be advised that:

A) The **Routine Monitoring** response level is in effect. A brief description of the event will be relayed advising them to monitor the situation from their normal workplaces or homes. See Chapter 8 for Contact Numbers.

OR

B) The **Enhanced Activation OR Full Activation** response level is in effect. A brief description of the event will be relayed advising them to attend the EOC. No other agencies will be notified until the MECG (whoever is available in a reasonable amount of time) can determine what other agencies should be notified. A caller (determined by the Operations Manager) is then assigned and provided a brief to notify those other agencies. See Chapter 8 for Contact Numbers.

## **APPENDIX 1**

### **Annex B**

#### **Notification Contact Procedure**

When the Lakeshore CEMC and/ or Lakeshore Fire Chief have been authorized to make notifications, a brief of the event must be developed to ensure a consistent, accurate message is relayed to the participants. The brief shall include the following information as applicable to the level of activation:

- Caller's Name
- Date & Time the event occurred
- The nature of the event and its location (may affect travel to EOC)
- The Response Level (Routine or Enhanced or Full)
- Whether to monitor the situation or report to the EOC (state location)
- If available, a contact number they can call for info

The briefing info shall be documented with the “**Notification Brief**” form on the back of the “**Notification of Personnel Tracking**” form. The MECG members will be called in the order shown using the Contact Numbers in Chapter 8:

- Lakeshore Mayor
- Essex County OPP Detachment Commander
- Lakeshore Fire Chief/CEMC
- Lakeshore CAO
- Lakeshore Director-Community Development Services
- Lakeshore Director of Engineering and Infrastructure Services
- Lakeshore Director of Finance
- County CEMC

Each phone number will be called for the Primary contacts leaving a voicemail with each number (when applicable) until a live contact is made. Record the name of the individual, number and time called. If no live contact with the primary person, then move to the alternate and repeat the process.

Once the MECG has convened at the EOC under the Enhanced and Full Activation Response Levels, they will determine which agencies should be notified and what status (monitor or attend EOC) should be assigned.

The Operation Manager will then arrange for someone to call the identified agencies communicating similar criteria as identified above and following the primary/ alternate contacts. Each person, phone number called, time and whether message or live contact will be documented.

## **APPENDIX 2**

### **EMERGENCY CENTRES**

1. **EMERGENCY OPERATION CENTER**

**Primary:** Lakeshore Municipal Building  
419 Notre Dame Street Belle River Ontario

**Alternate** County of Essex Civic Centre  
360 Fairview Ave Essex Ontario

2. **EMERGENCY INFORMATION CENTRE**

**Primary:** Atlas Tube Centre  
447 Renaud Line  
Belle River, Ontario

**Alternate:** Libro Community Centre  
1925 South Middle Rd  
Woodslee, Ontario

3. **RECEPTION/EVACUEE CENTRES**

Centre will be announced by City of Windsor Social Services

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## **APPENDIX 3**

### **RESPONSIBILITIES**

The responsibilities of various Municipal Emergency Control Group members and organizations are shown as follows:

#### Individual Responsibilities

- Annex A - Head - Municipal Emergency Control Group**
- Annex B - All members - Municipal Emergency Control Group**
- Annex C - Operations Officer - Municipal Emergency Control Group**
- Annex D - Community Emergency Management Co-ordinator**
- Annex E - Emergency Information Officer**

#### Organization Responsibilities

- Annex F - County of Essex**
- Annex G - Town of Lakeshore**
- Annex H - Windsor-Essex County Health Unit**
- Annex I - Windsor Social Services Dept.**
- Annex J - Greater Essex County District School Board**
- Annex K - Windsor-Essex Catholic District School Board**
- Annex L - Lakeshore O.P.P.**
- Annex M - Lakeshore Fire Dept.**
- Annex N - Essex-Windsor EMS**
- Annex O - Amateur Radio Emergency Service**
- Annex P - Le Conseil Scolaire De District Des Ecoles Catholiques DuSudOuest**

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## **ANNEX A TO APPENDIX 3**

### **RESPONSIBILITIES OF THE HEAD - MCEG**

The Head - MCEG, or alternate, shall be responsible for the efficient implementation of the ERP and an effective municipal response to the emergency. In discharging this responsibility, the Head - MCEG shall carry out the following specific functions:

- (a) Ensure that the proper level of municipal response has been initiated when notified of the response level to be adopted. **(Chapter 3)**.
- (b) Ensure that the activation of the public alerting system has been carried out if this measure is required **(Chapter 6)**.
- (c) Declare that an emergency exists in the municipality, if appropriate. (The Ministry of Community Safety and Correctional Services through Emergency Management Ontario must be notified when such a declaration or termination is made.) Use “Guidelines & Checklist in Consideration of a Declaration of an Emergency” document **(Appendix 5)**.
- (d) Attend MCEG updates.
- (e) Provide direction to the Emergency Information Officer.
- (f) Act as a municipal spokesperson to the media and the public, if necessary.
- (g) If necessary, order the implementation of any action recommended by the MCEG to mitigate the effects of the emergency and ensure that such actions are implemented in a co-ordinated manner.
- (h) Keep members of Town Council informed of the status of the emergency and actions being undertaken.

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## **ANNEX B TO APPENDIX 3**

### **RESPONSIBILITIES OF ALL MEMBERS - MECG**

Members of the MECG, or their alternates, shall carry out the following functions:

- (a) Record your name and time of attendance on the Personnel Roster inside the EOC.
- (b) Advise and assist the Head - MECG and other members of the MECG in carrying out their functions. In particular, individual members should be prepared to advise on matters related to their areas of responsibility or expertise.
- (c) Call-out and mobilize the organization under their jurisdiction when the emergency response organization is fully activated.
- (d) Direct the organization under their jurisdiction to undertake any actions necessary for the mitigation of the emergency provided they are not contrary to law.
- (e) Advise the Head MECG as to whether a declaration of an emergency is necessary.
- (f) Advise the Head MECG on the need to designate all or part of the Town as an emergency area.
- (g) Determine the need to appoint an Emergency Site Manager for any emergency requiring it.
- (h) Order, co-ordinate and oversee the evacuation of inhabitants considered to be in danger.
- (i) Discontinue utilities or services provided by public or private concerns, i.e. hydro, water, gas, closing down a shopping plaza/mall.
- (j) Remain informed about the situation and the actions of their respective organizations, and share this information with the rest of the MECG.
- (k) Keep their respective organizations informed about decisions taken or actions ordered by the MECG.

- (l) Determine if additional volunteers are required and if appeals for volunteers are warranted.
- (m) Determine if additional transport is required for evacuation or transport of persons and/or supplies.
- (m) Determine if the composition of the Municipal Emergency Control Group is appropriate.
- (n) Arrange for required services and equipment from local agencies not under municipal control i.e. private contractors, volunteer agencies, service clubs, etc.
- (o) Authorize the expenditure of money required to deal with the emergency.
- (p) Ensure that pertinent information regarding the event is promptly forwarded to the Emergency Information Officer for dissemination to the media and public through the Head MCEG.
- (q) Review the impact of the emergency on the community to determine if the Recovery Plan (Chapter 5) needs to be implemented.
- (r) Consider the emotional needs of the citizens affected by the event and arrange Critical Incident Stress Management for the public safety personnel.
- (s) Within 2 weeks of the event, each department/ agency represented in the EOC will prepare a report on their organization's response/ performance. This will be submitted to the Lakeshore CEMC.
- (t) After receipt of all the participating agencies response/ performance reports, the Lakeshore CEMC will develop an overview of the presentation to the Lakeshore Council.
- (u) Determine the need to establish advisory group(s) and/or sub-committees.
- (v) Maintain a log of decisions made and actions taken during the emergency response.

## ANNEX C TO APPENDIX 3

### RESPONSIBILITIES OF THE OPERATIONS OFFICER - MECG

The Operations Officer - MECG, or alternate, is responsible for the efficient functioning of the Emergency Operation Center and shall perform the following functions:

- (a) Ensure that the Emergency Operation Center and all its equipment, facilities, supplies, maps, status boards, telecommunications, etc. are maintained in a suitable state of readiness, so that the Emergency Operation Center can be activated on short notice at any time.
- (b) Chair frequent updates of the MECG to ensure a controlled and co-ordinated response.
- (c) Monitor the implementation of the ERP, and, where necessary, issue directions to ensure actions have been carried out..
- (d) Where necessary order the implementation of any action recommended by the MECG to mitigate the effects of the emergency and ensure that such actions are implemented in a co-ordinated manner.
- (e) Designate the support staff required for the Emergency Operation Center and ensure that arrangements for calling them in at short notice are in place.
- (f) When the emergency response organization is at the level of ***Enhanced Activation or Full Activation***, proceed immediately to the Emergency Operation Center and set it up so that it is ready for operation. Call out support staff if necessary.
- (g) Make available and supervise administrative and clerical support for the Emergency Operation Center when it is functioning, e.g., typing, map and board marking, provision of office supplies, meals, coffee etc.
- (h) Designate a scribe (Administrative Assistant, Clerk or Deputy Clerk) to sit beside the mayor during business cycle meetings to document updates from the agencies.
- (i) Ensure the availability and functioning of Emergency Operations Centre telecommunications, and maintain liaison with the telephone company and the local amateur radio organizations.

- (j) Maintain, or have maintained, a log of major events, and files of all incoming and outgoing messages.
- (k) Ensure that all incoming written/photocopied/radio messages are directed to the appropriate person in the MCEG, and check that necessary action is taken. Collect all those messages for post incident review.
- (l) Assist the Head MCEG in his/her functions.

## **ANNEX D TO APPENDIX 3**

### **RESPONSIBILITIES OF THE COMMUNITY EMERGENCY MANAGEMENT COORDINATOR**

This position will be filled by the Deputy Fire Chief or alternate. The CEMC is responsible for ensuring that the ERP is implemented as required and that the members of the MECG are performing the duties and functions as specified. The CEMC shall carry out the following functions:

- (a) Contact the County CEMC and request their involvement and assistance in the Lakeshore Emergency Operation Center, if necessary.
- (b) Remain informed about the emergency situation and the actions of the individual organizations.
- (c) Advise the Operation Officer and other MECG members on the details of the Emergency Response Plan and its procedures to assist them in carrying out their functions.
- (d) Assist the MECG in implementing an Operation Cycle which allows for regular, coordinated, and definitive decision-making.
- (e) Act as a link to the County emergency measures organization and County resources if the County CEMC is not present in the EOC.
- (f) Maintain a log of decisions made and actions taken during the emergency response.
- (g) Maintain up-to-date notification lists covering the Basic Notification Chart in Section 8.3. These lists shall be updated every 12 months.
- (h) Set up the EOC for the Town of Lakeshore upon being notified by either the Fire Chief, O.P.P. Representative, Mayor or C.A.O. of the need to activate EOC.
- (i) Prepare a report about the event for council. This will be completed after receiving reports from the agencies involved. See items (s) and (t) of Responsibilities All Members.

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## **ANNEX E TO APPENDIX 3**

### **RESPONSIBILITIES OF THE EMERGENCY INFORMATION OFFICER**

The Emergency Information Officer (EIO), or alternate, assists the Head - MCEG in providing public direction and in disseminating emergency information to the public and the media. He/She shall perform the following functions:

- (a) Assist the MCEG in providing public direction on the measures that should be taken by the public to ensure their safety and welfare.
- (b) Disseminate news and information to the media and the public regarding the emergency situation and the Town's involvement under the Direction of the Head - MCEG.
- (c) Establish a Emergency Information Centre (See Section 2.5) at the request of the MCEG and provide direction to the personnel assembled at the Centre. This responsibility shall include overseeing the activities of the Citizen Inquiry Supervisor.
- (c) Prepare news releases and public announcements for approval by the Head –MCEG (See Appendix 7)
- (d) Monitor & Evaluate the news agency broadcasts for accuracy & correctness. Initiate corrective action statement as required.

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## **ANNEX F TO APPENDIX 3**

### **RESPONSIBILITIES OF THE COUNTY OF ESSEX**

The County of Essex shall:

- (1) Be prepared, during an emergency, to deploy County resources to assist the Town of Lakeshore or other municipalities, at their request or at the direction of the Province.
- (2) Direct the designated County representative (County CEMC) or alternate to report to the Emergency Operation Center to participate and assist the Lakeshore CEMC during an emergency.
- (3) Be prepared to implement the County of Essex Emergency Response Plan during the emergency to ensure a co-ordinated County response.
- (4) Provide to the Town of Lakeshore, assistance and support regarding emergency co-ordination services through the County Emergency Management Coordinator.

The County CEMC, or alternate, shall:

- (1) Ensure that a County representative and alternate are designated to participate and assist the Lakeshore CEMC and the Municipal Emergency Control Group.
- (2) Regularly assists the Town of Lakeshore with the review of this ERP and the associated procedures to ensure that they are up-to-date and in conformity with generally accepted emergency management practices.
- (3) Assist the Town of Lakeshore with ensuring that staff required for the EOC is nominated, with their alternates and relief and that suitable arrangements are in place for them.
- (4) Assist the Town of Lakeshore with ensuring that the participating organizations (including the County) have plans, procedures, and internal notification procedures in place that are updated regularly.

- (5) Assist in, participate and attend the meetings of the Lakeshore Emergency Preparedness Committee and ensure that the decisions taken are implemented by the appropriate organizations.
- (6) Organize and assist with the coordination of municipal training and exercises.

## **ANNEX G TO APPENDIX 3**

### **RESPONSIBILITIES OF THE TOWN OF LAKESHORE**

The Town of Lakeshore shall:

- (1) Ensure that a high level of emergency preparedness and coordination is maintained at all times. This shall include overseeing the work and activities of the Lakeshore Emergency Preparedness Committee.
- (2) Ensure that an Operations Officer and a Emergency Information Officer as well as their alternates are designated and trained.
- (3) Ensure that support staff and alternates to assist in the operation of the Emergency Operation Center have been designated and trained.
- (4) Ensure that special care facilities within the Town of Lakeshore have plans/procedures in place to carry out sheltering evacuation of staff and residents.
- (5) Ensure that appropriate plans/procedures for carrying out their assigned tasks are in place.
- (6) Ensure that internal notification lists are maintained and regularly updated.
- (7) Ensure that all personnel with duties under this ERP are trained and that appropriate personnel participate in drills and exercises.
- (8) Direct the municipal corporation or any part thereof to fully implement measures ordered by the MECG to mitigate the effects of an emergency.

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## **ANNEX H TO APPENDIX 3**

### **RESPONSIBILITIES OF THE WINDSOR-ESSEX COUNTY HEALTH UNIT**

The Windsor-Essex County Medical Officer of Health shall:

- (1) Advise the MECG on public health and medical matters.
- (2) Provide staff, materials, supplies and equipment, for emergency purposes as requested.
- (3) Provide special instructions to the public on health matters with the assistance of the Emergency Information Officer.
- (4) Co-ordinate the response to disease-related emergencies or anticipated emergencies, such as epidemics.
- (5) Assist in the co-ordination of care for bedridden, disabled or convalescing citizens at home and/or in evacuation centres during an emergency;
- (6) Liaise with private agencies as required for augmenting and co-ordinating public health resources.
- (7) Liaise with the Provincial Ministry of Health, Public Health Branch.
- (8) Advise the Town of their responsibility regarding the need for potable water supplies and sanitation facilities.
- (9) Ensure that arrangements are in place to establish a public health team at any Reception/Evacuee Centre set up. This team shall assist the Centre Manager in public health matters.
- (10) Ensure that an alternate for the Municipal Emergency Control Group has been designated and trained.
- (11) Ensure that appropriate plans/procedures for carrying out assigned tasks are in place.
- (12) Ensure that internal notification lists are maintained and regularly updated.
- (13) Ensure that all personnel with duties under this ERP are trained and that appropriate personnel participate in drills and exercises.

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## **ANNEX I TO APPENDIX 3**

### **RESPONSIBILITIES OF THE WINDSOR SOCIAL SERVICES DEPARTMENT**

The Commissioner shall:

- (1) Advise the MCEG on social service matters.
- (2) Provide staff, materials, supplies and equipment, for emergency purposes as requested.
- (3) Provide special instructions to the public on reception centre or other matters with the assistance of the Emergency Information Officer.
- (4) Ensure the well-being of residents who have been displaced from their homes by arranging emergency welfare services.
- (5) Supervise the opening and operation of temporary and/or long term evacuee centres, and ensure the same are adequately staffed.
- (6) Liaise with the police chiefs/detachment commanders with respect to the pre-designation of reception/evacuee centres which can be opened on short notice.
- (7) Ensure that a representative of the Greater Essex County District School Board and/or the Windsor-Essex Catholic District School Board and/or Le Conseil Scolaire De District Des Ecoles Catholiques Du Sud Ouest are notified when their facilities are required.
- (8) Liaise with public and private nursing/care homes in the County as required.
- (9) Liaise with the Provincial Ministry of Community and Social Services.
- (10) Liaise with the MOH on areas of mutual concern during the operation of the Reception/Evacuee Centres.
- (11) Ensure that appropriate plans and procedures are in place for carrying out the Department's tasks and responsibilities. These plans and procedures shall detail how emergency

welfare services (lodging, food, registration and enquiry, clothing, and personal services (i.e. critical incident stress debriefing)) are to be provided to emergency evacuees.

- (12) Ensure that plans establish a Social Services emergency response plan and organization able to effectively staff a Reception/Evacuee Centres. This emergency response organization shall include a Centre Manager, Supervisors for the various services, and a Emergency Operation Center representative. Alternates shall be established for each position.
- (13) Ensure that plans identify possible Reception/Evacuee centres located throughout the County.
- (14) Ensure that assistance from volunteer organizations and the local staff of the Ministry of Community and Social Services is available.
- (15) Ensure that internal and external notification lists are maintained and regularly updated.
- (16) Ensure that all personnel with responsibilities under this ERP are trained and that appropriate personnel participate in drills and exercises.

## **ANNEX J TO APPENDIX 3**

### **RESPONSIBILITIES OF THE GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD**

The Board shall:

- (1) Ensure that all schools in the Town of Lakeshore have evacuation plans, and that there is sufficient transportation available to carry these out.
- (2) Ensure that schools in the County maintain a record of students who live in the Town of Lakeshore. These students shall not be allowed to return home if sheltering or evacuation has been ordered in their response areas. Arrangements shall be made to care for these students until they are collected by a parent or guardian, or re-united with them.
- (3) Ensure that arrangements are made to make available at short notice the accommodation required in their schools for Reception/Evacuee Centres. These arrangements shall include provision for opening up of premises if closed.
- (4) Ensure that a designated representative, upon notification of activation of the Lakeshore ERP, notifies the following:
  - All schools in the Town of Lakeshore
  - All schools chosen for use as Reception/Evacuee Centres
  - All schools having students living in the Town of Lakeshore
- (5) Ensure that appropriate members of the School Board are notified of any emergency.
- (6) Ensure that its representative in the EOC keeps the public informed regarding the status of schools through the Emergency Information Officer.
- (7) Direct the Transportation Manager to co-ordinate emergency transportation routes for school buses normally travelling through the Town of Lakeshore. These buses shall not normally be allowed to enter areas where sheltering or evacuation has been imposed. The Manager shall also

arrange transportation for any school being evacuated.

- (8) Ensure that a representative and alternate for the Municipal Emergency Control Group are designated, trained, and report to the EOC during an emergency.
- (9) Ensure that appropriate plans/procedures for carrying out assigned tasks are in place.
- (10) Ensure that internal notification lists are maintained and regularly updated.
- (11) Ensure that all personnel with duties under this ERP are trained and that appropriate personnel participate in drills and exercises.

## **ANNEX K TO APPENDIX 3**

### **RESPONSIBILITIES OF THE WINDSOR - ESSEX CATHOLIC DISTRICT SCHOOL BOARD**

The Board shall:

- (1) Ensure that all schools in the Town of Lakeshore have evacuation plans, and that there is sufficient transportation available to carry these out.
- (2) Ensure that schools in the County maintain a record of students who live in the Town of Lakeshore. These students shall not be allowed to return home if sheltering or evacuation has been ordered in their response areas. Arrangements shall be made to care for these students until they are collected by a parent or guardian, or re-united with them.
- (3) Ensure that arrangements are made to make available at short notice the accommodation required in their schools for Reception/Evacuee Centres. These arrangements shall include provision for opening up of premises if closed.
- (4) Ensure that a designated representative, upon notification of activation of the municipal emergency response organization, notifies the following:
  - All schools in the Town of Lakeshore
  - All schools chosen for use as Reception/Evacuee Centres
  - All schools having students living in the Town of Lakeshore
- (5) Ensure that appropriate members of the School Board are notified of any emergency.
- (6) Ensure that its representative in the EOC keeps the public informed regarding the status of schools through the Emergency Information Officer.
- (7) Direct the Transportation Manager to co-ordinate emergency transportation routes for school buses normally travelling through the Town of Lakeshore. These buses shall not normally be allowed to enter areas where sheltering or evacuation has been imposed. The Manager shall also

arrange transportation for any school being evacuated.

- (8) Ensure that a representative and alternate for the Municipal Emergency Control Group are designated, trained, and report to the EOC during an emergency.
- (9) Ensure that appropriate plans/procedures for carrying out assigned tasks are in place.
- (10) Ensure that internal notification lists are maintained and regularly updated.
- (11) Ensure that all personnel with duties under this ERP are trained and that appropriate personnel participate in drills and exercises.

## **ANNEX L TO APPENDIX 3**

### **RESPONSIBILITIES OF LAKESHORE O.P.P.**

The Lakeshore O.P.P. will co-ordinate the police response under this ERP. [Note: In a nuclear emergency, the OPP will co-ordinate the joint response of all Police Services as per Provincial policy.]

The Lakeshore O.P.P. shall:

- (1) Provide advice to the MCEG on law enforcement matters.
- (2) Provide staff, materials, supplies and equipment, for emergency purposes as requested.
- (3) Provide special instructions to the public on public safety matters with the assistance of the Emergency Information Officer.
- (4) Provide assistance in search and rescue operations.
- (5) Recommend to the MCEG the establishment of a Traffic Control Centre if required.
- (6) Recommend to the MCEG on the necessity of undertaking evacuations.
- (7) Liaise with other Police Services to ensure co-ordination of police activities.
- (8) Provide an Emergency Site Manager if requested.
- (9) Provide security to evacuated areas, Reception/Evacuee Centres and the EOC as required.
- (10) Notify the coroner of fatalities, and assist as required.
- (11) Establish a site command post with communications to the EOC, if required.
- (12) Recommend to the MCEG on the advisability of undertaking public alerting.
- (13) Liaise with Social Services regarding the establishment and operation of Reception/Evacuee Centres.

- (14) Ensure that EOC representatives and alternates have been designated and trained.
- (15) Ensure that internal and external notification lists are maintained and regularly updated.
- (16) Ensure that appropriate plans/procedures for carrying out assigned tasks are in place.
- (17) Ensure that all personnel with duties under this plan are trained and that the appropriate personnel participate in drills and exercises.

## **ANNEX M TO APPENDIX 3**

### **LAKESHORE FIRE DEPT.**

The Lakeshore Fire Dept. shall:

- (1) Advise the MECG on fire fighting and rescue matters.
- (2) Provide staff, materials, supplies and equipment, for emergency purposes as requested.
- (3) Provide special instructions to the public on public safety matters with the assistance of the Emergency Information Officer through the Head MECG.
- (4) Provide an Emergency Site Manager if requested.
- (5) Establish a site command post with communication to the EOC, if required.
- (6) Determine if additional or special equipment is needed and recommend possible sources of supply (e.g. breathing apparatus, protective clothing, etc.)
- (7) Co-ordinate all fire fighting, search and rescue operations.
- (8) Provide assistance to other community agencies and be prepared to take charge or contribute to non-fire fighting operations if necessary (e.g. rescue, first aid, casualty collection, evacuation etc.)
- (9) Notify the County Fire Co-ordinator if assistance is required from other fire departments.
- (10) Ensure that a representative and alternate for the EOC are designated and trained.
- (11) Ensure that appropriate plans/procedures to carry out assigned responsibilities are in place.
- (12) Ensure that internal and external notification lists are maintained and regularly updated.
- (13) Ensure that all personnel with duties under this plan are trained and that appropriate personnel participate in drills and exercises.

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## **ANNEX N TO APPENDIX 3**

### **AMBULANCE SERVICES** **(ESSEX-WINDSOR EMS)**

The local Ambulance Service or the Essex-Windsor EMS shall:

- (1) Advise the MCEG on emergency health matters.
- (2) Provide staff, materials, supplies and equipment for emergency purposes, as requested.
- (3) Ensure that emergency site medical teams are available at the emergency site. These teams shall ensure that triage and treatment are provided at the site.
- (4) Co-ordinate the provision of ambulance services to assist in the evacuation of those requiring special transportation.
- (5) Notify the Ontario Ministry of Health, Emergency Health Services Branch of the emergency and request their assistance, if required.
- (6) Liaise with local hospitals for the efficient distribution of casualties.
- (7) Assist with the organization and transport of persons in health care facilities, Homes for the aged, Nursing Homes, Charitable Homes, Retirement Homes and Rest Homes to ensure that they are evacuated as required.
- (8) Liaise with the Medical Officer of Health on emergency health matters.
- (9) Designate a representative and alternate for the Municipal Emergency Control Group.
- (10) Ensure that internal and external notification lists are maintained and regularly updated.
- (11) Ensure that plans/procedures are in place to carry out their responsibilities as outlined in this ERP.
- (12) Ensure that all personnel with duties under this plan are trained and that appropriate personnel participate in drills and exercises.

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## **ANNEX O TO APPENDIX 3**

### **AMATEUR RADIO EMERGENCY SERVICE**

The Emergency Co-ordinator shall:

- (1) Undertake to provide back-up communications between any emergency centres established at the request of the MCEG.
- (2) Ensure that appropriate plans/procedures are in place to carrying out ARES tasks and responsibilities.
- (3) Ensure that internal notification lists are maintained and regularly updated.
- (4) Ensure that all those personnel with duties under this plan are trained and that the appropriate personnel participate in drills and exercises.

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**ANNEX P TO APPENDIX 3**  
**RESPONSIBILITIES OF LE CONSEIL SCOLAIRE DES ECOLES**  
**CATHOLIQUES DU SUD-OUEST**

The Board shall:

- (1) Ensure that all schools in the Town of Lakeshore have evacuation plans, and that there is sufficient transportation available to carry these out.
- (2) Ensure that schools in the County maintain a record of students who live in the Town of Lakeshore. These students shall not be allowed to return home if sheltering or evacuation has been ordered in their response areas. Arrangements shall be made to care for these students until they are collected by a parent or guardian, or re-united with them.
- (3) Ensure that arrangements are made to make available at short notice the accommodation required in their schools for Reception/Evacuee Centres. These arrangements shall include provision for opening up of premises if closed.
- (3) Ensure that a designated representative, upon notification of activation of the ERP, notifies the following:
  - All schools in the Town of Lakeshore
  - All schools chosen for use as Reception/Evacuee Centres
  - All schools having students living in the Town of Lakeshore
- (5) Ensure that appropriate members of the School Board are notified of any emergency.
- (6) Ensure that its representative in the EOC keeps the public informed regarding the status of schools through the Emergency Information Officer.
- (7) Direct the Transportation Manager to co-ordinate emergency transportation routes for school buses normally travelling through the Town of Lakeshore. These buses shall not normally be allowed to enter areas where sheltering or evacuation has been imposed. The Manager shall also arrange transportation for any school being evacuated.
- (8) Ensure that a representative and alternate for the Municipal Emergency Control Group are designated, trained, and

report to the EOC during an emergency.

- (9) Ensure that appropriate plans/procedures for carrying out assigned tasks are in place.
- (10) Ensure that internal notification lists are maintained and regularly updated.
- (11) Ensure that all personnel with duties under this ERP are trained and that appropriate personnel participate in drills and exercises.

## **APPENDIX 4**

# **EVACUATION PLAN**

### **1.0 General**

- 1.1 This aim of this evacuation plan is to provide for the rapid and orderly evacuation of the Town of Lakeshore, or any part thereof, when this action has been ordered by the MECG. The plan also provides for the reception and care of the evacuees upon arrival at a Reception Centre.

### **2.0 Organization**

- 2.1 The Lakeshore O.P.P. shall be the lead agency for implementing an evacuation and shall recommend to the MECG that an area be evacuated and the MECG shall concur and formally order the evacuation. [As noted in Section 1.5.3, the Lakeshore Fire Chief is authorized to order an evacuation, if necessary, prior to the declaration of an emergency or even before the assembly of the MECG. Where such evacuation has been ordered, the MECG shall be assembled and briefed at the first opportunity.]
- 2.2 The Windsor Social Services Dept. shall be the lead agency responsible for the set up and operation of any Reception/Evacuee Centre established under this ERP.

### **3.0 Evacuation Considerations**

- 3.1 Once a decision has been made to evacuate an area, decisions should be made with regard to the following:
- the limits of the area to be evacuated
  - the location of any special institutions within the evacuated area
  - the location of Reception/Evacuee Centres (Sec 2.6)
  - evacuation routes and traffic control points
  - assembly points for those without transportation
  - sources of bus transportation for those without transportation
  - sources of transportation for non-ambulatory patients or those identified as requiring assistance

- a method of confirming that a sector has been evacuated
- the evacuation PAD (Appendix 7) should be reviewed and any additional information added

#### **4.0** **Implementation**

- 4.1 Once a decision has been made to evacuate an area, all residents in the affected area should be notified at once using the Town's public alerting system (See Section 3.3) as appropriate.
- 4.2 If the public alerting system is activated, the Emergency Information Officer shall promptly issue a Public Action Directive (PAD) to the designated media for immediate broadcast. The PAD for an evacuation is found in Appendix 7 (Standard Announcement No. 4) and covers information which should be broadcast to the public.
- 4.3 The MECG shall ensure that transportation is provided for all those who have been identified as requiring transportation and are under evacuation order.

## **APPENDIX 5**

### **DECLARATION OF A MUNICIPAL EMERGENCY**

Definition of Emergency as defined by Emergency Management and Civil Protection Act (EMCPA):

“A situation, or an impending situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property”.

See considerations checklist on next page.

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## **GUIDELINES AND CHECKLIST IN CONSIDERATION OF A DECLARATION OF EMERGENCY**

*\* This checklist is for use by heads of council considering the declaration of an emergency within the municipality. This checklist is not intended to provide any sort of legal advice – it is merely a reference tool.*

Under the *Emergency Management and Civil Protection Act (EMCPA)*, only the head of council of a municipality (or his or her designate) and the Premier have the authority to declare an emergency. These individuals, as well as a municipal council, have the authority to terminate an emergency declaration [Sections 4 (1), (2), (4)].

An emergency declaration may extend to all, or any part of the geographical area under the jurisdiction of the municipality [Section 4 (1)].

If the decision is made to declare an emergency, the municipality **must** notify Emergency Management Ontario (on behalf of the Minister of Community Safety and Correctional Services) as soon as possible [Section 4 (3)]. Although a verbal declaration of emergency is permitted, all declarations should ultimately be made in writing to ensure proper documentation is maintained. Written declarations should be made on municipal letterhead and should be faxed to (416) 314-0474. When declaring an emergency, notify the Provincial Operations Centre at 1-866-314-0472.

When considering whether to declare an emergency, a positive response to one or more of the following criteria **may** indicate that a situation, whether actual or anticipated, warrants the declaration of an emergency:

### **General and Government:**

- ❑ **Is the situation an extraordinary event requiring extraordinary measures?**  
[Section 4 (1) permits a head of council to “take such action and make such orders as he or she considers necessary and are not contrary to law” during an emergency.]
- ❑ **Does the situation pose a danger of major proportions to life or property?** [Section 1, definition of an emergency]
- ❑ **Does the situation pose a threat to the provision of essential services (e.g., energy, potable water, sewage treatment/containment,**

**supply of goods or medical care)?** [Some situations may require extraordinary measures be taken or expenditures be made to maintain or restore essential services. A declaration of emergency may allow a head of council to expend funds outside of his or her spending resolutions and/or the regular approval process of the municipality.]

- **Does the situation threaten social order and the ability to govern?** [Whether due to a loss of infrastructure or social unrest (e.g., a riot), a crisis situation has the potential to threaten a council's ability to govern. In such cases, extraordinary measures may need to be taken. Section 4 (1) provides for extraordinary measures, not contrary to law. Section 55 (1) of the *Police Service Act* provides for the creation of special policing arrangements during an emergency.]
- **Is the event attracting significant media and/or public interest?** [Experience demonstrates that the media and public often view the declaration of an emergency as a decisive action toward addressing a crisis. It must be made clear that an "emergency" is a legal declaration and does not indicate that the municipality has lost control. An emergency declaration provides an opportunity to highlight action being taken under your municipal emergency response plan.]
- **Has there been a declaration of emergency by another level of government?** [A declaration of emergency on the part of another level of government (e.g., lower-tier, upper-tier, provincial, federal) may indicate that you should declare an emergency within your municipality. For example, in the event of a widespread disaster affecting numerous lower-tier municipalities within a county, the county will likely need to enact its emergency response plan and should strongly consider the declaration of an emergency. In some cases, however, a declaration of emergency by a higher level of government may provide sufficient authorities to the lower-tier communities involved (e.g., municipalities operating under the authority of a provincial or federal declaration).]

**Legal:**

- **Might legal action be taken against municipal employees or councilors related to their actions during the current crisis?** [Section 11 (1) states that "no action or other proceeding lies or shall be instituted against a member of council, an employee of a municipality, a minister of the Crown or a Crown employee for doing any act or neglecting to do any act in good faith in the implementation or intended implementation of an emergency management program or an emergency plan or in connection with an emergency." Section 11 (3), however, states "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...."]

- ❑ **Are volunteers assisting?** [The *Workplace Safety and Insurance Act* provides that persons who assist in connection with a declared emergency are considered “workers” under the Act and are eligible for benefits if they become injured or ill as a result of the assistance they are providing. This is in addition to workers already covered by the Act.]

**Operational:**

- ❑ **Does the situation require a response that exceeds, or threatens to exceed the capabilities of the municipality for either resources or deployment of personnel?** [Section 4 (1) permits the head of council to “take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan.” Section 13 (3) empowers a municipal council to “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.”]
- ❑ **Does the situation create sufficient strain on the municipal response capability that areas within the municipality may be impacted by a lack of services, thereby further endangering life and property outside areas directly affected by the current crisis?** [Some situations may require the creation of special response agreements between the municipality and other jurisdictions, private industry, non-government organizations, etc. Section 13 (3) states that the “council of a municipality may make an agreement with the council of any other municipality or with any person for the provision of personnel, service, equipment or material during an emergency.”]
- ❑ **Is it a consideration that the municipal response may be of such duration that additional personnel and resources may be required to maintain the continuity of operations?** [In the event of a large-scale crisis, such as an epidemic or prolonged natural disaster, municipal resources may not be able to sustain an increased operational tempo for more than a few days. This is particularly true if emergency workers are injured or become ill as a result of the crisis. In such a case, the municipality may need to utilize outside emergency response personnel. Section 13 (3) provides for mutual assistance agreements between municipalities.]
- ❑ **Does, or might, the situation require provincial support or resources?** [Provincial response (e.g., air quality monitoring, scientific advice, airlift capabilities, material resources, etc.) may involve numerous ministries and personnel. Activation of the municipal emergency response plan, including the opening of the Emergency Operations Centre and

meeting of the Municipal Emergency Control Group, can greatly facilitate multi-agency and multi-government response. ]

- ❑ **Does, or might, the situation require assistance from the federal government (e.g., military equipment)?** [Section 13 (2) authorizes the Minister of Community Safety and Correctional Services, with the approval of the Lieutenant Governor in Council, to enter into mutual assistance agreements with the federal government. In Canada, federal emergency assistance is accessed through, and coordinated by, the province. The declaration of an emergency may assist a municipality in obtaining federal assistance.]
  
- ❑ **Does the situation involve a structural collapse?** [Structural collapses involving the entrapment of persons *may* require the deployment of one or more Heavy Urban Search and Rescue (HUSAR) teams. Ontario has a HUSAR team. This team is specially equipped and trained to rescue persons trapped as a result of a structural collapse. Any municipality in the province can request a HUSAR deployment to a declared emergency. Requests for HUSAR resources should be made through your local mutual aid fire coordinator. Approval for the dispatch of the HUSAR team comes from the Commissioner of Community Safety and Correctional Services.
  
- ❑ **Is the situation a large-scale or complex chemical, biological, radiological, or nuclear (CBRN) incident?** [Response to CBRN incidents requires specialized resources and training. Ontario is developing three CBRN teams to respond to incidents throughout the province. CBRN teams are only dispatched to declared emergencies. Requests for a CBRN deployment should be made through your local mutual aid fire coordinator. Approval for the dispatch of CBRN teams comes from the Commissioner of Community Safety and Correctional Services.
  
- ❑ **Does the situation require, or have the potential to require the evacuation and/or shelter of people or animals [livestock] from your municipality?** [Evacuee and reception centres often use volunteers as staff. As noted above, the declaration of an emergency enacts certain parts of the *Workplace Insurance and Safety Act* related to volunteer workers. Secondly, an evacuation or sheltering of citizens has the potential to generate issues pertaining to liability. Section 11 of the *Emergency Management and Civil Protection Act (EMCPA)* may provide municipal councilors and employees with certain protections against personal liability.]

- **Will your municipality be receiving evacuees from another community?** [The issues discussed in the previous bullet may apply equally to municipalities accepting evacuees.]

**Economic and Financial:**

- **Does the situation pose a large-scale disruption to routine patterns of transportation, or re-routing of large numbers of people and vehicles?** [The rerouting of people and vehicles poses a potential liability risk. Keeping persons from their homes and delaying commercial traffic are both sensitive issues. Section 11 of the Act may provide certain protection from liability. Section 4 (1) allows for extraordinary measures to be taken, providing they are not contrary to law.]
- **Is an event likely to have a long term negative impact on a community's economic viability/sustainability, including resulting unemployment, lack of available banking services and restorative measures necessary to re-establish commercial activity?** [The declaration of an emergency may facilitate the ability of the municipality to respond to economic losses.]
- **Is it possible that a specific person, corporation, or other party has caused the situation?** [Section 12 states that "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...."]

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**DECLARATION OF A MUNICIPAL EMERGENCY**

WHEREAS, I \_\_\_\_\_, Mayor and Head of Council of the Town of Lakeshore, believe that circumstances make it necessary to declare an emergency under Section 4 of the Emergency Management and Civil Protection Act (EMCPA).

NOW THEREFORE, in exercise of the powers conferred upon me under Section 4(1) of the said Act, I do hereby declare that an emergency exists in the municipality of the Town of Lakeshore.

SIGNED at \_\_\_\_\_ (place)

on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ at

\_\_\_\_\_ (time).

\_\_\_\_\_  
MAYOR OF LAKESHORE

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**APPENDIX 6**

**TERMINATION OF EMERGENCY**

DATE: \_\_\_\_\_

I, \_\_\_\_\_, Mayor of the Town of Lakeshore, hereby terminate the state of emergency effective immediately.

TIME: \_\_\_\_\_

\_\_\_\_\_  
MAYOR OF LAKESHORE

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## **APPENDIX 7**

### **PUBLIC ACTION DIRECTIVES**

1. Initial Public Announcement
2. Precautionary Measures Announcement
3. Sheltering Announcement
4. Evacuation Announcement
5. All Clear Announcement

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**GENERAL EMERGENCY**

**STANDARD ANNOUNCEMENT NO. 1**

**INITIAL PUBLIC ANNOUNCEMENT**

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

RELEASED BY: \_\_\_\_\_

BROADCAST TIME: \_\_\_\_\_

**TEXT:**

**This is an official emergency announcement for the residents of the TOWN OF LAKESHORE...[in the area bounded by.....]\***

**Reports of a \_\_\_\_\_ problem have been received.**

**The emergency is being carefully monitored by the municipality.**

**No one is at risk. Remain calm. Further instructions will be given as necessary.**

**Stay tuned to this station for further information. You will be advised in plenty of time if protective action is required.**

**[Do not pick up your children from school.]\***

**Do not use the telephone unless absolutely necessary. All telephone lines are needed by the emergency organization.**

**\*[use as appropriate]**

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**GENERAL EMERGENCY**

**STANDARD ANNOUNCEMENT NO. 2**

**PRECAUTIONARY MEASURES ANNOUNCEMENT**

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

RELEASED BY: \_\_\_\_\_

BROADCAST TIME: \_\_\_\_\_

**TEXT:**

**This is an official emergency announcement for the residents of the TOWN OF LAKESHORE...[in the area bounded by.....]\***

**Because of a problem reported at \_\_\_\_\_, you are advised to take the following precautionary measures.**

**Vacate all beaches, parks, camping grounds, and other recreation areas within the area of....**

**Close all businesses, shops, and offices within the area of.....and return to your home.**

**Remain calm. There is no immediate danger to the public.**

**The situation is being carefully monitored by the municipality.**

**Do not use the telephone unless absolutely necessary. All telephone lines are needed by the emergency organization.**

**Stay tuned to this station for further information. You will be advised if additional actions are required.**

**\*[use as appropriate]**

Town of Lakeshore Emergency Response Plan

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**GENERAL EMERGENCY**

**STANDARD ANNOUNCEMENT NO. 3**

**SHELTERING ANNOUNCEMENT**

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

RELEASED BY: \_\_\_\_\_

BROADCAST TIME: \_\_\_\_\_

**TEXT:**

**This is an official emergency announcement for the residents of the TOWN OF LAKESHORE.**

**The public in the area bounded by \_\_\_\_\_, are advised to remain indoors. Close all windows and outside doors. Turn down the furnace/shut off the air conditioner.**

**People who live outside this area are asked to stay away.**

**[Do not pick up your children from school, the schools are looking after them.]\***

**Remain calm.**

**Do not use the telephone unless absolutely necessary. All telephone lines are needed by the emergency organization.**

**Stay tuned to this station for further information.**

**\*[use as appropriate]**

Town of Lakeshore Emergency Response Plan

November 1, 2018

**GENERAL EMERGENCY**

**STANDARD ANNOUNCEMENT NO. 4**

**EVACUATION ANNOUNCEMENT**

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

RELEASED BY: \_\_\_\_\_

BROADCAST TIME: \_\_\_\_\_

**TEXT:**

This is an official emergency announcement for the residents of the TOWN OF lakeshore.

Residents in the area bounded by \_\_\_\_\_, are advised to leave their homes and proceed to (name Reception/Evacuee Centre). You should use the following route: \_\_\_\_\_  
\_\_\_\_\_.

Do not panic. Your life or health is not in danger.

Pack a suitcase with a complete change of clothing, toiletry needs, and medication for the next 24 hours. Take some blankets with you. Leave your pets at home with a supply of food. Farmers, move your livestock indoors and feed them from covered food and stored water.

Before leaving, turn off furnaces/air conditioners, close all windows and lock outside doors. Security for your home will be provided by the police.

If you need transportation or other assistance, place a white towel or sheet outside your front door. Make sure it is visible from the street.

Report to the Reception/Evacuation Centre where you will be registered and given accommodation, if this is required.

If members of your household are not at home, they will be advised where you are so that they may join you.

**If your children are at school, arrangements have been made to care for them. You will be advised at the Reception/Evacuation Centre where you pick them up.  
Remain calm.**

**GENERAL EMERGENCY**

**STANDARD ANNOUNCEMENT NO. 5**

**ALL CLEAR ANNOUNCEMENT**

**DATE:** \_\_\_\_\_

**TIME:** \_\_\_\_\_

**RELEASED BY:** \_\_\_\_\_

**BROADCAST TIME:** \_\_\_\_\_

**TEXT:**

**This is an official emergency announcement for the residents of the TOWN OF LAKESHORE.**

**The emergency situation announced at \_\_\_\_\_ a.m./p.m. is now under control and it is no longer a threat to the community. It is now safe to resume normal activities.**

**The Lakeshore emergency response organization thank you for your co-operation.**

Town of Lakeshore Emergency Response Plan

November 1, 2018

## **APPENDIX 8**

### **DISTRIBUTION LIST**

Mayor and Deputy Mayor of the Town of Lakeshore

Chief Administrative Officer for the Town of Lakeshore

Essex County O.P.P.

Town of Lakeshore Fire Department

Town of Lakeshore Directors (3)- Finance, Community Services & Engineering  
Infrastructure

City of Windsor Social Services

Greater Essex County District School Board

Windsor-Essex Catholic District School Board

Le Conseil Scolaire De District Des Ecoles  
Catholiques Du Sud Ouest

Medical Officer of Health

Emergency Management Ontario

County of Essex Community Emergency Management Coordinator

Essex-Windsor EMS

Essex Region Conservation Authority

Town of Lakeshore Website - [www.townoflakeshore.on.ca](http://www.townoflakeshore.on.ca)

#### **Adjoining Municipalities**

City of Windsor      Town of Tecumseh

Town of Essex      Town of Kingsville

Municipality of Leamington      Community of Chatham Kent

Town of Lakeshore Emergency Response Plan

November 1, 2018

## **APPENDIX 9**

### **RESOURCE DIRECTORY**

REFERENCE SHOULD BE MADE TO THE  
COUNTY OF ESSEX EMERGENCY RESOURCE HANDBOOK

If the Handbook is not with your ERP, a copy can be found in CEMC, Fire Chief  
and Public Works directors EOC Brief Case.

Town of Lakeshore Emergency Response Plan

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## **APPENDIX 10**

### **COUNTY EMERGENCY RESPONSE PLAN**

REFERENCE SHOULD BE MADE TO THE ESSEX COUNTY  
EMERGENCY RESPONSE PLAN

A copy of the Plan can be found in the EOC Tupperware storage container and  
the CEMC ERP.

Town of Lakeshore Emergency Response Plan

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## **APPENDIX 11**

### **LAKESHORE FLOOD CONTINGENCY PLAN**

ANNEX A Lakeshore Flood Contingency Plan Procedures

ANNEX B Essex Regional Conservation Authority

ANNEX C Lower Thames Valley Conservation Authority

Town of Lakeshore Emergency Response Plan

November 1, 2018

## **APPENDIX 12**

### **Damaged Assessment Report and Disaster Declarations**

Steps:

1. **Damage Assessment:** As a part of the Disaster Recovery Phase the Disaster Recovery Committee should contact the County CEMC to assist in determining the necessary steps involved in assessing the damage and defining which agency or agencies shall be responsible for damage assessment and which agency or agencies shall be responsible for completing the report(s).
2. **Preliminary Damage Assessment Report:** \* **Where the Emergency Event is very extensive the Mayor and Disaster Recovery Committee may choose to skip Step 2 and go straight to Step 4.** Step 2 involves the preparation of a report summarizing the damage with a projected estimate of costs to repair the damage. This report should be prepared as soon as possible. The Preliminary Report shall include the following;
  - (1) a brief introduction summarizing an overview of the emergency event and its impact,
  - (2) if possible, an area map illustrating the extent to which the community has been affected as well as the major areas of impact also known as “hotspots”,
  - (3) a to-date count of homes, farms (include farm land area affected) and business enterprises damaged and, if possible, a projected count of homes, farms and business enterprises which will be affected,
  - (4) an estimate of the cost to repair the damage of the to date count and, if possible, a cost estimate of the projected count of homes, farms and business enterprises which will be affected,
  - (5) if possible, separate the damage which is ODRAP eligible from the damage which is not ODRAP eligible,
  - (6) a to date assessment of damage to public infrastructure with cost estimates to repair and, if possible, a projected assessment of the damage to public infrastructure with cost estimates to repair,
  - (7) any additional impacts and associated costs that the Disaster Recovery Committee determines should be in the Preliminary Report,

- (8) a list of the various agencies involved and their role in preparing the Preliminary Report.

## **2 Review of the Preliminary Damage Assessment Report**

The Preliminary Report shall be reviewed by the Mayor, the CAO and the Public Works Director of the Municipality and, if applicable, the County Warden and County CAO.

The County CEMC should be contacted if he / she has not already been contacted to assist the municipality in the Disaster Relief Assistance process. The Province should also be contacted and involved in this process at this time. Both Emergency Management Ontario (who can provide assistance regarding the possibility of federal funding) and the Ministry of Municipal Affairs and Housing (who administers the Provincial Disaster Relief Programs) should be contacted in order to be involved early in the process before a Disaster Declaration is made. Both Ministries may provide assistance in determining if and how the Disaster Declaration should be made.

The Mayor, or designee can also contact the local M.P.P. or the local M.P. to provide assistance during such an event. Upon completion of the review of the Preliminary Report a determination shall be made as to whether a Disaster Declaration should be made.

## **3 Disaster Declaration**

Upon the completion of the review, should the decision be made that there shall be a Disaster Declaration, the CAO for the municipality shall contact the Town Council and set up an emergency meeting. At the meeting the Mayor, CAO or designee shall present a brief report or the Preliminary Damage Assessment Report with a Resolution to Declare a Disaster. The resolution shall include a request to the Province to Declare the municipality a Disaster Area and for the Province to provide Disaster Relief Assistance for either public infrastructure or for the implementation of the Ontario Disaster Relief Assistance Program or for both. (see Appendix 13, for a sample Disaster Declaration Resolution).

## **4 The Provincial Review of a Municipal Request for a Disaster Declaration**

In order for the Province to support a municipality's request for Provincial financial assistance and to Declare a municipality a Disaster Area, the municipality must provide the Province with information regarding the magnitude and cost of the Disaster to the community.

The Preliminary Report should be forwarded to the province before a declaration is made by the municipality in order for the Province to provide some feedback to the municipality. However, during the emergency event the time for such action may not exist and the Preliminary Report may have to be forwarded after the Declaration of Disaster is made and submitted by the municipality.

A more in depth follow-up report with more accurate and precise information and maps illustrating the extent of the damage, can be completed at a later date, however the sooner the information is sent to the Province the sooner the Province can decide whether to Declare a Disaster. It should be noted that any delays in submitting accurate and precise information to the Province can cause delays to the Province making a Disaster Declaration. Ultimately delays hamper disaster relief efforts and fund-raising efforts for the municipality.

## **5 Disaster Relief Efforts prior to a Provincial Disaster Declaration**

While the municipality awaits the Province to Declare a Disaster, the municipality should

- ❑ work with Provincial staff with regards to providing up-to-date public infrastructure damage information and
- ❑ implement a Disaster Relief Assistance Program similar to the Ontario Disaster Relief Assistance Program.

If the Disaster Declaration affected more than one municipality the Disaster Relief Assistance Program can be a County process. Either way the procedure will involve establishing a Disaster Relief Assistance Committee for

- ❑ determining eligible claims under ODRAP and
- ❑ fund-raising.

## **6 Upon Receiving A Provincial Disaster Declaration**

Once the Province Declares a Disaster, the municipality shall (1) continue to work with Provincial staff to provide up-to-date public infrastructure damage information and (2) continue to implement a Disaster Relief Assistance Program as outlined in the Ontario Disaster Relief Assistance Program (ODRAP) Guidelines.

Town of Lakeshore Emergency Response Plan

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## **APPENDIX 13**

### **Lakeshore Emergency Management Program Committee**

#### **1.0 Town of Lakeshore Commitment to Emergency Preparedness**

The Town of Lakeshore's commitment to establishing an effective Emergency Preparedness Program is reflected in the establishment of the Town of Lakeshore Emergency Preparedness Committee. The Town of Lakeshore's commitment to the Emergency Preparedness Program is also illustrated by the creation of a line item in the budget for the Town of Lakeshore Emergency Preparedness Committee, which will include at a minimum annual funding for a clerical support to maintain the plan.

#### **2.0 Emergency Management Program Committee Responsibilities**

**The Town of Lakeshore Emergency Management Program Committee shall:**

- Ensure the Town maintains an up-to-date Emergency Response Plan,
- Ensure that the Town institutes and maintains an effective training program,
- Ensure that the Town implements an emergency exercise program which involves at least one exercise annually,
- Ensure that the MECG Notification system is tested no less than twice a year,
- Ensure that the Emergency Response Plan and procedures are reviewed at a minimum once a year by the Municipal Emergency Control Group,
- Meet annually,
- Ensure that other Emergency Preparedness Plans are reviewed as necessary and recommendations and revisions are provided as necessary,
- Ensure that at the end of every calendar year a report is submitted to Lakeshore Town Council summarizing accomplishments for the past year, in addition to policy and budgetary recommendations needed to maintain or enhance the Town of Lakeshore Emergency Preparedness Program. This report must be submitted prior to or as a part of the budgetary process for the Town of Lakeshore,
- Develop Plan with a proposed Budget cost for the Committee and the Emergency Program,
- Review various Emergency Preparedness Initiatives and determine the appropriate action for the Town of Lakeshore, where necessary a recommendation will be forwarded to Town Council.
- Examine annually equipment and resource needs, examine various options and provide a recommendation if necessary to Town Council,
- Appoint working sub-committees to examine specific emergency preparedness initiatives and develop recommendations, reports and evaluations as necessary, and those reports shall be forwarded to the Committee for consideration
- Ensure that the Emergency Response Plan undergoes a major evaluation and revision once every five years.

### **3.0 Town of Lakeshore Emergency Management Program Committee Composition:**

The Town of Lakeshore Emergency Preparedness Committee shall be composed of the following primary and alternate members:

#### **3.1 Internal / Municipal Departments**

	<b><u>Title</u></b>	<b><u>Primary</u></b>	<b><u>Alternate</u></b>
1	Head - MEEG	Mayor	Deputy Mayor
2	Operations Officer	CAO	Director of Finance
3	Fire/CEMC	Fire Chief	Deputy Fire Chief
4	Legal	Director of Legislative and Legal Services	To Be Named
5	Public Works	Director of Engineering & Infrastructure Services	Manager of Engineering & Infrastructure Services
6	Finance	Director of Finance	Manager of Accounting
7	Police	OPP Detachment Commander	OPP Staff SGT
8	Information	Director of Community & Developmental Services	Manager of Communications
9	County of Essex	Essex County CEMC	Essex County Alt. CEMC

#### **3.2 Resource Staff to the Emergency Preparedness Committee and the Municipal Emergency Control Group**

Technical and Operations Support	IT Manager	IT Supervisor
Clerical support	Town Rep.	Town Rep.

#### **3.3 External Agency / Regional Agencies Resource Staff to the Emergency Preparedness Committee and the Municipal Emergency Control Group**

Medical Officer of Health

Essex-Windsor EMS

St. John's Ambulance Services

City of Windsor Social Services

Greater Essex County District School Board

Windsor-Essex Catholic District School Board

Le Conseil Scolaire De District Des Ecoles Catholiques Du Sud-Ouest

Emergency Management Ontario

### **3.4 Additional Support Members of the Municipal Emergency Control Group and External / Regional Agencies**

Essex Region Conservation Authority (ERCA)

Lower Thames Valley Conservation Authority (LTVCA)

Hydro One Rep./ ELK Rep

Union Gas Rep.

Bell Canada Rep.

Other Agencies as needed

### **4.0 Committee Structure and Roles and Responsibilities**

The Committee structure and roles should follow a consistent standard and in addition to responsibilities outlined in the ERP there are some functions that key committee members must perform as outlined below:

Head of the Control Group and alternate

Committee Chair

Operations Officer and alternate

May function as the Chair in  
The absence of the Primary  
and Secondary Head of the  
Control Group.

Fire Chief or alternate

The Administrator of the Budget for the Lakeshore Emergency Preparedness Committee

May function as the Chair in the absence of the Primary and Secondary Head of the Control Group.

The CEMC

Ensure the coordination of meetings, the preparation of meeting agendas and minutes, and the distribution of information to committee members.

Town of Lakeshore Clerical Support Staff

The coordination of meetings, and the preparation of agendas, minutes and the distribution of information to committee members

All Members and the County CEMC

The review and preparation of Emergency Response Plans and other Preparedness Initiatives.