

# Village of Casselman

## EMERGENCY RESPONSE PLAN



### DISCLAIMER

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

**Village of Casselman  
EMERGENCY RESPONSE PLAN**

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## **Village of Casselman**

### **EMERGENCY RESPONSE PLAN**

**PART 1:    ADMINISTRATION**

## **EMERGENCY QUICK REFERENCE GUIDE:**

Upon the arrival of three or more members, the Emergency Management Committee may initiate its function.

Ensure that all Committee departments have been notified and either activated or placed on standby. Each Emergency Management Committee member is responsible for their own department.

The Mayor must inform the Province of Ontario that the Village of Casselman has declared an emergency, and specify the nature of the emergency situation. The provision of a return contact number is required for communication purposes. The call is made to the Emergency Management of Ontario. The number to use for this purpose is **(416) 314-0472** and the fax number is **(416) 314-0474**

Turn to individual responsibilities within the plan. Provide input and assistance as required

## **AUTHORITY:**

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

The *EMCPA* states that the:

The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area.

As enabled by the *Emergency Management and Civil Protection Act, 2006*, this emergency management program and its elements appointing of coordinator emergency response plan etc. have been:

- Issued under the authority of *Village of Casselman By-law #2009-287*; and
- Filed with Emergency Management Ontario, Ministry of Community Safety and Correctional Services.

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

The EMCPA defines an emergency as:

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

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

### **b) *Action Prior to Declaration***

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

## **INTRODUCTION:**

An emergency means a situation or an impending that constitutes a danger of major proportion that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise. They affect public safety, meaning the health, welfare and property, as well as the environment and economic health of the Village of Casselman.

The population of the Village of Casselman is 3,500 residents.

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

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

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

In addition, it is important that residents, businesses and interested visitors be aware of its provisions. Copies of the Village of Casselman Emergency Response Plan may be viewed at the Town Hall and Library. For more information, please contact:

Emergency Management Coordinator  
Town Hall  
Village of Casselman  
(613) 764-3139

**AIM:**

The aim of this plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare, environment and economic health of the residents, businesses and visitors of the Village of Casselman when faced with an emergency.

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

As per past event, the Village of Casselman has experienced snow, ice, winds etc....

The Village of Casselman may experience incidents due to transportation of dangerous material on road or rail, disbursements of chemical in the river, and natural hazard (wind, ice, snow...).

For further details, please contact the Community Emergency Management Coordinator.

## ***PART 2:* EMERGENCY NOTIFICATION PROCEDURES**

Only a member of the CCG may initiate the notification procedure.

When a member of the CCG receives a warning of a real or potential emergency, that member will immediately contact the Ontario Provincial Police at the Embrun detachment (613-443-4499) and direct them to initiate the notification of the CCG. No answers call 911. The member initiating the call must provide pertinent details (e.g. - a time

and place for the CCG to meet) as part of the notification procedure. Sample in Tab 6 (**Annex A**) is the recommended format.

If deemed appropriate, the individual CCG members may initiate their own internal notification procedures of their staff and volunteer organizations.

Where a threat of an impending emergency exists, any member of the CCG may initiate the notification procedure and place CCG members on standby.

The Ontario Provincial Police Embrun detachment must record the date and time CCG members were contacted.

The contact phone numbers and addresses of the CCG members (and their alternates) are contained in Tab 6 (**Annex A**).

### ***a) Requests for Assistance***

Assistance may be requested from the county at any time by contacting the County Warden. The request shall not be deemed to be a request that the county assume authority and control of the emergency.

Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. A request for assistance should be made by contacting Emergency Management Ontario at 1-866-314-0472

The Emergency Notification Contact List, including contact numbers for requesting assistance, is attached as Tab 6 (**Annex A**).

### ***b) A Declared Community Emergency***

The Mayor or Acting Mayor of the Village of Casselman, as the Head of Council, is responsible for declaring an emergency. This decision is usually made in consultation with other members of the CCG.

Upon declaring an emergency, the Mayor will notify:

- Emergency Management Ontario, Ministry of Community Safety and Correctional Services;
- Town Council;
- County Warden, as appropriate;
- Public;
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP).

**c) *Terminating an Emergency***

A community emergency may be terminated at any time by:

- Mayor or Acting Mayor; or
- Town Council; or
- Premier of Ontario.

When terminating an emergency, the Mayor will notify:

- Emergency Management Ontario, Ministry of Community Safety and Correctional Services;
- Town Council;
- County Warden, as appropriate;
- Public;
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP).

### **PART 3: EMERGENCY RESPONSE SYSTEM**

The Village of Casselman emergency response system is as follows:

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

##### **1. Community Emergency Management Coordinator**

Job description summary:

A strong, decisive, result-oriented, fluently bilingual and cost-conscious administrator who works positively with other department heads, employees, provincial agencies and municipal residents.

Knowledge of current emergency management best practices and innovations that is able to implement them when appropriate.

Possess the personal dynamics, a “can do” approach necessary for attracting, developing and maintaining community involvement in the many aspects of emergency preparedness and awareness programs.

Has a management style that is straightforward, open and functions in a participatory manner.

Understands and advocates public safety philosophy through which all fire, emergency, medical, police, municipal and external resources are coordinated and their efficiencies are maximized to best be able to respond to municipal emergencies.

Sees self as part of the municipality's top management team and not merely an advocate of the emergency management program.

Ability to control cost and skilled in instituting cost benefit approaches to the local emergency management program.

Skilled in communicating, verbally and in writing, in both official languages, with a wide range of persons and groups, including elected officials, municipal administrators, other agencies and community groups. Is accessible and open.

Future oriented, creative and not content with status quo.

Has a strong grasp of emergency management issues and community oriented.

Understands and is able to work within the limitation of a small municipal

government.

QUALIFICATIONS:

- A high school graduate;
- Fluently bilingual in both official languages- speaks, reads and writes;
- Experienced manager, trainer, and technical writer;
- Holds Community Emergency Management Coordinator designation from Emergency Management Ontario or be able to obtain certification within six months of hiring;
- Possess excellent interpersonal and communications skills;
- Experience working in a volunteer environment;
- Holds a valid Ontario's Driver's License and has a working vehicle;
- Superior PC Skills including WordPerfect office suite, internet and e-mail use;
- Able to travel outside of the region on occasion.

REPORTS TO: Chief Administrative Officer

DUTIES:

Under the direction of the CAO, coordinates the activities of the Village of Casselman Emergency Plan Committee, the Community Control Group as well as the development and maintenance of the Village emergency plan.

- Prepares and monitors the emergency management department's annual budget;
- Schedule a minimum of 4 Emergency Plan Committee meetings and develop meeting agendas and accompanying background information packages;
- Conducts regular reviews of the emergency plan, Emergency Operations Centre's capabilities and supplies;
- Plans, coordinates and monitors; training and equipment maintenance for the Community Control Group;
- Develops operational policies and guidelines and ensures that the municipality is in full compliance with all of the requirement of Ontario's Emergency Management and civil Protection Act;
- Develops and delivers emergency preparedness and public awareness programs for residents of the municipality;
- Is on call at all times to respond to potential municipal emergencies;
- During a municipal emergency, coordinates the activities of the Community Control Group and is the liaison between the municipality and Emergency Management Ontario.
- Ensure municipal employees are cognizant of their roles and responsibilities during a municipal emergency;
- Meets with other CEMC's as well as Emergency Management

Ontario Field Officers.

- Attends training and business related events outside of the Village of Casselman on a regular basis.
- Prepares an annual exercise and training program for the Community Control Group;
- Attends Council and other meetings as required.
- Provides recommendations for the maintenance and/or purchase of emergency related equipment and supplies for the Village of Casselman.
- Performs other job related duties as assigned.

## **2. Mayor or Acting Mayor:**

The Mayor or Acting Mayor is responsible for:

- Providing overall leadership in responding to an emergency;
- Declaring an emergency within the designated area;
- Declaring that the emergency has terminated (Note: Council may also terminate the emergency);
- Notifying the Emergency Management Ontario, Ministry of Community Safety and Correctional Services of the declaration of the emergency, and termination of the emergency;
- Ensuring the members of council are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation;
- Maintain a personal log of all actions taken.

### **3. Chief Administrative Officer / Operations Office**

The Chief Administrative Officer or representative becomes the Operations Officer for the Village of Casselman and is responsible for:

- Chairing the CCG;
- Activating the emergency notification system through the Police Service in Embrun at 613-443-4499;
- Ensuring liaison with the Police Chief regarding security arrangements for the EOC;
- As the Operations Officer, coordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings;
- Advising the Mayor on policies and procedures, as appropriate;
- Approving, in conjunction with the Mayor, major announcements and media releases prepared by the Emergency Information Coordinator, in consultation with the CCG;
- Ensuring that a communication link is established between the CCG and the Emergency Site Manager (ESM);
- Providing advice and clarifications about the implementation details of the Emergency Response Plan;
- Ensuring that the operating cycle is met by the CCG and related documentation is maintained and kept for future reference;
- Calling out additional town staff to provide assistance, as required;
- Addressing any action items that may result from the activation of the Emergency Response Plan and keep CCG informed of implementation needs;
- Have somebody maintain the records and logs for the purpose of the debriefs and post-emergency reporting that will be prepared;
- Maintain a personal log of all actions taken.

## 4. Senior Police Official

The Police Chief or representative is responsible for:

- Activating the emergency notification system, and ensuring all members of the CCG are notified;
- Notifying necessary emergency and community services, as required;
- Establishing a site command post with communications to the EOC;
- Depending on the nature of the emergency, assign the Site Manager and inform the CCG;
- Establishing an ongoing communications link with the senior police official at the scene of the emergency;
- Establishing the inner perimeter within the emergency area;
- Establishing the outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel;
- Providing traffic control staff to facilitate the movement of emergency vehicles;
- Alerting persons endangered by the emergency and coordinating evacuation procedures;
- Opening of evacuee centres in collaboration with the Social Services Representative;
- Ensuring liaison with the Social Services Officer regarding the establishment and operation of evacuation and reception centres;
- Ensuring the protection of life and property and the provision of law and order;
- Providing police service in EOC, evacuee centres, morgues, and other facilities, as required;
- Notifying the coroner of fatalities;
- Ensuring liaison with other community, provincial and federal police agencies, as required;
- Providing an Emergency Site Manager, if required;
- Maintain a personal log of all actions taken.

## 5. Fire Chief

The Fire Chief or representative is responsible for:

- Activating the emergency notification system through the Police Service;
- Providing the CCG with information and advice on firefighting and rescue matters;
- Depending on the nature of the emergency, assign the Site Manager and inform the CCG;
- Establishing an ongoing communications link with the senior fire official at the scene of the emergency;
- Informing the Mutual Aid Fire Coordinators and/or initiating mutual aid arrangements for the provision of additional firefighters and equipment, if needed;
- Determining if additional or special equipment is needed and recommending possible sources of supply, e.g., breathing apparatus, protective clothing;
- Providing assistance to other community departments and agencies and being prepared to take charge of or contribute to non-fire fighting operations if necessary, e.g., rescue, first aid, casualty collection, evacuation;
- Providing an Emergency Site Manager, if required;
- Maintain a personal log of all actions taken.

## 6. Public Works Director

The Public Works Director or representative is responsible for:

- Providing the CCG with information and advice on engineering and public works matters;
- Depending on the nature of the emergency, assign the Site Manager and inform the CCG;
- Establishing an ongoing communications link with the senior public works official at the scene of the emergency;
- Ensuring liaison with the public works representative from the neighbouring community(s) to ensure a coordinated response;
- Ensuring provision of engineering assistance;
- Ensuring construction, maintenance and repair of town roads;
- Providing public works vehicles and equipment as required by any other emergency services;
- Maintain a personal log of all actions taken.

## 7. Environment Director:

The Environment Director or representative is responsible for:

- Providing the CCG with information and advice on engineering and public works matters;
- Depending on the nature of the emergency, assign the Site Manager and inform the CCG;
- Establishing an ongoing communications link with the senior public works official at the scene of the emergency;
- Ensuring liaison with the public works representative from the neighbouring community(s) to ensure a coordinated response;
- Ensuring provision of engineering assistance;
- Ensuring the maintenance of sanitary sewage and water systems;
- Providing equipment for emergency pumping operations.
- Ensuring liaison with the fire chief concerning emergency water supplies for fire fighting purposes;
- Providing emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health;
- Discontinuing any public works service to any resident, as required, and restoring these services when appropriate;
- Ensuring liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions;
- Ensuring liaison with the conservation authority regarding flood control, conservation and environmental matters and being prepared to take preventative action;
- Providing public works vehicles and equipment as required by any other emergency services;
- Maintain a personal log of all actions taken.

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

The Medical Officer of Health or representative is responsible for:

- Acting as a coordinating link for all emergency health services at the CCG;
- Ensuring liaison with the Ontario Ministry of Health and Long Term Care, Public Health Branch;
- Establishing an ongoing communications link with the senior health official at the scene of the emergency;
- Ensuring liaison with the ambulance service representatives;
- Providing advice on any matters, which may adversely affect public health;
- Providing authoritative instructions on health and safety matters to the public through the Emergency Information Coordinator;
- Coordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health and Long Term Care policies;
- Ensuring coordination of care of bed-ridden citizens and invalids at home and in evacuee centres during an emergency; Champlain Community care access center (CCAC), (613) 764-0557, 1-800-267-0852 and (613) 310-2222.
- Ensuring liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources;
- Ensuring coordination of all efforts to prevent and control the spread of disease during an emergency;
- Notifying the Public Works Representative regarding the need for potable water supplies and sanitation facilities;
- Ensuring liaison with Social Services Representative on areas of mutual concern regarding health services in evacuee centres;
- Maintain a personal log of all actions taken.

## **9. Social Services Director**

The Social Services Director or representative is responsible for:

- Ensuring the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services;
- Supervising the opening and operation of temporary and/or long-term evacuee centres, and ensuring they are adequately staffed;
- Ensuring liaison with the police chief with respect to the pre-designation of evacuee centres which can be opened on short notice;
- Liaison with the Medical Officer of Health on areas of mutual concern regarding operations in evacuee centres;
- Ensuring that a representative of the Board of Education and/or Separate School Board is/are notified when facilities are required as evacuee reception centres, and that staff and volunteers utilizing the school facilities take direction from the Board representative(s) with respect to their maintenance, use and operation;
- Ensuring liaison with Home for the Aged as required;
- Making arrangements for meals for the staff/volunteers at the EOC and the Site;
- Maintain a personal log of all actions taken.

## **10. Emergency Medical Services (EMS) Director**

The Emergency Medical Services Director or representative is responsible for:

- Ensuring emergency medical services at the emergency site;
- Depending on the nature of the emergency, assign the Site Manager and inform the CCG;
- Establishing an ongoing communications link with the senior EMS official at the scene of the emergency;
- Obtaining EMS from other municipalities for support, if required;
- Ensuring triage at the site;
- Advising the CCG if other means of transportation is required for large scale response;
- Ensuring liaison with the receiving hospitals;
- Ensuring liaison with the Medical Officer of Health, as required;
- Maintain a personal log of all actions taken.

## 11. Utility Representative

The Utility Representative is responsible for:

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

## ***b) Support and Advisory Staff***

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

### **1. CAO's Administrative Assistant/Assistants**

The CAO's Administrative Assistant is responsible for:

- Assisting the Chief Administrative Officer, as required;
- Ensuring all important decisions made and actions taken by the CCG are recorded;
- Ensuring that maps and status boards are kept up to date;
- Provide a process for registering CCG members and maintaining a CCG member list;
- Notifying the required support and advisory staff of the emergency, and the location of the Emergency Operations Centre;
- Initiating the opening, operation and staffing of switchboard at the community offices, as the situation dictates, and ensuring operators are informed of CCG members' telephone numbers in the EOC;
- Assuming the responsibilities of the Citizen Inquiry Supervisor;
- Arranging for printing of material, as required;
- Coordinating the provision of clerical staff to assist in the Emergency Operations Centre, as required;
- Upon direction by the Mayor, ensuring that all council are advised of the declaration and termination of declaration of the emergency;
- Upon direction by the Mayor, arranging special meetings of council, as required, and advising members of council of the time, date, and location of the meetings;
- Procuring staff to assist, as required;
- Maintain a personal log of all actions taken.

## **2. Town Solicitor**

The Town Solicitor is responsible for:

- Providing advice to any member of the Community Control Group on matters of a legal nature as they may apply to the actions of the Village of Casselman in its response to the emergency, as requested;
- Maintain a personal log of all actions taken.

### **3. Treasurer / Purchasing**

The Treasurer / Purchasing Agent is responsible for:

- Providing information and advice on financial matters as they relate to the emergency;
- Ensuring liaison, if necessary, with the Treasurers/Directors of Finance of neighbouring communities;
- Ensuring that records of expenses are maintained for future claim purposes;
- Ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency;
- Providing and securing of equipment and supplies not owned by the Village of Casselman;
- Ensuring liaison with purchasing agents of the neighbouring communities, if necessary;
- Maintaining and updating a list of all vendors (including 24-hour contact numbers) who may be required to provide supplies and equipment;
- Maintain a personal log of all actions taken.

## **7. Other Agencies**

In an emergency, many agencies may be required to work with the Community Control Group. They might include Emergency Management Ontario, Ontario Provincial Police, the Office of the Fire Marshal, industry, volunteer groups, conservation authorities, and provincial ministries.

Refer to the various emergency plans from other agencies, which are located in the Emergency Management Coordinator's office, Town Hall.

All agencies must maintain a personal log of all actions taken.

## **8. Board of Education (Catholic and Public)**

The Board of Education (Catholic and Public) are responsible for:

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

### **c) Relationship between CCG and Incident Commander (IC):**

Depending on the nature of the emergency, and once the Incident Commander has been assigned, the CCG relationship with the Emergency Site Manager is to offer support with equipment, staff and other resources, as required.

The CCG will also ensure that the rest of the community maintains municipal services.

### **d) Relationship between the Incident Commander and the control structures of emergency responders**

The senior representative for each emergency responder (police, fire, EMS, public works) at the site will consult with the Site Incident Commander, so as to offer a coordinate and effective response. Regular briefings will be held at the site and chaired by the Site Incident Commander, so as to establish the manner and process to the emergency.

#### **PART 4: EMERGENCY TELECOMMUNICATIONS PLAN:**

Upon implementation of the Emergency Response Plan, it will be important to ensure that communications are established between the emergency site and the EOC. Also, communications may be required at various locations including evacuation centers, and other key responding agencies.

All members of the EOC will have their own communication with their people on the Emergency site.

The CAO's assistant will be responsible for all outside communication including faxes and Email.

Should the Village of Casselman lose all telephone communications, pre-arranged communications could be obtained from amateur radio,