



Emergency Response Plan (Website Version)

Adopted by By-law 58-2007
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Distribution List

Mayor and Alternate	2 Copies
Council Members	6 Copies
CAO and Alternate	2 Copies
Fire Chief and Alternate	2 Copies
OPP Inspector and Alternate	Electronic
Director of Operations and Alternate	2 Copies
Perth County EMS Chief and Alternate	Electronic
Medical Officer of Health and Alternate	Electronic
Director of Social Services and Alternate	Electronic
Ontario Fire Marshal/Emergency Management	Electronic
Friendship Centre	2 Copies
Recreation Department	2 Copies
Library	2 Copies
Senior Directors	1 Copy each
Manager of Corporate Communications and Alternate	2 Copies
Ontario Clean Water Agency	Electronic
Town of St. Marys Website (Public Copy)	Electronic
Festival Hydro	Electronic

Revisions and Amendments to the Plan

Entire Plan	By-law 8 of 1989
Entire Plan	By-law 52 of 1999
Names and Responsibilities	July 2001
Community Control Group and Alternate Names	September 2003
Community Control Group and Alternate Names	December 2003
Modifications resulting from Annual Review	May 2004
CCG staff name changes, EMO language modification	September 2004
Names and Responsibilities	December 2006
Entire Plan	By-law 58 of 2007
Modifications resulting from Annual Review	October 2007
Community Control Group and Alternate Names	November 2008
Modifications resulting from Annual Review	November 2009
Modifications resulting from Review	April 2010
Modifications resulting from Review	November 2010
Modifications resulting from Review	December 2012
Modifications resulting from Review	December 2013
Modifications resulting from Review	December 2014
Modifications resulting from Review	December 2015

Plan Maintenance and Revision

Annual Review

The CAO will ensure that this plan is reviewed annually and, where necessary, revised by a meeting(s) of the Community Control Group.

Each time the plan is revised, it must be forwarded to council for approval. However, revision to the annexes and minor administrative changes can be made without resubmitting the plan to council each time.

It is the responsibility of each person, agency, service or department named within this emergency plan to notify the CAO forthwith, of any revisions to the annexes, or administrative changes.

Annual Review Date

The Annual Review Date shall be the third Tuesday in April at 9:00 a.m. in the Boardroom of the Municipal Operations Centre.

Testing of the Plan

An exercise will be conducted at least annually in order to test the overall effectiveness of this emergency plan and provide training to the Community Control Group. Revisions to this plan should incorporate recommendations stemming from such exercises.

Internal Procedures

Each service involved with this emergency plan will prepare functional emergency procedures or guidelines outlining how it will fulfill its responsibilities during an emergency.

Each service will ensure that it designates a member of its staff to maintain and revise its own emergency procedures or guidelines.

Town of St. Marys Emergency Response Plan

Introduction

Emergencies are defined as situations or impending situations that constitute a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise. They affect public safety, meaning the health, welfare and property, as well as the environment and economic health of the Town of St. Marys.

The population of the Town of St. Marys is 6,800 residents.

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

The Town of St. Marys 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 Town of St. Marys 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 Town of St. Marys Emergency Response Plan may be viewed at the Town Hall. For more information, please contact:

Community Emergency Management Coordinator
Director of Development Services
Town of St. Marys
519-284-2340 Ext. 215

Aim

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

It enables a centralized controlled and coordinated response to emergencies in the Town of St. Marys, and meets the legislated requirements of the *Emergency Management and Civil Protection Act*.

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

Authority

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

The EMCPA states that:

“Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan.” [Section 3(1)]

“The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area.” [Section 4(1)]

As enabled by the *Emergency Management and Civil Protection Act*, this emergency response plan and its elements have been issued under the authority of the Town of St. Marys By-Law #58-2007; and filed with Ontario Fire Marshal Emergency Management, Ministry of Public Safety and Security.

Definition of an Emergency

The *Emergency Management and Civil Protection Act* define an emergency as:

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

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

Action Prior to Declaration

When an emergency exists but has not yet been declared to exist, municipal employees may take such action(s) under this emergency plan as may be required to protect lives and property in the Town of St. Marys.

Emergency Notification System

Upon receipt of a warning of a real or potential emergency, the responding department will immediately contact the St. Marys Fire Department, to request that the notification system be activated.

Upon receipt of the warning, the St. Marys Fire Department will notify all members of the Community Control Group.

Upon being notified, it is the responsibility of all Community Control Group officials to notify their staff and volunteer organizations.

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

The Community Control Group is attached as Annex "A".

Declaration of a Municipal Emergency

The Mayor, Deputy Mayor or Acting Mayor of the Town of St. Marys, as Head of Council, is responsible for declaring that a municipal emergency exists. This decision is usually made in consultation with the other members of the Community Control Group. (See Annex 'A')

The Mayor, Deputy Mayor or Acting Mayor as Head of Council, may designate one or more members of council who may exercise the powers and perform the duties of the head of council under this Act or the emergency plan during the absence of the head of council or during his or her inability to act.

Upon such declaration and again on termination, the Mayor, Deputy Mayor or Acting Mayor will notify:

- a) The Town Council
- b) The Solicitor General of Ontario via Ontario Fire Marshal Emergency Management
- c) The County Warden, as appropriate
- d) The public via the media
- e) Neighbouring municipal officials, as required
- f) Perth Wellington MPP
- g) Perth Wellington MP

A municipal emergency may be declared terminated at any time by:

- a) The Mayor, Deputy Mayor or Acting Mayor, or
- b) The Town Council, or
- c) The Premier of Ontario

Community Control Group

The emergency response will be directed and controlled by officials who are responsible for providing the essential services necessary to minimize the effects of an emergency on the municipality.

The CAO/Clerk is the Operations Officer and is responsible for the co-ordination of all operations concerned with the emergency.

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

This group is known as the Community Control Group, which consists of the following officials:

- 1) Mayor, Deputy Mayor of the Town of St. Marys or alternate
- 2) CAO or alternate
- 3) Fire Chief or alternate

- 4) Inspector of the OPP or alternate
- 5) Director of Operations or alternate
- 6) OCWA representative or alternate
- 7) Perth County EMS Chief or alternate
- 8) Medical Officer of Health or alternate
- 9) Director of Social Services or alternate
- 10) Community Emergency Management Coordinator
- 11) Director of Information Technology or alternate
- 12) Director of Development Services (Chief Building Official) or alternate
- 13) Director of Finance or alternate
- 14) Manager of Corporate Communications or alternate

Additional personnel called or added to the Community Control Group may include any other officials, experts or representatives deemed necessary by the Community Control Group:

- a) St. Marys Hospital representative
- b) South West Community Care Access Centre representative
- c) A representative of the Upper Thames River Conservation Authority
- d) Liaison staff from provincial ministries

The services, agencies, or officials listed below will operate in support of the Community Control Group as and when required. The Fire Chief when required will pass notification to them.

- a) Union Gas representative
- b) Festival Hydro representative
- c) Bell Telephone representative
- d) Rogers Cable representative

Group Responsibilities

The actions or decisions, which the members of the Community Control Group are likely to be responsible for, are:

- a) Calling out and mobilizing their emergency service, agency and equipment.
- b) Co-ordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law.
- c) Determining if the location and composition of the Community Control Group is appropriate.
- d) Advising the Mayor as to whether the declaration of an emergency is recommended.
- e) Designating any area in the municipality as an “emergency area”.
- f) Ensuring that an Incident Commander is appointed.
- g) Ordering, co-ordinating and/or overseeing the evacuation of inhabitants considered to be in danger.
- h) Discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, gas, closing down any public building in town.
- i) Arranging for services and equipment from local agencies **not** under municipal control i.e. private contractors, volunteer agencies, and service clubs.

- j) Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies **not** under municipal control, as considered necessary.
- k) Determining if additional transport is required and if appeals for volunteers are warranted.
- l) Determining if additional transport is required for evacuation or transport of person and/or supplies.
- m) Ensuring that pertinent information regarding the emergency is promptly forwarded to the Public Information Co-ordinator for dissemination to the media and public.
- n) Determining the need to establish advisor group(s) and/or subcommittees.
- o) Authorizing expenditure of money required dealing with the emergency.
- p) Notifying the service, agency or group under their direction, of the **termination** of the emergency.
- q) Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the CAO within one week of the termination of the emergency as required.
- r) Participating in the debriefing following the emergency.
- s) Putting a Recovery Plan into place to return the municipality to its pre-emergency state.
- t) Securing a Critical Incident Stress team to deal with the emotional trauma from any emergency service member or member of the public.

Emergency Operations Centre

The Community Control Group will report to the EOC located at the Municipal Operations Centre, 408 James Street South. In the event this operations centre cannot be used, then the secondary location will be in the Pyramid Recreation Centre, 317 James Street South.

Business Cycle

Members of the Community Control Group will gather at regular intervals to inform each other of actions taken and problems encountered. The Operations Officer will establish frequency of meetings and agenda items. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. Maps and status boards will be prominently displayed and kept up to date by the Operations Officer.

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.

To contact Ontario Fire Marshal Emergency Management for emergency advice or assistance, call:

PEOC Duty Officer
(416) 314-0472 or 1-866-314-0472
 Fax: **(416) 314-6220**

Should you have difficulty in contacting the PEOC then call the OPP General HQ's:

(705) 329-6950 and ask for assistance in contacting EMO.

EMO will respond with staff to provide advice in managing the emergency.

Division of Responsibilities

Mayor, Deputy Mayor or Acting Mayor

The Mayor, Deputy Mayor or Acting Mayor is responsible for:

- a) Declaring an emergency to exist.
- b) Declaring that an emergency has terminated (Note: Council may also terminate the emergency.)
- c) Notifying the Solicitor General of Ontario via Ontario Fire Marshal Emergency Management at **416-314-0472** of the declaration of the emergency and termination of the emergency.
- d) Chairing meetings of the Community Control Group.
- e) Ensuring the members of council are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation.
- f) Advising neighbouring municipalities/county of the declaration/termination of the emergency.

Chief Administrative Officer

The CAO for the Town of St. Marys is responsible for:

- a) Activating the emergency notification system through the St. Marys Fire Department.
- b) Advising the mayor on policies and procedures, as appropriate.
- c) Approving, in conjunction with the Mayor, major announcements and media releases prepared by the Public Information Co-ordinator, in consultation with the Community Control Group.
- d) Ensuring that a communication link is established between the Community Control Group and the Incident Commander.
- e) Calling out additional town staff to provide assistance, as required.
- f) Arranging staffing of town telephones for citizen enquiry.

Fire Chief

The Fire Chief is responsible for:

- a) Activating the emergency notification system.
- b) Providing the Community Control Group with information and advice on fire fighting and rescue matters.
- c) Establishing an ongoing communications link with the senior fire official at the scene of the emergency.

- d) Informing the Mutual Aid Co-ordinators and/or initiating mutual aid arrangements for the provision of additional firefighting manpower and equipment, if needed.
- e) Determining if additional or special equipment is needed and recommending possible sources of supply, e.g., breathing apparatus, protective clothing, etc.
- f) Providing assistance to other municipal departments and agencies and being prepared to take charge of or contribute to non-firefighting operations if necessary, e.g., rescue, first aid, casualty collection, evacuation, etc.
- g) Providing an Incident Commander, if needed.

Police Supervisor

The Police Supervisor is responsible for:

- a) Activating the emergency notification system through the St. Marys Fire Department.
- b) Notification of necessary emergency and municipal services, as required.
- c) The establishment of a site command post with communications to the Emergency Operations Centre.
- d) Establishing an ongoing communications link with the senior police official at the scene of the emergency.
- e) In conjunction with the responding services, establishing an inner perimeter within the emergency area.
- f) In conjunction with the responding services, establishing an outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel.
- g) The provision of traffic control to facilitate the movement of emergency vehicles.
- h) Alerting persons endangered by the emergency and co-ordinating evacuation procedures.
- i) Liaison with the Director of Social Services regarding the establishment and operation of evacuation centres.
- j) The protection of life and property and the provision of law and order.
- k) The provision of police service in evacuee centres, morgues, and other facilities, as required.
- l) Notifying the coroner of fatalities.
- m) Liaison with other municipal, provincial and federal police agencies, as required.
- n) Providing an Incident Commander, if required.

Director of Operations

The Director of Operations is responsible for:

- a) Activating the emergency notification system through the St. Marys Fire Department.
- b) Providing the Community Control Group with information and advice on engineering matters.
- c) Liaison with the senior operations officers from the neighbouring municipality(s) to ensure a co-ordinated response.

- d) The provision of engineering assistance.
- e) The construction, repair and maintenance of town roads.
- f) The maintenance of sanitary sewage and storm sewer systems.
- g) Maintaining liaison with flood control, conservation and environmental agencies and being prepared to take preventative action.
- h) The provision of supplies and sanitation facilities to the requirements of the Medical Officer of Health.
- i) Liaison with the public utilities to disconnect any service representing a hazard and/or arrange for the provision of alternate services or functions.
- j) Providing operations vehicles and equipment as required by any other emergency services.
- k) The provision of equipment for emergency water pumping operations.
- l) The provision of emergency potable water.
- m) Construction, maintenance and repair of water mains.
- n) Liaison with the Fire Chief concerning emergency water supplies for firefighting purposes.
- o) Providing an Incident Commander, if required.

Perth County EMS Chief or Alternate

The first ambulance to arrive at the scene of a major incident becomes the ambulance command post and the senior paramedic assumes the role of ambulance Site Co-ordinator until replaced by the Operations Manager or designate.

The EMS Site Coordinator Will:

- 1) Designate arriving ambulance personnel to required duties, e.g. "Triage Officer" and "Traffic Control Officer".
- 2) Assess the need for additional ambulances and special resources, e.g. medical site teams, multi-patient units, air ambulance or emergency support units.
- 3) Maintain contact with the communications centre and provide necessary updates, ensure the Perth County EMS Duty Supervisor has been notified.
- 4) Maintain liaison with other emergency agencies at the site.
- 5) Ensure appropriate documentation of casualty care provided and movement of patients.
- 6) Utilize the pocket cassette recorder as an aid to recording site activities.
- 7) The EMS Site Co-ordinator must inform the communications centre of his/her role and function at the site.

The Triage Officer Will:

- 1) Wear appropriate identification for Triage Officer.
- 2) Establish a triage area located a safe distance from the incident, if necessary.
- 3) Begin triage using the supplied triage tags.
- 4) Conduct triage in an organized and systematic fashion.

EMS Personnel Will:

- 1) Shut down emergency warning systems, except for the ambulance site co-ordinator.

- 2) Wear appropriate visual identification.
- 3) Report to the EMS Site Co-ordinator or as directed by the ambulance communications centre.
- 4) Medical teams will report to the EMS Site Co-ordinator for direction.

Medical Officer of Health

The Medical Officer of Health is responsible for:

- 1) Assess the impact of the emergency situation on the health of the public.
- 2) Advise the public on matters concerning public health, through communication channels established by the municipal Community Control Group (CCG).
- 3) Control communicable disease.
- 4) Provide advice on the health and safety aspects of emergency water supplies, sanitation, shelters, food supplies, mass feeding, garbage and sewage disposal.
- 5) Assist in response to stress reactions to the emergency (immediate and long term). *(This does not include care for all vulnerable populations. Only vulnerable Health Unit clients will be addressed and attended to.)*
- 6) Notify other agencies and senior levels of government of health matters relating to the emergency.

Director of Social Services

The Director of Social Services is responsible for:

- a) Ensuring the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registrations and inquiries and personal services.
- b) Supervising the opening and operation of temporary and/or long-term evacuee centres, and ensuring they are adequately staffed.
- c) Liaison with the police supervisor with respect to the pre-designation of evacuee centres which can be opened on short notice.
- d) Liaison with the Medical Officer of Health on areas of mutual concern regarding operations in the evacuee centre.
- e) Ensuring that a representative of the Avon-Maitland Board of Education and/or Catholic District School Board is/are notified when a facility(s) is/are required as evacuee reception centre(s), and the staff and volunteers utilizing the school facility(s) take direction from the Board representative(s) with respect to its/their maintenance, use and operation.
- f) Liaison with the Wildwood Care Centre and Kingsway Nursing Home, as required.
- g) Liaison with the Community Care Access Centre and EMS Co-ordinator regarding invalids or disabled persons that may reside in an area to be evacuated and require ambulance or stretcher transportation.
- h) Additional Responsibilities – “Annex E”

Community Emergency Management Coordinator

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

- a) Activating and arranging the EOC
- b) Ensuring that security is in place for the EOC and registration of CCG members
- c) Ensuring that all members of the CCG have necessary plans, resources, supplies, maps and equipment
- d) Providing advice and clarifications about the implementation details of the Emergency Response Plan
- e) Ensuring liaison with community support agencies (e.g. St. John Ambulance, Canadian Red Cross)
- f) Ensuring that the operating cycle is met by the CCG and related documentation is maintained and kept for future reference
- g) Addressing any action items that may result from the activation of the Emergency Response Plan and keeping the CCG informed of implementation needs
- h) Maintaining the records and logs for the purpose of debriefings and post emergency reporting that will be prepared

Additional Personnel

Support and Advisory Staff shall provide support, logistics and advice to the Community Control Group. Examples of support and advisory staff are:

- a) Town Solicitor (provision of advice to any member of the Community Control Group on matters of a legal nature as they may apply to the actions of the Town of St. Marys in its response to the emergency as requested)
- b) Clerical Staff
- c) Representatives of business and industry

Other Agencies

- a) St. Marys Memorial Hospital
 - i. Implementation of the hospital emergency plan.
 - ii. Liaise with the Community Control Group and local ambulance representatives with respect to hospital and medical matters, as required.
 - iii. Evaluate requests and make arrangements for the provision of medical site teams/medical triage teams.
 - iv. Liaise with the Ministry of Health & Long Term Care, as appropriate.
- b) School Boards (Avon Maitland Board of Education and the Huron-Perth Catholic District School Board)
 - i. The provision of any school (as appropriate and available) for use as an evacuation or reception centre.
 - ii. Upon being contacted by the Senior Social Services Officer or designate, providing a County Board of Education/Catholic District School Board representative(s) to co-ordinate and provide direction

with respect to the maintenance, use and operation of the facilities being utilized as evacuation or reception centre.

- iii. In event of an emergency during normal school hours, the principal(s) of the affected school(s) (until directed otherwise) is/are responsible for:
 - 1) Implementing the school “Stay-Put” Emergency Plan, or
 - 2) Implementing the school “Evacuation Plan”, as advised by the Community Control Group, depending on the nature and scope of the emergency.
- c) Upper Thames River Conservation Authority
- d) Union Gas
- e) Festival Hydro
- f) Bell Canada
- g) Rogers Cable
- h) Ministry of the Environment
- i) Public Emergency Notification

In the event that there is an emergency in the Town of St. Marys, public will be notified of the emergency and procedures to follow for personal safety in the following manner:

Tune the radio or TV to any one of the following radio or TV stations for updated information:

1240 AM CJCS Stratford
107.7 FM Stratford FM
1290 AM Newstalk 1290
92.7 FM BX 93
1410 AM Funny 1410
97.5 FM Virgin Radio
920 AM CKNX Wingham

CTV Kitchener – CKCO TV

CTV Two London – CFPL-TV

Check the Town of St. Marys website: [Town of St. Marys](#)

Social Media

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211 Ontario