

# THE CORPORATION OF THE TOWNSHIP OF GREATER MADAWASKA

## BY-LAW 66-2023

---

Being a By-law to adopt an Emergency Response Program  
for the Township of Greater Madawaska

---

**WHEREAS** under the *Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9* and (the “Act”) s Ontario Regulation 380/04 (the “Reg”), every municipality in the Province of Ontario is required to:

- Develop and implement an emergency management program, which shall consist of:
  - an emergency plan;
  - training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
  - public education on risks to public safety and on public preparedness for emergencies; and
  - any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario;
- Designate an employee of the municipality as its emergency management coordinator;
- Establish an emergency management program committee;
- Establish an emergency community control group;
- Establish an emergency operations centre to be used by the municipal emergency control group in an emergency; and
- Designate an employee of the municipality as its emergency information officer;

**WHEREAS** it is prudent that the emergency management program developed under the Act be in accordance with international best practices, including the five core components of emergency management: prevention, mitigation, preparedness, response, and recovery;

**WHEREAS** the purpose of such program is to help protect public safety, public health, the environment, critical infrastructure and property during an emergency and to promote economic stability and a disaster-resilient community;

**NOW THEREFORE**, the Council of the Corporation of the Township of Greater Madawaska hereby enacts as follows:

## **Emergency Management Program**

1. An Emergency Management Program for the municipality will be developed and reviewed annually by the Emergency Management Program Committee consistent with and in accordance with the Act, the Reg, and international best practices, including the five components of emergency management and such program shall include:
  - a. Training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
  - b. Public education on risks to public safety and on public preparedness for emergencies; and
  - c. Any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario.
2. The Emergency Management Program shall be consistent with the objectives of protecting public safety, public health, the environment, critical infrastructure and property, and to promote economical stability and a disaster-resilient community.

## **Emergency Response Plan**

3. The Emergency Response Plan, which has been developed in accordance with the requirements of the Act and Regulations and international best practices, and which is attached hereto as Schedules:
  - a. THAT the Emergency Plan is attached hereto as Schedule A.
  - b. THAT the Evacuation Plan is attached hereto as Schedule B.
4. The plan shall be reviewed annually by the CEMC and the Emergency Management Program Committee. The CEMC is authorized to make such administrative changes to the Plan as appropriate to keep the Plan current, such as personnel, organizational and contact information updates. Any significant revision to the body of the Plan shall be presented to Council for approval.
5. When an emergency exists but has not yet been declared to exist, employees and the Emergency Control Group may take such action under the Plan as may be required to protect property and the health, safety and welfare of the inhabitants of Greater Madawaska Township.

## **Community Emergency Management Coordinator**

6. Jessica Schroeder is hereby appointed as the primary community emergency management coordinator (the “CEMC”) responsible for the emergency management program for the Township, including maintenance of the Plan, training, exercises, public education and such other duties and responsibilities as outlined in the Act.
7. Renéé Mask is hereby appointed as alternate CEMC to act in place of the primary CEMC in his/her absence.

### **Emergency Management Program Committee**

8. The persons holding the following positions in the municipality shall be members of the Emergency Management Program Committee:
  - a. Head of Council (Mayor)
  - b. Chief Administrative Officer (CAO)
  - c. Finance and HR Administrator
  - d. Treasurer
  - e. Public Works Supervisor
  - f. Chief Building Official
  - g. Fire Chief
  - h. Facilities Manager
  - i. Manager of Planning and Development
  - j. Clerk
9. Renée Mask is hereby appointed as Chair of the Emergency Management Program Committee.
10. The Emergency Management Program Committee shall advise Council on the development and implementation of the municipality's Emergency Management Program and shall review the program annually.

### **Municipal Emergency Control Group**

11. The persons holding the following positions in the municipality shall be member of the Municipal Emergency Control Group (MECG)
  - a. Mayor of the Township of Greater Madawaska, or designate;
  - b. Operations Officer (CAO)
  - c. Community Emergency Management Coordinator (CEMC)
  - d. Safety Officer (CEMC or alternate)
  - e. Liaison Officer (CEMC or alternate)
  - f. Emergency Information Officer (Clerk)
  - g. Logistics Officer (Facilities Manager)
  - h. Fire Chief
  - i. Chief Building Official
  - j. Public Works Supervisor
  - k. Finance and Administration (Treasurer)
  - l. Others as required (example: County Officials, MNRF, OPP etc.)

### **Emergency Operations Centre**

12. A primary and alternate Emergency Operations Centre has been established for use by the MECG in an emergency and with the appropriate technological and telecommunications

systems to ensure effective communication in an emergency. The locations of the Emergency Operations Centres are identified in the Plan.

### **Emergency Information Officer**

13. Robin Emon or designate is hereby appointed as the Emergency Information Officer for the municipality as the primary media and public contact for the municipality in an emergency.

### **Administration**

14. The Plan shall be made available to the public for inspection and copying at the Greater Madawaska Municipal Office, 19 Parnell St., Calabogie during regular business hours or through the Township website.
15. The Plan, or any amendments to the Plan, shall be submitted to the Office of the Fire Marshal and Emergency Management as identified in the Act.
16. That the Council of the Corporation of the Township of Greater Madawaska rescind Resolution 271-21.
17. That By-Law No 03-2022 and 59-2021 is hereby repealed.

**READ** a first and second time this 7th day of December, 2023.

**READ** a third time and passed this 7th day of December, 2023.

---

Rob Weir  
Mayor

---

Robin Emon  
Clerk



# EMERGENCY RESPONSE PLAN 2023

SCHEDULE A TO BY-LAW 66-2023

## Table of Contents

Section 1 – Administration .....	4
Introduction .....	4
Aim .....	4
Authority .....	5
Section 2 – Emergency Notification Procedures .....	5
Emergency Identification System .....	5
Requests for Assistance.....	6
Action Prior to Declaration.....	6
Activation of the Emergency Response Plan .....	6
Declaration of an Emergency.....	6
Termination of Emergency.....	7
Section 3 – Emergency Operations and Procedures .....	7
Municipal Emergency Control Group (MECG) .....	7
Support Group.....	8
Emergency Operation Centre (EOC).....	8
Operating Cycle.....	9
Municipal Emergency Control Group Responsibilities.....	9
Section 4 - Individual Roles and Responsibilities.....	10
Mayor .....	10
Operations Officer (CAO) .....	11
Incident Commander (if required).....	11
Liaison Officer - CEMC.....	12
Emergency Information Officer (EIO) .....	12
Public Works Supervisor .....	13
Logistics .....	14
Finance and Administration .....	14
Fire Chief.....	14
Scribe .....	15
Partners.....	16
Partner – Ontario Provincial Police (OPP) .....	16
Partner – Medical Officer of Health.....	16

Partner - Renfrew County Emergency Services .....	17
Section 5 - Concept of Operations .....	17
General .....	17
Incident Management System .....	18
Emergency Response Levels and Actions .....	18
Section 6 - Incident Management System Direction and Control Structure .....	19
Incident Management System (IMS) Function Descriptions .....	20
Emergency Operations Centre Command Unit .....	20
Operations .....	20
Planning .....	20
Logistics .....	21
Finance/Administration .....	21
Section 7 - Plan Maintenance and Revision .....	21
Section 8 – Notification of Public.....	21
Section 9 - Additional Information and Supports .....	22
Annex 1 – Emergency Operations Centre List of Contacts and Radio Frequencies ..	26
Annex 2 – Hazard Identification and Risk Assessment (HIRA) .....	26
Annex 3 – Critical Infrastructure .....	26
Annex 4 – Quick Contacts for Emergencies .....	26
Annex 5 - Declaring/Terminating an Emergency .....	26

## Section 1 – Administration

### Introduction

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

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

This Plan has been prepared to provide key officials, agencies, and departments within the Township of Greater Madawaska with a general guideline for the initial response to an emergency and an overview of their responsibilities during an emergency.

For this Plan to be effective, it is important that all concerned be made aware of its provisions and that every official, agency, and department be prepared to carry out their assigned functions and responsibilities in an emergency.

The Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9, as amended, 2006, is the legal authority enabling municipalities to develop their own emergency plan. It states that the ‘Head of Council may declare that an emergency exists in the Township or in any part thereof and may take such action and make such orders as he/she considers necessary and are not contrary to the law to implement the emergency plan of the Township and to protect the property and the health, safety and welfare of the inhabitants of the emergency area.

Emergencies are defined as a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident, or an act whether intentional or otherwise. These are distinct from the normal, day-to-day operations carried out by the first response agencies.

While many emergencies could occur within the Township, those most likely to occur are fire/forest fire, pandemic/epidemic, tornado/windstorm, and flood. Although these threats are more likely to occur than others, the possibility still exists for other emergencies, such as transportation accidents involving hazardous materials and air crashes, to occur.

### Aim

The aim of this Plan is to make provisions for the extraordinary arrangements and measures that may have to be taken to safeguard property and the health, safety and welfare, environment and economic health of the residents, businesses and visitors of the Township of Greater Madawaska when faced with an emergency. This meets the requirements of the *Emergency Management and Civil Protection Act (EMCPA)*

The Township of Greater Madawaska response plan reflects an enhanced level approach to Emergency Management as defined by Emergency Management Ontario. It incorporates



subordinate plans and annexes, which provide detailed response procedures for the most likely hazards confronting Greater Madawaska Township. These hazards have been determined through an in-depth Hazard Identification and Risk Assessment (HIRA) by the Township of Greater Madawaska Committee.

This Plan does not intend to identify countermeasures for all conceivable crisis situations but rather develop a standard procedure from which the municipal authorities can monitor the incident, obtain additional support, and direct a controlled response.

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 plan.

The EMCPA states that:

- Every municipality shall formulate an emergency plan governing the provisions of necessary services during an emergency and the procedures under 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. [Sec. 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/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 areas. [Sec 4(1)]

As enabled by the EMCPA, this emergency response plan and its elements have been issued under the authority of By-law 66-2023 and fined with Emergency Management Ontario, Ministry of Community Safety and Correctional Services.

The Emergency Operations Centre (EOC) may be activated for any emergency for the purpose of managing the emergency, maintaining services, and supporting emergency response without the full activation of the MCEG.

## **Section 2 – Emergency Notification Procedures**

### **Emergency Identification System**

Upon receipt of a warning of a real or potential emergency, the responding department or any employee will immediately contact the CEMC or alternate, to request that the notification system be activated.

Upon receipt of the warning, the CEMC or alternate will notify all members of the Municipal Emergency Control Group (MECG). In the event that the designated person is not reached, the CEMC will attempt to call the alternate person. The following message will be utilized when

contacting the MCEG members:

“The Township of Greater Madawaska is convening the Municipal Emergency Control Group as a result of the following situation (insert situation). Please meet at the Municipal Office located at 19 Parnell St., Calabogie.” In the event the MCEG is unable to meet in person, a Zoom meeting link will be sent out to all members of the MCEG.

Upon being notified, it is the responsibility of all MCEG officials to notify their staff and volunteer organizations. The CAO will ensure appropriate municipal staff is notified either to report or be available if required.

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

The confidential Emergency Notification List is attached as Appendix 1.

### **Requests for Assistance**

Assistance may be requested from the County at any time by contacting the County CEMC. 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. Such requests can be made by contacting Emergency Management Ontario.

### **Action Prior to Declaration**

Where an emergency exists but has not yet been declared to exist, Municipal employees may take such actions under this Emergency Plan as may be required to protect property and the health, safety and welfare of the persons in the Township of Greater Madawaska.

### **Activation of the Emergency Response Plan**

Only the Mayor, the CAO and the CEMC have the authority to activate the Emergency Response Plan; activation of the plan is not dependent on, nor synonymous with, an official emergency declared by the Head of Council.

### **Declaration of an Emergency**

The Emergency Management and Civil Protection Act states that:

“The Head of Council of a municipality may declare that an emergency exists in the municipality or in any part hereof 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 of the inhabitants of the emergency area.” R.S.O. 1990, E.9, s.4 (2).”

The Mayor, as the Head of Council, is responsible for declaring an emergency. This decision is generally made in consultation with other members of the MCEG.

Upon such declaration, the Mayor will notify:

- Emergency Management Ontario, Ministry of Community Safety and Correctional

- Services;
- Township Council;
- County of Renfrew, as appropriate;
- Public
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP);

Upon activation of the plan includes:

- Notification of the Municipal Emergency Control Group
- Determination of the appropriate Emergency Operations Centre
- Set up of the Emergency Operation Centre and any other actions required to implement the plan.

### **Termination of Emergency**

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

- Mayor;
- Municipal Council, or
- Premier of Ontario.

The decision to terminate a declared emergency is usually taken in consultations with the Municipal Emergency Control Group.

Upon termination of a municipal emergency, the Mayor will notify:

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

## **Section 3 – Emergency Operations and Procedures**

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

The Municipal Emergency Control Group (MECG) is responsible for the direction and control of the overall emergency response at the Township level. The Municipal Emergency Control Group ensures the provision of essential services to minimize the impact of the emergency on the community.

The Municipal Emergency Control Group consists of the following members:

- Mayor of the Township of Greater Madawaska, or designate;
- Operations Officer (CAO)
- Community Emergency Management Coordinator (CEMC)
- Safety Officer
- Liaison Officer (CAO or CEMC)
- Emergency Information Officer (Clerk)
- Logistics Officer (Facilities Manager)
- Fire Chief
- Chief Building Official
- Public Works Supervisor
- Finance and Administration (Treasurer)
- Others as required (example: County Officials, MNRF, OPP etc.)

This group may be augmented by other officials if required and deemed necessary by the MCEG. While the emergency may not require the presence of everyone listed in the MCEG, they must be notified.

In non-emergency situations, this group shall meet to discuss, review, update, and, if necessary, practice the Township of Greater Madawaska's Emergency Plan.

### **Support Group**

If required, a "support group" may be formed from members of public and private agencies who have specialized knowledge and advice to give. This group, drawn from organizations listed hereunder, may be called upon individually or be asked to deliberate and make recommendations effectively. The following groups may be called upon to provide advice or assistance should the Municipal Emergency Control Group be convened in response to an emergency:

- Ontario Provincial Police
- Ministry of Natural Resources and Forestry
- Emergency Management Ontario
- Red Cross
- Renfrew County and District Health Unit (RCDHU)
- Renfrew County Emergency Services

### **Emergency Operation Centre (EOC)**

The primary location of the Emergency Operations Centre is the Municipal Office located at 19 Parnell St., Calabogie.

In the event this Operation Centre cannot be used, then the secondary locations will be Griffith Fire at 25991C Hwy 41 or the DACA Centre located at 111 Flat Rd., Dacre.

The Incident Commander or the Mayor will determine a suitable location for the EOC if a situation arises where the primary location is inappropriate. In the case that it is unsafe to travel and gather at any of the EOC locations, a virtual EOC will be activated.

Features of the Municipal Office:

- The building has a permanent generator that will operate the facility.
- The building is primarily heated with two propane furnaces.

Upon arrival at the Primary Emergency Operations Centre by MECG members:

- MECG members proceed to the Council Chambers and setup in meeting style layout
- MECG members should check the operation of their cell phones, tablets, laptops, and other communication devices within the EOC and advise the CEMC of any problems or concerns
- Upon arrival at the EOC, MECG members are to prepare for a formal initial meeting to be called to order by the MECG Chair and the establishment of the MECG operating cycle
- The EOC is operational and ready for use and plans are in place for backup emergency power, if required
- Liaise with Ontario Provincial Police to ensure that security is established and maintained within the EOC, if required.
- The EOC is accessible (snow shovelled, etc.) and comfortable (heat or air conditioning is working)
- The Media Conference Area is set up and operation (Township Office)

### **Operating Cycle**

Members of the MECG will gather at regular intervals to inform each other of actions taken and problems encountered. The frequency of meetings and agenda items will be established by the CEMC. 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 CEMC.

### **Municipal Emergency Control Group Responsibilities**

The MECG is responsible for the following:

- Coordinate all emergency support operations during and post the emergency.
- Ensure there is no interruption in the provision of emergency services and essential services in unaffected areas outside the emergency site.
- Call out and mobilize their emergency service, agency and equipment.
- Coordinate and direct their service and ensure that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law.
- Ensure adequate emergency service provisions are maintained outside and separate from those responding at the emergency site.
- Determine if the location and composition of the Emergency Control Group are appropriate.
- Advise the Head of Council as to whether the declaration of an emergency is recommended.

- Advise the Head of Council on the need to designate all or part of the community as an emergency area.
- Ensure that a Site Incident Commander is appointed at the emergency site.
- Ensure support to the Incident Management System by offering equipment, staff and resources, as required.
- Assign an On-site Emergency Information Officer, as required.
- Order, coordinate and/or oversee the evacuation of inhabitants considered to be in danger.
- Discontinue utilities or services provided by public or private concerns, i.e. hydro, water, gas.
- Arrange for services and equipment from local agencies not under community control, ie. private contractors, industry, volunteer agencies, service clubs.
- Notify and or request assistance from, and/or liaison with various levels of government and any public or private agencies not under community control, as considered necessary.
- Determine if additional volunteers are required and if appeals for volunteers are warranted.
- Determine if additional transport is required for evacuation or transport of persons and/or supplies.
- Ensure that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer for dissemination to the media and public.
- Determine the need to establish advisory groups and or sub-committees/working groups for any aspect of the emergency including recovery. If so, determine the chair and composition of that committee, along with the reporting structure.
- Authorize expenditure of money required for dealing with the emergency.
- Notify the service, agency or group under their direction, of the termination of the emergency.
- Participate in a post-emergency debriefing.
- Consider application for Municipal Disaster Recovery Assistance (MDRA) and make arrangements, as required.

## **Section 4 - Individual Roles and Responsibilities**

### **Mayor**

The head of Council, or designate, has the following responsibilities:

- Declare an emergency to exist Declaration of an Emergency form faxed to EMO Duty Officer.
- Declaring that the emergency has terminated (Note: Council may also terminate the emergency).
- Ensuring the members of Council is advised of the declaration and termination of an emergency and is kept informed of the emergency situation.
- Establish a communication link in consultation with the Emergency Information Officer, for approval of announcements and media releases.

- Notify the Renfrew County Warden of the declaration of the emergency and termination of the emergency, or of the activation or partial activation of the EOC.
- Notify the area M.P. or M.P.P. as appropriate.
- Notify the public of the declaration and termination of an emergency in coordination with the EIO, CAO and CEMC.
- Maintain a personal log of all decisions made and actions taken by the Head of Council.

If for any reason the Mayor is unable to fulfil his/her role, the following persons are granted full authority to act in his/her place at any time this Plan is activated:

- Deputy Mayor, or
- A quorum of the remainder of Council.

### **Operations Officer (CAO)**

The Operations Officer is the Chief Administrative Officer (CAO) and will perform the duties and responsibilities as follows:

- Organize and supervise the EOC and make arrangements for obtaining and displaying up-to-date information at all times.
- Chair meetings of the MCEG.
- Arrange and coordinate telecommunications systems.
- Advise the Mayor and MCEG on municipal procedures and policies.
- Assist the EIO with media arrangements, preparation and issuing of press and public announcements.
- Maintain a record of all major decisions, actions and instructions issued.
- Determine which management staff positions are required and ensure they are filled as soon as possible. Being a small Township, management staff may have to play dual roles.
- Call upon additional municipal staff to provide assistance, as required.
- Ensure the operational periods are established and that initial EOC response priorities and objectives are decided and communicated to all involved parties.
- Ensure that a communication link is established between the EOC members and the Incident Commander.
- Arrange for Critical Incident Stress Debriefing for everyone involved in the emergency as necessary.

### **Incident Commander (if required)**

The Incident Commander will be at the emergency scene and will provide updates to the MCEG at ongoing intervals.

Depending on the nature of the emergency, the MCEG's relationship with the IC is to offer support with equipment, staff, and other resources as required. The IC will communicate directly with the CEMC to ensure all notifications and procedures are being followed.

The senior representative for each emergency responder (police, fire, emergency medical services and public works) at the site will consult with the IC, so as to offer a coordinated and

effective response. Regular briefings will be held at the site and chaired by the IC, so as to establish the manner and process by which response to the emergency will be provided.

The Incident Commander will be responsible for many of the following duties:

- Maintain a log of actions taken.
- Establish an Emergency Command Post.
- Establish an appropriate chain of command.
- Determine the senior representatives of emergency services attending at the emergency site.
- Arrange and conduct site meetings with other senior emergency representatives at the site and consult with them in order to maintain a coordinated approach to the emergency response.
- Maintain knowledge of resources (human and equipment) available at the emergency site.
- Manage the personnel at the site.
- Provide for the needs of those attending to the emergency situation, including meals, water, fuel, special equipment, etc.
- Obtain ongoing vital information about the emergency situation.
- Establish and maintain a good communication system with the MECG and those at the site.

#### **Liaison Officer - CEMC**

The CEMC acts as the Liaison Officer. As a support function of the Command, the CEMC serves as the primary contact for assisting or supporting organizations and has the following responsibilities:

- Develop and maintain a system for alerting MECG members in an emergency.
- Ensure proper set-up and function of the Emergency Operations Centre.
- Ensure proper communications are in place at the EOC and at the emergency site with the established link between the two locales.
- Address any action items resulting from the activation of the Emergency Plan.
- Act as a resource and advisor to the Mayor, CAO and MECG.
- Ensure that the primary and secondary EOC sites are stocked and prepared for use.
- Act as the liaison with EMO representatives either at the local or Provincial level.
- Ensure that all members of the MECG are supplied with the necessary materials and communication devices to fulfil their emergency response duties.
- Supply individuals and agencies with any information with regard to the Emergency Plan that may be of assistance.
- Maintain records and files of decisions made and logs made for the purpose of conducting a debriefing, post emergency reporting and updating Emergency Plan and program.
- Ensures annual compliance of the Emergency Management program is met annually as mandated by the Emergency Management and Civil Protection Act.

#### **Emergency Information Officer (EIO)**



The Clerk shall assume the role of Emergency Information Officer. During an emergency, the EIO will be responsible for the following:

- Act as the primary media and public contact for the Township in an emergency.
- Establish any necessary communication links between the MCEG and any other media coordinators at the Federal, Provincial or agency level.
- Coordinate all emergency information requests, including photograph sessions and interviews at the EOC and/or emergency site(s).
- Liaise with the MCEG to obtain up-to-date information in order to prepare and issue press releases and arrange media briefings.
- If required, post emergency information on the internet.
- Provide regular updates to ensure that the most accurate and up-to-date information is available to the public.
- Ensure that the CAO and Mayor approve all media releases prior to dissemination.
- Ensure copies of all media releases are provided to the MCEG and key media officers from other agencies, prior to dissemination.
- Monitor news coverage and ensure that erroneous information is corrected as soon as possible.
- Maintain copies of all media information pertaining to the emergency (such as media releases, newspaper articles, etc.).
- Maintain a personal log of all decisions made and actions taken.

#### **Public Works Supervisor**

The Public Works Supervisor will perform the following duties:

- Alerting the CEMC, the CAO, or the Mayor of an emergency, or a threat of an emergency that may involve Municipal resources.
- Requesting activation of the Emergency Response Plan to the Mayor, CAO or the CEMC.
- Establish a communication link with senior roads staff at the incident.
- If appropriate, appoint an Incident Commander within the Public Works Department to control operations at the scene of emergency.
- Maintain liaison with flood control, conservation and environmental agencies and be prepared to conduct relief or preventative operations.
- Provide such materials, supplies and equipment as appropriate and if not otherwise available, make arrangements for sources of supply from neighbouring municipalities, private contractors, etc.
- Assist in traffic control, evacuations, etc. by clearing emergency routes, marking obstacles, providing road signs, etc.
- Control sandbagging and pumping operations during flood emergencies.
- Arrange for the clearance of debris that is obstructing operations.
- Provide emergency potable water and supplies, if necessary.
- Ensure liaison with the Fire Chief concerning emergency water supplies for firefighting purposes.
- Maintain a personal log of all decisions made and actions taken.

## Logistics

The Manager of Facilities and Environment is responsible for logistics and planning. They arrange for and coordinate all materials, services, equipment and resources required to manage and resolve the emergency. Logistics tracks usage and current locations of these items. Logistics has the following responsibilities:

- Responsible for all the supplies and support needs of an incident, including obtaining and maintaining essential ground personnel, equipment, facilities, communication, supplies and nutrition for deployment.
- Maintain a personal log of all decisions made and actions taken.

## Finance and Administration

The Treasurer is responsible for Finance and Administration and performs duties related to administration, finance and staffing specific to the emergency. This includes keeping track of incident-related costs, purchasing, compensation and claims. The Treasurer has the following responsibilities:

- Provide information and advice on financial matters as they relate to the emergency.
- In consultation with the EOC members, confirm the adequacy of expenditure limits as identified in the Purchasing Policy.
- Ensure there is a continuum of payroll process for all employees.
- Ensure liaison, if necessary, with the treasurers of neighbouring communities within Renfrew County.
- Ensure that records of expenses are maintained for future claim purposes.
- Ensure all requirements under the Disaster Relief Assistance for Ontarians Program are met by the Township and submitted to the Minister of Municipal Affairs and Housing within 14 days of the emergency.
- Coordinate the provision of clerical staff to assist during an emergency.
- Maintain a personal log of all decisions made and actions taken.

## Fire Chief

The Fire Chief will be responsible to:

- Alerting the CEMC, the CAO, or the Mayor of an emergency, or a threat of an emergency that may involve Municipal resources.
- Requesting activation of the Emergency Response Plan to the Mayor, CAO or the CEMC.
- Work with the Incident Commander to control operations at the scene of the emergency. Establish a fire incident command post with communication link to the EOC.
- Inform the mutual aid fire coordinator and trigger mutual aid arrangements for the provision of additional firefighting equipment if needed.
- Determine if additional or special equipment is needed and recommend possible sources of supply, e.g., breathing apparatus, protective clothing, etc.
- Provide assistance to other municipal departments and agencies and be prepared

to take charge or contribute to non-firefighting operations if necessary, e.g., rescue, first aid, etc.

- Coordinate all activities connected with fire suppression, rescue, and extraction operations.
- Coordinate evacuation procedures if residents are threatened by fire or chemical contamination.
- Advise the MCEG on the availability of volunteer Fire Department staff if a prolonged emergency situation is expected.
- Liaison with the Ontario Fire Marshal, if required.
- Coordinate a post-emergency mutual aid fire service incident de-brief session.
- Maintain the usual responsibilities of the Fire Department.
- Maintain a personal log of all decisions made and actions taken.

### Scribe

The Scribe records and updates pertinent information on the EOC log during the operation of the Emergency Operations Centre. This person or persons maintains accurate records of all events that occur during and after an emergency.

- Accompanying the Incident Commander at all times.
- Taking notes at all Command meetings and documenting decisions made
- Maintain a personal log of all decisions made and actions taken.

During an emergency, it is critical that each member of the Municipal Emergency Control Group, departmental staff and scribes take notes and track activities. Practical note-taking supports the achievement of incident objectives and credibility when completing reports and forms during and after an emergency. Notes may also be referenced for any legal proceedings resulting from the emergency. Below are note-taking recommended practices:

- Add the date and time to the top of each page for every input;
- Start a new page for each operational cycle
- The information should be as legible as possible;
- Individual paper logs should also be bound with numbered pages to ensure that the pages are always secure;
- Notes must be in ink, not pencil, using a single colour, in chronological order;
- Draw a line to indicate the end of entry;
- Strike through and initial incorrect information; ensure that incorrect entry is still legible;
- If a scribe is completing the Personal Log for the MCEG member both the scribe and the MCEG member must initial the error;
- Don not keep rough notes with the intention of updating the 'official' notes later. If rough notes must be taken, do so in your official personal log and write them out in a better format when time permits;
- Avoid any unprofessional language or unfounded assumptions of responsibility or guilt;
- State the details of your actions and/or tasks to be completed during the operational period;

- Blank spaces should be avoided or closed with an initialled line;
- Notes written after the incident should include the date and time that the notes were written, and an explanation for why the note was added after the incident.
- Avoid conferring with others to ensure that notes are 'correct';
- Write objectively. Be factual and be specific;
- Use approved or recognized abbreviations or short forms;
- Always retain the original copies of notes

## **Partners**

### **Partner – Ontario Provincial Police (OPP)**

The Senior Police Official, as a member of Operations, has the following responsibilities:

- If necessary, ensure that the appropriate municipal representative is notified to call the control group together.
- Maintain law and order within the community.
- Notify and assist relevant emergency services, as required.
- Establish an incident command post, as required.
- Alert persons endangered by the emergency and coordinate evacuation procedures, as necessary.
- Establish inner and outer perimeters around the emergency site.
- Notify the coroner of fatalities and provide assistance with respect to the collection, security and identification of deceased persons, and notification of next of kin.
- Ensure the timely and accurate dissemination of information and instructions to the public, in coordination with the Emergency Information Officer from the MECC.
- Undertake and manage, in concert with any other police action relating to the incident, investigations into criminal acts that have been committed or suspected.
- Provide traffic control to facilitate the movement of emergency vehicles.
- Liaise with other municipal, Provincial and Federal agencies, as required.
- Provide security to the incident and Incident Command Post, Emergency Operation Centre and any other areas deemed appropriate in consultation with MECC.
- Establish communication with other municipal departments to arrange for additional supplies and equipment when needed, e.g., barriers and flashers, etc.
- Maintain a personal log of all decisions made and actions taken or arrange for a scribe.

### **Partner – Medical Officer of Health**

The Medical Officer of Health, or alternate, is responsible for:

- Acting as a coordinating link for all emergency health services.
- Liaison with the Ontario Ministry of Health, Public Health Branch.
- Liaison with local and regional hospital representatives.
- Liaison with ambulance service representatives.

- Liaison with the Community Care Access representative.
- Providing advice on any matters that may adversely affect public health.
- Providing authoritative instruction on health and safety matters to the public through the public information officer.
- Ensuring coordination of all efforts to prevent and control the spread of disease during an
- emergency.
- Maintain a personal log of all decisions made and actions taken or arrange for a scribe.

### **Partner - Renfrew County Emergency Services**

As a member of Operations, the Renfrew County Emergency Services has the following responsibilities:

- Establish communication link with senior ambulance officials at the incident.
- Provide for overall coordination of emergency medical response to an emergency.
- Provide for and maintain Emergency Medical Services at the incident. Directly liaise with EMS Site Coordinator.
- Liaise with Public Health, if applicable.
- Ensure liaison with the Medical Officer of Health, as required.
- If required, appoint an EMS Incident Commander.
- Liaise with the Community Care Access Centre (CCAC) for information regarding vulnerable citizens that may reside in an area to be evacuated.
- Assist in the coordinated effort for transport of persons in health care facilities, nursing home, etc. in need of evacuation.
- Maintain a personal log of all decisions made and actions taken.

## **Section 5 - Concept of Operations**

### **General**

Operations will normally be carried out in two phases for natural or human-caused hazards. These phases are called the response phase and the recovery phase.

Response phase – response includes the actions taken once an emergency has occurred to deal with the immediate effects and can include mitigation efforts expanded at all locations and sites supporting the emergency effort. Such actions by the Municipal Control Group or lead departments will be mainly based on prearranged plans, procedures, and preparations.

Response operations for major emergencies will be handled by the Municipal Emergency Operations Centre.

Recovery phase – recovery or restoration includes all the efforts necessary to restore a Township to normal after a natural or human-caused emergency has occurred. This includes the actions required to assess and deal with the short and longer-term effects after the impact has passed.

It is expected that certain departments will take a lead or a partnership role in any

emergency relating to their direct field of expertise.

The recovery phase begins once the immediate effects of the emergency have passed. At this point, the recovery plan will be activated to deal with the personal, infrastructure, and financial issues.

### **Incident Management System**

Incident Management System is utilized by the Township of Greater Madawaska for the Community Emergency Management Program.

The Incident Management System provides a command structure that is common to all emergency operations centres including the Provincial, Regional, department, and Municipal Emergency Operations Centre. It is a simple model that allows the organization flexibility to upscale or downscale supporting resources as needed.

It is expected that all emergency sites and each community organization deployed will utilize the Incident Management System. All groups utilize the same functions and management structure at all emergency operations centres and all emergency sites as required. Each group maintains contact with its counterpart in the Municipal/Regional Operations Centre(s) or respective organization centres.

The standardized Incident Management System is modelled after the North American emergency management standards and recommended best practices that draw substantially from the National Fire Protection Association (NFPA) 1561 and the National Incident Management System.

### **Emergency Response Levels and Actions**

Enhanced Activation – implemented when a situation requires continual monitoring by the Township. A community emergency is not imminent, but foreseen circumstances could result in the situation becoming a threat to the community. An example would be indications for extreme weather or an emergency occurring in an adjacent community.

Full Activation – the entire Emergency Operation Control group assembles at the designated Emergency Operations Centre. Group members contacted should ensure that they undertake their own internal and external notifications and contacts.

Response Level	Initial Actions by Township
1. Routine	A routine incident which the Township has the capability to use Standard Operating Procedures guidelines, for reporting. Generally, this is an emergency of a short duration and low impact.

<b>2. Monitoring</b>	The Mayor, CAO, and CEMC monitor the situation from their normal workplace or home.
<b>3. Enhanced Activation</b>	The Mayor, CAO, and CEMC meet to discuss the events, current actions, and potential for the incident to require activation of the Emergency Operations Centre and members of the Emergency Operation Control Group. The CEMC or alternate will notify members.
<b>4. Full Activation</b>	Members of the Emergency Operation Control Group meet at the Emergency Operation Centre.

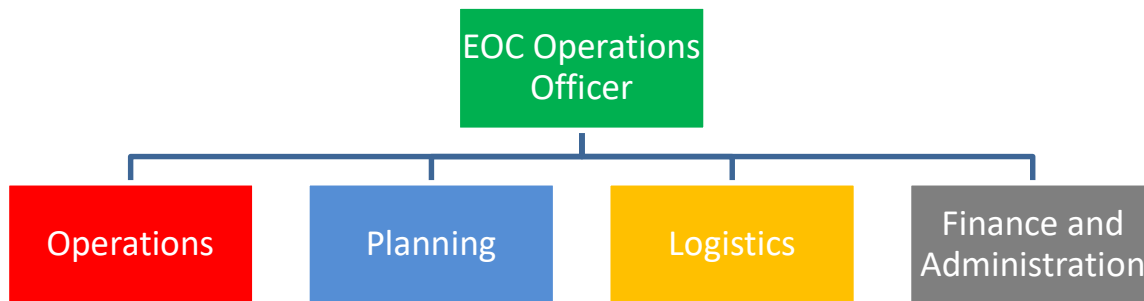
## **Section 6 - Incident Management System Direction and Control Structure**

The direction and control structure for the Township of Greater Madawaska emergency operations is based upon the Incident Management System. IMS is an internationally recognized, standardized emergency response system, which defines the basic command structure and the roles and responsibilities required for the effective management of the emergency.

IMS is endorsed by Emergency Management Ontario. The benefits of using IMS include enhanced technical and functional operability, integrated communications, and standard terminology.

IMS consists of five key functions and their colours are used to represent specific IMS functions/roles in Ontario:

Command (Emergency Operation Centre) Management – Green  
Operations – Red  
Planning – Blue  
Logistics – Yellow  
Finance/Administration – Grey



### **Incident Management System (IMS) Function Descriptions**

The Incident Management System (IMS) is a model for command, control, and coordination of an emergency. It provides a way of coordinating the efforts of agencies and resources as they work together toward safely responding to an emergency incident. IMS consists of five key functions: EOC Management (Command), Operations, Planning, Logistics, and Finance/Administration.

### **Emergency Operations Centre Command Unit**

The EOC management sections have overall authority of the command and direction of the emergency response. EOC management has three supporting functions:

- Ensure good risk management practices are applied throughout the emergency,
- Liaison (coordination of agencies involved in the response), and
- Emergency Information (dissemination of information to the media and public in coordination with OPP and the Municipal EI Officer).

The Command Staff are specifically designated and report and manage all incident activities with any current updates or situations as they arise from the emergency.

The liaison person is the Community Emergency Management Coordinator and is the Incident Command's point of contact for representation of other government departments and agencies and/or the private sector. Due to our size, the Emergency Information Officer (EIO) may be in the Command and Operations units.

### **Operations**

Operations coordinates the operational requirements and the response, directs resources and equipment as required to fulfil emergency management requirements. In addition, the Emergency Information Officer assembles accurate, accessible, and complete information on the incident and other matters of general interest for both internal and external audiences. The Incident Commander at the scene of the emergency is part of Operations away from the Emergency Operation Centre.

### **Planning**

Planning gathers information critical to the incident in order to develop, disseminate and evaluate Incident Action Plans (IAPs).



### **Logistics**

Logistics arranges for and coordinates all material, services, equipment, and resources required to manage and resolve the emergency. Logistics tracks usage and current locations of these same items. Logistics is responsible for all service support requirements needed to facilitate effective and efficient incident management, including ordering resources from other locations. Logistics also provides facilities, security, transportation, supplies, equipment maintenance and fuel, food services, communications and information technology support and emergency responder medical services.

### **Finance/Administration**

Finance/Administration performs duties related to administrative, financial and compensation and claims specific to the emergency. This includes keeping track of incident related costs, staff compensation and claims.

## **Section 7 - Plan Maintenance and Revision**

### **Annual Review**

This Plan will be reviewed annually and, where necessary, revised by a meeting of the MEEG. Each time the plan is revised, it must be forwarded to Council for approval. Revisions to the appendices and minor administrative changes can be made without resubmitting the Plan to Council.

It is the responsibility of each person, agency, service or department named within this Emergency Plan to notify the Emergency Management Coordinator forthwith of any revisions to the appendices or administrative changes.

### **Testing Plan**

An annual exercise will be conducted in order to test the overall effectiveness of this Emergency Plan and provide training to the MEEG. Revisions to this Plan should incorporate recommendations stemming from such exercises.

### **Internal Procedures**

Each department/service involved with this Plan will prepare functional emergency procedures or guidelines outlining how it will fulfil its responsibility during an emergency.

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

## **Section 8 – Notification of Public**

In the event that a municipal emergency has been declared, the residents and visitors of the Township shall be notified in the following manner:

At the direction of the Emergency Operation Control Group, the Emergency Information Officer shall advise the local radio stations (FM 98.7, FM 96.1, FM 96.7, FM 104.9), of the particulars of the emergency along with the recommended actions for the public to take.

The radio stations will then transmit this information to the public at frequent intervals.

If the circumstances of the emergency dictate that all residents and visitors be notified immediately, (i.e., evacuation is required) the Emergency Operation Control Group will then order that the Fire Department's sirens be activated in the area of the evacuation. Residents and visitors will be alerted of an evacuation by continuous sounding of fire sirens within more populated areas. On hearing the alert, residents are asked to tune their radios to FM 98.7, FM 96.1, FM 96.7, or FM 104.9. Residents may also be alerted by police, fire or ambulance vehicles using loud hailers to make public announcements.

Emergency information will be posted online on the Municipal website and Facebook pages and a notification will be sent to registered users in the Burn Permit System database, if possible.

Mutual Aid will be activated by putting other departments on standby alert. Other Mutual Aid partners may be activated, depending on the situation.

## **Section 9 - Additional Information and Supports**

### **Mutual Assistance Agreement**

The Emergency Management and Civil Protection Act authorizes the Township to enter into agreements where each party formally provides agreed-upon assistance, in the form of personnel, services, equipment, and/or material, if called upon to do so by the requesting Township in times of emergency.

Mutual Assistance Agreements enable the Township, in advance of an emergency, to set the terms and conditions of the assistance which may be requested or provided.

Both the Township requesting and the Township providing assistance are therefore not required to negotiate the basic terms and conditions under stressful conditions any may request and can offer and receive assistance according to predetermined and mutually agreeable relationships.

The Township of Greater Madawaska has entered into a Mutual Assistance Agreement with:

- County of Renfrew Fire Services (this includes mutual assistance with all Townships around Greater Madawaska in the County)

Mutual assistance can only be activated by formal written request from the requesting Township to the responding Township. The Mutual Assistance Agreement is prepared separately from this plan.

### **Power Outage and Telephone Service**

In the event of a power outage, please ensure you have a traditional telephone land line that is accessible. This will allow members of the MCEG to contact you in the event of an emergency situation.

### **Amateur Radio Emergency Service (ARES)**

When traditional methods of communication are not functioning effectively, the CEMC or alternate will request the assistance of a local representative of the Amateur Radio Emergency Service. This individual will attempt to establish a communication link with emergency response organizations via VHF and UHF Ham Radio.

### **Emergency Re-Fueling Centre**

In certain situations, fuel may not be available at the normal re-fueling centre (i.e., service stations). The Township will design an emergency re-fueling centre where an extra supply of regular gasoline, clear diesel and coloured diesel fuel is stored. Other organizations and emergency vehicles may be given permission to access this fuel supply, if necessary. The Public Works Manager will identify the location of the emergency re-fueling centre in the event this is deemed a necessity.

### **Resident Evacuation**

In certain situations, the evacuation of homes and businesses is a necessary precaution to protect the community. Evacuations should be undertaken in a quick and controlled manner, in an effort to ensure residents are not directly threatened by a crisis.

### **Financial Compensation**

On March 1, 2016, the Ontario Disaster Relief Assistance Program was replaced with two new programs:

- Disaster Recovery Assistance for Ontarians, which will help residents, small businesses, farms, and not-for-profit organizations repair or replace essential property following a natural disaster (only a benefit to a primary residence); and
- Municipal Disaster Recovery Assistance (MDRA), which will reimburse municipalities for extraordinary costs associated with emergency response and repairs to essential property and infrastructure following a natural disaster.

### **Emergency Telecommunications Plan**

Upon implementation of the Emergency Plan, it will be important to ensure that communications are established between the emergency site and the Municipal Emergency Control Group at the Emergency Operations Centre. Additional emergency communications capability for the MCEG to other various locations including evacuation centres, hospitals, other levels of government and other key responding agencies may be necessary.

The Community Emergency Management Coordinator for the Township is responsible for liaising with and coordinating additional emergency communications efforts with ARES and other

providers such as cell phone and two-way radio suppliers. If the Township experiences a catastrophic loss of all telephone communications, two-way radio and cellular communications could be obtained from ARES and various cellular providers. Additionally, the OFMEM, may be able to supply a mobile communications centre with two-way radios and satellite telephone capability.

The Provincial public alerting system includes the National Alert Aggregation and Dissemination (NAAD) system and Alert Ready, the National wireless public alerting system.

Alert Ready delivers critical and potentially life-saving alerts to Canadians through television, radio and LTE-connected and compatible wireless devices.

The Provincial Emergency Operations Centre (PEOC) is the authority for issuing alerts through Alert Ready. The PEOC maintains a 24/7 capability to operate the Alert Ready system on behalf of communities in Ontario.

### **Emergency Volunteer and Donation Management**

Following an emergency, vast numbers of people and organizations may wish to volunteer their services and/or offer donated goods to help with response and recovery operations.

#### ***Emergency Volunteers***

Most large-scale emergency responses involve two main types of emergency volunteers:

- Affiliated Volunteers (AV)
- Unaffiliated Volunteers (UV)

Spontaneous, unaffiliated volunteers, our neighbours and ordinary citizens often arrive on-site at an emergency site to help. Yet, because they are not associated with any part of the existing emergency management system, their offers of help are often underutilized and even problematic to professional responders.

Ideally, all emergency volunteers should be affiliated with an established organization and trained for specific emergency response activities; however, the spontaneous nature of individual volunteering is inevitable, therefore, it must be anticipated, planned for, and managed.

Affiliated volunteers are attached to a recognized voluntary or non-profit organization and are trained for specific emergency response activities. Their relationship with the organization precedes the immediate disaster, and they are invited by that organization to become involved in a particular aspect of emergency management. These are volunteers such as ARES, Red Cross, St. John Ambulance, Ontario Search and Rescue Volunteer Association, Samaritan's Purse, etc.

Unaffiliated volunteers, also known as spontaneous and/or convergent volunteers, are individuals who offer to help or self-deploy to assist in emergency situations, without fully

coordinating their activities with emergency management personnel at the local level. They are considered 'unaffiliated' in that they are acting independently, as an individual or group, outside of the recognized coordination system of the impacted jurisdiction(s).

The Township shall rely on affiliated volunteers for emergency volunteers when required.

Due to concerns about safety, liability, skills, character, and appropriateness to the gravity of the situation by unknown, untrained, and untested individuals the Township shall generally not accept the use of unaffiliated volunteers in response efforts on municipal property or refer unaffiliated volunteers to private property owners.

Unaffiliated volunteers will not be accepted, except in exceptional circumstances, when approved by Emergency Operations Centre personnel.

### ***Donations Management***

Donations management involves coordinating a system that receives and distributes unsolicited goods, undesignated goods, in-kind donations, and unsolicited donations, matching them with victims who demonstrate a need.

The Township looks principally to those voluntary organizations with established donation systems already in place to provide as much aid as possible in the receiving and delivery of appropriate donated goods to disaster victims. The Township encourages the donation of cash to these organizations as well.

Donations management activities include providing guidance to citizens, managing a telephone registration and database system, establishing one or more collection facilities, creating a system to sort and distribute donated items, and storing donated resources until needed.

### ***Volunteers – Workplace Safety and Insurance***

The Workplace Safety and Insurance Act (Section 71) deems that all registered volunteers assisting the Township in its response to a declared emergency shall be employees of that Township. This status also entails that the registered volunteer will have the same entitlements to personal protective equipment and appropriate training as paid employees.

### ***Public Education***

Under the EMCPA (s2.1) it states that a municipality emergency program shall include: "Public education on risk to public safety and on public preparedness for emergencies." The Emergency Information Officer shall ensure that all social media and the Township website will be updated during the Emergency Preparedness Week in May. Throughout the year the CEMC and Emergency Information Officer will work together to ensure current or new information is provided through the Township website for preparedness.

This Emergency Plan may be provided in alternative formats upon request.

**Annex 1 – Emergency Operations Centre List of Contacts and Radio Frequencies**

**Annex 2 – Hazard Identification and Risk Assessment (HIRA)**

**Annex 3 – Critical Infrastructure**

**Annex 4 – Quick Contacts for Emergencies**

**Annex 5 - Declaring/Terminating an Emergency**



# EVACUATION PLAN 2023

SCHEDULE B TO BY-LAW 66-2023

## Table of Contents

Section 1 - Introduction.....	3
Types of Evacuations.....	3
Pre-emptive Evacuation .....	3
No-notice Evacuation .....	3
Post-incident Evacuation .....	4
Potential Community Hazards Which May Require Evacuation.....	4
Objective .....	4
Response Goals .....	5
Section 2 - Steps for Activation of the Evacuation Plan.....	5
Section 3 - Evacuation Operations – Municipal Emergency Control Group Responsibilities .....	6
Section 4 – Evacuation Centre Selection .....	6
Section 5 - Evacuee Registration and Temporary Shelters .....	7
Section 6 - Registration .....	7
Section 7 – Communication Plan.....	8
Public Notification Methods.....	8
Key Messages .....	8
Section 8 - Essential Services .....	8
Section 9 - Request for Assistance from the Province.....	8
Section 10 – Recovery and Return.....	8
Recovery.....	8
Return .....	9
Section 11 - Testing of the Evacuation Plan.....	9
Section 12 - Public Education and Awareness of Evacuation Procedures .....	10
Appendix A - Evacuation Centre Locations .....	11
Amendments .....	13



## Section 1 - Introduction

An evacuation is defined as the process of removing people from an area where a present or imminent situation has or may result in a loss of life and/or a risk to the safety, health, and welfare of people. Damage to property or the environment may also trigger an evacuation if it poses a risk to the safety, health, and welfare of people.

A municipal evacuation plan will help streamline the evacuation process by providing an organized framework for the activities involved in coordinating and conducting an evacuation.

The Emergency Management and Civil Protection Act, RSO 1990, c. E.9, provides as follows:

- **Municipal Emergency Plan:** every township shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under the manner in which employees of the township and other persons will respond to the emergency and the council of the township shall by by-law adopt the emergency plan.
- **What Plan May Provide:** An emergency plan formulated under Section 3, 6, or 8 shall, (b) specify procedures to be taken for the safety or evacuation of persons in an emergency area.

A municipal evacuation plan may be a stand-alone plan or part of a larger, main municipal emergency plan. The Township of Greater Madawaska's Evacuation Plan has been designed in combination with the Emergency Plan.

## Types of Evacuations

Evacuations may take place prior (pre-emptive), during (no notice) or after (post-incident) an incident has occurred. An evacuation may encompass the majority of the population (widespread) or part. A partial evacuation is most often internal – that is the evacuees are hosted elsewhere within the township, rather than being hosted in a separate township. It is advisable to conduct evacuations (and returns) in phases to minimize congestion.

## Pre-emptive Evacuation

Given adequate warning about a hazard, sufficient resources, and a likely threat, it is advisable to conduct pre-emptive evacuations. A pre-emptive evacuation may be undertaken when it is clear that if delayed, conditions (weather or other hazard) would delay evacuation.

## No-notice Evacuation

If it is not possible to conduct pre-emptive evacuation, it may still be advisable to carry out an evacuation even while a threat is already affecting a community. With an evacuation of this type, decisions may need to be made with limited information.

Decision makers must be willing to make decisions with whatever information is available at the time. They may have little or no time to wait for additional information because any delay may have a significant impact on public safety. Pre-planning will be instrumental in supporting decision making in no-notice situations.

Evacuations of this nature are done when life safety is at extreme risk. Such an evacuation poses

increased risks to all involved. To acquire resources and expedite the evacuation normally requires extraordinary measures. Emergency responders may require personal protective equipment, as responder safety will be critical. Federal/Provincial/County assets may be required to facilitate an evacuation of this type.

### Post-incident Evacuation

After a threat has already impacted a community, it might be necessary to:

- Remove residents from an environment that is no longer able to sustain them.
- Prevent or mitigate the onset of further consequences leading to a prolonged or new emergency.

### Potential Community Hazards Which May Require Evacuation

The following events – which list is not exhaustive and which events are not listed in any particular order of risk – are considered potential community hazards within the Township of Greater Madawaska and surrounding areas which may require evacuation:

- Severe windstorm, tornado
- Road incident involving dangerous goods spill, fire and/or explosion
- Snow/ice storm and/or blizzard with power outage
- Heavy rain, flooding
- Forest fire
- Pandemic influenza

Evacuation should be considered when other response measures are insufficient to ensure public safety. Factors influencing the decision to evacuate include:

- The level of threat to the lives and well-being of the population
- The urgency of the evacuation
- Environmental safety (i.e., whether the environment poses a threat to the safety, health, and welfare of the population (e.g., smoke conditions))
- Meteorological conditions (e.g., precipitation and wind speed and direction)
- The scale of the incident (i.e., the number of people and/or communities to be evacuated)
- The time frame required to move the population
- The capacity of the community to address the threat or its impact
- Damage to community infrastructure such that:
  - a) Food, water, and shelter are not immediately available
  - b) Debris restricts movement
  - c) Electrical power is or will be unavailable for an extended period of time
  - d) Local emergency or public communications is or will be unavailable
  - e) Health services, medical facilities, and medical transport are or will be unavailable.

The urgency of an evacuation is determined based on the immediacy of the threat to the community (life, safety, health, and welfare), the resilience of the community, and, depending on the nature of the threat, the availability of resources for evacuation or shelter-in-place.

### Objective

The objective of this Evacuation Plan is to provide a vehicle through which a timely and effective

evacuation and reception of people can be achieved. This Plan has been developed in order that all residents can be moved to safety with a minimum of delay and confusion. The purpose of the Plan is to ensure the following:

- Everyone in the affected area is notified,
- Assistance and transportation are provided for those in need of these services, and
- Food and shelter are provided for the residents.

## Response Goals

To ensure the safety and security of the public and efficient and effective management of resources, the Emergency Management Team utilizes response goals. The response goals numbered 1 through 4 are implemented in priority sequence, while response goals numbered 5 through 8 are implemented once the first 4 goals are addressed. Response goals 5 through 8 may be implemented out of sequence or simultaneously as the situation warrants.

1. Provide for the safety and health of all responders.
2. Save lives.
3. Reduce suffering.
4. Protect public health.
5. Protect government infrastructure.
6. Protect property.
7. Protect the environment.
8. Reduce economic and social loss.

## Section 2 - Steps for Activation of the Evacuation Plan

This Plan will be activated as soon as it becomes apparent that, due to an emergency of such magnitude as to warrant its implementation, evacuation and relocation of people is necessary.

Should a major incident occur in the Township, the Mayor, CAO or the Community Emergency Management Coordinator, on the advice of the first response agency, will activate the Emergency Plan. The MECG will activate the notification procedure set out in the Emergency Plan so members of the MECG are alerted and instructed to report to the Emergency Operations Centre.

If the need to evacuate and relocate residents of the affected area(s) is apparent, the provisions of this Evacuation Plan shall be implemented. In such events, the Mayor or alternate shall declare a state of emergency before a mandatory evacuation is carried out.

Residents will be alerted of an evacuation by continuous sounding of fire sirens within more populated areas. On hearing the alert, residents are asked to tune their radios to one of the following radio stations:

- FM 96.1 MyFM Renfrew
- FM 98.7 Heritage Radio CJHR
- FM 96.7 Pure Country Pembroke
- FM 104.9 MyFm Pembroke

Emergency information will be posted online on the municipal website and Facebook pages and a notification will be sent to registered users in the Burn Permit System database, if possible.

The Township of Greater Madawaska Fire and Emergency Services will have the primary responsibility for implementation of an evacuation consistent with their operating procedures. All other services and agencies will be prepared to support evacuation activities.

The exception to the above is where an evacuation site is under the management of a department other than fire services, (i.e., ruptured gas line). In this instance, the Emergency Site Manager has the responsibility for the evacuation of people within the danger area.

### **Steps for Activation of Evacuation Plan**

- Step 1: Incident occurs
- Step 2: Emergency Services responds
- Step 3: Situation assessed
- Step 4: Precautionary evacuation order by Emergency Services
- Step 5: Emergency Plan activation required
- Step 6: Emergency Operations Control Group convened
- Step 7: Request aid from support groups
- Step 8: Assess the need for a mandatory evacuation if the situation escalates
- Step 9: If evacuation is necessary – follow the Evacuation Plan in conjunction with the Emergency Plan

### **Section 3 - Evacuation Operations – Municipal Emergency Control Group Responsibilities**

Once the decision has been made to evacuate an area of the Township, the MCEG shall determine the following:

- Boundaries of area to be evacuated
- Main evacuation route(s) to be used, and identify necessary traffic control points
- Assemble areas to be used
- Location of facilities within the evacuation area to be notified, and how notification will be carried out
- Time of the evacuation start, and if necessary, who will be evacuated first (stages of evacuation)
- Proceed to alert of the evacuation order to all concerned including the Province of Ontario through Emergency Management Ontario
- Preparation of media release for immediate broadcast to the public
- Activate fan-out notification system for affected residents
- If necessary, have Incident Command direct the evacuation and relocation

### **Section 4 – Evacuation Centre Selection**

Township Community Centres could be used as reception and/or evacuation centres. The following factors will be considered when choosing an appropriate evacuation centre:

- a. Location – it must be removed from the disaster .
- b. Duration of the disaster – hours, days or weeks.
- c. Potential number of evacuees.
- d. Hazard risk analysis.
- e. Accessibility of the facility.
- f. Special needs of the evacuated population.

In a small localized emergency situation that requires sheltering of individuals for 24 hours or less, Incident Commanders in consultation with the Municipal Emergency Control Group may request a Township facility be selected for use as a reception centre. Township staff may be required to intake and monitor evacuees until Red Cross personnel arrive at the centre.

In large-scale emergency events requiring sheltering of individuals in excess of 24 hours, the Emergency Management Team will consult with Health Services to identify facilities to be used as evacuation/reception centres. Township staff may be involved in the set-up, preparation, and maintenance of the facility and assisting with providing services to the evacuees for the duration for which the evacuation/reception centre will be in operation.

## Section 5 - Evacuee Registration and Temporary Shelters

If the evacuation of any residents of the Township is necessary, the following locations will be used as registration areas and temporary shelters:

- Calabogie Community Hall, 574 Mill St. Calabogie
- Denbigh-Griffith Community Hall, 25991B Highway 41, Griffith
- DACA Centre, 111 Flat Rd, Dacre
- Matawatchan Memorial Community Centre, 1677 Frontenac Rd, Griffith

From the registration areas, residents will be directed to appropriate municipal facilities.

The residents of the Township who have been relocated to temporary shelters will require a wide range of support services. The Township Emergency Management Group has the primary responsibility for the provision of all such services, with the assistance of volunteer agencies such as the Canadian Red Cross, St. John Ambulance, and the Salvation Army.

A reciprocal agreement with the Town of Renfrew is in place in the event further evacuation centres are required. The following facilities in the Town of Renfrew can be utilized:

- Ma-Te-Way Park, 51 Ma-Te-Way Drive, Renfrew

## Section 6 - Registration

Once an evacuation centre has been identified evacuees will be sent through the main door of each facility to register with the Township. One person from each evacuee family will register the family, providing their full names, ages, home addresses and if there are any contacts to be on file in the event that further assistance is required.

## Section 7 – Communication Plan

### Public Notification Methods

To ensure that all members of the public receive notification and information procedures regarding evacuation, multiple notification strategies may be used. The following methods will be employed:

- Radio messages.
- Police 9-1-1 notification system.
- Township of Greater Madawaska Website and Facebook.
- Automated phone messages.
- Pre-recorded phone line messages.

### Key Messages

Public notification may provide the following information to the public:

- The nature of the incident.
- Inhabitants within specific geographic markers who should evacuate.
- When they must evacuate – immediately or by a specific time.
- Reception centre location.
- Traffic routes to take and assembly areas.
- Items to take with them.
- Pet evacuation or report any pets left behind.
- Instructions on securing their homes for protection against looting.
- Any other safety information related to the evacuation.

## Section 8 - Essential Services

Designated essential municipal services cannot be fully evacuated, and minimal staff must remain on the job. If there are other essential services within the Township that cannot be left unattended, these positions will be rotated as often as feasible and will be abandoned only under immediate life-threatening circumstances. Essential positions would be those associated with traffic, hydro, telephone, and emergency services.

## Section 9 - Request for Assistance from the Province

When an emergency evacuation order is in effect, the Mayor, with the advice of the Municipal Emergency Control Group, may request assistance from the Provincial Government through Emergency Management Ontario by calling its 24/7 line at 1-866- 314-0472.

## Section 10 – Recovery and Return

### Recovery

The goal is for the Township, citizens, and businesses to recover from the event. This includes restoring the physical infrastructure where possible or desirable as well as addressing the emotional, social, economic, and physical well-being of those involved. If damages have been incurred, the Ministry of Municipal Affairs and Housing should be engaged in terms of the Disaster Recovery Assistance for Ontarians (DRAO) programs.

## Return

When the emergency that prompted the evacuation has been resolved it will be necessary to plan for the return of evacuees. The impacted area must be safe for residents and business owners to return. The decision to re-enter an area that has been evacuated is based on numerous public safety factors, including:

- The threat that prompted the evacuation has been resolved or has subsided
- Access to the community is assured
- The infrastructure is safe to use
- Safety hazards connected to the emergency have been eliminated
- Weather conditions allow for a safe return
- Services have resumed and are sufficient to support returning evacuees, for example power, water, sanitation, security, food and essential supplies, medical services.

Below is a list of some of the activities which may be needed:

- An initial assessment of damage to homes and businesses
- Assisting any victims who did not evacuate
- Determine if any work must be done before residents can return home (i.e., switch utilities back on, test drinking water, check for extent of damage, and waste and debris management, etc.)
- Ensure evacuees are notified that the emergency is terminated and that they can return home
- Make transportation arrangements for those requiring assistance to return home
- Where required, provide access to counselling services
- Ensure registration and inquiry services are available for a period of time after the emergency is over to provide people with post emergency information

Since the degree of damage will likely vary within the affected area, it might be beneficial to initiate a phased re-entry process. As geographic areas are declared safe for re-entry, evacuees will be able to return.

Evacuees who self-evacuated using their own means of transportation should be able to return on their own. If the Township provided transportation to shelters, it may have to organize return transportation for those evacuees. As with the initial evacuation, numerous resources, especially personnel and transportation related resources will be required to successfully return evacuees to the affected area.

## Section 11 - Testing of the Evacuation Plan

This Plan shall be the object of occasional testing in order to verify its overall effectiveness and provide training to the Municipal Emergency Control Group, Fire and Emergency Services and associated agencies. The test can take the form of a simple paper exercise or a more elaborate functional exercise. Revisions to this Plan should incorporate recommendations stemming from all such exercises.

## Section 12 - Public Education and Awareness of Evacuation Procedures

Since public awareness of evacuation procedures will contribute to an effective evacuation process, ongoing public awareness and education shall be an integral component of this Plan. The Evacuation Plan shall be posted on the Municipal website in order that the public may have unconstrained access to it, and printed information shall be provided to residents when requested.

During an emergency evacuation, residents are to be advised to listen to the local radio stations for information and instructions. Residents are to be requested to refrain from nonessential telephone use during an emergency evacuation in order to keep telephone communication services available and open for emergency purposes.

Evacuation preparedness initiatives with regards to training, public education, and communications will continue to be ongoing. The public education material may include the following:

- Personal preparedness message, including contents of an emergency kit for short-notice evacuations
- Preparedness for pets
- How an evacuation will be declared
- What transportation options may be available
- What support services are likely to be offered to evacuees
- What residents should take with them during an evacuation
- Recommendations for families with small children
- Where to access information during an evacuation
- To follow the advice of emergency response personnel when directed to evacuate

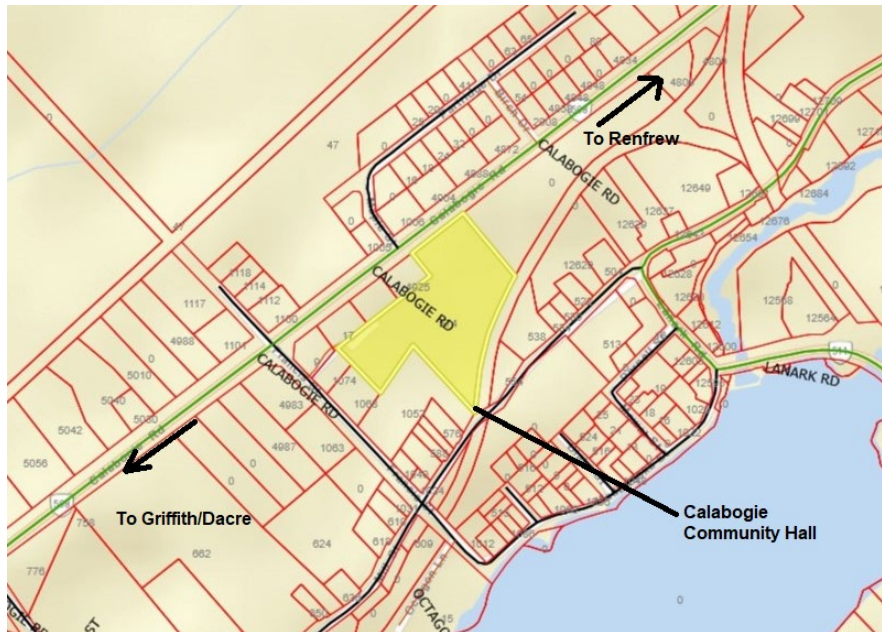


## Appendix A - Evacuation Centre Locations

Calabogie Community Hall

574 Mill St.

Calabogie, ON K0J 1H0



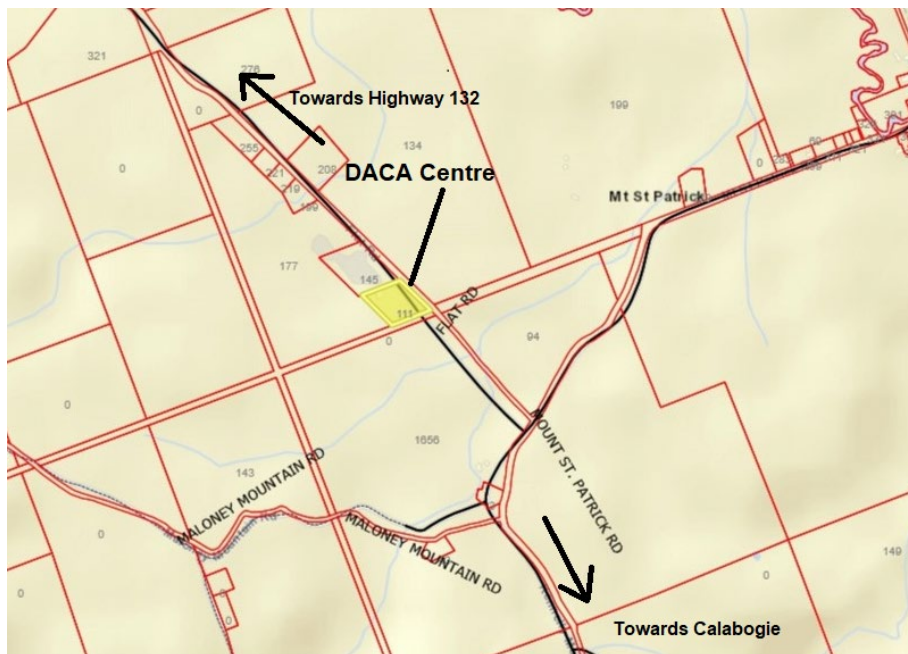
Denbigh-Griffith Lions Hall

25991B Highway 41

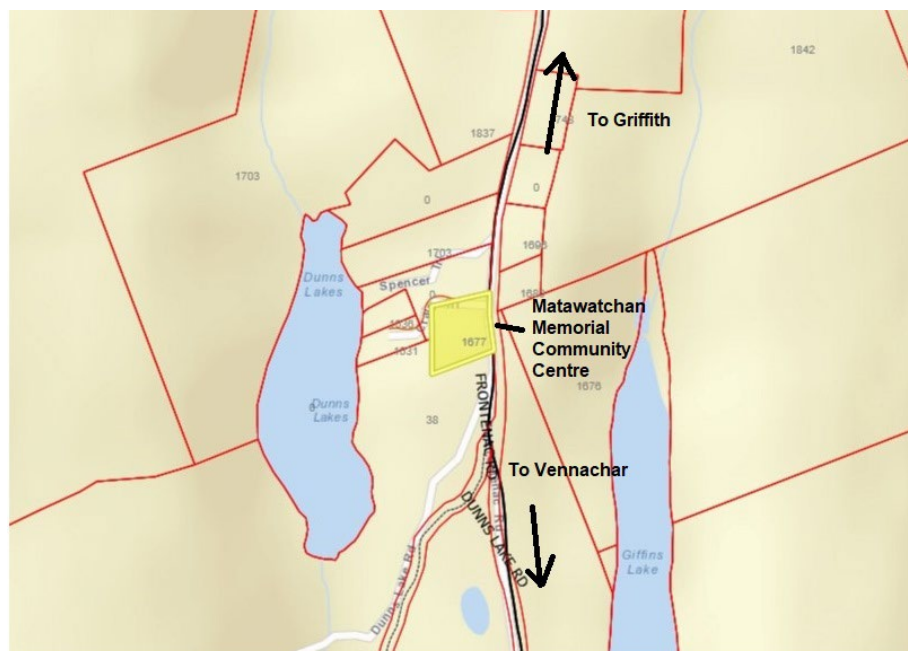
Griffith, ON K0J 2R0



DACA Centre  
111 Flat Rd  
Dacre, ON K0J 1N0



Matawatchan Memorial Community Centre  
1677 Frontenac Rd  
Griffith, ON K0J 2R0



Amendments

Amendments to the Plan require formal Council approval. Formal Council approval is not required for the following:

- Changes or revisions to the appendices,
- Or for minor editorial changes such as editorial changes to the text including page numbering, section numbering, reference changes or changes to reference of Provincial statutes.

Amendment	Review Date	Change Date	Changed By
Creation of an Evacuation Plan	December 2023		

This Evacuation Plan will be made available, upon request, in an accessible manner.