

SCHEDULE "A" TO BY-LAW 82-02

MUNICIPALITY

OF

DYSART ET AL

COUNTY OF HALIBURTON

PLAN

for the co-ordination of all services
required in the event of a real or apprehended

PEACE - TIME EMERGENCY

January 1982

Approved by J.L. Ellard, Deputy Co-Coordinator
Emergency Planning for Ontario

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September 26, 2005, May 1, 2007, March 25, 2008, June 19, 2008, January 23, 2009-01-23
March 12, 2013

DECLARATION OF EMERGENCY

Solicitor General's Office is to be notified
Emergency Management Ontario
25 Grosvenor Street
19th Floor
Toronto, ON
M7A 1Y6
(416) 314-3723

(866)-314-0472 Operations Officer

JoAnn Kropf-Hedley
Community Officer, Southeastern Ontario
Emergency Management Ontario
Ministry of Public Safety and Security
PO Box 823
Station Main
Cobourg ON
K9A 4S3
(905) 377-1648
(905) 376-6511 cell
(905) 377-1513 fax
(888) 238-1284 pager

After Hours - OPP Duty Officer 888-310-1122

Termination of the situation - make the same calls as the Declaration

PEACE-TIME EMERGENCY PLAN

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INTRODUCTION

Peace-time emergencies are defined as situations abnormally affecting the lives and property of our society, which by their nature and magnitude require a controlled and co-ordinated response by a number of agencies, both governmental and private, under the direction of the appropriate elected officials, as distinct from routine operations carried out by an agency or agencies, i.e. fire-fighting, police activities, normal hospital routines, etc.

The Municipality of Dysart et al, population 5,000 are situated in the County of Haliburton on Highway No. 118, 80 miles northwest of the City of Peterborough and 65 miles north of the Town of Lindsay.

The Municipality has some small industry, which employs a limited number of the work force. Other sources of livelihood are the Lumbering Industry, Tourist Industry, the Provincial, Federal and Municipal Governments.

Police service is provided by the Ontario Provincial Police with a detachment of twenty-seven persons located 21 kilometres west of Haliburton in Minden.

A 26 person Voluntary Fire Brigade provides fire protection, with a local agreement with the Ministry of Natural Resources. Equipment available from the Fire Department is as follows: One 830 gallon per minute capacity pumper, Two 1500 gallon tank pumper, three high volume pumps, 6500 feet 1 1/2" fire hose, 3500 feet tank pumper hose 2 1/2", and a one ton hose reel truck.

In addition, one rescue van containing various items of rescue equipment including a set of "Jaws".

Electrical Power is supplied by Ontario Hydro from its generating stations on the Madawaska and Ottawa River Systems.

Hospital facilities are supplied by the Haliburton Hospital, which is located in Haliburton on Haliburton County Road # 1, with a bed capacity of 10.

Nine doctors, two dentists, and one optometrist are in permanent residence, with offices located in Haliburton.

There are 2 ambulances located at Haliburton and they are directed by the Central Ambulance Dispatch System.

Communications can be provided as follows:

1. Telephone by Bell Canada System.
2. Telephone by the Canadian National Communications - Lindsay.
3. Special CPIC System - Ontario Provincial Police Station -Highway # 35, Minden.
4. Central Ambulance Dispatch Service, Radio - Haliburton.

5. Ministry of Natural Resources - STBY Battery - Minden and Haliburton Offices.
6. Ministry of Natural Resources - Telex Minden.
7. Public Library - Telex Haliburton.
8. Dysart Fire Department Radio System.
9. E.M.O. & Dysart Roads Department Radio System.

The nearest land-based airport is at Stanhope, 10 miles west but float-equipped planes are based within approximately 5 miles distant of the Village of Haliburton on Wigamog Road and within the Village on Head Lake and can land at many locations within the Townships.

2.01

AIM

To lay down a plan of action for the most efficient employment of all services required in order that the following may be assured:

- (a) The earliest possible response to an emergency by all services that may be required and the establishment of overall control of emergency operations.
- (b) Earliest possible control established to minimize crowd convergence, and to maintain order at the site so that emergency operations are not impeded, and that additional casualties are prevented.
- (c) Immediate action taken to eliminate all sources of potential danger in the area of the incident.
- (d) The evacuation of whole or part of the Townships of Dysart et al, that is considered to be dangerous by any man made disaster or forest fire situation, to a safe pre-arranged reception area.
- (e) The rescuing of all persons trapped with the minimum of delay and the provision of first aid at the site.
- (f) The provision of controlled evacuation and balanced distribution of casualties to hospitals.
- (g) The provision, where necessary, of such essential social services as may be required for persons affected by the incident and the emergency services personnel involved.
- (h) Factual official information is available at the earliest possible time to:
 - all officials involved in emergency operations.
 - the news media to allay public anxiety and reduce the numbers of onlookers at the scene.
 - concerned individuals seeking personal information.

Declaration of a Municipal Emergency

The Reeve, or Acting Reeve, as the Head of Council, is responsible for declaring that a municipal emergency exists. This decision is usually made in consultation with other members of the Municipal Emergency Control Group.

Upon such declaration, the Reeve must notify the Ministry of Public Safety and Security. He or she will also inform:

- (a) the Municipal Council
- (b) the County Warden, as appropriate
- (c) the public
- (d) neighbouring municipal officials, as required
- (e) the local MP
- (f) the local MPP

Termination of a Municipal Emergency

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

- (a) the Reeve or Acting Reeve
- (b) the Municipal council, or
- (c) the Premier of Ontario

Upon termination of a municipal Emergency the Reeve must notify the Solicitor General of Ontario. He or she should also inform:

- (a) the Municipal Council
- (b) the County Warden, as appropriate
- (c) the public
- (d) neighbouring municipal officials, as required
- (e) the local MP
- (f) the local MPP

3.01 **MUNICIPAL EMERGENCY CONTROL GROUP**

Composition, responsibilities and powers of this group are the following:

- (a) All emergency operations will be directed and controlled by a group of officials responsible for providing the essential services needed to minimize the effects of the emergency on the Municipality. This group shall be known as the Municipal Emergency Control Group (M.E.C.G.) and shall be made up as follows:
 - 1. Head of Council or his/her alternate.
 - 2. Municipal CAO or his/her alternate

3. Emergency Management Coordinator
4. Ambulance Supervisor or his/her alternate.
5. Fire Chief or his/her alternate.
6. Road Superintendent or his/her alternate.
7. Ontario Provincial Police representative.
8. Community and Social Services Administrator.

Support staff may be added to this group as the need arises. Circumstances may require the addition of any of the following: (It is imperative that this CONTROL GROUP be kept as small as possible in order for it to function effectively).

Support Staff

1. All members of Council and municipal staff.
 2. Administrator of Haliburton Hospital or her alternate.
 3. Haliburton Kawartha Pine Ridge District Health Unit representative.
 4. District Manager - Ministry of Natural Resources or alternate.
 5. Ontario Hydro representative.
 6. Ministry of Transportation.
 7. Board of Education representative.
- (b) The Municipal Emergency Control Group will assemble at the Municipal Office or place designated by the Head of Council or his alternate.
- (c) The Head of Council or his alternate, if he is absent or incapacitated, may on the advice of the other members of the M.E.C.G. for the purpose of the plan, designate any area as an emergency area. In the event of such a declaration, any of the following actions may be taken:
1. Evacuation of those buildings within the "Emergency Area" which are themselves considered to be in danger from some other source.
 2. Dispersal of groups of people not directly connected with the operations who by their presence are considered to be in danger, or whose presence hinders in any way the efficient functioning of the operation.
 3. Discontinuation of any services without reference to any other consumer in the Municipality where, on the advice of the Municipal Emergency Control Group continuation of such a service constitutes a public hazard within the "Emergency Area".

Arrangements for the accommodation and maintenance, on a temporary basis, of any residents who are in need of assistance due to displacement as a result of the emergency.

(d) In addition to the above, the following actions may also be taken:

1. The Emergency Management Coordinator is the Operations Officer and is responsible for the co-ordination of all operations concerned with the disaster.
2. Establishment of an Information Centre in the Municipal Office, under the supervision of the CAO, a senior staff member will be appointed for the issue of accurate releases to the news media and for the issuing of authoritative instructions to the general public which have been approved by the Head of Council or his alternate.
3. Establishing of a Reporting or Inquiry Centre to handle individual requests for information concerning all aspects of the emergency.
4. It is the responsibility of the Administrator of the hospital to have developed plans to handle any emergency.
5. It is the responsibility of the Administrator of Extencicare Haliburton Ltd. to have developed plans to handle any emergency.

(e) REQUESTS FOR ASSISTANCE

If, in the opinion of the Municipal Emergency Control Group, the incident is, or will become beyond the capability of the Municipality of Dysart et al to contain, then assistance may be requested from the County or neighbouring municipalities. Such requests should initially be made directly to the County CEMC. In case of communication difficulties, requests for assistance from the Province of Ontario should be directed to the O.P.P. Detachment office at (705) 286-1431 (888-310-1122 after hours), who will then contact the appropriate Ministry or the Co-ordinator of Emergency Planning in Ontario.

The Ontario Government has established a "Lead Ministry" concept by which ministries have been designated to take responsibility for co-ordinating the response of the Government of Ontario to the types of emergency situations described opposite thereto, with the assistance of other ministries and agencies of government as may be required.

EMERGENCY PLANNING COMMITTEE OF CABINET

MINISTER

SPECIAL RESPONSIBILITIES

Energy

Energy supply matters

Environment

Spills of chemicals, oil or other contaminants or toxic agents; gas or oil pipeline breaks

Health

Epidemic

Municipal Affairs
and Housing

Funding and co-ordination of extraordinary
Provincial expenditures on emergencies

Natural Resources	Flood Forest Fire
Solicitor General	Major air crash Snow Emergency Other peacetime emergencies War emergency

And the following Ministers may also be members of the Committee: Attorney General, Consumer and Commercial Relations, Intergovernmental Affairs, Labour and Chairman of Management Board and that the Solicitor General continue as Chairman.

4.01 **IMPLEMENTATION OF THE PLAN**

This plan will be implemented as soon as an emergency occurs or is expected, which is considered to be of such magnitude as to warrant its implementation.

The decision to evacuate shall be made by the Head of Council of the Municipal Emergency Control Group. The M.E.C.G. will take action on the decision to evacuate.

5.01 **EMERGENCY ALERTING SYSTEM**

On receipt of an official request from the co-ordinator of Municipal Emergency Control Group, or his alternate, the CAO will activate the Emergency Alerting System. (See call-up list attached.)

6.01 **RESPONSIBILITIES AND FUNCTIONS OF SERVICES**

1. **Group Responsibilities**

The actions or decisions for which the members of the Municipal Emergency Control Group are likely to be responsible 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 Control Group are appropriate.
- (d) Advising the Reeve 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 Emergency Site Manager (ESM) 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 companies, i.e. hydro, water.
- (i) Arranging for services and equipment from local agencies not under municipal control i.e. private contractors, volunteer agencies, 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 volunteers are required and if appeals for volunteers are warranted.
- (l) Determining if additional transport is required for evacuation or transport of persons and/or supplies.
- (m) Ensuring that pertinent information regarding the emergency is promptly forwarded to the Public Information Co-ordinator and Citizen Inquiry Supervisor, for dissemination to the media and public.
- (n) Determining the need to establish advisory group(s) and/or sub-committees.
- (o) Authorizing expenditure of money required to deal 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 Chief Administrative Officer within one week of the termination of the emergency as required.
- (r) Participating in the debriefing following the emergency.

2. Individual Responsibilities

Reeve

The Reeve or Acting Reeve is responsible for:

- (a) declaring an emergency to exist.
- (b) Declaring that the emergency has terminated (Note: Council may also terminate the emergency).
- (c) Notifying the Emergency Management Ontario of the declaration of the emergency, and termination of the emergency.
- (d) Chairing meetings of the Control Group if C.E.M.C. absent.
- (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) Provide information to media and public as required.

Chief Administrative Officer

The Chief Administrative Officer for the Municipality of Dysart is responsible for:

- (a) Activating the emergency notification system through the call out system.
- (b) Co-ordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings.
- (c) Advising the Reeve on policies and procedures, as appropriate.
- (d) Approving, in conjunction with the Reeve, major announcements and media releases prepared by the Public Information Co-ordinator, in consultation with the Municipal Emergency Control Group.
- (e) Ensuring that a communication link is established between the Municipal Emergency Control Group and the Emergency Support Manager. Calling out additional municipal staff to provide assistance, as required.

3. Police Service

The responsibility of the Police Service in an emergency in the Municipality and the method by which the service will function must be developed and produced by the Senior Officer of the Ontario Provincial Police Haliburton Highlands Detachment.

Some of the actions required to be performed are as follows:

- (a) Control, and if necessary, disperse crowds within the emergency area.
- (b) Control traffic where required to facilitate the movement of emergency vehicles both in and out of the emergency area.
- (c) Ensure free movement of ambulances over routes to hospitals.
- (d) Conduct the evacuation of buildings as authorized by the Head of Council or his alternate.
- (e) Arrange for the maintenance for Law & Order in any communal emergency welfare facility.
- (f) Ensure the protection of property against looting within the emergency area.
- (g) Advise the coroner in the event of fatal casualties.

4. Fire Service

The responsibility of the Fire Service, in an emergency in the Municipality and the method by which the service will function, must be developed and produced by the Fire Chief of the Volunteer Fire Service.

Some of the actions to be performed are:

- (a) Conduct all operations connected with the fighting of fires.
- (b) Request aid from Natural Resources, if deemed necessary.
- (c) Determine if additional special equipment or supplies will be required, and if so, make the necessary arrangements for procurements, i.e. air packs, special protective clothing, etc.
- (d) Provide equipment and manpower to assist in pumping operations.
- (e) Provide resuscitation equipment and trained manpower when and where required.

5. Works and Roads Department

The responsibilities of the Works and Roads Department in an emergency in the Municipality, and the method by which the service will function must be developed and produced by the Superintendent.

Some of the actions required to be performed are as follows:

- (a) Provide barricades and flashers at the site of the incident on receipt of the "Emergency Alert".
- (b) Provide Municipal vehicles and equipment, together with operators as required.
- (c) Obtain information on rising floodwaters as required.
- (d) Carry out all snow clearing and removal operations.
- (e) Organize and procure equipment for pumping operations.
- (f) Arrange for demolition of unsafe buildings and excavation operations where required.

6. Medical Service

The responsibilities of the Medical Service in an emergency in the Municipality are to arrange for the co-ordinated response of all medical, ambulance and health services and facilities within the community.

Some of the actions required to be performed and which might be included are:

- (a) Arrange for first aid at the incident site.
- (b) Arrange for the dissemination of all special instructions to the population on matters concerning public health.
- (c) Arrange for mass immunization where required.
- (d) Ensure the potability of emergency water supplies for the municipality.
- (e) Arrange for a balanced distribution of casualties to hospitals.

7. Transport Service

The responsibilities of the Transport Service in an emergency in the Municipality may extend to an evacuation of the whole or any part of the Community. The method by which the service will function must be developed by the Chief of the Transport Service that is the Municipal Law Enforcement Officer.

Some of the actions required to be performed are:

- (a) Arrange for the marshalling of vehicles on a voluntary and request basis at a convenient assembly area.
- (b) Arrange for the registration of people to be evacuated, indicating the number who may need special medical care.

- (c) Arrange the reception of the cavalcade at a neighbouring community or communities as required giving time of expected arrival and number of evacuees.
- (d) Arrange for the reception of the evacuees by calling the co-ordinator of Social Services.

8. Welfare Service

The responsibilities of the Welfare Service, in an emergency in the Municipality and the method by which the service will function, must be developed and produced by the Administrator of Social Services (County of Haliburton).

Some of the actions required to be performed are:

- (a) Provide welfare assistance to any person in need of food, accommodation and clothing due to an emergency situation when authorized by the Head of Council or his alternate.
- (b) Arrange for the opening, operation, direction, and supervision of sufficient welfare centres required to provide the immediate emergency welfare services needed.
- (c) Arrange for assistance from the voluntary agencies within the Community to carry out the welfare function, i.e. Canadian Legion, Ladies Auxiliary, Church Groups and Service Clubs, etc.

9. Board of Education

In peacetime emergency, the CAO will advise the Administrators of the Trillium Lakelands District School Board of the incident which has occurred or is apprehended.

This Board having control of the children during school hours, school buildings, and school buses will act to safeguard the children under their care. Trillium Lakelands District School Board Administrative Offices phone number is (705) 457-1980.

7.01 REVIEW AND AMENDMENT

It is the responsibility of the CAO of the Townships of Dysart et al to arrange for the updating of this plan annually before March 31st.

8.01 EVACUATION PLAN

STANDARD OPERATING PROCEDURE (S.O.P.)

Introduction

On receipt of notice from the Ontario Provincial Police, or District Manager, Ministry of Natural Resources that the Municipality of Dysart et al or portion thereof is being threatened by a natural or man-made disaster, the Head of Council or his alternate and if neither is available, the CAO shall call the Municipal Emergency Control Group (M.E.C.G.) into session.

1. Notification

The C.A.O. shall notify the following of the situation:

Senior Officer - Ontario Provincial Police
Telephone Number 911 or 705-286-1431

District Manager - Ministry of Natural Resources
Telephone Number - 286-1521

Haliburton Hospital
Telephone Number - 457-1392

Provincial Emergency - Police
Telephone Number - 1-888-310-1122

Ambulance
Telephone Number - 457-1721 or 9-1-1

2. Transportation

- (a) Evacuation if possible will be by road. The residents will be requested to assemble with their own vehicles at a designated staging area to be registered, and to pick up additional passengers.
- (b) Convoys will then be assembled, put under the charge of a lead vehicle and dispatched.
- (c) The Transportation Service shall register all persons being evacuated and the copy of the registration list will be given to the lead vehicle in charge of convoys. On arrival at the pre-determined reception centre, he/she will check the registration list and ascertain that all listed persons are present.

3. Information to Residents

It is the responsibility of the Municipal Emergency Control Group (M.E.C.G.) to inform the residents of Dysart et al of the procedures to be followed in the event of the Townships or portion thereof being evacuated.

The following should be prepared for handout in leaflet form:

- Do not panic or become over-alarmed. Stay on your property.
- In case of a fire emergency, keep the garden hose coupled to the water outlet. Fill as many pails and workable utensils as possible with water. Keep shovels handy. Keep the grass and buildings watered down, especially roofs. Flat roofs or vacant buildings should be patrolled.
- Do not travel the highway unless you have essential business or authorization.

- In case of forest fire do not proceed to summer cottages.
- Wait for instructions from your Municipal Emergency Control Group if evacuation is necessary.
- Stay at home until instructed to move to a designated evacuation area.

Supplies

Each person or family being evacuated will be requested to take the following supplies to sustain them during the journey and at the staging area:

- One blanket per person.
-
- Air mattress, if available.
- Change of warm clothing, raincoat and windbreaker.
- Enough ready-to-eat food such as sandwiches, fruit and cooked meats to last twelve hours.
- Thermos bottle containing a hot beverage.
- Drinking cups.
- A flashlight and a spare set of batteries.
- One piece of luggage per person, preferably a suitcase that will service as a seat.
- Cigarettes, tobacco, matches and/or lighter.
- Towel, soap, toothbrush and other personal toilet articles.
- Kleenex or toilet paper.
- Money to meet contingencies.
- Identifications, such as driver's licence or birth certificate.
- A book, magazine or playing cards.
- Adults having small children in their care should include all or some of the following items:
- Baby carriage.
- Infant formula, kept warm in a thermos bottle.
- Candies.
- Disposable type diapers.

- Games or toys.

4. Medical Services

Should the hospital in Haliburton and/or Extendicare Haliburton Ltd. have to be evacuated, it is the responsibility of the Administrator of the hospital and the Central Ambulance Dispatch, Haliburton, to make the necessary arrangements with the hospitals in Lindsay and Peterborough for the reception of the patients.

Transportation of the sick and disabled should be made by ambulance if possible. The hospital administrator will notify the Central Ambulance Dispatch Service as to the type of transportation desired.