

**TOWN  
OF  
KINGSVILLE**

**EMERGENCY  
RESPONSE PLAN**

JUNE 2000  
UPDATED MAY 2004

## AMENDMENTS

<b>No.</b>	<b>DATE</b>	<b>PAGE</b>	<b>AMENDED BY</b>	<b>DATE</b>
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## MEMORANDUM OF CONCURRENCE

The following Municipalities, agencies, departments and boards do hereby approve and accept the Town of Kingsville Emergency Response Plan and undertake to comply with its provisions. In token thereof, this concurrence memorandum is signed by their duly authorized representatives.

\_\_\_\_\_  
County of Essex

\_\_\_\_\_  
Windsor-Essex County Health Unit

\_\_\_\_\_  
Windsor-Essex Social Services Unit

\_\_\_\_\_  
Greater Essex County Board of Education

\_\_\_\_\_  
Windsor-Essex Catholic School Board

\_\_\_\_\_  
Ontario Provincial Police

\_\_\_\_\_  
Kingsville Fire Department

\_\_\_\_\_  
Essex-Windsor E.M.S.

\_\_\_\_\_  
Amateur Emergency Radio Service

\_\_\_\_\_  
Town of LaSalle Police Service

**FORWARD**

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

Legal authority for the preparation of this Municipal Plan is found in *The Emergency Management Act R.S.O. 1990*, which permits the Council of a municipality to pass a by-law providing for the formulation of an emergency response plan. In accordance with that section, the Town of Kingsville has prepared the following plan which conforms to generally accepted emergency management practices and has been adopted by the Council of the Town of Kingsville under by-Law # \_\_\_\_\_.

For the purpose of this Plan, Parts I thru Appendices may be amended from time to time to reflect changes in the Notification List without Council resolution.

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

\_\_\_\_\_  
Mayor of the Town of Kingsville

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dan DiGiovanni  
Chief Administrative Officer  
Town of Kingsville

\_\_\_\_\_  
Date

## **ACRONYMS & ABBREVIATIONS**

ARES	-	Amateur Radio Emergency Service
CACC	-	Central Ambulance Communications Centre
CCG	-	County Control Group
ESM	-	Emergency Site Manager
EIC	-	Emergency Information Centre
CCG	-	Community Control Group
EOC	-	Emergency Operations Centre
MOH	-	Medical Officer of Health
MTO	-	Ministry of Transportation
OPP	-	Ontario Provincial Police
PADs	-	Public Action Directives
EIO	-	Emergency Information Officer
TCC	-	Traffic Control Centre
ERCA	-	Essex Region Conservation Authority
ELK	-	Essex Lakeshore Kingsville Energy Co. (Hydro)
CEMC	-	Community Emergency Management Co-ordinator

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**PART ONE**

**THE GENERAL PLAN**

## **PART ONE**

### **SECTION ONE-GENERAL**

#### **1.1 INTRODUCTION**

- 1.1.1 The Town of Kingsville Emergency Response Plan has been prepared to facilitate a controlled and coordinated municipal response to any type of large-scale emergency occurring within or affecting the municipality.
- 1.1.2 Emergencies are defined as situations or impending situations caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property which, by their nature or magnitude, require a coordinated response by a number of organizations under a Community Control Group (CCG). They are distinct from the normal day-to-day operations carried out by first response agencies.
- 1.1.3 While many emergencies could occur within the Town of Kingsville, the most likely are (hazards analysis):

<b>Tornado</b>	<b>Earthquake</b>
<b>Flash Flood</b>	<b>Nuclear Fallout</b>
<b>Winter Storm</b>	<b>Transportation Related Emergencies</b>
<b>Hazardous Material Spill</b>	<b>Oil/Gas Well Emergency</b>
<b>Fog Emergency</b>	<b>Water Emergency</b>
	<b><i>Or any combination thereof.</i></b>

#### **1.2 AIM**

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

#### **1.3 SCOPE**

- 1.3.1 This municipal plan covers the responsibilities of the Town of Kingsville and the various municipalities and organizations which would respond to such an emergency.
- 1.3.2 This plan is formally entitled the “Town of Kingsville Emergency Response Plan”. In this document it will be referred to as “the Municipal Plan”.

## **1.4 LEGAL AUTHORITY**

- 1.4.1 This municipal plan is based on *The Emergency Management Act R.S.O. 1990* which permits the council of a municipality to pass a by-law providing for the formulation of an Emergency Response Plan.

## **1.5 LEGAL POWERS**

- 1.5.1 Municipalities are authorized to establish Emergency Response Plans by *The Emergency Management Act*. Only the Head of Council or a delegated elected official can officially declare an emergency in a municipality. Designated municipal employees can take action when an emergency exists but has not been formally declared.
- 1.5.2 The Head of Council of a municipality may declare that an emergency exists in the municipality or any part thereof and may take such action and make such orders as they consider necessary and are not contrary to law to implement the Emergency Response Plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area (*Emergency Management Act*).
- 1.5.3 The Head of a Council or the council of a municipality may at any time declare that an emergency has terminated (*Emergency Management Act*).
- 1.5.4 In accordance with *The Emergency Management Act*, the **Mayor of the Town of Kingsville**, the **CAO of the Town of Kingsville**, the **Kingsville Fire Chief**, or the **OPP Detachment Commander** are hereby authorized to take action to implement the plan where such action is considered necessary, even though the declaration of the existence of an emergency has not yet been made.
- 1.5.5 The Head of the Community Control Group shall be the Mayor of the Town of Kingsville. During the absence of the Mayor or his/her inability to act, the Deputy Mayor shall be the Head of the Community Control Group (*The Emergency Management Act*).
- 1.5.6 No action or other proceeding for damage lies or shall be instituted against a member of council, an employee of a municipality, a minister of the Crown or a Crown employee for doing any act or neglecting to do any act in good faith in the implementation or intended implementation of an Emergency Response Plan or in connection with an emergency according to *The Emergency Management Act*.

## **1.6 PARTICIPATING MUNICIPALITIES AND ORGANIZATIONS**

- 1.6.1 The following municipalities, agencies, departments, and boards have been assigned some responsibility for responding to an emergency and, in token thereof, have signed a Memorandum of Concurrence:

County of Essex  
Town of Kingsville  
Windsor-Essex County Health Unit  
Windsor Social Services Unit  
Greater Essex County District School Board  
Windsor-Essex Catholic School Board  
Ontario Provincial Police  
Kingsville Fire Department  
Essex-Windsor Emergency Medical Service  
Amateur Radio Emergency Service  
Town of LaSalle Police Service

- 1.6.2 Responsibilities assigned to organizations listed in 1.6.1 shall carry the following implications:
- (a) In the case of those assigned to an organization, it shall be the responsibility of the operational/administrative head of the organization to ensure their implementation.
  - (b) In the case of those assigned to a position, implementation shall also be the responsibility of any substitute, alternate or the person next in line of authority if the permanent incumbent of that position is absent or otherwise unable to take the necessary action.
- 1.6.3 Those organizations listed in 1.6.1 shall ensure appropriate plans and implementing procedures are developed for carrying out their roles and tasks.

## **PART I**

### **SECTION TWO-EMERGENCY RESPONSE ORGANIZATION**

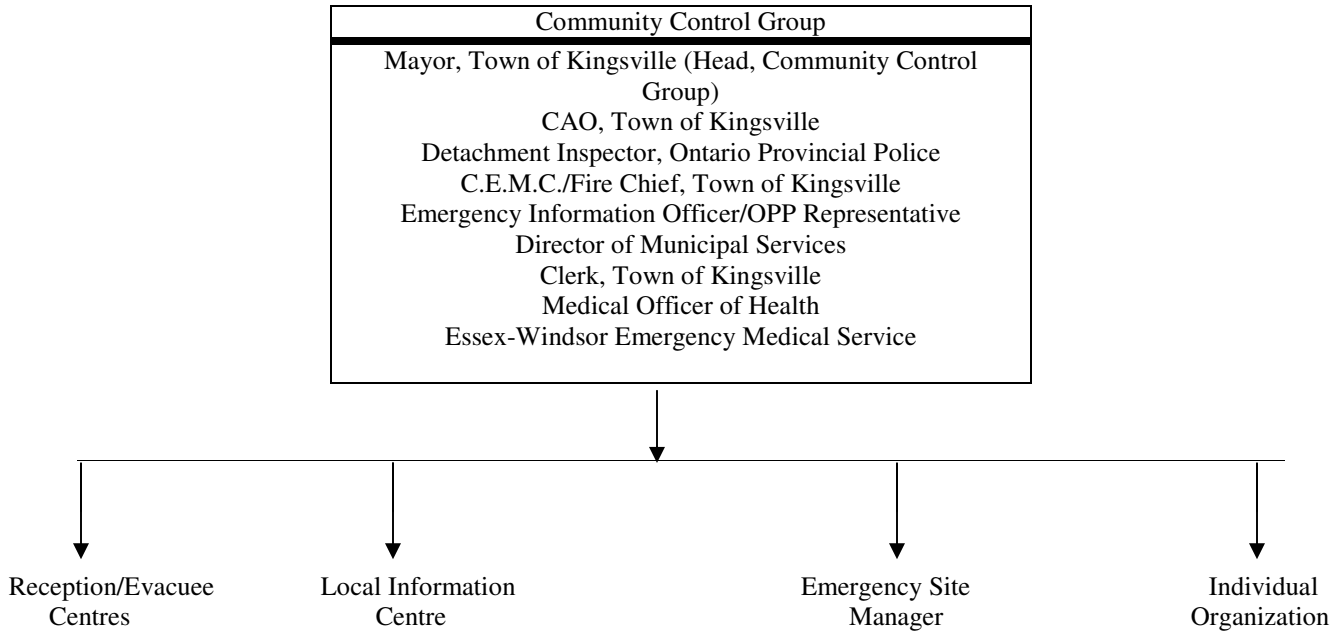
#### **2.1 GENERAL**

2.1.1 The municipal emergency response organization which shall be set up under this plan to deal with an emergency is shown in outline Figure 2. This organization is comprised of the Community Control Group (CCG), the Emergency Site Manager (ESM), individual organizations operating under the CCG, and the various emergency centres. The municipal emergency response organization (including the emergency centres) is controlled by the Community Control Group (CCG).

#### **2.2 RESPONSIBILITIES**

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

- (a) Head – CCG
- (b) All Members – CCG
- (c) Operations Officer – CCG
- (d) Emergency Operations Centre Coordinator
- (e) Emergency Information Officer
- (f) County of Essex
- (g) Town of Kingsville
- (h) Windsor-Essex County Health Unit
- (i) Windsor Social Services Department
- (j) Greater Essex County Board of Education
- (k) Windsor-Essex Catholic School Board
- (l) Ontario Provincial Police
- (m) Kingsville Fire Department/CEMC
- (n) Essex-Windsor Land Ambulance Service
- (o) Amateur Radio Emergency Service
- (p) LaSalle Police Dispatch
- (q) Emergency Management Co-ordinator



The following organization or individuals may be added to the CCG to provide support and or/expert advice:

- Treasurer, Town of Kingsville
- Park and Recreation Director, Town of Kingsville
- Administrator of Windsor Essex Social Services
- Greater Essex County District School Board Representative
- Windsor Essex County Catholic School Board Representative
- Le Conseil Scolaire De District Des Ecoles Catholique Du Sud Ouest Rep.
- County of Essex Emergency Response Planning Co-ordinator
- Kingsville Public Works Manager
- Kingsville Environmental Services Manager
- Kingsville Chief Building Official
- ELK Energy Representative
- ERCA Representative
- Provincial or Federal Ministry Representatives EMO, MOE, MTO, OFM
- Chemical Industry Representative
- Other agencies as determined by CCG at time of emergency.

**FIGURE 2.1: EMERGENCY RESPONSE ORGANIZATION**

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

<b>Section One</b>	<b>Head – Community Control Group</b>
<b>Section Two</b>	<b>All Members – Community Control Group</b>
<b>Section Three</b>	<b>Operations Officer – Community Control Group</b>
<b>Section Four</b>	<b>Emergency Operations Centre Coordinator</b>
<b>Section Five</b>	<b>Emergency Information Officer</b>
<b>Section Six</b>	<b>Town of Kingsville</b>
<b>Section Seven</b>	<b>Ontario Provincial Police</b>
<b>Section Eight</b>	<b>LaSalle Police Dispatch</b>
<b>Section Nine</b>	<b>Kingsville Fire Department</b>
<b>Section Ten</b>	<b>County of Essex</b>
<b>Section Eleven</b>	<b>Windsor – Essex County Health Unit</b>
<b>Section Twelve</b>	<b>Social and Family Services Dept.</b>
<b>Section Thirteen</b>	<b>Greater Essex County District School Board</b>
<b>Section Fourteen</b>	<b>Windsor Essex County Catholic District School Board</b>
<b>Section Fifteen</b>	<b>French Speaking School Board</b>
<b>Section Sixteen</b>	<b>Central Ambulance Communications Centre</b>
<b>Section Seventeen</b>	<b>Amateur Radio emergency Service</b>
<b>Section Eighteen</b>	<b>Community Emergency Management Co-ordinator</b>

## **RESPONSIBILITIES OF ALL MEMBERS – CCG**

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

- (a) Advise and assist the head – CCG and other members of the CCG in carrying out their functions. In particular, individual members should be prepared to advise on matters related to their areas of responsibility or expertise.
- (b) Call-out and mobilize the organization under their jurisdiction when the emergency response organization is fully activated.
- (c) Direct the organization under their jurisdiction to undertake any actions necessary for the mitigation of the emergency provided they are not contrary to law.
- (d) Advise the Head – CCG as to whether a declaration of an emergency is necessary.
- (e) Advise the Head – CCG on the need to designate all or part of the Town as an emergency area.
- (f) Determine the need to appoint an Emergency Site Manager for any emergency requiring it.
- (g) Order, coordinate and oversee the evacuation of inhabitants considered to be in danger.
- (h) Discontinue utilities or services provided by public or private concerns, i.e. hydro, water, gas, closing down a shopping plaza/mall.
- (i) Remain informed about the situation and the actions of their respective organizations, and share this information with the rest of the CCG.
- (j) Keep their respective organizations informed about decisions taken or actions ordered by the CCG.
- (k) Determine if additional volunteers are required and if appeals for volunteers are warranted.
- (l) Determine if additional transport is required for evacuation or transport of persons and/ or supplies.
- (m) Determine if the composition of the Community Control Group is appropriate.
- (n) Arrange for required services and equipment from local agencies not under municipal control i.e. private contractors, volunteer agencies, service clubs, etc.

- (o) Authorize the expenditure of money required to deal with the emergency.
- (p) Ensure that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer for dissemination to the media and public.
- (q) Determine the need to establish advisory group (s) and/or sub-committees.
- (r) Maintain a log of decisions made and actions taken during the emergency response.
- (s) Participate in an operation debriefing.
- (t) Supply report to CAO within (2) weeks after termination of the emergency.
- (u) Implementation of the Recovery Plan.

## **RESPONSIBILITIES OF THE HEAD - CCG**

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

- (a) Ensure that the proper level of municipal response has been initiated when notified of the response level to be adopted.
- (b) Ensure that the activation of the public alerting system has been carried out if this measure is required.
- (c) Declare that an emergency exists in the municipality, if appropriate. (The Solicitor General must be notified when such a declaration or termination is made.)
- (d) Provide information to and receive information and advice from the members of municipal council. Members of municipal council will be informed of the emergency through the activation call out list and may attend the Emergency Operations Centre to provide advice and assistance to the Head of the Community Control Group.
- (e) Provide direction to the Emergency Information Officer.
- (f) Act as a municipal spokesperson to the media and the public if the Emergency Information Officer is not available or if so directed by the Mayor and CCG.
- (g) Order the implementation of any action recommended by the CCG to mitigate the effects of the emergency and ensure that such actions are implemented in a coordinated manner.
- (h) Keep members of the Town Council informed of the status of the emergency and actions being undertaken.
- (i) Advise the neighbouring municipalities.
- (j) Advise the area MP and MPP.

## **RESPONSIBILITIES OF THE OPERATIONS OFFICER - CCG**

The Operations Officer – CCG, or alternate, is responsible for the efficient functioning of the Emergency Operations Centre and shall perform the following functions:

- (a) Ensure that the Emergency Operations Centre and all its equipment, facilities, supplies, maps, status boards, telecommunications, etc. are maintained in a suitable state of readiness, so that the Emergency Operations Centre can be activated on short notice at any time.
- (b) Designate the support staff required for the Emergency Operations Centre and ensure that arrangements for calling them in at short notice are in place.
- (c) When the emergency response organization is at the level of Partial Activation or Full Activation, proceed immediately to the Emergency Operations Centre and set it up so that it is ready for operation. Call out support staff if necessary.
- (d) Make available and supervise administrative and clerical support for the Emergency Operations Centre when it is functioning, e.g., typing, map and board marking, provision of office supplies, meals, coffee etc.
- (a) Ensure the availability and functioning of Emergency Operations Centre telecommunications, and maintain liaison with the telephone company and the local amateur radio organization.
- (b) Ensure that all incoming written/teletyped/radio messages are directed to the appropriate person in the CCG, and check that necessary action is taken.
- (h) Assist the Head CCG in his/her functions.
- (i) Chair frequent updates of the CCG to ensure a controlled and coordinated response.
- (j) Monitor the implementation of the municipal plan, and, where necessary, issue directions to ensure actions have been carried out.

## **RESPONSIBILITIES OF THE EMERGENCY OPERATIONS CENTRE COORDINATOR**

This position will be filled by the Clerk of the Town of Kingsville or alternate. The EOC Coordinator is responsible for ensuring that the municipal Plan is implemented as required and that the members of the CCG are performing the duties and functions as specified. The EOC Coordinator shall carry out the following functions:

- (a) If necessary, contact the County Emergency Measures Planner for assistance in implementing the Kingsville Emergency Response Plan procedures. The County Emergency Response Planner will attend the Kingsville Emergency Operations Centre to provide assistance as requested.
- (b) Remain informed about the emergency situation and the actions of the individual organizations.
- (c) Advise the Head CCG and other CCG members on the details of the Emergency Response Plan and its procedures to assist them in carrying out their functions.
- (d) Assist the CCG in implementing a operating cycle which allows for regular, coordinated, and definitive decision-making.
- (e) Act as a link to the County emergency measures organization and County resources.
- (f) Maintain a log of decisions made and actions taken during the emergency response.
- (g) Maintain up to date notification lists covering the Base Notification Chart in Appendix A. These lists shall be updated every three months.
- (h) Set up the Emergency Operation Centre for the Town of Kingsville upon being notified by either the Fire Chief, O.P.P. Representative, Mayor or CAO, of the need to activate the Emergency Operations Centre.

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

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

- (a) Assist the CCG in providing public direction on the measures that should be taken by the public to ensure their safety and welfare.
- (b) Disseminate news and information to the media and the public regarding the emergency situation and the Town's involvement under the Direction of the Head – CCG.
- (c) Establish a Emergency Information Centre at the request of the CCG and provide direction to the personnel assembled at the Centre. This responsibility shall include overseeing the activities of the Citizen Inquiry Supervisor.
- (d) Prepare news releases and public announcement for approval by the CCG and Mayor.

## **RESPONSIBILITIES OF THE TOWN OF KINGSVILLE**

The Town of Kingsville shall:

- (a) Ensure that a high level of emergency preparedness and coordination is maintained at all times. This shall include overseeing the work and activities of the Kingsville Emergency Preparedness Committee.
- (b) Ensure that an Operations Officer and a Emergency Information Officer as well as their alternates are designated and trained.
- (c) Ensure that support staff and alternates to assist in the operation of the Emergency Operations Centre have been designated and trained.
- (d) Ensure that special care facilities within the Town of Kingsville have plans/procedures in place to carry out sheltering evacuation of staff and residents.
- (e) Ensure that appropriate plans/procedures for carrying out their assigned tasks are in place.
- (f) Ensure that internal notification lists are maintained and regularly updated.
- (g) Ensure that all personnel with duties under this municipal plan are trained and that appropriate personnel participate in drills and exercises.
- (h) Direct the municipal corporation or any part thereof to fully implement measures ordered by the CCG to mitigate the effects of an emergency.

## **RESPONSIBILITIES OF ONTARIO PROVINCIAL POLICE**

The Kingsville O.P.P. having jurisdiction over the emergency site or area will normally co-ordinate the police response under this Municipal Plan.

All of the Kingsville O.P.P. Area shall:

- (a) Provide advice to the CCG on law enforcement matters.
- (b) Provide staff, materials, supplies and equipment, for emergency purposes as requested.
- (c) Provide special instructions to the public on public safety matters with the assistance of the Emergency Information Officer.
- (d) Provide assistance in search and rescue operations.
- (e) Recommend to the CCG on the necessity of undertaking evacuations.
- (f) Liaise with other Police Services to ensure coordination of police activities.
- (g) Provide an Emergency Site Manager if requested.
- (h) Provide security to evacuated areas and Reception/Evacuee Centres.
- (i) Notify the coroner of fatalities, and assist as required.
- (j) Establish a site command post with communications to the EOC, if required.
- (k) Recommend to the CCG on the advisability of undertaking public altering.
- (l) Liaise with Social Services regarding the establishment and operation of Reception/Evacuee Centres.
- (m) Ensure that EOC representatives and alternates have been designated and trained.
- (n) Ensure that internal and external notification lists are maintained and regularly updated.
- (o) Ensure that appropriate plans/procedures for carrying out assigned tasks are in place.
- (p) Ensure that all personnel with duties under this plan are trained and that the appropriate personnel participate in drills and exercises.

## **LASALLE POLICE DISPATCH**

LaSalle Police Dispatch shall:

- (a) Serve as the municipal contact point for notifying the municipal emergency response organization of the response level that has been adopted.
- (b) Establish detailed procedures to carry out their responsibilities as outlined in this municipal plan.
- (c) Ensure that all personnel with duties under this plan are trained and that the appropriate personnel participate in drills and exercises.

## **RESPONSIBILITIES OF THE KINGSVILLE FIRE DEPARTMENT**

The Kingsville Fire Department shall:

- (a) Advise the CCG on fire fighting and rescue matters.
- (b) Provide staff, materials, supplies and equipment, for emergency purposes as requested.
- (c) Provide special instructions to the public on public safety matters with the assistance of the Emergency Information Officer.
- (d) Provide an Emergency Site Manager if requested.
- (e) Establish a site command post with communication to the EOC, if required.
- (f) Determine if additional or special equipment is needed and recommend possible sources of supply (e.g. breathing apparatus, protective clothing, etc.)
- (g) Coordinate all fire fighting, search and rescue operations.
- (h) Provide assistance to other community agencies and be prepared to take charge or contribute to non-firefighting operations if necessary (e.g. rescue, first aid, casualty collection, evacuation etc.)
- (i) Notify the County Fire Coordinator if assistance is required from other fire departments.
- (j) Ensure that a representative and alternate for the Municipal Control Centre are designated and trained.
- (k) Ensure that appropriate plans/procedures to carry out assigned responsibilities are in place.
- (l) Ensure that internal and external notification lists are maintained and regularly updated.
- (m) Ensure that all personnel with duties under this plan are trained and that appropriate personnel participate in drills and exercises.

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

The County of Essex shall:

- (a) Be prepared, during an emergency, to deploy County resources to assist the Town of Kingsville or other municipalities, at their request or at the direction of the Province.
- (b) Direct the designated County representative or alternate to report to the Emergency Operations Centre to participate as the Emergency Operations Centre Coordinator during an emergency.
- (c) Be prepared to implement the County of Essex Emergency Support Plan during the emergency to ensure a coordinated County response.
- (d) Provide to the Town of Kingsville emergency coordination services through the County Emergency Measures planner.

The County Emergency Measures Planner, or alternate, shall:

- (a) Ensure that a county representative and alternate are designated to participate as the Emergency Operations Centre Coordinator on the Community Control Group if required.
- (b) Regularly review this Municipal Plan and the associated procedures to ensure that they are up-to-date and in conformity with generally accepted emergency management practices.
- (c) Assist the Town of Kingsville with ensuring that staff required for the Emergency Operations Centre are identified, with their alternates and reliefs and that suitable arrangements are in place for them.
- (d) Assist the Town of Kingsville in ensuring that the participating organizations (including the County) have plans, procedures, and internal notification procedures in place and that they are updated regularly.
- (e) Assist, participate in the coordination of the meetings of the Kingsville Emergency Preparedness Committee and ensure that the decisions taken are implemented by the appropriate organizations.
- (f) Assist with the coordination municipal training and exercises.

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

The Windsor-Essex County Medical Officer of Health shall:

- (a) Advise the CCG on public health and medical matters.
- (b) Provide staff, materials, supplies and equipment, for emergency purposes as requested.
- (c) Provide special instructions to the public on health matters with the assistance of the Emergency Information Officer.
- (d) Coordinate the response to disease-related emergencies or anticipated emergencies, such as epidemics.
- (e) Assist in the coordination of care for bedridden, disabled or convalescing citizens at home and/or in evacuation centres during an emergency.
- (f) Liaise with private agencies as required for augmenting and coordinating public health resources.
- (g) Liaise with the Provincial Ministry of Health, Public Health Branch.
- (h) Advise the Town of their responsibility regarding the need for potable water supplies and sanitation facilities.
- (i) Ensure that arrangements are in place to establish a public health team at any Reception/Evacuee Centre set up. This team shall assist the Centre Manager in public health matters.
- (j) Ensure that an alternate for the Community Control Group has been designated and trained.
- (k) Ensure that appropriate plans/procedures for carrying out assigned tasks are in place.
- (l) Ensure that internal notification lists are maintained and regularly updated.
- (m) Ensure that all personnel with duties under this municipal plan are trained and that appropriate personnel participate in drill and exercises.

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

The Commissioner shall:

- (a) Advise the CCG on social service matters.
- (b) Provide staff, materials, supplies and equipment, for emergency purposes as requested.
- (c) Provide special instructions to the public on reception centre or other matters with the assistance of the Emergency Information Officer.
- (d) Ensure that well-being of residents who have been displaced from their homes by arranging emergency welfare services.
- (e) Supervise the opening and operation of temporary and/or long term evacuee centres, and ensure the same are adequately staffed.
- (f) Liaise with the police chiefs/detachment commanders with respect to the pre-designation of reception/evacuee centres which can be opened on short notice.
- (g) Ensure that a representative of the Greater Essex Public District School Board, Essex Windsor Roman Catholic Separate School Board and the French Speaking School Board are notified when their facilities are required.
- (h) Liaise with public and private nursing/care homes in the County as required.
- (i) Liaise with the Provincial Ministry of Community and Social Services.
- (j) Liaise with the MOH on areas of mutual concern during the operation of the Reception/Evacuee Centres.
- (k) Ensure that appropriate plans and procedures are in place for carrying out the Department's tasks and responsibilities. These plans and procedures shall detail how emergency welfare services (lodging, food, registration and enquiry, clothing, and personal services) are to be provided to emergency evacuees.
- (l) Ensure that plans establish a Social Services emergency response organization able to effectively staff a Reception/Evacuee Centre. This emergency response organization shall include a Centre Manager, Supervisors for the various services, and a Municipal Operations representative. Alternates shall be established for each position.
- (m) Ensure that plans identify possible Reception/Evacuee centres located throughout the County.

- (n) Ensure that assistance from volunteer organizations and the local staff of the Ministry of Community and Social Services is available.
- (o) Ensure that internal and external notification lists are maintained and regularly updated.
- (p) Ensure that all personnel with responsibilities under this municipal plan are trained and that appropriate personnel participate in drills and exercises.

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

The Board shall:

- (a) Ensure that all schools in the Town of Kingsville have evacuation plans, and that there is sufficient transportation available to carry these out.
- (b) Ensure that schools in the County maintain a record of students who live in the Town of Kingsville. These students shall not be allowed to return home if sheltering or evacuation has been ordered in their response areas. Arrangements shall be made to care for these students until they are collected by a parent or guardian, or re-united with them.
- (c) Ensure that arrangements are made to make available at short notice the accommodation required in their schools for Reception/Evacuee Centres. These arrangements shall include provision for opening up of premises if closed.
- (d) Ensure that a designated representative, upon notification of activation of the municipal emergency response organization, notifies the following:
  - All schools in the Town of Kingsville
  - All schools chosen for the use as Reception/Evacuee Centres
  - All schools having students living in the Town of Kingsville
- (e) Ensure that the appropriate members of the School Board are notified of any emergency.
- (f) Ensure that appropriate members of the School Board are notified of any emergency.
- (g) Direct the Transportation Manager to coordinate emergency transportation routes for school buses normally travelling through the town of Kingsville. These buses shall not normally be allowed to enter areas where sheltering or evacuation has been imposed. The Manager shall also arrange transportation for any school being evacuated.
- (h) Ensure that a representative and alternate for the Community Control Group are designated, trained, and report to the EOC during an emergency.
- (i) Ensure that appropriate plans/procedures for carrying out assigned tasks are in place.
- (j) Ensure that internal notification lists are maintained and regularly updated.
- (k) Ensure that all personnel with duties under this municipal plan are trained and that appropriate personnel participate in drills and exercises.

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

The Board shall:

- (a) Ensure that all schools in the Town of Kingsville have evacuation plans, and that there is sufficient transportation available to carry these out.
- (b) Ensure that schools in the county maintain a record of students who live in the Town of Kingsville. These students shall not be allowed to return home if sheltering or evacuation has been ordered in their response areas. Arrangements shall be made to care for these students until they are collected by a parent or guardian, or re-united with them.
- (c) Ensure that arrangements are made to make available at short notice the accommodation required in their schools for Reception/ Evacuee Centres. These arrangements shall include provision for opening up of premises if closed.
- (d) Ensure that a designated representative, upon notification of activation of the municipal emergency response organization, notifies the following:
  - All schools in the Town of Kingsville
  - All schools chosen for the use as Reception/Evacuee Centres
  - All schools having students living in the Town of Kingsville
- (e) Ensure that the appropriate members of the School Board are notified of any emergency.
- (f) Ensure that appropriate members of the School Board are notified of any emergency.
- (g) Direct the Transportation Manager to coordinate emergency transportation routes for school buses normally travelling through the town of Kingsville. These buses shall not normally be allowed to enter areas where sheltering or evacuation has been imposed. The Manager shall also arrange transportation for any school being evacuated.
- (h) Ensure that a representative and alternate for the Community Control Group are designated, trained, and report to the EOC during an emergency.
- (i) Ensure that appropriate plans/procedures for carrying out assigned tasks are in place.
- (j) Ensure that internal notification lists are maintained and regularly updated.
- (k) Ensure that all personnel with duties under this municipal plan are trained and that appropriate personnel participate in drills and exercises.

## **RESPONSIBILITIES OF LE CONSEIL SCOLAIRE DES ECOLES CATHOLIQUES DU SUD-OUEST**

The Board Shall:

- (a) Ensure that all schools in the Town of Kingsville have evacuation plans, and that there is sufficient transportation available to carry these out.
- (b) Ensure that schools in the county maintain a record of students who live in the Town of Kingsville. These students shall not be allowed to return home if sheltering or evacuation has been ordered in their response areas. Arrangements shall be made to care for these students until they are collected by a parent or guardian, or re-united with them.
- (c) Ensure that arrangements are made to make available at short notice the accommodation required in their schools for Reception/ Evacuee Centres. These arrangements shall include provision for opening up of premises if closed.
- (d) Ensure that a designated representative, upon notification of activation of the municipal emergency response organization, notifies the following:
  - All schools in the Town of Kingsville
  - All schools chosen for the use as Reception/Evacuee Centres
  - All schools having students living in the Town of Kingsville
- (e) Ensure that the appropriate members of the School Board are notified of any emergency.
- (f) Ensure that appropriate members of the School Board are notified of any emergency.
- (g) Direct the Transportation Manager to coordinate emergency transportation routes for school buses normally travelling through the town of Kingsville. These buses shall not normally be allowed to enter areas where sheltering or evacuation has been imposed. The Manager shall also arrange transportation for any school being evacuated.
- (h) Ensure that a representative and alternate for the Community Control Group are designated, trained, and report to the EOC during an emergency.
- (i) Ensure that appropriate plans/procedures for carrying out assigned tasks are in place.
- (j) Ensure that internal notification lists are maintained and regularly updated.
- (k) Ensure that all personnel with duties under this municipal plan are trained and that appropriate personnel participate in drills and exercises.

**RESPONSIBILITIES OF ESSEX-WINDSOR LAND AMBULANCE  
(may Include Ambulance Dispatch)**

The Ambulance service shall:

- (a) Advise the CCG on emergency health matters.
- (b) Provide staff, materials, supplies and equipment for emergency purposes, as requested.
- (c) Ensure that emergency site medical teams are available at the emergency site. These teams shall ensure that triage and treatment are provided at the site.
- (d) Coordinate the provision of ambulance services to assist in the evacuation of those requiring special transportation.
- (e) Notify the Ontario Ministry of Health, Emergency Health Services Branch of the emergency and request their assistance, if required.
- (f) Liaise with local hospitals for the efficient distribution of casualties.
- (g) Assist with the organization and transport of persons in health care facilities, Homes for the Aged, Nursing Homes, Charitable Homes, Retirement Homes and Rest Homes to ensure that they are evacuated as required.
- (h) Liaise with the Medical Officer of Health on emergency health matters.
- (i) Designate a representative and alternate for the Community Control Group.
- (j) Ensure that internal and external notification lists are maintained and regularly updated.
- (k) Ensure that plans/procedures are in place to carry out their responsibilities as outlined in this municipal plan.
- (l) Ensure that all personnel with duties under this plan are trained and that appropriate personnel participate in drills and exercises.

## **RESPONSIBILITIES OF THE AMATEUR RADIO EMERGENCY SERVICE**

The Emergency Coordinator shall:

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

## **RESPONSIBILITIES OF THE COMMUNITY EMERGENCY MANAGEMENT CO-ORDINATOR.**

The C.E.M.C. shall:

- (a) Ensure that a representative and alternate for the Municipal Control Centre are designated and trained.
- (b) Ensure that appropriate plans/procedures to carry out assigned responsibilities are in place.
- (c) Ensure that internal and external notification lists are maintained and regularly updated.
- (d) Ensure that all personnel with duties under this plan are trained and that appropriate personnel participate in drills and exercises.

## **2.3 COMMUNITY CONTROL GROUP (CCG)**

### **2.3.1 Function**

The CCG is the body that provides direction to the emergency management operation within the municipal area, and ensures coordination between all the agencies involved.

### **2.3.2 Members**

Members of this group include:

- Mayor, Town of Kingsville (Head, Community Control Group);
- Chief Administrative Officer, Town of Kingsville (Operations Officer);
- Detachment Inspector, Ontario Provincial Police
- Fire Chief Town of Kingsville/CEMC
- Emergency Information Officer/OPP Representative
- Director of Municipal Services, Town of Kingsville
- Clerk, Town of Kingsville
- Medical Officer of Health
- Essex-Windsor Land Ambulance

The following additional personnel may be added to the CCG to provide support or expert advice:

- Treasurer
- Parks and Recreation Director, Town of Kingsville
- Administrator, Windsor-Essex Social & Family Services;
- Public School Board representative;
- Catholic School Board representative;
- County of Essex Emergency Measures Planner;
- Emergency Information Officer (supplied by O.P.P.)
- ELK Energy Representative
- French speaking School Board Representative
- Essex Region Conservation Authority representative
- Provincial/Ministry representative EMO, MOE, MTO, OFM
- Chemical industry representative
- Regional Utility representatives
- Others as determined by CCG at time of emergency.

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

## **2.4 EMERGENCY OPERATIONS CENTRE (EOC)**

### **2.4.1 Function**

The Emergency Operations Centre shall serve as the base of operations for the CCG.

#### **Primary Location**

#### **Alternate**

Kingsville Town Hall

- (1) Kingsville South Fire Station
- (2) Essex County Civic Centre

### **2.4.2 Activation**

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

### **2.4.3 Staffing and Equipment**

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

## **2.5 EMERGENCY INFORMATION CENTRE (EIC)**

### **2.5.1 Function**

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

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

#### **Primary Location**

Kingsville Main Public Works Yard

#### **Alternate**

Kingsville Recreation Complex

### 2.5.2 Activation

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

### 2.5.3 Staffing and Equipment

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

## 2.6 **RECEPTION/EVACUEE CENTRE(S)**

### 2.6.1 Function

Reception/Evacuee Centres may be set up to receive and provide emergency welfare services to evacuees from the emergency area if evacuations are ordered. The number and location of the required Reception/Evacuee Centres will be established at the time of the emergency by considering all of the relevant factors.

Serious consideration should be given to utilizing the following:

- Kingsville District High School
- Kingsville Migration Hall
- Other supplemental sites to be considered including elementary schools and churches.

### 2.6.2 Activation

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

### 2.6.3 Staffing and Equipment

The Windsor-Essex Social Services Department is responsible for the operation of all Reception/Evacuee Centres set up in the county.

## 2.7 **TELECOMMUNICATIONS**

2.7.1 All of the emergency centres are currently linked through the Bell Telephone System which permits voice and fax communications between centres.

- 2.7.2 All emergency centres in this municipal plan shall have available back up radio communications. The centres in this radio 'net' shall include the EOC, and if established: the EIC, Reception/Evacuee Centres, the County EOC, and the Red Cross Central Registry & Inquiry Bureau. The Amateur Emergency Radio Service (A.R.E.S.) has assumed responsibility for providing this service. Additional ARES support may include locations at fire dispatch, Kingsville OPP Detachment and site command, if applicable.
- 2.7.3 It shall be the responsibility of the CEMC to keep updated information on each organization involved in this Municipal Plan to ensure that essential telephone lines needed to make outgoing calls during an emergency are covered by the Priority Access Dialing Program.

## PART I

### SECTION THREE-NOTIFICATION AND RESPONSE

#### 3.1 EMERGENCY NOTIFICATION

- 3.1.1 The emergency notification system is the system used to alert the emergency response organization that an emergency exists. The LaSalle Police Dispatch Centre is the agency which initiates the notification on behalf of this Municipal Plan.
- 3.1.2 The LaSalle Police Dispatch Centre may receive authority to initiate the emergency notification system from any one of the four persons listed in 3.1.3 below when an emergency occurs requiring a coordinated municipal response.
- 3.1.3 Authority to initiate the municipal emergency notification system shall come from either the:
- **Mayor**; or
  - **CAO**; or
  - **Fire Chief**; or
  - **O.P.P Detachment Commander**, or
  - **Medical Officer of Health**
- 3.1.4 LaSalle Police Dispatch will be advised of the emergency response level to be adopted (Section 3.2) and any special instructions to be passed along during the notification procedure.
- 3.1.5 Upon receipt of the emergency response level and any special instructions, LaSalle Police Dispatch shall immediately undertake notifications to the emergency response organization as set out in the Notification Procedure.
- 3.1.6 When the emergency response organization is to be **Fully** or **Partially Activated**, each participating organization in this Plan shall undertake internal or external notifications indicating the level of activation to be adopted and any special instructions. Those organizations with a responsibility to conduct external notifications are set out in the Notification Procedure.

#### 3.2 RESPONSE LEVELS AND INITIAL ACTIONS

The various response levels and the actions required under them, are shown in outline in Table 3.1 and are described as follows

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

<b>RESPONSE LEVEL</b>	<b>INITIAL ACTIONS (BY MUNICIPALITY)</b>
<b>1. ROUTINE MONITORING</b>	The CEMC/Kingsville Fire Chief, O.P.P Detachment Commander, the Kingsville CAO, the Municipal Emergency Coordinator and the Head – CCG will monitor the situation from their normal workplaces or homes.
<b>2. PARTIAL ACTIVATION</b>	<ul style="list-style-type: none"> <li>• The LaSalle Police Dispatch shall be notified of a partial activation by either the Head CCG, Kingsville CAO, Kingsville O.P.P., or Kingsville Fire Chief</li> <li>• The LaSalle Police Dispatch shall implement the partial activation notification procedure.</li> <li>• Organizations contacted by LaSalle Police Dispatch shall be placed on standby (All individuals should remain available at their offices or homes, as appropriate.)</li> <li>• Organizations contacted by LaSalle Police Dispatch shall undertake further internal and external notifications placing their contacts on standby.</li> <li>• The Community Control Group shall assemble at the Emergency Operations Centre to monitor the situation.</li> <li>• The organization responsible for the other emergency centres (EIC and Reception/Evacuee Centres) shall ensure that these centres can become fully operational without undue delay.</li> <li>• The Kingsville Fire Chief, O.P.P. Detachment Commander, are authorized to take such actions as are deemed appropriate and necessary to mitigate the effects of an emergency without the Head – CCG having yet declared a state of emergency.</li> </ul>
<b>3. FULL ACTIVATION</b>	<ul style="list-style-type: none"> <li>• The LaSalle Police Dispatch shall be notified of a full activation by either the Head CCG, Kingsville CAO, Kingsville O.P.P. or Kingsville Fire Chief.</li> <li>• The LaSalle Police Dispatch shall implement the full activation notification procedure.</li> <li>• Organizations contacted by the LaSalle Police Dispatch shall report to their places of duty as appropriate and fully activate their own Emergency Response Plans and procedures.</li> <li>• Organizations contacted by LaSalle Police Dispatch shall undertake further internal and external notifications informing their contacts of the level of response.</li> <li>• The Community Control Group shall assemble at the Emergency Operations Centre to monitor the situation or to coordinate the emergency response.</li> <li>• Actions ordered by Community Control Group including the set up and staffing of other emergency centres shall be implemented.</li> </ul>

### ***3.2.1 Routine Monitoring and Enhanced Monitoring***

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

If the response level to be adopted is ***Routine Monitoring***, either the O.P.P. Detachment Commander or the Kingsville Fire Chief shall notify the LaSalle Police Dispatch. The LaSalle Police Dispatch, shall in turn, notify; the County Emergency Response Planner, the Kingsville Fire Chief (if not already notified), and the Head – CCG who will monitor the situation from their normal workplaces or homes.

### ***3.22 Partial Activation***

***Partial Activation*** should be implemented when a situation requires the Municipal Emergency Response Organization to be placed on standby. A community emergency is not imminent but the situation has the potential to deteriorate, thus becoming a serious threat to the community. An example of a situation which may require ***Partial Activation*** is a fire which has the potential to be a serious threat to the community.

If the response level to be adopted is ***Partial Activation***, either the O.P.P. Detachment Commander or the Kingsville Fire Chief shall notify the LaSalle Police Dispatch. The LaSalle Police Dispatch, in turn, shall notify the full Emergency Response Organization as set out in the Notification Procedure.

The Municipal Response shall consist of:

- Organizations contacted by LaSalle Police Dispatch shall be placed on standby (All individuals should remain available at their offices or homes, as appropriate.)
- Organizations contacted by LaSalle Police Dispatch shall undertake further internal and external notifications placing their contacts on standby.
- The Community Control Group shall assemble at the Emergency Operations Centre to monitor the situation.

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

### **3.2.2 Full Activation**

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

If the response level to be adopted is **Full Activation**, either O.P.P Detachment Commander or Kingsville Fire Chief shall notify the LaSalle Police Dispatch. The LaSalle Police Dispatch, in turn, shall notify the full emergency response organization as set out in the Notification Procedure (Part II)

The Municipal Response shall consist of:

- Organizations contacted by the LaSalle Police Dispatch shall report to their places of duty and fully activate their own Emergency Response Plans and procedures.
- Organization contacted by the LaSalle Police Dispatch shall undertake further internal and external notifications informing their contacts of the level of response.
- The Community Control Group shall assemble at the Emergency Operations Centre to monitor the situation.
- Actions ordered by the Emergency Operations Centre shall be implemented including the set up and staffing of other emergency centres.

## **3.3 PUBLIC ALERTING**

- 3.3.1 The emergency public alerting system is the system used to warn the public that an emergency exists within the community or that some action is required on their part. The emergency public alerting system uses Reverse 911 with police vehicle public address systems as a backup.

3.3.2 Authority to initiate the emergency public alerting system shall come from either the:

- Mayor; or
- CAO; or
- Fire Chief; or
- O.P.P. Detachment Commander

3.3.3 The O.P.P. Detachment commander and/or the Kingsville Fire Chief shall also arrange for the public alerting using Reverse 911.

3.3.4 Generally, the public alerting system will only be used when there is an urgent need to shelter people, warn the residents of a specific area, or to order a protective action. Public alerting may be ordered for the whole Town or any part thereof.

3.3.5 Whenever the public alerting system is initiated, the Community Control Group shall request that the Designated Media broadcast an appropriate notification message immediately afterwards.

3.3.6 Residents will be expected to tune in, when so alerted, to a radio/TV station appointed as Designated Media to listen for information and instructions.

## PART 1

### SECTION FOUR-EMERGENCY OPERATIONS

#### 4.1 GENERAL

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

#### 4.2 OVERVIEW OF OPERATIONS

- 4.2.1 The Municipality will become aware of an emergency situation or potential emergency situation typically through a first response agency (one of the three Kingsville O.P.P., Kingsville fire, or Ambulance). Should the emergency situation require a coordinated municipal response, the O.P.P. Detachment Commander or the Kingsville Fire Chief are authorized to select an emergency response level and have a notification undertaken by the LaSalle Police Dispatch.
- 4.2.2 The O.P.P. Detachment Commander or the Kingsville Fire Chief can at any time direct that a change be made in the response level that is in effect. The LaSalle Police Dispatch shall be immediately informed of the new response level to be adopted and will undertake a new notification.
- 4.2.3 The O.P.P. Detachment Commander, the Kingsville Fire Chief, are authorized to implement measures under this municipal plan where such action is considered necessary, even though a declaration of emergency has not yet been made.
- 4.2.4 Should the municipal response selected be ***Partial Activation*** or ***Full Activation***, the Community Control Group will assemble at the EOC to direct emergency operations. Upon arrival, they shall review the following Immediate Actions listed in 4.3 below and, if applicable, implement them.
- 4.2.5 Any actions ordered by the Community Control Group, at the request of the Emergency Site Manager, to mitigate the effects of the emergency shall be implemented immediately by the organization so directed.

#### 4.3 IMMEDIATE ACTIONS

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

- ❑ Determine the need for, and if necessary, appoint an Emergency Site Manager.
- ❑ Determine the status and extent of the emergency. Determine who will be affected and the implications. Plot the extent on maps and record status on the major events log.
- ❑ Declare an emergency, if appropriate.
- ❑ Consider setting up and staffing a Reception/Evacuee Centres, and/or a Emergency Information Centre to support emergency operations.
- ❑ Establish an operations cycle and meeting procedure which allows for regular, coordinated, and definitive decision making.
- ❑ Direct the Emergency Information Officer to prepare a media statement on the status of the emergency and actions being undertaken by the Municipality.
- ❑ Keep organizations outside the EOC apprised of the emergency situation – ‘Who should know?’
- ❑ Begin to focus on long term concerns – ‘Don’t manage the site.’

#### **4.4 OPERATIONS CYCLE AND MEETING PROCEDURES**

- 4.4.1 Members of the CCG will meet at regular intervals to inform each other of actions taken and problems encountered. Frequency of meetings and agenda items will be established by the Operations Officer.
- 4.4.2 Meetings will be kept as brief as possible to allow members to carry out their individual responsibilities
- 4.4.3 Maps and status boards will be prominently displayed and kept up to date by the Operations Officer.
- 4.4.4 At the first appropriate opportunity following assembly, the CCG shall hold a meeting chaired by the Head – CCG. The following member of the CCG will each provide a situation report: The O.P.P. Detachment Commander, the Kingsville Fire Chief, the Essex Windsor E.M.S. representative, and the MOH. (The situation reports will be used by the CCG to paint a fuller picture of the emergency including: the nature and extent of the emergency; number of casualties; resources deployed; health hazards; any special factors or conditions such as weather which will bear on the emergency situation; prognosis; and any recommended measures.)

4.4.5 The CCG shall then decide on the actions which must be implemented to deal with the emergency.. All members of the CCG shall implement these measures, as appropriate.

**4.5 DECLARATION OF AN EMERGENCY BY HEAD – CCG (MAYOR OR DEPUTY MAYOR)**

4.5.1 The Head – CCG or his/her alternate is responsible for declaring that an emergency exists within the Municipality. This decision should be made in consultation with other members of the Community Control Group. A declaration of municipal emergency is found in Appendix D.

4.5.2 Upon declaration of an emergency, the Head – CCG or his/her alternate shall notify:

(a) the Solicitor General of Ontario through Emergency Management Ontario:

*(may also be called for advice and assistance prior to a declaration);*

**1-866-314-0472**

**FAX 416-314-3758**

**Or the OPP General Headquarters: 705-329-6950**

(b) members of Municipal Council;

(c) the CAO of the County of Essex;

(d) the public through the media.

4.5.3 The Municipality will also undertake to notify Emergency Management Ontario if the potential for a community emergency exists.

**4.6 TERMINATION OF DECLARATION OF AN EMERGENCY**

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

(a) the Head – CCG or alternate;

(b) the Town Council;

(c) the Premier of Ontario

4.6.2 In the event of such a declaration, the head – CCG or his/her alternate shall notify:

(a) the Solicitor General of Ontario through Emergency Management Ontario:

**1-866-314-0472**

**FAX 416-314-3758**

**Or the OPP Duty Officer after hours at: 705-329-6950**

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

#### **4.7 REQUESTS FOR ASSISTANCE**

- 4.7.1 When the resources of the Town of Kingsville are deemed insufficient to cope with the emergency, the Head – CCG may request assistance from the County of Essex or surrounding municipalities. Such a request should not be deemed a request for the County or any other municipality to assume control.
- 4.7.2 Assistance from the County of Essex should be requested through the Emergency Response Planner when present in the EOC and through the County CAO or alternate when the Planner is not present. Assistance from surrounding municipalities should be requested through the specific Municipality’s Head of Council. Assistance through the County Fire Coordinator for Fire Mutual Aid does not require Head of Council approval for those Municipalities identified in the Fire Mutual Aid Program.
- 4.7.3 Assistance may also be requested from the Province of Ontario at anytime without loss of control. This assistance may involve:
- (1) sending a Provincial Emergency Response (EMO) Team to the community to provide advice and assistance; and,
  - (2) coordinating assistance from other provincial ministries and the federal government. [Note: Federal assistance must be obtained through the Province.] Provincial assistance may be obtained by contacting Emergency Management Ontario:
- 1-866-314-0472**  
**Or the OPP General Headquarters at: 705-329-6950**
- 4.7.4 If a community emergency is declared, the CCG will request that a Provincial representative join the CCG.

#### **4.8 COUNTY OF ESSEX EMERGENCY SUPPORT PLAN**

- 4.8.1 Where assistance is requested from the County of Essex or an emergency involves more than one municipality, the County of Essex Emergency Support Plan may be **activated**.
- 4.8.2 In the event the County of Essex Emergency Support Plan is activated for an emergency crossing municipal boundaries, those members of the CCG with regional duties on the County Control Group (including the County Emergency Response Planner, the Medical Officer of Health, the school board representative, and the Social Services Administrator) will direct operations from the county emergency Operations Centre.

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

## **PART ONE**

### **SECTION FIVE-RECOVERY PLAN**

#### **5.1 GENERAL**

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

#### **5.2 ORGANIZATION**

- 5.2.1 At the commencement of the recovery phase, the full Municipal Emergency Response Organization including the CCG shall remain in place. Over time, the CCG may close certain emergency operations centres or operate with reduced staff.
- 5.2.2 Following a smooth transition to the recovery phase, the CCG may pass the responsibility for further operations in connection with the emergency to a Recovery committee.
- 5.2.3 The Recovery Committee may be comprised of:
  - Mayor, Town of Kingsville
  - Chief Administrative Officer, Town of Kingsville
  - Fire Chief, Town of Kingsville
  - Manager of Environmental Services, Town of Kingsville
  - Chief Building Official, Town of Kingsville
  - Emergency Information Officer, O.P.P.

Administrator, County of Essex Social and Family Services  
Medical Officer of Health  
County Emergency Response Planner

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

### **5.3 DEVELOPMENT OF A RECOVERY STRATEGY**

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

### **5.4 COMMITTEE RESPONSIBILITIES DURING THE RECOVERY PHASE**

- 5.4.1 The following major responsibilities should be undertaken by the Recovery Committee:
- Ensure that the essential services and utilities (e.g. hydro/water/sewer/gas/telephone) are returned to service as soon as possible.
  - Ensure that public works including roads, bridges, traffic lights, signs etc. are replaced or returned to a useable state.
  - Ensure that structures and buildings within the community are in a safe condition, and if necessary, ensure that remedial action is taken to rectify and unsafe conditions.
  - Ensure the appropriate removal and disposal of debris.
  - Ensure that health standards are met throughout the community.

- Provide assistance in the relocation and establishment of temporary housing for affected persons.
- Conduct a needs assessment to determine the individual needs of residents and to determine the best method/forum for meeting those needs. This assessment should include ensuring that the needs of ‘special populations’ such as children, the elderly, and handicapped are met.
- Oversee the provision of community counselling sessions.
- Request funding from other levels of government.
- Ensure that information on activities being undertaken by the municipality and that information on household recovery be disseminated to the public. This should be coordinated through the Emergency Information officer.
- Prepare a damage assessment (approximate costs) report.

## **5.5 DISASTER DECLARATIONS AND DISASTER RELIEF ASSISTANCE**

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

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

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

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

1. The community can declare a disaster and request for the province to declare the community a disaster area in order to receive provincial funding assistance regarding damage to public infrastructure.
2. The community can also declare a disaster and request within 10 days of the event, for the province to declare the community a disaster area for the purposes of the Ontario Disaster Relief Assistance Program (ODRAP). The ODRAP is intended to alleviate the hardship suffered by private homeowners, administered by the Ministry of Municipal Affairs, Farming and Small Business Enterprises whose

essential property has been damaged in a natural calamity such as a severe windstorm, flood or forest fire. No assistance is available under this program to cover damages to public property, or to privately own non-essential property.

## **PART 1**

### **SECTION SIX-PUBLIC DIRECTION AND EMERGENCY INFORMATION**

#### **6.1 General**

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

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

- 6.2.1 If the emergency response organization is to be *Partially* or *Fully Activated*, the Emergency Information Officer (EIO) or alternate will join the CCG at the Emergency Operations Centre. Public direction and emergency information will be released directly from the Emergency Operations Centre at the commencement of an emergency by the Emergency Information Officer under the direction of the Head – CCG.
- 6.2.2 If the emergency is of sufficient magnitude and duration, the Emergency Information Officer may be directed by the CCG to establish a Local Information Centre. If a Local Information Centre is established, it would undertake to issue PADs and emergency information; provide citizen enquiry services; and undertake other functions listed in Section 6.5. This Local Information Centre would utilize the location, infrastructure and general procedures established for the Joint Information Centre.
- 6.2.3 Once the Local Information Centre has been established, the local emergency information effort will be coordinated through this centre.

### **6.3 Organization**

- 6.3.1 The Emergency Information Officer shall operate under the direction of the Head – CCG. The Head – CCG shall approve all PADs and media releases before issue.
- 6.3.2 The Local Information Centre and other staff appointed to assist with emergency information shall operate under the direction of the Emergency Information Officer. The EIO shall remain in constant contact with the Head – CCG to facilitate an exchange of information between the two centres.
- 6.3.3 During the progression of the emergency, it may become necessary to appoint an on-scene media spokesperson and spokespeople at Reception/Evacuee Centres. The appointment of the above spokespeople shall be approved by the CCG and shall operate under the general direction of the EIO to ensure a coordinated media effort.
- 6.3.4 A Citizen Enquiry Supervisor may be appointed to coordinate responses to individual requests for emergency information. This supervisor shall operate under the direction of the Emergency Information Officer.
- 6.3.5 The Head – CCG is hereby authorized under this municipal plan to act as the spokesperson for the emergency response organization at the commencement of an emergency. Other spokespeople may be appointed during the progression of the emergency by the CCG (including the EIO).
- 6.3.6 OPP media relations specialists may join the LIC to assist with the media effort.

### **6.4 Designated Media**

- 6.4.1 The following radio and television stations have been identified in the Town of Kingsville Emergency Response Plan as ‘Designated Media’.

<u>AM Radio</u>	<u>FM Radio</u>	<u>Television</u>
CKWW 580	CIMX 88.7	CBET Channel 9
CKLW 800	CIDR 93.9	Cogeco Cable
CBE 1550	CHYR 96.7	
CBEF 540 (Fr.)		

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

- 6.5.1 The Emergency Information Centre is a municipal facility set up when so ordered by the CCG. Its role is to provide a central outlet for the timely dissemination of emergency information to the media and the public in a direct and forthright manner.
- 6.5.2. The Emergency Information Centre, if established, shall perform the following functions:
- (a) Issue PADs and news releases (following approval by the Head –CCG) to the media and provide information to media representatives present at the EIC on the municipal response to the emergency;
  - (b) Identify rumours and counter them.
  - (c) Assist journalists working in the area.
  - (d) Monitor the Public Action Directives (PADs) being broadcast and ensure that they are being correctly transmitted to the public.
  - (e) Set up public inquiry lines to assist the public seeking emergency information.
  - (f) Liaise with other levels of government, stakeholders, and agencies to keep them informed.
  - (g) Keep the Head – CCG informed on media and public perceptions and reactions. Advise on remedial action, as necessary.

## **PART 1**

### **SECTION SEVEN-PLAN MAINTENANCE, REVISION AND TESTING**

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

- 7.1.1 The Town of Kingsville Emergency Response Plan will be maintained and distributed by the Town of Kingsville. The Plan is to undergo an evaluation and revision no less than every five years. The Town of Kingsville Emergency Preparedness Committee is responsible for the Plan revision.
- 7.1.2 This municipal plan will be reviewed annually and, where necessary, revised by a meeting of the Kingsville Emergency Preparedness Committee.
- 7.1.3 Each time this municipal plan is revised, it must be forwarded to Town Council for approval. However, revisions to the schedules and minor administrative changes can be made without submitting the plan to Council each time.
- 7.1.4 It is the responsibility of each person, agency, service or department named within this Emergency Response Plan to notify the Town of Kingsville CAO, or designee forthwith, of any revisions to the Appendices or any administrative changes.

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

- 7.2.1 An exercise of the plan which includes the activation and setup of the Emergency Operations Centre must be conducted annually.
- 7.2.2 The Town of Kingsville Emergency Preparedness Committee is responsible for preparing, conducting and evaluating the exercise.