

THE CORPORATION OF THE TOWNSHIP OF HAMILTON 2020



EMERGENCY RESPONSE PLAN

Being Schedule "A" to By-Law No. 2009-16

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THE TOWNSHIP OF HAMILTON EMERGENCY RESPONSE PLAN

A. Introduction:

Emergencies are defined as situations or impending situations caused by forces of nature, accidents or intentional acts that constitute a danger of major proportions to life and property. They affect public safety – meaning the health, welfare and property, as well as the environment and economic health of Hamilton Township. The population of the Township of Hamilton is 10,942 residents.

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

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

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

In addition, it is important that residents, businesses and interested visitors be aware of the Emergency Response Plan provisions. Copies of the Hamilton Township Emergency Response Plan may be viewed at the Municipal Office, 8285 Majestic Hills Drive, Camborne or on our website www.hamiltontownship.ca For more information, please contact the Community Emergency Management Coordinator CEMC at 905-342-2810 (ext 137) or by email at kserson@hamiltontownship.ca.

B. Aim:

The aim of this plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare, environment and economic health of the residents, businesses and visitors of the the Township of Hamilton when faced with an emergency. It enables a centralized, controlled and coordinated response to emergencies in the Township of Hamilton, and meets the legislated requirements of the *Emergency Management Act*.

C. Authority:

The *Emergency Management Act (EMA)* is the legal authority for this emergency response plan in Ontario.

The *EMA* states the following:

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

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

As enabled by the *Emergency Management Act*, this emergency response plan and its elements have been:

- Issued under the authority of *By-Law No. 2004-15*
- Filed with Office of the Fire Marshal and Emergency Management, Ministry of Community Safety and Correctional Services

a) Definition of an Emergency:

The *Emergency Management Act* defines an emergency as:

“...a situation or an impending situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property.”

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

b) Action Prior to Declaration:

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

D. Emergency Notification Procedures:

Upon receipt of a warning of a real or potential emergency, the responding department should immediately contact the Mayor or alternate as indicated in **Appendix A**, to request that the notification system be activated.

The Township's Community Emergency Management Co-ordinator or Alternate will be contacted and will notify the members of the Community Control Group (CCG). **See Appendix B.**

Upon being notified, it is the responsibility of all CCG staff to notify their staff and volunteer organizations. Where a threat of an impending emergency exists, the CCG will be notified and placed on standby.

The Emergency Notification Contact List and specific notification procedures are attached as **Appendix B**. Also attached as **Appendix D** is "Checklist in Consideration of a Declaration of Emergency" and "Declaration/Termination of Emergency" which could be used as a reference.

a) *Requests for Assistance:*

Assistance may be requested from the County at any time. This would only be necessary in the event of a major incident where evacuation centres are required or additional equipment or food is necessary. The request shall not be deemed to be a request that the County assume authority and control of the emergency.

Contact numbers for requesting assistance from Northumberland County are attached in **Appendix E**.

Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. A request for assistance should be made by contacting the Office of the Fire Marshal and Emergency Management. Contact numbers are appended to the Emergency Notification Contact List in **Appendix B**.

b) *A Declared Community Emergency:*

Head of Council is responsible for declaring an emergency. In his/her absence the decision would be made by his/her alternate(s). The decision is usually made in consultation with other members of the CCG.

Upon declaring an emergency, the Mayor will notify:

- Office of the Fire Marshal and Emergency Management
- Council Members
- County Warden, if appropriate
- Public

- Neighbouring Community Officials, if required
- Federal and Provincial Members of Parliament, if appropriate

A community emergency may be terminated at any time by the:

- Mayor or Alternate(s)
- Council
- Premier of Ontario

When terminating an emergency, the Mayor will notify:

- Office of the Fire Marshal and Emergency Management
- Council Members
- County Warden, if appropriate
- Public
- Neighbouring Community Officials, if required
- Federal and Provincial Members of Parliament, if appropriate

E. Community Control Group:

The emergency response will be directed and controlled by the Community Control Group (CCG) – a group of officials who are responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the community.

The Primary CCG consists of the following officials:

- Mayor or Alternate(s)
- Chief Administrative Officer
- Community Emergency Management Coordinator
- Director of Emergency Services
- Manager of Public Works
- Water Operations Manager
- Treasurer/Purchasing Agent
- Clerk/Emergency Information Officer
- Administrative Assistant
- Public Inquires Officer
- Manager of Parks and Facilities
- Chief Building Official

The Secondary CCG consists of the following officials:

- Police
- Medical Officer of Health
- County Social Services Representative
- Emergency Medical Services Representative
- Utility Representative – Hydro One
- Legal Services Representative

The members of the Community Control Group (CCG) are likely to be responsible for the

following actions or decisions:

- Coordinating and directing all emergency services
- Assessing requests for assistance and allocating available services, staffing and/or equipment according to need
- Determining if the location and composition of the CCG are appropriate
- Advising the Mayor as to whether the declaration of an emergency is recommended
- Advising the Mayor on the need to designate all or part of the Township as an emergency area
- Ensuring that an Emergency Site Manager (ESM) is appointed
- Ensuring support to the ESM by offering equipment, staff and resources, as required
- Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger
- Ordering the dispersal of people not involved in the provision of emergency services who are considered to be in danger or whose presence hinders the efforts of emergency service providers (this may include crowds at the emergency scene)
- Discontinuing utilities or services provided by public or private concerns - i.e.: hydro, water, gas, closing down a shopping plaza, restaurant, etc.
- Arranging for services and equipment from local agencies not under community control – i.e.: private contractors, industry, volunteer agencies, service clubs
- Notifying and requesting assistance from and/or liaison with various levels of government and any public or private agencies not under community control, as considered necessary
- Determining if additional volunteers are required and if appeals for volunteers are warranted
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer (Clerk) for dissemination to the media and public.
- Authorizing expenditure of money required for dealing with the emergency, including expenses associated with the preservation of life and health and the provision of meals for operations personnel and volunteers
- Notifying the service, agency or group under their discretion, of the termination of the emergency
- Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the CEMC within one week of the termination of the emergency, as required
- Participating in the debriefing following the emergency
- See **Appendix I** for Individual Responsibilities of the Community Control Group

F. Emergency Operations Centre and Operating Cycle:

a) *Location of Emergency Operations Centre and Alternates:*

The CCG will report to the Emergency Operations Centre located at the Township Municipal Office, 8285 Majestic Hills Drive, Camborne. In the event that this Emergency Operation Centre cannot be used, the alternate location to be used is the Baltimore Recreation Centre, 23 Community Centre Road, Baltimore.

b) EOC Equipment Lists:

In the event of an emergency, the alternate CEMC with the support of the Administrative Assistant is responsible for the assembly of all Emergency Operation Centre equipment and supplies. A permanent inventory of Emergency Operations Centre Supplies is located in the Council Chambers of the Hamilton Township Office.

Additionally, all of the municipalities of Northumberland County have agreed to maintain very similar emergency inventories so that in the event the Township of Hamilton had to move its Emergency Operations Centre to another municipality, the supply and equipment needs of its Community Control Group could be accommodated accordingly. Information on the organization and composition of the Municipal Emergency Operations Centre Inventory is contained in **Appendix C**.

An additional list of Contractors who may provide community emergency response resources (ie: vehicles, specialized equipment) is contained in **Appendix H**.

c) Operating Cycle:

Members of the CCG will gather at regular intervals (Scrum Meeting) to inform each other of actions taken and problems encountered. The CEMC will establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. The Administrative Assistant will maintain charts which will be prominently displayed and kept up to date. Scrum Meeting Layout and Operations Centre Layout are attached as **Appendix C**.

G. Community Control Group:

In addition to forming a Community Control Group (CCG), which consists of service sectors and personnel directly under municipal authority, the Township of Hamilton may also draw on the resources and expertise of other agencies that may not fall within the jurisdiction of the municipal authority. Currently, Hamilton Township has formal and/or informal aid arrangements in place with the following organizations:

Ontario Volunteer Emergency Response Team (O.V.E.R.T): This organization will provide volunteers and equipment when required for emergencies. Members of this organization are well trained and would be helpful in areas such as evacuation, searching for missing persons, etc.

Ganaraska Region Conservation Authority: This organization will provide assistance and equipment as required. Authority staff are well trained and would be particularly helpful in such areas as flood prevention, advice, etc.

In the event of an emergency, the Township may also request the assistance of the ***Canadian Red Cross*** or the ***Salvation Army***. Contact information for these organizations is contained in **Appendix F**.

H. Relationship between Emergency Site Manager and Others Involved in Emergency Response: (review)

In most instances, the Emergency Site Manager (ESM) would be the Fire Chief or designate. However, depending on the nature of the emergency, the Emergency Site Manager may alternatively be assigned by the Police Chief, the Manager of Operational Support and Infrastructure, or the Medical Officer of Health. Once the ESM has been assigned, the CCG relationship with the ESM is to offer support with equipment, staff, and other resources, as required.

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

I. Relationship Between ESM, and Command and Control Structures of Emergency Responders:

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

J. Emergency Telecommunications Plan:

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

A telecommunications room will be located in the office portion of the Township Municipal Building - separate, but adjacent to the EOC. This site was chosen so that messages can be easily relayed to members of the CCG, but the radio operators or dispatchers will not be working in the same room as CCG members.

A dedicated phone line will be used to secure telecommunication between the EOC and the emergency site(s). Should the Township of Hamilton lose all telephone communications, the radio system of the Public Works Department can link the EOC with the Roads Department, Public Works vehicles and the Fire Department.

K. Emergency Information Plan:

Upon implementation of the Emergency Response Plan, it will be important to coordinate the release of accurate information to the news media, issue authoritative instructions to the public, and respond to or redirect individual requests for, or reports on, information concerning any aspect of the emergency.

The Emergency Information Centre (EIC) will also be established in the Township Municipal Building – separate, but adjacent to the EOC. The Clerk will serve as the

Emergency Information Officer and will be assisted in fulfilling the requirements of this role by the Public Information Officer and CEMC.

The Clerk, as Emergency Information Officer, will report to the Community Control Group and is responsible for the following:

- Ensuring that all information released to the media and public via the Mayor is timely, full and accurate
- Assisting the Public Inquiry Officer in ensuring that the Emergency Information Centre (EIC) is set up and staffed and that, if required, an additional media information area is set up adjacent to the emergency site
- Organizing press conferences
- Ensuring that all relevant stakeholders (including the media, the Police Public Relations Officer, and neighbouring communities) are advised of the telephone number of the EIC
- Monitoring news coverage and correcting erroneous information

L. Community Emergency Management Public Awareness Program:

The aim and objectives of the public awareness program that is currently being developed is to foster public awareness about individual/family emergency preparedness and community emergency preparedness. Together with other Community Emergency Management Coordinators from nearby municipalities, Hamilton Township has placed Emergency Preparedness information on our website.

TOWNSHIP MISSION STATEMENT – EMERGENCY SITUATIONS

Hamilton Township's Mission is to protect the life of, and provide assistance to, the citizens of the affected areas.