

**TOWNSHIP OF EAST HAWKESBURY
EMERGENCY RESPONSE PLAN**



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Updated to May 14, 2018

Schedule "A" to By-Law 2018-32
Rescinds 2004-68 and amendments thereto.

**TOWNSHIP OF EAST HAWKESBURY
EMERGENCY RESPONSE PLAN**

FOREWORD

1. This plan has been developed to provide a hazard identification and risk assessment-based approach to emergency management planning.
2. For this plan to be effective, it is essential that all concerned be aware of its provisions and that every official and agency be prepared to carry out their assigned functions and responsibilities in an emergency.
3. Heads of agencies should also review and keep up to date their own procedures and arrangements for responding to emergencies.
4. The Annexes to this plan contain Private or Confidential information under the provisions of the *Emergency Management and Civil Protection Act* R.S.O. 1990, c.E.9.
5. This Emergency Response Plan was adopted by the Township of East Hawkesbury on December 13, 2004 and revised on May 14, 2018.

[SIGNED]

Robert Kirby, Mayor

[SIGNED]

Luc Lalonde, Clerk

**TOWNSHIP OF EAST HAWKESBURY
EMERGENCY RESPONSE PLAN**

Table of Contents

PART 1- INTRODUCTION

1.1 Emergency.....4
1.2 East Hawkesbury.....4
1.2.1 Municipal Services.....4
1.2.2 Counties' Services.....4
1.3 Emergency Management.....5

PART 2- AIM

2.1 General.....5

PART 3- AUTHORITY

3.1 General.....6
3.2 Authority to Declare an Emergency.....6
3.3 Authority to Terminate an Emergency.....7
3.4 Authority to Act.....7

PART 4- EMERGENCY NOTIFICATION PROCEDURES

4.1 Activation of Municipal Emergency Control Group
(MECG).....7
4.2 Notification of Declaration of an Emergency.....7
4.3 Notification of Termination.....7
4.4 Requests for Assistance.....8
4.5 Emergency Operations Centre (EOC).....8

PART 5- MUNICIPAL EMERGENCY CONTROL GROUP (MECG)

5.1 Role of MECG.....8
5.2 Composition of MECG.....8
5.3 MECG Training.....9
5.4 MECG Operating Cycle.....9
5.5 MECG Responsibilities9
5.6 Responsibilities of MECG Members.....10

PART 6- EMERGENCY OPERATIONS CENTRE (EOC)

6.1 Purpose of the EOC.....18
6.2 Facilities at the EOC.....18
6.3 Staff at the EOC.....18
6.4 Duties at the EOC.....19

PART 7- INCIDENT SITE

7.1 Incident Site.....20
7.2 Incident Commander..... 20
7.3 Relationship between MECG and I/C.....20
7.4 Relationship between I/C and Emergency Responders..... 20

PART 8- PUBLIC INFORMATION

8.1 General.....20

PART 9- VOLUNTEERS

9.1 General.....21

TOWNSHIP OF EAST HAWKESBURY EMERGENCY RESPONSE PLAN

PART 1: INTRODUCTION

1.1 Emergency

Section 2.1(1) of the Emergency Management and Civil Protection Act, R.S.O.1990, c.E.9, states that “Every municipality shall develop and implement an emergency management program and the council of the municipality shall by by-law adopt the emergency management program.”

An emergency is defined as a situation or impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise. Emergencies are distinct from routine operations carried out by first response agencies, e.g. fire service, police, ambulance, or public works.

1.2 East Hawkesbury

The Township covers an area of some 239.5 square kilometres adjacent to the Quebec border with approximately 3,342 residents. Twenty-seven percent of the population is distributed among the communities of Chute-à-Blondeau (362), St-Eugène (406) and Ste-Anne de Prescott (142); the remaining 73% reside in rural areas. A few light manufacturing operations exist in the Township. Small to large farm operations exist in the rural areas. The Voyageur Provincial Park is located in the Northeast section of the Township. Highway 417 crosses the North section of the Township. The area is subject to the normal South-eastern Ontario natural hazards.

1.2.1. Municipal Services

The Township office is located in the village of St-Eugène. The Road Department garage is also located in St-Eugène. The Fire Department operates stations in Chute-à-Blondeau, St-Eugène and Ste-Anne de Prescott and has automatic aid agreement with Prescott-Russell Mutual Aid. The Township operates three municipal waste water systems one in Chute-à-Blondeau (110 users), one in St-Eugène (21 users) and the other in Ste-Anne de Prescott (12 users). The Township does not operate any residential municipal water system.

1.2.2. Counties' Services

The Township receives emergency medical services, health services and social services support from the United Counties of Prescott and Russell with main offices located in L'Orignal. The Township receives police services from the Hawkesbury Detachment of the Ontario Provincial Police.

1.3 Emergency Management

In order to protect residents, businesses and visitors, the Township of East Hawkesbury requires a coordinated emergency response by a number of agencies under the direction of the Municipal Emergency Control Group (MECG). These arrangements and

TOWNSHIP OF EAST HAWKESBURY EMERGENCY RESPONSE PLAN

procedures are distinct from the normal, day-to-day, operations carried out by emergency services.

The Township of East Hawkesbury Emergency Management Program 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 East Hawkesbury important emergency response information related to:

Arrangements, services and equipment; and
Roles and responsibilities during an emergency.

In addition, it is important that residents, businesses and interested visitors be aware of its provisions and of measures that they can undertake to reduce their vulnerability in an emergency situation. Copies of the Township of East Hawkesbury Emergency Response Plan, less the Annexes, may be viewed at the Township Office, 5151 County Road # 14, St Eugène or on the web site www.easthawkesbury.ca. For more information please contact:

**Emergency Management Coordinator
Township of East Hawkesbury
5151 County Road # 14
St-Eugène
(613) 674-2170**

PART 2: AIM

2.1 General

The aim of this plan is to make provisions 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 Township of East Hawkesbury when faced with an emergency.

It enables a centralized controlled and coordinated response to emergencies in the Township of East Hawkesbury and meets the legislated requirements of the *Emergency Management and Civil Protection Act*, 2006.

PART 3: AUTHORITY

3.1 General

The *Emergency Management and Civil Protection Act R.S.O. 1990, c.E.9* is the legal authority for this emergency response plan in Ontario. Detailed implementation is provided in Ontario Regulation 380/04, *Emergency Management Act Standards*.

The *Emergency Management and Civil Protection Act* states that:

TOWNSHIP OF EAST HAWKESBURY EMERGENCY RESPONSE PLAN

“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 and Civil Protection Act*, this emergency response plan and its elements have been:

Issued under the authority of *Township of East Hawkesbury By-law # 2004-68 and revised May 14, 2018*; and
Filed with Emergency Management Ontario, Community Safety and Correctional Services.

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

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

3.2 Authority to Declare an Emergency

Within the Township, the authority to declare an emergency is vested in the Mayor of the Township of East Hawkesbury or his designate, as Head of Council. The decision to declare that an emergency exists within the Township is usually made in consultation with other members of the Municipal Emergency Control Group.

3.3 Authority to Terminate an Emergency

A community emergency may be terminated at any time by the Mayor, the Township Council or the Premier of Ontario.

3.4 Authority to Act

When an emergency exists but has not yet been declared to exist, municipal employees shall take such action(s) under this emergency response plan as may be required to protect property and the health, safety and welfare of the residents, businesses and visitors in the Township of East Hawkesbury.

**TOWNSHIP OF EAST HAWKESBURY
EMERGENCY RESPONSE PLAN**

PART 4: EMERGENCY NOTIFICATION PROCEDURES

4.1 Activation of the Municipal Emergency Control Group (MECG)

Only a member of the Municipal Emergency Control Group may initiate the notification procedure.

When a member of the MECG receives a warning of a real or potential emergency, that member will immediately contact the Hawkesbury Fire Dispatch Service at (613) 674-2112 and direct them to initiate the notification of the MECG.

Upon being notified, it is the responsibility of all MECG members to notify their staff and supporting organizations.

Where a threat of an impending emergency exists, any member of the MECG may initiate the notification procedure and place MECG members on standby. Note that the MECG will normally be activated before an emergency is officially declared.

The Hawkesbury Fire Dispatch Service Office must record the date and time MECG members were contacted.

4.2 Notification of Declaration of an Emergency

Upon declaring an emergency, the Mayor will notify:

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

4.3 Notification of Termination

When terminating an emergency, the Mayor will notify:

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

4.4 Requests for Assistance

Assistance may be requested from the United Counties of Prescott & Russell at any time by contacting the County Warden. The request shall not be deemed to be a request that the United Counties assume authority and control of the emergency.

TOWNSHIP OF EAST HAWKESBURY EMERGENCY RESPONSE PLAN

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 directly to the Provincial Operations Centre.

4.5 Emergency Operations Centre (EOC)

The Township has designated facilities to operate as an EOC when required. Should conditions prevent face-to-face meeting, a “virtual” EOC will be utilized.

PART 5: MUNICIPAL EMERGENCY CONTROL GROUP (MECG)

5.1 Role of the Municipal Emergency Control Group (MECG)

The MECG is responsible for coordinating the township emergency response and recovery activities. The MECG operates from the Emergency Operations Centre and includes leading community officials, emergency management representatives and other relevant staff.

5.2 Composition of the MECG

The MECG is composed of the following officials:

- Mayor of the Township of East Hawkesbury, or Deputy Mayor;
- Clerk / Chief Administrative Officer who becomes the Operations Officer in the EOC;
- Fire Chief;
- Road Superintendent;
- Emergency Services Director;
- Community Emergency Management Coordinator; and
- Emergency Information Officer.
- Depending on the nature of the emergency additional representation to the MECG may include:
 - Emergency Management Ontario Representative;
 - Telecommunication Coordinator;
 - Hydro One Representative;
 - Liaison staff from provincial ministries;
 - Any other officials, experts or representatives from the public or private sector as deemed necessary by the MECG.
 - Ontario Provincial Police Detachment Commander;
 - Medical Officer of Health;
 - Social Services Director;

The MECG may function with only a limited number of persons depending upon the emergency. While the MECG may not require the presence of all the primary members, all members of the MECG must be notified of its activation.

TOWNSHIP OF EAST HAWKESBURY EMERGENCY RESPONSE PLAN

5.3 MECG Training

All members of the MECG will undergo annual training in accordance with O Reg. 380/04 s. 12(3) and will participate in an annual exercise per O Reg. 380/04 s. 12(6). The training and exercise will be conducted by the CEMC assisted by EMO.

5.4 MECG Operating Cycle

The members of the MECG will gather at regular intervals to receive information concerning the emergency, to inform each other of actions taken or any problems encountered and to make decisions regarding further actions. The Clerk/ Chief Administrative Officer will establish the frequency of meetings and agenda items. Meetings will be kept as short as possible to permit individual members to carry out their specific responsibilities.

5.5 MECG Responsibilities

The members of the MECG are likely to be responsible for the following actions or decisions in both the response and recovery phases of an emergency:

- Calling out and mobilizing their emergency service, agency and equipment;
- Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
- Determining if the location and composition of the MECG 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 municipality as an emergency area;
- Ensuring that an Incident Commander (I/C) is appointed;
- Ensuring support to the I/C by offering equipment, staff and resources, as required;
- Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be at risk;
- Discontinuing utilities or services provided by public or private concerns, i.e. electricity, water, gas, etc.;
- Arranging for services and equipment from local agencies not under township control i.e. private contractors, industry, volunteer agencies, service clubs;
- Notifying, requesting assistance from and liaising with other levels of government;
- Determining if additional volunteers are required and if appeals for volunteers are warranted;
- Determining if additional transport is required for evacuation or transport of persons and/or supplies;
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer for dissemination to the media and public;

TOWNSHIP OF EAST HAWKESBURY EMERGENCY RESPONSE PLAN

- Determining the need to establish ad hoc committees /groups to deal with particular issues including recovery;
- Authorizing expenditure of money required dealing with the emergency;
- Notifying the service, agency or group under their direction of the termination of the emergency;
- Maintaining log outlining decisions made and actions taken, and submitting a summary of the log to the Clerk /Chief Administrative Officer within one week of the termination of the emergency; and
- Participating in the debriefing following the emergency.

5.6 The individual responsibilities of the MECG Members

The responsibilities of individual MECG members are detailed below.

- a) **Mayor or Deputy Mayor.** The Mayor or Deputy Mayor will perform the following responsibilities:
- Chair meetings of the MECG, unless delegated to the Operations Officer;
 - Declare an emergency to exist within the designated area;
 - Notify the Emergency Management Ontario, Community Safety and Correctional Services of the declaration of the emergency;
 - Make decisions, determine priorities and issue operational direction through the Operations Officer and the heads of response agencies;
 - Request assistance from senior levels of government when required;
 - Ensure members of Council are advised of the declaration and are kept informed of the emergency situation;
 - Approve news releases and public announcements;
 - Terminate the emergency at the appropriate time and ensure all concerned have been notified including Emergency Management Ontario and the members of Council (Note: Council may also terminate the emergency); and
 - Chair an evaluation of the operation of the MECG and actions by supporting groups following the emergency to improve the effectiveness and efficiency of the municipality's emergency plan.

b) Clerk / Chief Administrative Officer /Operations Officer

Upon learning of a potential emergency, the Chief Administrative Officer should consider the possible need for activation of the emergency plan and, if warranted, trigger the emergency alert procedure. Immediately after that the Chief Administrative Officer will report to the EOC to sit as a member of the MECG and to perform the duties and responsibilities of an operation officer and as such will:

- If delegated by the Mayor, chair the MECG;
- Ensure liaison with the Senior Police Official regarding security arrangements for the EOC;

TOWNSHIP OF EAST HAWKESBURY EMERGENCY RESPONSE PLAN

- As the Operations Officer, coordinate all operations within the Emergency Operations Centre, including the scheduling of regular meetings;
- Advise the Mayor on policies and procedures, as appropriate;
- Approve, in conjunction with the Mayor, major announcements and media releases prepared by the Emergency Information Officer, in consultation with the MECG;
- Ensure that a communication link is established between the MECG and the Incident Commander (I/C);
- Call out additional municipal staff to provide assistance, as required;
- Coordination of Volunteers, if required.
- Maintain a log of all actions taken.

Volunteer Coordinator

The Clerk/Chief Administrative Officer will act as the Volunteer Coordinator and is responsible for:

- Coordinating offers of, and appeals for, volunteers;
- Establishing registration sites for volunteers;
- Procuring staff to assist as required;
- Maintaining volunteer registers;
- Arranging for transportation of volunteers;
- Obtaining assistance from volunteer groups.

c) Fire Chief

Upon learning of a potential emergency, the Fire Chief or alternate should consider the need for possible activation of the emergency plan and, if warranted, trigger the emergency alert system. Immediately after that the Fire Chief or alternate will report to the EOC to sit as a member of the MECG and perform the additional duties:

- Provide the MECG with information and advice on firefighting and rescue matters;
- Depending on the nature of the emergency, assign a temporary Incident Commander (I/C) and notify the MECG;
- In concert with other members of the MECG, confirm the I/C as required;
- Establish an ongoing communications link with the on-site(s) I/C at the scene of the emergency;
- Direct all fire department personnel to stand-by for deployment and direct the deployment if necessary;
- Inform the Mutual Aid Fire Coordinators and /or initiating mutual aid arrangements for the provision of additional firefighters and equipment, if needed;
- Determine if additional or special equipment is needed and recommend possible sources of supply, e.g., breathing apparatus, protective clothing;
- Provide assistance to other municipal departments and agencies and be prepared to take charge of or contribute to non-firefighting operations if necessary, e.g., rescue, first aid, casualty collection, evacuation;
- Ensure liaison with private/public utility companies and making recommendations to disconnect any service representing a hazard;

TOWNSHIP OF EAST HAWKESBURY EMERGENCY RESPONSE PLAN

- Maintain an up-to-date inventory of supplies and equipment that may be required with sources of supply;
- Maintain a log of all actions taken;
- Provide emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health;

d) Road Superintendent

Upon learning of a potential emergency, the Road Superintendent or alternate should consider the need for the possible activation of the emergency plan and, if warranted, trigger the emergency alert system. Immediately after that the Road Superintendent or alternate will report to the EOC to act as a member of the MECG and to perform the following additional functions and responsibilities:

- Provide the MECG with information and advice on engineering and public works matters;
- Depending on the nature of the emergency, assign a temporary Incident Commander (I/C) and notify the MECG;
- In concert with other members of the MECG, confirm an I/C as required;
- Establish an ongoing communications link with the on-site(s) I/C at the scene of the emergency;
- Direct all roads department personnel to stand-by for deployment and direct that deployment if necessary;
- Ensure liaison with the public works representative from the neighbouring municipality(ies), County(ies) and the Ministry of Transportation of Ontario to ensure a coordinated response;
- Obtain engineering assistance;
- Ensure construction, maintenance and repair of municipal roads;
- Ensure the maintenance of sanitary sewage and water systems;
- Liaise with the Fire Chief concerning emergency water supplies for fire fighting purposes;
- Discontinue any public works service to any resident, as required, and restoring these services when appropriate;
- Ensure liaison with private/public utility companies and making recommendations to disconnect any service representing a hazard;
- Provide public works materials, supplies and equipment and if not available within the municipality's inventory make arrangements for sources of supply from neighbouring municipalities, private contractors, etc.;
- Assist traffic control, evacuations, and other tasks by clearing emergency routes, marking obstacles, providing road signs, etc.;
- Ensure liaison with the conservation authority regarding flood control, conservation and environmental matters and be prepared to take preventative actions;
- Re-establish essential services at the end of an emergency;
- Maintain an up-to-date inventory of supplies and equipment that may be required together with sources of supply;
- Maintain a log of all actions taken.

TOWNSHIP OF EAST HAWKESBURY EMERGENCY RESPONSE PLAN

e) Community Emergency Management Coordinator

On being alerted to report to the EOC, the Community Emergency Management Coordinator will report on arrival to the Chief Administrative Officer and perform the following functions and responsibilities:

- Set up the Emergency Operations Centre and Information Centre;
- Establish security arrangements for the EOC;
- Ensure that all members of the MECG have necessary plans, resources, supplies, maps, and equipment;
- Assume the responsibilities of the Telecommunications Coordinator;
- Open and maintain a main event log;
- Act as Scribe during all MECG meetings;
- Coordinate feeding and rest arrangements for the MECG and EOC staff;
- Recommend courses of action to the Operations Officer;
- Supervise EOC and Information Centre stand-down activities;
- Produce the post-emergency report; and,
- Replenish EOC and Information Centre supplies in preparation for the next emergency.

Telecommunications Coordinator

The Community Emergency Management Coordinator will act as the Telecommunications Coordinator and is responsible for:

- Activating the emergency notification system of the local amateur radio group (presently, no amateur radio communications resources in our municipality);
- Initiating the necessary action to ensure the telephone system at the community offices functions as effectively as possible, as the situation dictates;
- Ensuring that the emergency communications centre is properly equipped and staffed, and working to correct any problems which may arise;
- Maintaining an inventory of community and private sector communications equipment and facilities within the community, which could, in an emergency, be used to augment existing communications systems;
- Making arrangement to acquire additional communications resources during an emergency.

f) Emergency Information Officer

On being alerted to report to the EOC, the Emergency Information Officer will report on arrival to the Chief Administrative Officer and perform the following functions and responsibilities:

- Establish a communications link with the site media spokesperson and any other media coordinator(s) (i.e. provincial, federal, private industry, etc.) involved;
- Ensure the media centre is set up and staffed;
- Ensure the media telephone number is provided to the necessary persons and organizations;
- Provide direction and regular updates to the Citizens Inquiry Supervisor;

TOWNSHIP OF EAST HAWKESBURY EMERGENCY RESPONSE PLAN

- Draft public service announcements and media releases for approval by the Mayor (in consultation with the Chief Administrative Officer) and distribute them on approval;
- Organize news conferences;
- Monitor news coverage and correct any erroneous information; and
- Maintain copies of public service announcements, media releases and articles pertaining to the emergency.

Depending on the nature of the emergency, the following shall be considered as support positions to the MECG:

Ontario Provincial Police Detachment Commander

Upon learning of a potential emergency, the Ontario Provincial Police Detachment Commander should consider the possible need for activation of the emergency plan and, if warranted, trigger the emergency alert procedure. Immediately after that the Ontario Provincial Police Detachment Commander will report to the EOC to sit as a member of the MECG and to perform the following additional functions and responsibilities:

- Provide the MECG with information and advice on law enforcement matters;
- If appropriate, appoint a Police Control Officer (PCO) to control operations at the scene of the emergency;
- Depending on the nature of the emergency, establish a police command post at the emergency site with communications to the EOC, if requested provide security of emergency site;
- Establish ongoing communications link with the PCO at the scene of the emergency;
- Arrange for the establishment of perimeters and for the emergency area;
- Provide traffic control to facilitate the movement of emergency vehicles;
- Arrange for the alerting of persons endangered by the emergency and coordinating evacuation procedures;
- Liaise with the Social and Family Services Director regarding the establishment and operation of evacuation and reception centres including opening of facilities, ensuring the maintenance of peace, and arranging for security needs;
- Protect life and property and provide law and order;
- Provide police service in EOC, evacuation and reception centres, morgues, and other facilities, as required;
- Investigate all fatalities;
- Liaise with other police agencies, as required; and
- In concert with other members of the MECG, provide an Incident Commander (I/C) as required.
- Maintain a log of all actions taken.

Medical Officer of Health

Upon learning of a potential emergency, the Medical Officer of Health should consider the need for a possible activation of the emergency plan and, if warranted, trigger the emergency alert system. Immediately after that the Medical Officer of Health will report

TOWNSHIP OF EAST HAWKESBURY EMERGENCY RESPONSE PLAN

to the EOC to act as a member of the MECG and either perform the following functions or report the situation to a competent medical authority who would then take such appropriate action, in conjunction with the MECG, as the situation warrants:

Public Health. Public health matters are normally the responsibility of the Medical Officer of Health (MOH) who will normally take charge in such situations and;

- provide advice on public health matters to the MECG;
- arrange for dissemination of special instructions to the population on matters concerning public health;
- arrange for mass immunization where needed;
- arrange for testing of water supplies and, where warranted, make recommendations for arranging alternative supplies;
- ensure coordination of the care of bed ridden citizens and invalids at home and in evacuation/reception centres during an emergency;
- ensure that the evacuation/reception centres meet public health standards;
- ensure that food is safe;
- order the evacuation of those buildings or areas that pose a health hazard;
- act as a health consultant in cases of environmental spills; and,
- notify other agencies and senior levels of government about health-related matters.
- Maintain a log of all actions taken.

Social Services Director

Upon learning of a potential emergency, the Social Services Director should consider the need for a possible activation of the emergency plan, and if warranted, trigger the emergency alert system. Immediately after that the Social and Family Services Director will report to the EOC to act as a member of the MECG to perform the following responsibilities and duties:

- Provide advice to the MECG on Social Services capabilities;
- Depending on the nature of the emergency assign a temporary Incident Commander (I/C) and notify the MECG;
- In concert with other members of the MECG, provide an I/C as required;
- Provide a social services emergency plan to ensure the well-being of residents who have been displaced from their homes or are sheltered within their homes;
- Maintain a log of all actions taken.
- Depending on the nature of the emergency, implement appropriate aspects of a social services plan including:
 - (1) designating and managing reception centres and /or evacuation centres that will provide accommodation, feeding, and other emergency social services for those who will have to be evacuated for any reason;
 - (2) liaison with the Police Official for assistance in opening facilities designated as either reception centres and /or evacuation centres and maintaining peace and security within those facilities;

TOWNSHIP OF EAST HAWKESBURY EMERGENCY RESPONSE PLAN

- (3) operating a Registration and Inquiry (R& I) system within the reception centres and evacuation centres;
- (4) distributing clothing and other essentials to evacuees;
- (5) ensuring ongoing communications between R & I staff in reception/evacuation centres and staff in the Citizen Inquiry Centre;
- (6) arranging for emergency purchases of food, supplies, etc..., that cannot be obtained in any other way;
- (7) Ensuring that a representative of the “*Conseil de District des écoles catholiques de langue française de l’Est ontarien*” is notified when facilities are required as evacuee reception centres, and that staff and volunteers utilizing the school facilities take direction from the Board representative(s) with respect to their maintenance, use and operation;
- (8) Making arrangements for meals for the staff/volunteers at the evacuations centres and the Site
- (9) Maintaining and updating a list of all vendors (including 24-hour contact numbers) who may be required to provide supplies and equipment.

Emergency Services Director (County)

Upon learning of a potential emergency, the Emergency Services Director should consider the need for the possible activation of the emergency plan and, if warranted, trigger the emergency alert system. Immediately after that the Emergency Services Director will report to the EOC to act as a member of the MECG and to perform the following additional functions and responsibilities:

- Provide the MECG with information on the triage, treatment and transportation of casualties;
- Depending on the nature of the emergency assign a temporary Incident Commander (I/C) and notify the MECG;
- if appropriate, appoint an Ambulance Control Officer (ACO) to control operations at the scene of the emergency;
- Establish an ambulance command post at the emergency site with communications to the EOC;
- Provide emergency medical services at the emergency site;
- Establish ongoing communications link with the ACO at the scene of the emergency;
- Notify area hospitals of the emergency situation;
- Establish on-going communications with emergency department personnel at area hospitals and the Medical Officer of Health, as required;
- Obtain EMS from other counties for support, if required;
- Ensure appropriate distribution of casualties between area hospitals and /or other designated sites;
- Advise the MECG if other means of transportation is required for large scale response; and,
- Provide an ESM if required.
- Maintain a log of all actions taken.

TOWNSHIP OF EAST HAWKESBURY EMERGENCY RESPONSE PLAN

Mass Casualties. The Emergency Services Director will coordinate activities related to coping with a large number of casualties including warning health facilities of impending needs. The Emergency Services Director will advise the MECG of any special problems or needs of area hospitals or of the ambulance service. Arrangements for coping with mass casualties are made jointly by the hospital(s) and ambulance service that serve the local area. Such arrangements should provide for the following activities:

- bringing casualties to a central point for triage and, afterwards, arranging a balanced distribution of casualties to hospitals; and,
- provision of first aid for minor casualties who would not require transportation to a hospital.

The Utility Representative

Hydro One is responsible for:

- Monitoring the status of power outages and customers without services;
- Providing updates on power outages, as required;
- Ensuring liaison with the public works representative;
- May provide assistance with accessing generators for essential services, or other temporary power measures.

Conseil de District des écoles catholiques de langue française de l'est ontarien

The Conseil de District des écoles catholiques de langue française de l'est ontarien is responsible for :

- Providing any school (as appropriate and available) for use as an evacuation or reception center and a representative(s) to co-ordinate the maintenance, use and operation of the facilities being utilized as evacuation or reception centers;
- Ensuring liaison with the municipality as to protective actions to the schools (i.e., implementing school stay in place procedure and implementing the school evacuation procedures;

PART 6: EMERGENCY OPERATIONS CENTRE (EOC)

6.1 Purpose of the EOC

The EOC provides the facility, personnel, communication resources and other equipment necessary for the MECG to exercise direction and management of an emergency situation and to support activities at the emergency site.

6.2 Facilities at the EOC

The EOC provides facilities for the minute-to-minute management of the emergency situation, a meeting room for the MECG and a rest /feeding area.

6.3 Staff at the EOC

Support, logistics and advisory staff are required at the EOC to support the members of the EOC, to facilitate decision making, to provide emergency communications, to provide information to the public and the media and to manage volunteers. The following staff may be required:

TOWNSHIP OF EAST HAWKESBURY EMERGENCY RESPONSE PLAN

- Deputy Clerk;
- Township Solicitor;
- Deputy Treasurer (Accounting Clerk);
- Telecommunications Coordinator;
- Transportation Coordinator;
- Volunteer Coordinator;
- Utility Representative (Hydro One); and
- Conseil des écoles catholiques de langue française de l'est ontarien.

6.4 Duties at the EOC

The duties of the support staff are detailed below:

a. Deputy Clerk

The Deputy Clerk is responsible for:

- Assisting the Chief Administrative Officer/Clerk-Treasurer, as required;
- Ensuring all important decisions made and actions taken by the MECG are recorded;
- Arranging for printing of material, as required;

b. Township Solicitor

The Township Solicitor is responsible for:

- Providing advice to any member of the MECG on matters of a legal nature as they may apply to the actions of the Township of East Hawkesbury in its response to the emergency, as requested.

c. Deputy Treasurer (Accounting Clerk)

The Deputy Treasurer (Accounting Clerk) is responsible for:

- Providing information and advice on financial matters as they relate to the emergency;
- Ensuring that records of expenses are maintained for future claim purposes;
- Ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency.
- Maintaining an inventory of community and private sector communications equipment and facilities within the community, which could, in an emergency, be used to augment existing communications systems;
- Making arrangement to acquire additional communications resources during an emergency.

d. Transportation Coordinator

The Chief Administrative Officer may wish to establish a position of transportation coordinator whose responsibilities would include:

- Coordinating the acquisition, coordinator and scheduling of various modes of transport for the purpose of transporting persons and/or supplies, as required, by the members of the MECG and the support and advisory staff;
- Procuring staff to assist, as required; and,
- Ensuring that a record is maintained of drivers and operators involved.

TOWNSHIP OF EAST HAWKESBURY EMERGENCY RESPONSE PLAN

PART 7: INCIDENT SITE

7.1 Incident Site

The geographic area around the emergency incident including the area required by emergency response personnel and their equipment and encompassing an exclusion area sufficient to ensure the safety of personnel not involved in the emergency response. A separate area for the media should be established outside the incident site.

7.2 Incident Commander (I/C)

The public sector official (usually fire, police, ambulance or public work) at the site, in charge of coordinating resources, of developing actions to resolve the emergency situation and of advising the MECG on all aspects of the emergency. The I/C may be appointed by responding agencies and confirmed by the MECG.

7.3 Relationship between MECG and the I/C: Depending on the nature of the emergency, and once the Incident Commander has been assigned, the MECG relationship with the Incident Commander is to offer support with equipment, staff and other resources, as required. The MECG will provide the interface with the media to permit the I/C to carry out his/her duties. The MECG will also ensure that the rest of the community maintains municipal services.

7.4 Relationship between I/C and emergency responders

The senior representative for each emergency responder (police, fire, emergency services, public works) at the site will consult with the I/C to provide a coordinated and effective response. Regular briefings will be held at the site, chaired by the I/C, to establish the manner and process by which the response to the emergency will be provided.

PART 8: PUBLIC INFORMATION

8.1 General

In an emergency situation information is a critical resource for the general public. It is important that the information released be accurate, timely and authoritative.

8.2 Information released is the responsibility of the Emergency Information Officer (EIO).

8.3 All communications prepared by the EIO are to be approved by the Mayor or Deputy Mayor or the Clerk.

8.4 The EIO can request assistance from the United Counties EIO and/or by contacting the Provincial Emergency Operations Centre (PEOC).

**TOWNSHIP OF EAST HAWKESBURY
EMERGENCY RESPONSE PLAN**

PART 9: VOLUNTEERS

9.1 General

In a large scale or long duration emergency, volunteers are an essential component of the community's response plan. The role of volunteers is to augment first responders and other emergency response organizations such as the Department of Social Services of the United Counties of Prescott & Russell by taking on more routine activities thereby freeing the "experts" for more serious tasks.

9.2 Organization is the key to the effective employment of volunteers. The appointment of a skilled volunteer coordinator is a critical factor in successful employment of volunteers.

9.3 The need for volunteers will be assessed by the MECG should there be a need. The MECG will determine roles and responsibilities of the volunteers and the Volunteer Coordinator.

9.4 The Volunteer Coordinator will take the proper steps for registration, orientation and training.

**TOWNSHIP OF EAST HAWKESBURY
EMERGENCY RESPONSE PLAN**

PROCEDURE MANUAL

TABLE OF CONTENTS

Procedure No. 1	Emergency Notification Procedures
Procedure No. 2 (MECG)	Procedures for Municipal Emergency Control Group
Procedure No. 3	Emergency Operations Centre (EOC)
Procedure No. 4	Amateur Radio Emergency Service (ARES)
Procedure No. 5	Emergency Information Plan (EIP)
Procedure No. 6	Evacuation Plan
Procedure No. 7	Community Risk Profile & Contingency Plans
Procedure No. 8	Community Response Capability
Procedure No. 9	Emergency Contacts
Procedure No. 10	Community Halls
Procedure No. 11	Volunteers
Procedure No. 12	Municipal Employees List
Procedure No. 13	Municipal Buildings List
Procedure No. 14	Township and Community Maps
Procedure No. 15	Acronyms, Distribution List, Updates & Amendments

**TOWNSHIP OF EAST HAWKESBURY
EMERGENCY RESPONSE PLAN**

Procedure No. 1

EMERGENCY NOTIFICATION PROCEDURES

1. Background

This Handbook provides the detailed procedures for the implementation of Part 4 of the Emergency Response Plan – Emergency Notification Procedures – as follows:

- Appendix 1. Emergency Alert Procedures
- Appendix 2. Guide for the declaration of an emergency
- Appendix 3. Guide for the termination of an emergency
- Appendix 4. Request for Assistance

TOWNSHIP OF EAST HAWKESBURY EMERGENCY RESPONSE PLAN

Appendix 1- Procedure No. 1 EMERGENCY ALERT PROCEDURE

Introduction

1. The critical step in initiating a controlled and coordinated response to an emergency incident is warning the Municipal Emergency Control Group (MECG) of the need of assemble at the Emergency Operation Centre (EOC).

Concept

2. When one of the officials designated in the emergency plan identifies the need for the activation of the emergency response plan and the assembly of the MECG, he/she will issue a warning message. This message will be passed by telephone through the Hawkesbury Dispatch Service at (613) 674-2112. This connects to the Hawkesbury Emergency Services communication system that will make the necessary telephone calls to the MECG members.

Conduct

3. The warning message should provide sufficient information on the emergency situation to assist the designated officials to start their individual response actions as soon as possible. At the same time, brevity is essential to expedite the emergency alert. Suggested message content is as follows:
 - a. Message opening – *“This is a warning for the East Hawkesbury MECG”*.
 - b. Caller’s name, position and call-back number.
 - c. Emergency incident details – a brief outline of the situation.
 - d. Probable decisions required.
 - e. Time to assemble to MECG, is this just a warning for people to be on standby or must they assemble immediately?
 - f. Assembly place for the MECG- where are they to meet as the MECG, the primary EOC or alternate or some other location?
 - g. Other information – is there any other pertinent information which MECG members should know i.e. road closures, power/ telephone failures.
 - h. Message closing - *Initiate the Emergency Alert Procedure”*

EMERGENCY ALERT PROCEDURE

4. On receipt of an official message from an authorized member of alternate member of the MECG, the Hawkesbury Fire Dispatch will implement the alert procedure by telephoning members in the order in the Table A-1 of this Procedure Manual.
5. Members of the MECG will be called in the order shown. Alternates will be called only if the primary member cannot be contacted.

TOWNSHIP OF EAST HAWKESBURY EMERGENCY RESPONSE PLAN

Administration

6. An emergency response procedure will be developed to provide the process details necessary for the prompt alerting of the MECC.
7. Members and alternates are asked to notify the Clerk/ Chief Administrative Officer, Township of East Hawkesbury, of a change in their telephone numbers.
8. This alert procedure should be tested at least annually.

**TOWNSHIP OF EAST HAWKESBURY
EMERGENCY RESPONSE PLAN**

**TABLE A-1
EMERGENCY ALERT LIST – EAST HAWKESBURY**

MECG Position		Member	Alternate Members
Mayor	*	Robert Kirby Mayor (W) 613-632-6040 (H) 613-632-4841 or 632-8717 (C) 613-678-0725	Richard Sauvé Deputy Mayor (H) 613-674-5774 (C) 613-551-5144
Clerk/Chief Administrative Officer	*	Luc Lalonde CA0 / Treasurer (W) 613-674-2170 ext.1006 (C) 613-551-3994 (F) 613-674-2989 llalonde@easthawkesbury.ca	
Community Emergency Management Coordinator (CEMC)		Bryce Luker CEMC (W) 613-674-2170 ext. 1004 (C) 514-777-6982 (F) 613-674-2989 firechief@easthawkesbury.ca	Jessy Hoffman By-Law Enforcement Officer/CBO (W) 613-674-2170 ext. 1005 (C) 613-577-1447 jhoffman@easthawkesbury.ca
Ontario Provincial Police Detachment Commander	*	OPP Detachment Hawkesbury (W) 613-632-2729 ext 6110 or 888-310-1122 (F) 613-632-8621	OPP Detachment Hawkesbury (W) 613-632-2729 ext 6120 or 888-310-1122 (F) 613-632-8621
Fire Chief	*	Bryce Luker Alternate CEMC (W) 613-674-2170 ext. 1004 (C) 514-777-6982 (F) 613-674-2989 firechief@easthawkesbury.ca	Jean-François Santerre Deputy Fire Chief (C) 613-677-1228 (W) 613-674-2170 ext. 1003 (P) 613-632-1105 (dispatch) jfsanterre@easthawkesbury.ca
Road Superintendent	*	Jean-Francois Santerre Road Superintendent (C) 613-577-1228 (W) 613-674-2170 ext. 1003 (F) 613-674-2989 jfsanterre@easthawkesbury.ca	
Medical Officer of Health	*	Dr. Paul Roumeliotis Eastern Ontario Health Unit (W) 613-933-1375 or 800-267-7120 (H) 613-841-7727 (C) 613-360-2629 (F) 613-933-7930 proumeliotis@eohu.ca	Linda Cleroux Directrice opération Prescott Russell (W) 613-933-1375 ext. 1279 lcleroux@eohu.ca

**TOWNSHIP OF EAST HAWKESBURY
EMERGENCY RESPONSE PLAN**

**Appendix 2- Procedure No. 1
GUIDE FOR THE DECLARATION OF AN EMERGENCY**

Guide

1. Emergency Management Ontario recommends that a state of emergency be declared if at least one of the following conditions apply:
 - a. The Emergency Plan must be activated;
 - b. Orders must be issued to citizens; or,
 - c. Volunteers are required to meet response needs.

Liability protection

2. Declaring a state of emergency provides liability protection for persons making decisions relating to the emergency. All volunteers if registered are protected for injury compensation.

Notification

3. The provincial government must be notified of the declaration of the emergency immediately through the Ministry of the Solicitor General as follows:

EMO Duty Officer (24/7) at 1-866-314-0472

4. The community must fax a copy of the Declaration as soon as possible at 1-416-314-0474. The Declaration can also be scanned and emailed to peocdo01@ontario.ca.

Support Available

5. When an emergency occurs or is declared by the community, an EMO duty officer is available with advice and assistance, 24 hours a day, seven days a week at 1-866-314-0472. An EMO field officer may also be deployed to provide advice and assistance to the MECC.

Form

6. A blank declaration form is attached.

**TOWNSHIP OF EAST HAWKESBURY
EMERGENCY RESPONSE PLAN**

Appendix 2- Procedure No. 1



**TOWNSHIP OF
EAST HAWKESBURY**
5151 County Road 14, P.O. Box
St-Eugène, Ontario, K0B 1P0
Tel.: 613 674-2170 Fax: 613 674-2989
www.easthawkesbury.ca

DECLARATION OF A MUNICIPAL EMERGENCY

I, _____ Mayor of the Township of East Hawkesbury,
hereby declare an Emergency in accordance with *Section 4(1) of the Emergency
Management and Civil Protection Act, 2006* due to the emergency described herein:

for an Emergency Area or part thereof described as:

Signed at the Township of East Hawkesbury this _____ day of _____, 20____
at _____ (time)

Mayor

Note:

When an emergency is declared, the municipality must notify Emergency Management Ontario immediately at 1-866-314-0472, and fax a copy of the emergency declaration as soon as possible to (416) 314-0474 or scan and email to peocdo01@ontario.ca

**TOWNSHIP OF EAST HAWKESBURY
EMERGENCY RESPONSE PLAN**

**Appendix 3- Procedure No. 1
GUIDE FOR THE TERMINATION OF EMERGENCY**

Guide

1. An emergency should NOT be terminated if the following conditions exist:
 - a. volunteers are still being used to meet responses needs; and/or,
 - b. the Head of Council still requires the extraordinary decision-making powers provided under the *Emergency Management and Civil Protection Act*.
2. The Head of Council or his representative should call Emergency Management Ontario (1-866-314-0472) and discuss the termination with the EMO duty officer.

Notification

3. The provincial government must be notified of the termination of the emergency immediately as follows:
 - a. **EMO Duty Officer** (24/7) at **1-866-314-0472**
4. Supporting municipalities and outside agencies must be advised of the termination of the emergency.
5. The community must fax a copy of the Declaration of Termination as soon as possible at 1-416-314-0474. The Declaration can also be scanned and emailed to peocdo01@ontario.ca.

Form

6. A blank termination form is attached.

**TOWNSHIP OF EAST HAWKESBURY
EMERGENCY RESPONSE PLAN**

Appendix 3- Procedure No. 1



**TOWNSHIP OF
EAST HAWKESBURY**
5151 County Road 14, P.O. Box
St-Eugène, Ontario, K0B 1P0
Tel.: 613 674-2170 Fax: 613 674-2989

TERMINATION OF EMERGENCY

I, _____ Mayor of the Township of East
Hawkesbury, hereby declare an Emergency terminated in accordance with Section 4(2) of
the *Emergency Management and Civic Protection Act* due to the emergency described
herein: _____

for an Emergency Areas or part thereof described as:

Signed at the Township of East Hawkesbury on the _____ day of _____,
20__ at _____

Mayor

Note:

When an emergency is terminated, the municipality must notify Emergency Management Ontario
immediately at 1-866-314-0472, and fax a copy of the termination as soon as possible to (416) 314-0474 or
scan and email to peocdo01@ontario.ca

TOWNSHIP OF EAST HAWKESBURY EMERGENCY RESPONSE PLAN

Appendix 4- Procedure No. 1 REQUEST FOR ASSISTANCE

1. General

Depending on the nature of the emergency situation the Township may not have sufficient resources to cope with the situation. In addition to Prescott Russell Mutual Aid, the Township can request assistance from the United Counties of Prescott and Russell or from the provincial government.

2. United Counties of Prescott & Russell

Assistance may be requested from the United Counties of Prescott & Russell. This request shall not be deemed to be a request that the county assume authority and control of the emergency. During normal working hours a request should be directed to the CAO at (613)675-4661 (Name Stephane Parisien)

3. Province

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 EMO Duty Officer at **1-866-314-0472 (E-mail peocdo01@ontario.ca)**

4. Mutual Aid Prescott Russell

A Mutual Assistance Agreement is in place for assistance from other fire departments in the United Counties of Prescott. Assistance may be requested by contacting the Hawkesbury Dispatch Service at **613-674-2112**.

5. Emergency Contacts

Emergency contact phone numbers are listed in **Table A-1**.

**TOWNSHIP OF EAST HAWKESBURY
EMERGENCY RESPONSE PLAN**

Procedure No. 2

**PROCEDURES FOR THE MUNICIPAL EMERGENCY CONTROL GROUP
(MECG)**

1. General

This Handbook provides specific guidelines on the responsibilities, duties and operating cycle of the MECG as outlined in Part 5 of the Emergency Response Plan – Municipal Emergency Control Group (MECG) – in the following appendices:

- Appendix 1. MECG Operating Cycle
- Appendix 2. MECG Training and Exercise

TOWNSHIP OF EAST HAWKESBURY EMERGENCY RESPONSE PLAN

Appendix 1- Procedure No. 2

MUNICIPAL EMERGENCY CONTROL GROUP (MECG) OPERATING CYCLE

1. General

The MECG is responsible for coordinating the Township emergency response and recovery activities; it will normally operate in the Emergency Operations Centre. The tasks of the MECG can be identified in three phases- emergency declaration, emergency response and emergency recovery.

2. Emergency Declaration

Once a member of the MECG has activated the Emergency Notification Procedure all members shall report as quickly as possible to the designated Emergency Operations Centre (EOC). The MECG will convene with the Mayor in the chair and will be briefed on the emergency situation by the appropriate authorities. On the advice of the MECG the Mayor may declare that an emergency exists in the Township and initiate action in accordance with **Appendix 2- Procedure No. 1.**

3. Once the emergency situation is identified the members of the CCG will immediately notify their parent agencies that an emergency has been declared in the Township of East Hawkesbury, provide the details of the emergency situation and activate their internal emergency response.

4. The Community Emergency Management Coordinator (CEMC) will immediately call in the EOC staff and activate the EOC. The Emergency Information Officer (EIO) will activate the Emergency Information Plan.

5. Emergency Response

Once the Emergency Declaration has been promulgated, the MECG will reconvene to plan the initial response and appoint an Incident Commander (I/C). Once the initial plan is agreed upon, the members of the MECG will take the necessary action to deploy their resources and to receive situation reports from their sources.

6. The MECG will meet periodically to receive reports from the I/C and/or the CEMC, to brief other members on their agency's actions and to take appropriate action in light of changing conditions. The frequency of meetings will depend on the nature and duration of the emergency; however, a regular schedule should be established as quickly as possible by the Chief Administrative Officer.

**TOWNSHIP OF EAST HAWKESBURY
EMERGENCY RESPONSE PLAN**

7. In the event of a prolonged emergency, e.g. more than twelve (12) hours, the members of the MECG must make arrangements for suitable qualified and authorized alternates and establish a regular working shift system.

8. Emergency Recovery

Throughout the Emergency Response phase, the members of the MECG must take into consideration the Recovery phase and ensure, as far as is possible, that sufficient resources are retained to permit an orderly and speedy recovery process. The Recovery phase is likely to span both the emergency and post-emergency periods, such that the MECG and the EOC may need to continue to function once the emergency has been official terminated.

TOWNSHIP OF EAST HAWKESBURY EMERGENCY RESPONSE PLAN

Appendix 2- Procedure No. 2 CCG TRAINING AND EXERCISE

General

1. In accordance with Ontario Regulation 380/04, *Emergency Management and Civil Protection Act Regulations – Standards*, the MECG:
 - a. Shall complete the annual training that is required by the Chief, Emergency Management Ontario, *O.Reg.380/04, s. 12(3)*
 - b. Shall conduct an annual practice exercise for a simulated emergency incident in order to evaluate the municipality's emergency response plan and its own procedures. *O.Reg.380/04, s.12(6)*; and
 - c. If determined necessary as a result of the evaluation under subsection (6), the group shall revise its procedures and shall make recommendations to the Council for the revision of the municipality's emergency response plan. *O.Reg.380/04, s.12(7)*,

Training

2. The training of the MECG members shall have three objectives:
 - a. to ensure that the MECG members are familiar with the Township's Emergency Response Plan;
 - b. to ensure that the members are familiar with their specific responsibilities under the plan; and
 - c. to assist the members to become a cohesive team to direct the municipal response in the event of an emergency.
3. The training objectives will be realized through lecture and video presentations and through table-top exercises and case studies. The training will be conducted by the CEMC assisted by the EMO Field Officer.

Exercises

4. The primary purpose of an exercise is to evaluate the Emergency Response Plan. Secondary objectives may include confirmation of training and team building. An Emergency Response Plan evaluation exercise shall be conducted annually. Such exercises should be sufficiently comprehensive that most aspects of the emergency plan can be evaluated. Exercises may range from simple table-top exercises involving the MECG and a few controllers, through more complex telephone exercises to large-scale field exercises with many players. Ideally, a municipality should plan for large-scale exercise every five years.

TOWNSHIP OF EAST HAWKESBURY EMERGENCY RESPONSE PLAN

Procedure No. 3 EMERGENCY OPERATIONS CENTRE (EOC)

1. General

The Emergency Operation Centre (EOC) provides the facility, personnel, communication resources and other equipment necessary for the MECG to exercise direction and management of an emergency situation and to support activities at the emergency site. The EOC is staffed by employees of the Township and by volunteers to provide 24/7 support to MECG.

2. Primary EOC

The primary EOC for the Township of East Hawkesbury is located in the Township of East Hawkesbury Council Chambers, which is located in the Township of East Hawkesbury Town Hall, 5151 County Road # 14, St Eugene, ON. The EOC provides facilities for the minute-to-minute management of the emergency situation, a meeting room for the MECG with access to workstations for the MECG members and support staff, a media briefing area and a rest/feeding area in the Township offices, located in the same building.

3. Alternate EOC

In the event that the Primary EOC is not viable the Alternate EOC will be activated. The Alternate EOC is located at the Community Centre in Chute-à-Blondeau which is located at 2005 Principale, Chute-à-Blondeau ON. A basic set of emergency equipment is stored at the Alternate EOC, however, not all services are fully replicated.

4. Staff

Support, logistics and advisory staff are required at the EOC to support the members of the MECG, to facilitate decision making, to provide emergency communications, to provide information to the public and the media and to manage volunteers. The following staff may be required:

- Deputy Clerk
- Township Solicitor
- Accounting Clerk

5. EOC Operations

The primary functions of the EOC and its staff are:

- to support the members of the MECG;
- to collect, collate and display information on maps and/or charts as appropriate;
- to develop material for dissemination to the media and public;
- to manage volunteers;
- to maintain communication with the ESM; and
- to provide emergency communications.

6. Detailed operating guidelines for the EOC staff are provided at **Appendix 1- Procedure No. 3.**

TOWNSHIP OF EAST HAWKESBURY EMERGENCY RESPONSE PLAN

Appendix 1-Procedure No. 3 EMERGENCY OPERATIONS CENTRE (EOC) OPERATIONAL GUIDELINES

1. General

These operational guidelines are provided to guide the EOC personnel in the performance of their duties; in the absence of any other instruction these guidelines are to be followed. Personnel assigned to the EOC may either be Township employees or volunteers. In this document they will be referred to as “staff”. Notwithstanding the urgent nature of the task at hand staff members are expected to work in a calm and controlled manner; panic is contagious and is counter-productive in the EOC.

2. Activation of the EOC

The EOC may be activated at any time to assist in the control and management of an event occurring within the Township. An emergency does not have to have been declared; however, if an emergency is declared, the EOC must be activated. The Mayor and other members of the MECG may direct the EOC to be activated.

3. EOC Staffing

Depending on the nature of the situation the EOC must be able to function on a 24/7 basis. The Chief Administrative Officer, acting as the EOC Operations Officer, will determine the appropriate staffing level based on an assessment of the current and projected situation. Initial staffing will be by Township staff with a mix of staff and volunteers staffing additional shifts. Ideally, two shifts should be established though the size may vary depending on level of activity i.e. a night shift may be minimally staffed.

4. Shift Changes

When a staff member transfers their responsibilities to another, a simple but formal transfer briefing must be made. Shifts should be no longer than twelve hours and should include a 15 minutes overlap to facilitate a handover. The Handover briefing should include a summary of activities and identification of “open” items or issues.

5. Staffing Considerations

Time must be allocated for staff rest and feeding. Health and safety regulations are not suspended in an emergency. Contractual staff requirements must continue to be followed.

6. EOC Set-Up

The EOC will comprise a central meeting/work area for the MECG, administrative work area(s), a rest/eating area and one separate meeting area. A separate media information centre will be established remotely from the EOC. The EOC will be adequately equipped with furniture, communications equipment, information displays, stationery and office equipment.

TOWNSHIP OF EAST HAWKESBURY EMERGENCY RESPONSE PLAN

7. Supply of power at EOC

The power will be provided by a municipally owned PTO driven generator Stamford 50,000 watts continuous attached to a municipally owned Case 580 Super K. Tractor. These are stored in the municipal garage located at 5151 County Road 14, St-Eugène. The generator hook-up is located west of the south west garage exit door.

8. Telecommunications

The EOC will be equipped with telephone (land line), e-mail, access to a fax, cellular phones. Since regular telephone service will be limited, MECG members are encouraged to bring and to use their normal cellular phones. A radio system allows direct communication between the EOC, all fire department trucks and Road Superintendent's truck. Personnel at the EOC would access the system from the radio base in the municipal garage. Fixed two-way radio system is installed in each road department equipment allowing communication between all road employees. A system is also installed in each fire department equipment allowing communication between fire department vehicles with access to the Hawkesbury Dispatch Service.

9. Logbooks

Logbooks provide the detailed "paper trail" for an emergency event. Every call received, every action taken, every piece of information received must be recorded on the logbook. Staff members must try to record information as accurately and completely as possible and in a legible form. Logbooks for each position in the EOC will be kept in the municipal office. A daily summary of events will be prepared by the CEMC for briefing to the MECG.

10. EOC Goals

In the management and direction of an emergency, the MECG and EOC staff have the following common goals;

- a. Provide for the safety and health of all responders;
- b. Save lives;
- c. Reduce suffering;
- d. Protect public health;
- e. Protect government infrastructure;
- f. Protect property;
- g. Protect the environment; and
- h. Minimize economic and social losses.

TOWNSHIP OF EAST HAWKESBURY EMERGENCY RESPONSE PLAN

11. Actions Plans

Action Plans address the policies and priorities that support the Incident Commander (I/C) and are an essential and required element in achieving objectives. There are five sequential steps to ensure a comprehensive action plan process:

- a. Understand the current situation;
- b. Establish priorities, objectives and strategies;
- c. Develop the Action Plan for the next operational cycle;
- d. Evaluate the Plan and obtain appropriate approval; and
- e. Anticipate/predict what will happen following implementation of the Action Plan.

12. Briefings

Briefings provide the MECG, EOC staff, external agencies and the media with the vital information they need to function effectively and efficiently. Information shared at a briefing can help to clarify and validate situations so that appropriate decisions can be made and actions taken. Briefings can be held to:

- a. Orient personnel to the EOC facility and equipment;
- b. Review policies and operational guidelines;
- c. Establish priorities and objectives with the MECG;
- d. Keep staff informed as to the current situation; and
- e. Approve action plans.

In the initial stages of activation of the EOC briefings for the MECG and EOC staff should be held every two hours or as required to support response operations. The frequency of briefings may be reduced as times goes on and the situation stabilizes. MECG members should come prepared for the briefings to address the following items relevant to their function/role:

current situation
unmet needs
future activities
public information needs

Decisions made at such a briefing should be recorded in writing as they may form the basis of an Action Plan. The Operations Officer (Clerk) is responsible for approving the minutes.

**TOWNSHIP OF EAST HAWKESBURY
EMERGENCY RESPONSE PLAN**

Procedure No. 4

AMATEUR RADIO EMERGENCY SERVICE (ARES)

1. General

The Amateur Radio Emergency Service (ARES) supplements and may replace normal telecommunication services in an emergency situation. Land line telephone and cellular services are vulnerable to extreme weather conditions and sabotage. While all first responders – fire, police, ambulance and public works- operate individual and incompatible radio networks the rest of the community is tied to the telephone. In the event of the loss of normal phone services, ARES can provide access to the outside world.

**NO AGREEMENT WITH ARES FOR LOCAL AMATEUR RADIO
COMMUNICATIONS RESOURCES IN OUR MUNICIPALITY AT THIS
TIME**

**TOWNSHIP OF EAST HAWKESBURY
EMERGENCY RESPONSE PLAN**

Procedure No. 5

EMERGENCY INFORMATION PLAN (EIP)

1. General

Upon implementation of this Emergency Response Plan, it will be important to coordinate the release of accurate and timely information to the news media and the residents of East Hawkesbury. In addition, there must be an authoritative agency for the issue of emergency instructions to the public.

2. Emergency Information

This Emergency Information Plan (EIP) provides guidance to the MECG, the EOC staff and to the personnel appointed to be:

- a. Emergency Information Coordinator (EIC);
- b. Community Spokesperson; and
- c. Citizen Inquiry Supervisor (CIS).

3. Emergency Information Centre

The Emergency Information Centre (EIC) will be located in the municipal building at 5151 County Road 14, St-Eugène. It will include a workstation for the EIC as well as a media briefing room.

4. Emergency Information Officer

On being alerted to report to the EOC, the EIO will report on arrival to the Chief Administrative Officer and perform the following functions and responsibilities:

- a. Establish a communications link with the site media spokesperson, the Inquiry Supervisor and any other media coordinator(s) (i.e. provincial, federal, etc..) involved;
- b. Ensure that the EIC is activated;
- c. Ensure the media centre is set up and staffed;
- d. Ensure the media telephone number is provided to the necessary persons and organizations;
- e. Provide direction and regular updates to the Citizens Inquiry Supervisor;
- f. Draft public service announcements and media releases for approval by the Mayor, in conjunction with the Chief Administrative Officer and distribute them on approval;
- g. Organize news conferences;
- h. Monitor news coverage and correct any erroneous information; and
- i. Maintain copies of public announcements, media releases and articles pertaining to the emergency.

TOWNSHIP OF EAST HAWKESBURY EMERGENCY RESPONSE PLAN

5. Community Spokesperson

The Community Spokesperson will be appointed by the MECG to speak on behalf of the MECG and the Township Council. The Mayor or his/her alternate delegate will normally fulfill this function.

6. Citizens Inquiry Supervisor

The Chief Administrative Officer will act as the Citizens Inquiry Supervisor and will:

- a. Establish a Citizens Inquiry Section including the appointment of personnel and designation of telephone lines;
- b. Liaise with the EIC to obtain current information on the emergency; and,
- c. Respond to, and re-direct inquires and reports from the public.

7. Media

A list of media contact numbers is provided in **Appendix 1- Procedure No. 5.**

**TOWNSHIP OF EAST HAWKESBURY
EMERGENCY RESPONSE PLAN**

**Appendix 1-Procedure No. 5
MEDIA CONTACT DATA**

Media	Address	Phone	Fax	E-mail
Television				
Canadian Broadcasting Corp. CBC-CBOT (English)	P.O. Box 3220, Station C Ottawa ON K1Y 1E4	613-288-6445	613-288-6423	newsatsixottawa@cbc.ca
Société Radio Canada SRC - CBOFT (French)	Same as above	613-288-6750	613-288-6770	Tjottawa-gatineau@radio-canada.ca
A-CHANNEL	87 Georges St Ottawa ON K1N 9H7	613-789-6559 ext. 2246	613-789-7197	ottawa@achannel.ca
CTV-CJOH (Ottawa)	1500 Merivale Road Ottawa ON K2E 6Z5	613-274-4337	613-274-4301	ottawanews@ctv.ca
CTV – CFCF (Montréal)	1205 Papineau Montréal QC H2K 4R2	514-495-6451	514-273-1973	cfcfassignment@ctv.ca
TVA – Montréal (French) COGECO		514-598-2869	514-598-6073	nouvelles@tva.ca
Radio				
Canadian Broadcasting Corp. CBC- CBO (English)	P.O. Box 3220, Station C Ottawa ON K1Y 1E4	613-288-6485	613-288-6490	radnews@ottawa.cbc.ca
Société Radio-Canada SRC- CBOF (French)	Same as above	613-288-6600	613-288-6560	cbof@radiocanada.ca
Love Radio (104.9 & 102.1 FM)	11 Argenteuil Lachute, PQ J8H 1X8	1-888-247-7102 ext. 0	450-562-1902	infoloveradio@radionord.com
CFRA (580 AM)	87 Georges St Ottawa ON K1N 9H7	613-789-2486 ext. 4252	613-738-5024	news@cfra.com
Jewel The 107.7 CKHK FM	1320 Main E, Hawkesbury K6A 1C5	613-872-1077	613-632-4022	1077@thejewel.com
Newspapers				
Le Carillon/Tribune Express	C.P. 1000 Hawkesbury ON K6A 3H1	613-632-4155	613-632-8601	nouvelles@eap.on.ca

**TOWNSHIP OF EAST HAWKESBURY
EMERGENCY RESPONSE PLAN**

Le Régional	124 rue Principale Est Hawkesbury ON K6A 1A3	613-632-0112	613-632-0277	regional@cogeco.net
The Ottawa Citizen	1101 Baxter Rd Ottawa ON K2C 3M4	613-596-3664	613-726-1198	copydesk@thecitizen.canwest.com
The Review	P.O. Box 160 Vankleek Hill ON K0B 1R0	613-678-3327	613-678-2700	review@thereview.on.ca
The Ottawa Sun	P.O. Box 9729 Station T Ottawa ON K1G 5H7	613-739-5112	613-739-8041	ottsun.city@sunmedia.ca
Le Droit	222-47 Clarence St Ottawa ON K1N 9K1	613-562-0333	613-562-7539	nouvelles@ledroit.com
Journal de Montréal	4545, rue Frontenac Montréal QC H2H 2R7	514-521-4545	514-521-4416	transmission@journalmtl.com

TOWNSHIP OF EAST HAWKESBURY EMERGENCY RESPONSE PLAN

Procedure No. 6

EVACUATION PLAN

Background

1. A hazardous materials spill, a major fire or some other emergency could necessitate the evacuation of persons from the area adjacent to or threatened by the incident. The decision to evacuate an area will be made by the MCEG upon the advice of the Incident Commander.
2. This plan is primarily an aide-memoire since specific timings and locations for collection points, reception centre(s) and emergency shelters can only be determined as a consequence of the incident necessitating the evacuation. The underlying principles of any evacuation are communication, cooperation and control.
3. **Appendix 1-Procedure No. 6** provides a detailed listing of agencies and contacts that may be accessed in an evacuation; **Appendix 2-Procedure No. 6** provides a list of Emergency Shelters and facilities. **Appendix 3, Procedure No. 6** is a copy of agreement with the CSCDEO.

Aim

4. The aim of this Evacuation Plan is to identify those agencies responsible for managing an evacuation, provide guidance to those agencies and provide assurance to the public that an appropriate process is in place.

Responsibilities

5. The following table indicates the individuals/groups/agencies (functions) and their responsibilities in the event of an evacuation.

Function	Responsible for:
The Mayor	Declares that an emergency exists
Municipal Emergency Control Group (MECG)	Issues the evacuation order Terminates the evacuation order
Incident Commander (I/C)	Advises the MECG that an evacuation is recommended.
Community Emergency Management Coordinator (CEMC)	Coordinates activities in the EOC to implement the MECG evacuation order.
Emergency Information Officer (EIO)	Coordinates the dissemination of the evacuation order to affected residents. Activates public service announcement process. Provides information to the media through press releases and press conferences. The Mayor acts as the spokesperson for the Township.
Transportation Coordinator	Secures and coordinates transport resources to move evacuees to reception centers and

TOWNSHIP OF EAST HAWKESBURY EMERGENCY RESPONSE PLAN

	emergency shelters. Coordinates transport for the movement of equipment and supplies for emergency shelters.
Social Services of the United Counties of Prescott-Russell	Responsible for the establishment of emergency shelters and for staffing, feeding, bedding of evacuees.
Eastern Ontario Health Unit	Inspects emergency shelters for adherence to appropriate health and safety regulations.
OPP	Provides traffic control around emergency site and direction to evacuees using personal motor vehicles. Provide physical security of evacuated area. May use car loudspeakers to advise residents of evacuation order.
Emergency Services of the United Counties of Prescott -Russell	Administer pre-hospital emergency care and to transport patients to hospital(s).
East Hawkesbury Fire Department	Provide evacuation warning to residents if required.

Sequence of events

6. While the exact timings and sequence of events will depend on the nature and location of the specific emergency the following provides guidance to those involved.

Item	Action	Responsible	Comments
1.	Emergency declared	Mayor	The nature of the emergency will provide an indication of the potential for evacuation. If this appears likely preparatory action should be taken-identification of shelters, warn transportation, prepare public notices.
2.	Decision to evacuate	MECG	Advice from the I/C. MECG must consider if evacuation is voluntary or mandatory and probable duration.
3a.	Evacuation order issued	EIO	All reasonable means should be used to disseminate the evacuation order- radio, OPP/Fire Service loud speakers or door to door. Some residents may not want to have livestock at risk. MECG must consider how to handle these situations.
3b.	Emergency shelters identified and activated	Social Services	Coordinates with the help of Emergency Services of United Counties of Prescott-Russell and Red Cross, if necessary.
3c.	Transportation organized and dispatched	Transportation Coordinator	Identify special needs through health services rep. at EOC. Establish collection points in area to be evacuated.

**TOWNSHIP OF EAST HAWKESBURY
EMERGENCY RESPONSE PLAN**

3d.	Reception centre(s) activated	Social services	Coordinates with the help of volunteers. Centers should be adjacent to but not collocated with the emergency shelter(s)
4a.	Evacuees arrive at reception centre, processed and sent to emergency shelter.	Social services	Some evacuees may wish to go to family or friends. Need to know their location in the event of other actions to be taken.
4b.	Shelters to be managed on a day to day basis- feeding, entertainment, information, phone calls to and from family	Social Services and support groups	
4c.	Protection of property in evacuated area	OPP	Establish access control to area, provide patrols.
5a.	Evacuation order terminated	MECG	Ensure area is safe; identify any continuing hazard areas.
5b.		EIO	Disseminate information to shelters and media.
5c.	Transport of return evacuees	Transportation Coordinator	Based on evacuation requirements organize transport.
6a.	Close down reception centers and emergency shelters	Social services	Arrange for clean-up of locations, return material to source, cost accounting
6b.	Review process with all participants including reps from evacuees.	CEMC	Record lessons learned, amend plans as necessary. Review should be done as close to termination as reasonably possible.
6c.	Process letters of thanks to all concerned.	CEMC to coordinate with other agencies	

**TOWNSHIP OF EAST HAWKESBURY
EMERGENCY RESPONSE PLAN**

Appendix 1-Procedure No. 6

CONTACTS IN AN EVACUATION

Agency	Name	Phone	Service Provided
Community Care Access Centre (CCAC)	Sheila Bauer Executive Director	Office :613 745-5525, Ext. 5915 24 hrs service: 613 936-1171	CCAC maintains data on all persons receiving homecare services. CCAC can provide advice on moving their clients, support in emergency shelters and/or relocation to their appropriate care facilities
Canadian Mental Health Association (CMHA)	Johanne Renaud Team Supervisor	Office: 613 632-4924 Mental Health Crisis Line 24 hrs /service: 1-866-996-0991	CMHA maintains data on all persons receiving mental health care. CMHA can provide advice on dealing with their clients in an evacuation.
Hawkesbury & District General Hospital Inc	Marc Lebouthillier CEO, Ext 341	613-632-1111	HDGH maintains data on all persons using critical care resources e.g. dialysis
Social Services of the United Counties of Prescott-Russell.	Sylvie Millette Director	(W) 613-675-4642 ext 6400 or 800-667-9825 (C) 613-306-0097 (F) 613-675-2030 smillette@prescott-russell.on.ca	Responsible for operation of emergency shelters.
Eastern Ontario Health Unit	Dr. Paul Roumeliotis, Medical Officer of Health	(W) 613-933-1375 or 800-267-7120 (H) 613-841-7727 (C) 613-360-2629 (F) 613-933-7930 proumeliotis@eohu.on.ca	Advises on suitability of locations for emergency shelters.

**TOWNSHIP OF EAST HAWKESBURY
EMERGENCY RESPONSE PLAN**

Appendix 2 Procedure No. 6

EMERGENCY SHELTERS

Name	Address	Contact	Capacity *	Accessibility	Generator	Services provided
Community Centre Chute-à-Blondeau	2005 Principale Street Chute-à- Blondeau ON KOB 1B0	Léo Wilson Home: 613 632- 6138 Joanne Crete Tel: 613 632-9540 Cell: 514-715-4383	300 + If required, 100 sleeping	Handicap	1. Owned PTO Driven Generator Stamford 600 volts-3 phases (100,000) stored at CAB Fire Station 2. Required rental of a tractor with 1,000 rpm on PTO 3. Hook up for generator located outside of the main entrance east wall. Rober Kirby 4. Transfer switch is located inside the electrical room. Benoit Lachaine	1. Lighting 2. Heating & Air conditioning (Propane gas) is provided in all areas. 3. Water / hot water 4. Two (2) Showers 5. All plugs 6. Stove, refrigerators
School Curé Labrosse Agreement between Le Conseil Scolaire de District Catholique de l'est Ontarien and the Township of East Hawkesbury attached as Appendix 3 to Annex F	5050 Fatima Street St-Eugène ON KOB IPO	Ronald Bender Emergency Management Coordinator Office: 613 675- 4691 Ext 216 Cell: 613 678-8543 N.B. Compulsory to advise school board.	52 + Sleeping	Handicap	1. Owned PTO Driven Generator Generac 40,000 watts continuous stored at 5151 Cty Rd 14 (municipal garage); 2. Requires rental of a tractor with 80 h.p. on PTO 3. Hook up for generator located outside approx. 30' north of the mechanical room outside door. 4. Transfer switch located inside the mechanical room on the south wall. Jeff Leroy	1. Lighting 2. Heating (boilers / furnace oil) 3. Air conditioning in some areas 4. Water / hot water 5. All plugs 6. Stove, refrigerators & freezer. Everything in the school would function as with normal hydro.

**TOWNSHIP OF EAST HAWKESBURY
EMERGENCY RESPONSE PLAN**

Name	Address	Contact	Capacity	Accessibility	Generator	Services provided
Centre d'Action Ste-Anne de Prescott	7888 Arthur Lavigne Ste-Anne de Prescott ON K0B IM0	Francine Lauzon Binette President Home:613 674- 3149 Cell: 613 678-5588	North section Room 19 sleeping Gynmasium if not, heat is required 45 sleeping	Handicap	1. Owned a PTO Driven Stamford Generator 50 KW located inside fire station in Ste-Anne 2. Requires rental of a tractor with minimum of 50 h.p. on PTO. 3. Hook up for generator is located outside at the north east corner of the gymnasium south of exit door. Justin Lavigne or CUMA 4. Transfer switch located inside the storage room east of bar.	1. Majority of lighting 2. Heating in north section room only (50'x 23') with one portable heater on site / No heating in gymnasium. 3. No air conditioning 4. Water / hot water 5. Some plugs 6. Stove (propane) & refrigerator.

(*) Capacity is calculated using Table 3.1.17.1 of the 2006 Ontario Building Code
Area per person for dormitories: 4.6 m² or 49.52 sq ft.

N.B. Depending on availability, the municipality may be able to supply a Massey Ferguson Tractor with 60 h.p. on PTO.

TOWNSHIP OF EAST HAWKESBURY EMERGENCY RESPONSE PLAN

Appendix 3- Procedure No. 6

ACCORD

entre

LE CONSEIL SCOLAIRE DE DISTRICT CATHOLIQUE DE L'EST ONTARIEN
ci-après désigné le *Conseil*

et

LE CANTON DE HAWKESBURY-EST
ci-après désignée la *Municipalité*

concernant l'utilisation d'écoles
comme centres d'évacuation d'urgence

ATTENDU QUE la *Municipalité* a élaboré un plan d'urgence traitant des procédures à suivre et des installations à utiliser lors d'une urgence dans la *Municipalité*;

ATTENDU QUE le plan prévoit l'utilisation, par la *Municipalité*, d'un certain nombre d'installations qui appartiennent au *Conseil*;

ATTENDU QUE le *Conseil* a mis en place un plan d'intervention d'urgence pour la sécurité des élèves, du personnel et des installations en cas d'urgence;

Les parties en présence concluent l'accord suivant :

DÉFINITIONS :

Dans cet accord :

- a) par INSTALLATIONS, on entend tout ce qui est bâtiment, terrain, appareils, équipement ou véhicule appartenant au *Conseil* ou sous l'autorité de ce dernier;
- b) par URGENGE, on entend une urgence telle que définie dans le plan d'intervention d'urgence de la *Municipalité*, qui peut survenir dans l'une ou l'autre ou dans l'une et l'autre des situations décrites dans les paragraphes 1) et 2) suivants :
 - 1) une situation d'urgence nécessitant la prise de mesures visant à organiser des abris temporaires pour des personnes qu'il a fallu évacuer de leur domicile avant toute déclaration officielle d'urgence ou en l'absence de celle-ci;
 - 2) toute situation d'urgence rendant nécessaire une déclaration officielle d'état d'urgence par la *Municipalité*.

TOWNSHIP OF EAST HAWKESBURY EMERGENCY RESPONSE PLAN

-2-

NOTIFICATION

En présence d'une situation d'urgence ou d'une situation d'urgence imminente, la *Municipalité* devra en aviser le *Conseil* d'abord, en prévenant :

- le directeur de l'éducation, M. Roger Paul au (613) 675-4691, poste 888

OU

- le coordonnateur des mesures d'urgence, M. Jacques Parisien au (613) 675-4691, poste 216 ou (613) 678-0004 (téléphone cellulaire).

Des accords relatifs à la notification devront être conclus de temps à autre et seront examinés une fois par an.

Une telle notification sera faite dans le cas de circonstances ou d'une situation qui pourrait menacer la sécurité, la santé et le bien-être des élèves, du personnel ou des installations du *Conseil*; ou encore des circonstances ou une situation où la *Municipalité* devra utiliser les installations du *Conseil*.

LIAISON

Dans une telle situation d'urgence, le *Conseil* sera prêt à faire en sorte que le coordonnateur ou la coordonnatrice des mesures d'urgence se joigne dans les plus brefs délais au groupe de soutien du Centre d'opérations d'urgence de la *Municipalité* ou puisse travailler avec le centre par téléphone ou autres moyens de communication.

Le coordonnateur ou la coordonnatrice des mesures d'urgence avisera le Centre, des mesures prises par le *Conseil* et de l'aide dont le *Conseil* aura besoin pour assurer la protection des élèves et du personnel pendant l'urgence en question. Il/elle offrira au Centre des conseils et de l'aide en rendant possible l'utilisation des installations du *Conseil* selon les besoins créés par la situation d'urgence.

UTILISATION DES INSTALLATIONS

En présence d'une situation d'urgence, le *Conseil* accepte de mettre à la disposition de la *Municipalité* toute installation dont celle-ci pourrait avoir besoin, les deux parties devant accorder l'attention nécessaire aux besoins du *Conseil* quant à l'utilisation desdites installations pour la protection des élèves et du personnel.

Nonobstant le paragraphe ci-dessus, et suite à la déclaration d'un état d'urgence, c'est la *Municipalité* qui aura le dernier mot en ce qui concerne l'utilisation et le contrôle des installations du *Conseil* en vertu de la *Loi sur les mesures d'urgence*.

DOTATION EN PERSONNEL

Le *Conseil* devra veiller à ce que l'un ou plusieurs membres de son personnel soient sur place à toute heure afin d'aider la *Municipalité* dans le cadre de l'utilisation et de l'entretien des installations du *Conseil* pendant une situation d'urgence.

.../3

TOWNSHIP OF EAST HAWKESBURY EMERGENCY RESPONSE PLAN

-3-

SOINS ET VIGILANCE

La *Municipalité* et autres parties ayant le droit d'utiliser les installations du *Conseil* devront exercer tout le soin et toute la vigilance nécessaires et ne devront rien changer aux installations, ni aux activités ou au processus scolaires à moins que cela ne soit jugé nécessaire pour faire face à une situation d'urgence donnée.

Avant d'utiliser de telles installations, un/e représentant/e dûment autorisé/e du *Conseil* ainsi qu'un/e représentant/e dûment autorisé/e de la *Municipalité* devront inspecter ensemble les installations ou l'équipement devant être utilisés et noter tout dommage, défaut ou autres facteurs présents avant que la *Municipalité* n'utilise ces installations ou cet équipement.

Ces notes (signées par les deux parties) seront considérées comme ayant force exécutoire dans tout futur conflit concernant les dommages causés à des installations ou à de l'équipement appartenant au *Conseil*.

Une fois que la *Municipalité* n'aura plus à les utiliser, les deux parties inspecteront les lieux une fois de plus et prendront note de tous dommages, défauts ou autres facteurs entraînés par l'utilisation desdits lieux par la *Municipalité*.

INDEMNISATION

Par le présent accord, la *Municipalité* accepte d'indemniser le *Conseil* et de le tenir exempt de toutes les réclamations, demandes ou causes d'action judiciaire, que ce soit en vertu de la loi ou de l'équité, suite à son utilisation desdites installations comme indiqué dans le présent accord et pour tous dommages, pertes, coûts, frais et dépenses que le *Conseil* peut subir ou engager ou pour lesquels il peut être tenu responsable à cause de telles réclamations ou demandes ou causes d'action judiciaire, que ce soit par négligence ou autrement, et provenant de toute source quelle qu'elle soit, notamment les suivantes qui ne sont d'ailleurs pas exhaustives :

- réclamations, demandes ou causes d'action judiciaire par, ou au nom de, tout agent de la *Municipalité* ou ses délégué/e/s, employé/e/s ou représentant/e/s;
- réclamations, demandes ou causes d'action judiciaire par toute/s autre/s personne/s utilisant les installations du *Conseil* conformément à cet accord.

ASSURANCES

La *Municipalité* est responsable d'assurer ses biens et ses activités et de souscrire à une assurance responsabilité civile d'au moins 5 millions de dollars. En outre, la *Municipalité* convient de :

- remettre une copie de cette entente à ses assureurs;
- demander à ses assureurs de désigner le *Conseil* à titre d'assuré additionnel sur sa police d'assurance responsabilité civile et d'en fournir la preuve au *Conseil*.

COÛTS

Par le présent accord, la *Municipalité* accepte de rembourser le *Conseil* pour tout coût extraordinaire découlant de l'usage, par la *Municipalité*, d'installations ou d'équipement appartenant au *Conseil*.

.../4

TOWNSHIP OF EAST HAWKESBURY EMERGENCY RESPONSE PLAN

-4-

De tels coûts peuvent comprendre, entre autres, les coûts des fournitures, les salaires ou les heures supplémentaires payés aux employé/e/s du *Conseil*, les frais supplémentaires de chauffage et d'éclairage, les dépenses supplémentaires entraînées par le nettoyage des locaux du *Conseil*, les frais supplémentaires relatifs à la sécurité et les appels téléphoniques interurbains.

Dans la mesure du possible, le *Conseil* essaiera d'obtenir l'accord de la *Municipalité* avant d'entreprendre de telles dépenses.

Un tel paiement devra être effectué dans les 60 jours qui suivent la date de la soumission d'une facture du *Conseil* à la *Municipalité*.

Rien dans cet accord n'empêchera la *Municipalité* de prendre des mesures pour recouvrer les coûts ainsi payés au *Conseil* auprès de tout particulier ou de tout organisme qui pourrait être déclaré responsable de l'urgence en question ou de demander une contribution financière au gouvernement fédéral ou provincial pour couvrir tous les coûts quels qu'ils soient, engagés par la *Municipalité*.

Une fois que la *Municipalité* a versé son paiement au *Conseil*, celui-ci renonce à tout droit de réclamer des dommages et intérêts à tout particulier ou tout organisme qui pourrait être déclaré responsable d'avoir entraîné la situation d'urgence, ou à des sources provinciales ou fédérales.

BÉNÉVOLES

Les personnes bénévoles ou les groupes et les organismes bénévoles comme La Croix-Rouge, L'Armée du Salut ou L'Ambulance Saint-Jean qui sont engagés par la *Municipalité* pour gérer l'utilisation des centres d'évacuation qui se trouvent dans des locaux du *Conseil* ou pour participer à leur gestion seront considérés comme des agent/e/s de la *Municipalité*.

CONDUITE À OBSERVER DANS LES LOCAUX APPARTENANT AU CONSEIL

La *Municipalité* accepte de prendre toutes les précautions raisonnables contre le vandalisme, les méfaits ou toute conduite contraire aux lois provinciale ou fédérale par toute/s partie/s qui occupent les locaux du *Conseil* ou qui utilisent les installations ou l'équipement de ce dernier.

Si nécessaire, le *Conseil* peut exiger que les services de police de la *Municipalité* envoient des policier/ère/s sur place afin de maintenir l'ordre dans les locaux du *Conseil*.

NOURRITURE

Il est interdit de préparer ou de consommer de la nourriture dans les locaux du *Conseil* dans des endroits autres que ceux réservés normalement à cet effet.

Il est interdit d'utiliser des cuisinières ou des appareils de cuisson autres que ceux qui sont installés de façon normale et permanente par le *Conseil* dans lesdits locaux.

SALLES DE DOUCHE ET STATIONNEMENT

Les salles de douche et stationnements, à l'exception du stationnement réservé aux autobus scolaires, seront mis à la disposition de la *Municipalité*, en considérant toutefois les besoins du *Conseil*.

.../5

TOWNSHIP OF EAST HAWKESBURY EMERGENCY RESPONSE PLAN

-5-

ENLÈVEMENT D'ÉQUIPEMENT ET DE FOURNITURES

Il incombera à la *Municipalité* d'enlever tout équipement emprunté, donné ou acheté (entre autres les matelas, lits, meubles, équipement de loisirs, vêtements) de tous les locaux du *Conseil* une fois que la situation d'urgence n'existera plus.

CONTRÔLE DE CONTRATS EXISTANTS

Nonobstant les accords que le *Conseil* peut avoir avec les fournisseurs de biens et services (entre autres les contrats relatifs à la fourniture de nourriture en vrac et les contrats relatifs aux services d'autobus) en situation d'urgence, le *Conseil* délègue à la *Municipalité* la jouissance de tels services ou fournitures.

ANIMAUX DE COMPAGNIE

Les animaux de compagnie évacués avec leurs propriétaires seront interdits à l'intérieur des bâtiments du *Conseil*.

Sous réserve de bonnes conditions concernant l'espace et la sécurité, les animaux de compagnie peuvent être gardés à l'extérieur ou dans des espaces désignés (approuvés par le *Conseil*) appartenant au *Conseil* ou dont ce dernier est responsable.

Tous ces animaux de compagnie seront tenus en laisse ou mis en cage en tout temps, sous la responsabilité de la *Municipalité*.

LIEN JURIDIQUE

Les parties en présence sont d'accord sur le fait que le lien juridique entre la *Municipalité*, ses représentant/e/s, ses employé/e/s et ses agent/e/s et les membres du public d'une part, et le *Conseil*, d'autre part, sera celui qui lie le titulaire de permis et celui qui accorde ce dernier et qu'il n'est absolument pas question ici de créer ou de céder des intérêts ou des droits ou titres de propriété sur les terrains ou les biens appartenant au *Conseil*.

RÉSILIATION

Ce contrat peut être résilié par l'une ou l'autre des parties en présence, sur préavis de 60 jours, donné par écrit, et livré à l'autre partie en personne ou par courrier recommandé. On estimera que tout préavis aura été reçu le troisième jour ouvrable suivant la date à laquelle il a été envoyé par la poste.

SUCCESEURS ET AYANTS DROIT

Ce contrat entrera en vigueur pour le bénéfice des parties en présence et aura force exécutoire sur lesdites parties et leurs successeurs et ayants droits respectifs.

.../6

**TOWNSHIP OF EAST HAWKESBURY
EMERGENCY RESPONSE PLAN**

-6-

EN FOI DE QUOI, les parties en présence ont apposé leur sceau au présent accord en présence des représentant/e/s adéquat/e/s, ce 21^{ème} jour du mois de août 2000.

Signée, scellée et délivrée
en présence de

Marion Durois

Le Conseil scolaire de district catholique
de l'Est ontarien

François Bertrand

Par : François Bertrand
Surintendant des affaires et trésorier

Le Canton de Hawkesbury-Est

Michel Lalonde

Par : Michel Lalonde - Préfet

Réjeanne Clermont

Par: Réjeanne Clermont - greffière

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TOWNSHIP OF EAST HAWKESBURY EMERGENCY RESPONSE PLAN

-7-

ADDENDA

À L'ACCORD CONCLU
entre le

CONSEIL SCOLAIRE DE DISTRICT CATHOLIQUE DE L'EST ONTARIEN
ci-après désigné le *Conseil*

et

LE CANTON DE HAWKESBURY-EST
ci-après désignée la *Municipalité*

concernant l'utilisation d'installations comme centres d'évacuation d'urgence.

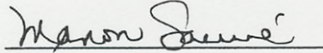
ATTENDU QUE le *Conseil* a conclu le présent accord avec la *Municipalité*, relatif à l'utilisation d'écoles comme centres d'évacuation d'urgence, advenant un état d'urgence décrété par la *Municipalité*;

ATTENDU QUE le *Conseil* a élaboré un plan d'urgence traitant des procédures à suivre et des installations à utiliser advenant une urgence dans l'une de ses écoles;

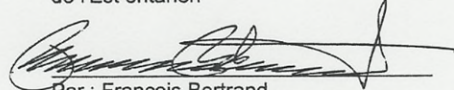
ATTENDU QUE le *Conseil* a obligé chacune de ses écoles à élaborer son propre plan d'urgence;

la *Municipalité* convient de faciliter l'accès à ses installations par toute école située dans son territoire, en présence d'une situation d'urgence, et ce, aux mêmes conditions que celles prévues dans l'*Accord* pour l'utilisation des installations du *Conseil* par la *Municipalité*.

Signée, scellée et délivrée
en présence de

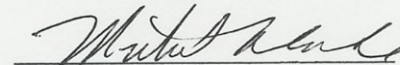


Le Conseil scolaire de district catholique
de l'Est ontarien

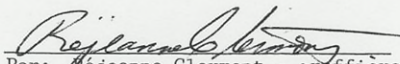


Par : François Bertrand
Surintendant des affaires et trésorier

Le Canton de Hawkesbury-Est



Par : Michel Lalonde - Préfet



Par : Réjeanne Clermont - greffière

TOWNSHIP OF EAST HAWKESBURY EMERGENCY RESPONSE PLAN

Procedure No. 7

COMMUNITY RISK PROFILE & CONTINGENCY PLANS

1. General

The basis for all emergency planning in East Hawkesbury has been the Hazard Identification and Risk Analysis (HIRA) process. Through this process the MECG identified, categorized and prioritized a total of seven significant potential hazards. These hazards were subsequently incorporated in the Community Risk Profile (CRP), Appendix 1-Procedure No. 7.

2. Community Risk Profile (CRP)- Appendix 1- Procedure No. 7

The CRP documents, in tabular form, the results of the HIRA identifying the specific local concerns (Community Vulnerabilities) and details community responses (Emergency Management Actions.)

3. Contingency Plans – Appendix 2- Procedure No. 7

The actual nature and location of any specific hazardous event cannot be determined. Contingency Plans have been prepared for the following hazards only: Drought, Hazardous Materials –Transportation Incidents and Snow storms – blizzards. Three (3) plans appended to this Handbook are intended to provide broad direction to the MECG in the initial stages of addressing a specific situation. Once the MECG has met and assessed the situation, detailed plans may be formulated to address the problem at hand.

**TOWNSHIP OF EAST HAWKESBURY
EMERGENCY RESPONSE PLAN**

**Appendix 1- Procedure No. 7
Community Risk Profile**

Hazard Identification and Risk Hazard Township of East Hawkesbury		
<u>Risk Assessment</u>		
Level of Risk	Description	Hazards
50 Or More	Extreme	Hazardous Material spill
41 to 50	Very High	Cyber attack
31 to 40	High	Forest Fire / brush Fire Ice Storm Tornado
21 to 30	Moderate	Drought (drinking water emergency) Windstorm
11 to 20	Low	Extreme Weather (heat wave / Cold wave)
Less than 10	Very Low	Earthquake (Magnitude 2 or +)

**TOWNSHIP OF EAST HAWKESBURY
EMERGENCY RESPONSE PLAN**

Hazard Identification and Risk Hazard Township of East Hawkesbury			
<u>Frequency</u>			
Hazard	Category	Frequency	Notes
Drought (drinking water emergency)	Unlikely	3	Between a 2-10% chance of occurrence in a year
Hazardous Material spill	Likely	5	Between a 50-100% chance of occurrence in any years
Snow storm / Blizzard	Likely	5	Between a 50-100% chance of occurrence in any years
Forest Fire / brush Fire	Probable	4	Between a 10-50% chance of occurrence in any year
Ice Storm	Probable	4	Between a 10-50% chance of occurrence in any year
Extreme Weather (heat wave / Cold wave)	Probable	4	Between a 10-50% chance of occurrence in any year
Power Outage (+24H)	Unlikely	3	Between a 2-10% chance of occurrence in a year
Earthquake (Magnitude 2 or +)	Rare	1	Less than 1% chance of occurrence in any year
Tornado	Probable	4	Between a 10-50% chance of occurrence in any year
Windstorm	Likely	5	Between a 10-50% chance of occurrence in any year
Cyber attack	Almost certain	6	100% chance of occurrence in any year

**TOWNSHIP OF EAST HAWKESBURY
EMERGENCY RESPONSE PLAN**

Hazard Identification and Risk Hazard Township of East Hawkesbury									
<u>Consequence</u>									
Hazard	Fatalaties	Injuries	Evacuation	Property	CI	Enviromental	finance	Psychosocial	Total
Drought (drinking water emergency)	0	0	0	1	2	2	2	1	8
Hazardous Material spill	1	1	2	2	2	3	1	1	13
Snow storm / Blizzard	0	1	0	1	1	0	1	0	4
Forest Fire / brush Fire	0	2	2	2	1	3	1	0	11
Ice Storm	1	1	2	2	2	1	1	1	11
Extreme Weather (heat wave / Cold wave)	1	1	1	0	0	0	0	0	3
Power Outage (+24H)	0	0	1	1	1	0	1	0	4
Earthquake (Magnitude 2 or +)	1	1	1	2	2	1	1	1	10
Tornado	1	1	1	2	1	1	1	1	9
Windstorm	0	1	0	2	2	1	1	0	7
Cyber attack	0	0	0	0	2	0	2	2	6

**TOWNSHIP OF EAST HAWKESBURY
EMERGENCY RESPONSE PLAN**

Hazard Identification and Risk Hazard Township of East Hawkesbury			
<u>Total Consequence</u>			
Hazard	Sub Variable Total	Consequence Total	Description
Drought (drinking water emergency)	7 to 8	3	Moderate
Hazardous Material spill	13 or more	6	Catastrophic
Snow storm / Blizzard	1 to 4	1	Minor
Forest Fire / brush Fire	9 to 10	4	Severe
Ice Storm	11 to 12	5	Very Severe
Extreme Weather (heat wave / Cold wave)	1 to 4	1	Minor
Power Outage (+24H)	1 to 4	1	Minor
Earthquake (Magnitude 2 or +)	9 to 10	4	Severe
Tornado	9 to 10	4	Severe
Windstorm	7 to 8	3	Moderate
Cyber attack	5 to 6	2	slight

**TOWNSHIP OF EAST HAWKESBURY
EMERGENCY RESPONSE PLAN**

Hazard Identification and Risk Hazard Township of East Hawkesbury			
<u>Changing Risk</u>			
Hazard	total change in Frequency	Total Change in Vulnerabilitiy	Changing Risk Total
Drought (drinking water emergency)	2	1	3
Hazardous Material spill	2	1	3
Snow storm / Blizzard	1	1	2
Forest Fire / brush Fire	1	1	2
Ice Storm	1	1	2
Extreme Weather (heat wave / Cold wave)	2	1	3
Power Outage (+24H)	2	1	3
Earthquake (Magnitude 2 or +)	1	1	2
Tornado	1	1	2
Windstorm	1	1	2
Cyber attack	2	2	4

**TOWNSHIP OF EAST HAWKESBURY
EMERGENCY RESPONSE PLAN**

Hazard Identification and Risk Hazard Township of East Hawkesbury			
<u>Prioritization</u>			
Hazard	Frequency * Consequence *Changing risk	Level of risk	Description
Drought (drinking water emergency)	27	21 To 30	Moderate
Hazardous Material spill	90	50 or more	Extreme
Snow storm / Blizzard	10	10 or less	Very Low
Forest Fire / brush Fire	32	31 to 40	High
Ice Storm	40	31 to 40	High
Extreme Weather (heat wave / Cold wave)	12	11 to 20	Low
Power Outage (+24H)	9	10 or less	Very Low
Earthquake (Magnitude 2 or +)	8	10 or less	Very Low
Tornado	32	31 to 40	High
Windstorm	30	21 to 30	Moderate
Cyber attack	48	41 to 50	Very High

**TOWNSHIP OF EAST HAWKESBURY
EMERGENCY RESPONSE PLAN**

**Township of east Hawkesbury
Identified Critical infrastructures**

Identified Critical infrastructures

<i>Food and Water</i>	<p>Marché St-Eugène Market 1085 Labrosse St, St-Eugène, ON K0B 1B0 (613)-674-2134</p> <p>Marché Ste-Anne Market 701 County Rd 18, Ste-Anne de Prescott, ON K0B 1M0 (613)-674-2408</p>
<i>Electricity</i>	Power Lines throughout the township along all the municipal and county roads
<i>Power Stations</i>	<p>Southeast Corner of Maple Row Road and Concession 6</p> <p>West side of Maple row road North of County Road 10 and south of concession 6</p>
<i>Generators</i>	<p><u>PTO Driven Generators</u></p> <p>Municipal Office / Garage, 5151 County road 14, St-Eugène, ON</p> <p>Community Centre, 1123 Labrosse St. St-Eugène, ON</p> <p>Fire Station, 4941 St Paul St. St-Eugène, ON</p> <p>Sports Field, 1026 Labrosse St. St-Eugène, ON</p>
<i>Gas and Oil</i>	<p>Municipal Garage Reserves 5151 County Road 14, St-Eugène, ON K0B 1P0 (613)-674-2170 ext 1003</p> <p>Campbell Petroleum 3235 Front Rd, Hawkesbury, ON K6A 2R2 (613)-632-6256</p>

**TOWNSHIP OF EAST HAWKESBURY
EMERGENCY RESPONSE PLAN**

<i>Transportation</i>	<p>Highway 417: Major Highway with high volume Traffic situated north of concession 1 Rd and south of Front Rd</p> <p>County Road 17: EDR emergency detour route. It connects the townships three villages to the nearest small city of Hawkesbury.</p> <p>County Road 4: Main artery between Chute- A-Blondeau and Hawkesbury</p> <p>County Road 14: Main artery between the three villages of the Township, Chute-à-Blondeau, St-Eugène and Ste-Anne de Prescott. It also connects all the concession Roads</p> <p>County Road 10: Main artery between the village of St-Eugène and Vankleek Hill. It also intersects County Road 14</p>
<i>Health Care</i>	<p>Dr Jacques Bender (Family Doctor) 1086 Labrosse St. St-Eugène, ON K0B 1P0 (613)-674-1108</p>
<i>Communications System</i>	<p>Fiber optic cables throughout the township along all municipal and county roads.</p> <p>Telecommunication Towers (x8)</p> <ul style="list-style-type: none"> • Eastside of Nixon Road, South of Concession Rd 1 and North of Domaine St. Between 2561 Nixon Road and 3100 Nixon Road. • Eastside of Nixon Road, South of Concession Rd 1 and North of Domaine St. Between 2561 Nixon Road and 2070 Nixon Road. • Westside of Conway Road, East of Highway 417, South of Concession1 and north of Concession Rd 2. Between intersection of Conway Road/Concession Rd 1 and 1225 Conway Rd • Eastside of Pattee Road, West of Highway 417, South of Concession 1 Rd and North of Concession 2 Rd. Between 2690 Pattee Road and 2714 Pattee Road. • 100 m East of Muncipal town hall located at 5151 County Rd 14. • Between the two silos South of the 520 Concession 3 Rd family dwelling. • 0 m North West of metal dome storage located at 3275 Stardale Rd.

**TOWNSHIP OF EAST HAWKESBURY
EMERGENCY RESPONSE PLAN**

	<ul style="list-style-type: none"> • 50 m North of the Action Centre locate at 7888 County Rd 14
<i>Financial Institutions</i>	<p>Centre de services Desjardins 1110 Labrosse St, St-Eugène, ON K0B 1P0 (613)-525-2141</p>
<i>Public Safety and Security</i>	<p>Fire Hall (Headquarters) 4941 St Paul St. St-Eugène ON, K0B 1P0 (613)-674-2170 Ext 1004 (514)-777-6982</p> <p>Fire Hall 1100 Des Pins St. Chute-À-Blondeau, ON, K0B 1B0 O(613)-674-2170 Ext 1004 C(514)-777-6982</p> <p>Fire Hall 7888 Arthur Lavigne St. Ste-Anne de Prescott, ON, K0B 1M0 (613)-674-2170 Ext 1004 (514)-777-6982</p> <p>Chute-À-Blondeau Community Centre 2005 Principale St. Chute-À-Blondeau, ON, K0B 1B0 (613)-632-9540</p> <p>St- Eugène Community Centre 1123 Labrosse St. St-Eugène, ON K0B 1P0 (613)-674-1497</p>
<i>Continuity of Government</i>	<p>East Hawkesbury Township offices 5151 County Rd 14, St-Eugène, ON, K0B 1P0 O(613)-674-2170 F(613)-674-2989</p> <p>Chute-À-Blondeau Community Centre 2005 Principale St. Chute-À-Blondeau, ON, K0B 1B0 (613)-632-9540</p>

**TOWNSHIP OF EAST HAWKESBURY
EMERGENCY RESPONSE PLAN**

TOWNSHIP OF EAST HAWKESBURY EMERGENCY RESPONSE PLAN

Appendix 2-Procedure No. 7

CONTINGENCY PLAN DROUGHT CONDITIONS

1. Situation

Water is an essential resource for the health and well-being of the residents and businesses of East Hawkesbury. A prolonged period of low precipitation could lead to drought conditions throughout the Township. All residents of East Hawkesbury have private wells.

2. All water supplies are ground water sourced. The Ontario Low Water Response (OLWR) plan has been developed to minimize the effects of water shortages, to provide guidance to local authorities on actions to be taken and to coordinate existing tools and legislation on a watershed basis. Three levels of drought conditions are identified:

Year-round:

- a. Level I – 80% average precipitation and <70% lowest summer average flow
- b. Level II – 60% average precipitation and <50% lowest summer average flow
- c. Level III – 40% average precipitation and <30% lowest summer average flow;

During the Spring:

- a. Level I – 80% average precipitation and <100% lowest summer average flow;
- b. Level II – 60% average precipitation and <70% lowest summer average flow;
- c. Level III – 40% average precipitation and <50% lowest summer average flow;

3. Aim

To provide guidelines for municipal response in the event of a drought condition in the Township of East Hawkesbury.

4. Mitigation/Prevention

Water is an essential resource for the health and well-being of residents and businesses of the Township of East Hawkesbury.

5. The South Nation Conservation Authority (SNC) has established a precipitation and stream gauge network to monitor flow rates as well as rain events throughout the South Nation River jurisdiction. In the event that data indicates that a low water level has been triggered, the South Nation Conservation Authority will activate the Water Response Team (WRT) to coordinate local actions to minimize drought impacts.

The WRT is made up of agricultural representatives, industries, municipalities within the South Nation River watershed, and the provincial government. Also represented are areas of the United Counties of Prescott and Russell outside the

TOWNSHIP OF EAST HAWKESBURY EMERGENCY RESPONSE PLAN

South Nation River watershed. In addition, East Hawkesbury has also been invited to be part of the Water Response Team.

6. Preparation

The OLWR plan provides a graduated based on the level of drought conditions as detailed below in the Response section.

7. Response

A graduated response to a low water situation in the South Nation Watershed and surrounding areas is detailed below.

Level I. (Voluntary Conservation)

The goal is to promote voluntary water conservation among all users to reduce further water shortages. The target is to achieve a 10% voluntary reduction in water usage among all users. The WRT will conduct a comprehensive public education program using all available media.

Level II (Conservation and Restrictions on Non-Essential Use)

The goal is to achieve a further 10% reduction in water usage through direct communication to heavy users and their imposition of mandatory restrictions (by-laws). Ensure compliance with restrictions is essential to meeting the target of 20% water use reduction. Authorities will consider actions to be taken should Level III condition be declared.

Level III. (Conservation, Restriction, Regulation)

At Level III provincial authorities will provide direction on water use policies. The goal is to develop and implement priorities for water management and usage to ensure the health and well-being of the population at large.

8. Responsibility

The South Nation Conservation Authority is responsible for the management of the South Nation River watershed with respect to:

- Verify MNR data and low water conditions
- Maintain detailed water and precipitation monitoring networks
- Maintain data that can be used to characterize the watershed's unique features
- Maintain links with community groups, media and government, coordinating water conservation messages
- Operating water control structures as required

9. Emergency Declaration

A drought situation will not be an overnight occurrence but the result of a prolonged dry spell. The graduated response process of the OLWR plan provides the mechanisms necessary to manage the escalating situation such that a local emergency may only be declared when Level II conditions are reached. If a local emergency is declared the WRT provides direction and guidance regarding water

TOWNSHIP OF EAST HAWKESBURY EMERGENCY RESPONSE PLAN

availability and usage, the Township's MECG/EOC provides the direct interface with residents/businesses and is responsible for implementing and coordinating measures arising from the emergency, e.g. evacuation. It must be noted that such a situation will be widespread and effect adjacent municipalities. Based on drought situations in other parts of the World, a drought condition may exist for a prolonged period and could have severe social and economic consequences.

10. Recovery

It can be expected that both provincial and federal support would be available to assist in the recovery process.

**TOWNSHIP OF EAST HAWKESBURY
EMERGENCY RESPONSE PLAN**

**Appendix 2- Procedure No. 7
CONTINGENCY PLAN**

HAZARDOUS MATERIALS – TRANSPORTATION INCIDENT

1. Situation

A wide variety of hazardous materials are transported into and through the Township on a regular basis on highways. The Spills Action Centre documented 4,541 spills during 2006 of which 988 were recorded as transportation-related spills (motor vehicles, transportation trucks and tank trucks). While few of these were considered to be a threat to public safety hazardous material spills continue to pose a hazard to humans, livestock and the environment.

2. In East Hawkesbury the principal area at risk is the Highway 417 that passes through the Township and on Front Road from Highway 417 exit no. 5 going north, passing through the village of Chute-à-Blondeau to a gas station/bulk fuel supply depot on Front Road.
3. It should be noted that under the Environmental Protection Act, the public must report any spill of hazardous material that could impact human health and cause damage to the natural environment.

4. Aim

To provide guidelines for municipal response in the event of a major hazardous material spill in the Township of East Hawkesbury.

5. Mitigation/Prevention

Primary responsibility for prevention of hazardous material spills rests with the carrier; short of banning the transportation of hazardous materials through East Hawkesbury there is little that the Township can do to prevent a spill.

6. The Township can take action to mitigate the impact of a spill in one way. The Township can have or have ready access to resources for containment and clean-up hazardous materials and can ensure that first responders are properly trained for such situations.

7. Preparation

East Hawkesbury has a limited capability to deal with hazardous material spills. The City of Cornwall Fire Service and the City of Ottawa Fire Service have a trained and equipped HAZMAT Team that is available to respond to HAZMAT emergencies throughout East Hawkesbury. Support to HAZMAT cleanup activities can be provided by the Township's Public Works Department and by private contractors.

TOWNSHIP OF EAST HAWKESBURY EMERGENCY RESPONSE PLAN

8. Response

In the event of a spill of hazardous material the actions of first responders will be in accordance with the current Emergency Response Guidebook published by Transport Canada. The Ministry of the Environment Spills Action Centre (SAC) hotline number is 1-800-268-6060. The Cornwall Area Office Number is 1-800-860-2760. If a spill occurs on or immediately adjacent to a highway, the OPP will take charge of the situation with fire service, ambulance service and public works in support. If the spill occurs on private property the fire service will take charge with support from other first responders.

9. If the spill endangers or has the potential to endanger the public and or the environment, consideration must be given to activating the MECG and considering the declaration of an emergency. It is wise to err on the side of caution and to activate the MECG to manage the overall coordination of response including public information. Once initial containment actions are started then the MOE and local conservations authorities must be advised of the situation.
10. In the case of a large spill and widespread effect on the surrounding community then consideration must be given to general and limited evacuation and the establishment of emergency shelters with support from Social Services.

11. Recovery

Immediate recovery support will normally be provided by or through the carrier, additional recovery support may be available through provincial programs.

TOWNSHIP OF EAST HAWKESBURY EMERGENCY RESPONSE PLAN

Appendix 2- Procedure No. 7

CONTINGENCY PLAN MAJOR SNOW STORMS / BLIZZARD

1. Situation

Winter storms with heavy snow fall and or freezing rain are not unusual in Eastern Ontario. Normally, the effects of such a storm are minimal – cancellation of school buses, some localized power outages and a number of “fender-benders”. The widespread devastation caused by the Ice-storm in 1998 is unusual and may cause an emergency situation to be declared.

2. The primary effect of a major winter storm is to impede movement. Whether it is thick ice on the roads or a couple of feet of snow most vehicles are not going to go very far. The result of this is that people, particularly in the rural areas, will be isolated and access to food and medical services will be limited. Residents who require regular access to medical services may be the most vulnerable.
3. Heavy snow or ice could affect electrical distribution and telecommunications infrastructure. This could have a very widespread and long-lasting effect such as that experienced in 1998. The snow and ice will make repair work difficult. Residents who rely on electrical power for heating will be affected. Loss of telephone service will seriously affect the overall management of the situation. Cellular phones could also be affected.

4. Aim

To provide guidelines for municipal responses in the event of a major winter storm in East Hawkesbury.

5. Prevention/Mitigation

There is nothing that the Township can do to prevent a major winter storm. However, there is much that individual residents can do to mitigate the effects of such a storm. The key to this initiative is public education- the need for home emergency kits with three or more days of supplies (food, water and medicines), the need for safe heating sources that do not rely on electrical power and the need for an established local community emergency volunteer team to provide support to those in need.

6. Preparedness

Environment Canada provides Winter Storm Warning notification to the media. Radio stations give wide dissemination to these warnings. School Boards, local organizations and some businesses will cancel or limit activities based on these warnings.

7. At the municipal level, the Public Works Department has the necessary plows and salt spreading equipment to handle normal situations; however, they could become overwhelmed by snow fall in excess of two feet (60mm) in a 24-hour

TOWNSHIP OF EAST HAWKESBURY EMERGENCY RESPONSE PLAN

period. Most emergency vehicles have a limited capability to operate in extreme conditions but could be overwhelmed by the number of calls for assistance. The CEMC should contact the local snowmobile and ATV clubs to see if they could provide assistance in an emergency.

8. Response

In general, we are slow to respond to winter storm situations as they are rather common place and may be difficult to predict when an emergency situation is reached. The first indicator will probably be when emergency service vehicles are unable to respond to calls or when there is a widespread disruption of electrical power. Members of the MECG should not hesitate to activate the Group if they see the situation deteriorating. The Mayor, or his delegate, should declare an emergency on the advice of the MECG and if substantial property damage or threat to human safety should occur.

9. Depending on the nature of and damage caused by the storm, consideration may be given to opening emergency shelters. This activity would be managed by Social Services with support from the Red Cross and the Health Unit. The delivery of food and water to isolated homes may be required; this could be done through volunteers with snowmobiles or ATVs. In the most serious situation, the Canadian Forces could be called upon to provide Aid to the Civil Authorities, as in the 1998 Ice-storm. They would normally establish a liaison officer in the EOC to coordinate their support activities.

10. Due to the likely widespread effects of a major winter storm and the number of agencies involved in responding the overall management of the emergency response will be centered on the EOC with the MECG. Individual situations within the context of the storm will be handled by the agency with the best capability at the site.

11. Recovery

The key to a successful recovery phase is the detailed paper trail kept in the EOC through the response plan. It can be expected that both provincial and federal support would be available to assist in the recovery process.

**TOWNSHIP OF EAST HAWKESBURY
EMERGENCY RESPONSE PLAN**

Procedure No. 8

COMMUNITY RESPONSE CAPABILITY

The tables of this Procedure identify the resources available in the community that could be deployed in the event of an emergency. These resources are under the direct control of the Township – Fire Service and Public Works. Some other resources are available through the OPP and EMS of the United Counties of Prescott and Russell. Additional tables will identify other privately-owned equipment such as buses and earth moving equipment that might be needed in an emergency.

**TOWNSHIP OF EAST HAWKESBURY
EMERGENCY RESPONSE PLAN**

RESPONSE CAPABILITY- Procedure No. 8 (Bryce)

Eqpt/Capability	Quantity	Owner	Location	Capacity	Contact	Remarks
Pumper/Tanker # 1 GMC 2009	1	Fire department	St-Eugène	5400 L / 3700 L/MIN Foam Pro 2001 injector foam system		
Pumper # 2 GMO 1999	1		Chute-à-Blondeau	5400L / 3700 L/MIN Foam Pro w/Class A		
Rescue # 3 2001	1		St-Eugène			
Freightliner tanker # 5 2012	1		St-Eugene	3,500 imp.gal. / portable pump 27 H.P.		
MSA Gas Detector	1		St-Eugene			
Ladders	1		St-Eugène	3.7 m roof		
	1		St-Eugène	10 m extension		
	1		Ste-Anne de Prescott	10 m extension		
	1		Chute-à-Blondeau	3.7 m roof		
	1		Chute-à-Blondeau	10 m extenion		
Generator	1		Chute-à-Blondeau	3500 watts		
	1		St-Eugène	6500 watts		
SCBA Unit	6		St-Eugène			
	2		Ste-Anne de Prescott			
	2		Chute-à-Blondeau			
SCBA cylinders	25		Divided at 3 stations			
Jaws of Life	1		St-Eugène			
Medical kit	1		St-Eugène			
	1		Chute-à-Blondeau			
Defibrillator	1		St-Eugène			
Class A Foam	5		St-Eugène	5 gallon pails		
Portable water pump	3		Divided at 3 stations			
Ice /Water Rescue suits	4		St-Eugene	lifting harnesses & rope		
Portable radios	12		St-Eugene			
Flashlights	12		St-Eugene			
		Emergency department				
PTO Driven Generator	1		Chute-à-Blondeau	30,000 watts continuous		Assign to shelter at Centre Récréatif which could also be used as alternate EOC
	1		St-Eugène	40,000 watts continuous		Assign to shelter at Curé Labrosse School
	1		St-Eugène	50,000 watts continuous		Assign to EOC / Municipal Building

**TOWNSHIP OF EAST HAWKESBURY
EMERGENCY RESPONSE PLAN**

RESPONSE CAPABILITY-Procedure No. 8

Eqpt/Capability	Quantity	Owner	Location	Capacity	Contact	Remarks
		Road department				
Backhoe 580 SNWT	1		St-Eugene	4 ft Ditch bucket, 3ft digging bucket, 1yd loader bucket 2yd Snow bucket		
Trackless	1		St-Eugene	Plow, Salter, Blower, Broom		
Combine Plough & Salt/ Dump Truck	4		St-Eugène	Fitted for Snow Plow and sand & salt		
Dump or Water Truck	1		St-Eugène	Fitted for Snow Plow sand & salt box		
Grader	1		St-Eugène	Fitted for Snow Plow		
Case tractor 580 Super K	1		St-Eugène	70 h.p.		Assigned to generator at EOC.
Massey tractor	1		St-Eugène	60 h.p.		If not required by Road Dept , could be attached to a generator at a shelter .
Pick Up Truck	3		St-Eugène			
	1		St-Eugène			Road superintendent's truck
Wood Chipper	1		St-Eugène	To be attached to a tractor		
Sweeper	1		St-Eugène	To be attached to a tractor		
Trailer	1		St-Eugène	5' x 10'		
		Building department				
Pick Up Truck	1		St-Eugène			Used jointly by CBO/Emergency

**TOWNSHIP OF EAST HAWKESBURY
EMERGENCY RESPONSE PLAN**

					Coordinator & Recycling Coordinator
COMMUNICATION EQUIPMENTS		Fire department			
Fixed Two-way radio	5				One in each fire truck
Two-way radio portable	10				Stored in the rescue truck
Pagers	28				Each fireman
Cellular	2				Fire Chief + 1 extra
		Road department			
Radio base	1		St-Eugène (municipal garage - 5151 Cty Rd 14)		Could be used by EOC personnel for communication with road dept and fire dept.
Fixed Two-way radios	9				One in each piece of equipment.
Cellular	1				Road superintendent
Use Frequency # 5 for communication between fire department equipment , road superintendent's truck and road radio base located in municipal garage and accessible to EOC personnel supt's truck EOC personnel.					

**TOWNSHIP OF EAST HAWKESBURY
EMERGENCY RESPONSE PLAN**

**Procedure No. 9
EMERGENCY CONTACTS**

CONTACT	NAME		CONTACT NUMBERS (Including 24/7)
SUPPORT AND ADVISORY STAFF:			
Town Solicitor	Jean-Francois Lalonde Vice Hunter Labrosse LLP Suite 101-85 Plymouth St Ottawa ON K1S 3E2	Office: Fax: Home: Cell: Pager: E-Mail:	(613)232-5773 Ext.235 (613)232-3509 jflalonde@viceandhunter.ca
Deputy Treasurer	Nathalie Thériault	Office: Fax: Home: Cell: Pager: E-Mail	(613)674-2170 ext. 1007 (613)674-2989 Ntheriault@easthawkesbury.ca
Hydro One	Identify yourself as an official	24hrs/7days: Regular hrs After hours Pager #:	1- 800-434-1235 If busy: 1-877-345-6799 1-888-254-3992
Emergency Management Ontario To report emergencies/Request provincial assistance:	EMO Duty Officer (24/7)	Office (24/7): E-Mail	1-416-314-0472/0473 or toll free: 1-866-314-0472 1-416-314-0474 Peocdo01@ontario.ca
Emergency Management Ontario 2284 Nursery Rd. Midhurst, ON L0L 1X0 www.ontario.ca/ofmem	Mya Foster Field Officer Emergency Management Ontario	Office: Fax: After Hours: Cell: E-Mail:	647-329-1193 613-828-6690 1-877-314-3723 416-559-4106 chris.pittens@ontario.ca
Ministry of the Environment and Climate Change	XX Senior Environmental Officer 113 Amelia Street Cornwall ON K6H 3P1	Office: Fax: Cell: E-mail	(613)933-7402 (613)933-6402 (613)551-6137 XX

**TOWNSHIP OF EAST HAWKESBURY
EMERGENCY RESPONSE PLAN**

Hawkesbury & District General Hospital Inc.	Marc Lebouthillier	Office: Fax:	(613)632-1111
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**TOWNSHIP OF EAST HAWKESBURY
EMERGENCY RESPONSE PLAN**

**Procedure No. 10
COMMUNITY HALLS – EAST HAWKESBURY**

Name	Address	Contact	Phone	Capacity	Kitchen	Hook up for generator	Remarks
Chute-à-Blondeau Community Centre	2005 Principale Chute-à-Blondeau ON K0B 1B0	Joanne Crete Owned by municipality	Home: 613 632- 9540	300	Yes	Yes	Heating with propane If required, to be used as an alternate EOC and emergency shelter. See Appendix 2 to Annex F For details.
St-Eugène Community Centre Owned by municipality.	1123 Labrosse St-Eugène ON K0B 1P0	Gilles Bélanger Owned by municipality	Home: 613 674- 1497	100	Yes	Yes	Electrical heating
Centre d’Action Ste-Anne de Prescott	7888 Arthur Lavigne Ste-Anne de Prescott ON K0B 1M0	Francine Lauzon Binette Owned by Municipality	Home: 613 674- 3149 Cell: 613 678-8266	North section 99 Gymnasium 229	Yes	Yes	If required, to be used as an emergency shelter. See Appendix 2 to Annex F For details.

TOWNSHIP OF EAST HAWKESBURY EMERGENCY RESPONSE PLAN

Procedure No. 11

VOLUNTEERS

Introduction

1. Volunteers are an important asset in the emergency management process. Volunteers come in a variety of shapes, sizes, ages and capabilities. All are motivated by a desire to help. The key to employing volunteers is organization since few will come as an organized group.

Aim

2. The aim to this Procedure is to describe how volunteers can be employed in an emergency situation and to provide some guidelines to their organization.

General

3. In an emergency situation first responders and other trained personnel could be quickly overwhelmed if the emergency were to last more than a few hours or even days. In a 24/7 situation volunteers would be needed to relieve trained personnel during quieter periods to allow trained personnel to rest.
4. Volunteers may well have specific skills that would allow them to be quickly assimilated into an organization – retired health care workers, retired police officers, retired firefighters and retired military personnel are obvious candidates. However, most adults will have skills that once identified, could be put to appropriate use. The key is to structure a volunteer questionnaire that identifies the required skills.
5. East Hawkesbury has trained on call firefighters.

Organizing for Volunteers

6. The Clerk/ Chief Administrative Officer will act as the Volunteer Coordinator. If required, the Clerk /CAO will appoint a municipal employee or a skilled volunteer to assist in its duties.
7. The Volunteer Coordination Centre should be centrally located, clearly signed and have an adequate waiting area and volunteer processing area. If specific skills have been identified, volunteers with those skills should be directed to an area for expedited processing. All volunteers must complete a registration form see **Appendix 1-Procedure No. 11** for a sample. Besides providing for personal information, next of kin and particular skills the Volunteer Registration Form must provide information regarding liability and personal safety.
8. Once the Form is completed and verified by Volunteer Coordinator Centre staff, the volunteer will be directed to report to an appropriate volunteer manager who will assign the volunteer to a particular task or team. The volunteer will be provided with details of the task, supervisor, location and hours of work. If appropriate, the volunteer will be provided with personal safety equipment.

**TOWNSHIP OF EAST HAWKESBURY
EMERGENCY RESPONSE PLAN**

Appendix 1-Procedure No. 11

VOLUNTEER REGISTRATION FORM

SURNAME: _____ GIVEN NAMES: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

HEALTH CARD NUMBER: _____ (attach a photocopy)

NEXT OF KIN: _____ TELEPHONE NUMBER: _____

ADDRESS: _____

DATE ENROLLED: _____ TIME: _____ PLACE: _____

IDENTIFICATION CARD ISSUED: _____

I, _____, on my own behalf and with the intent of
(Name of volunteer)

binding my heirs, executors and administrators do hereby waive any claim which I or they or any of them can or may have against The Corporation of the Township of East Hawkesbury, or any of its employees, for loss, cost, expenses, damages, injury or death arising directly or indirectly as a result of my participation or services as a volunteer and do hereby release the municipality from all liability and obligation in respect thereof.

SIGNATURE OF VOLUNTEER: _____

SIGNATURE OF ENROLLING OFFICER: _____

DATE FINISHED: _____ TIME: _____

SIGNATURE OF ENROLLING OFFICER: _____

Please fill out the following information only if driving a vehicle will be part of your volunteer duties

DRIVERS LICENCE NUMBER: _____

**TOWNSHIP OF EAST HAWKESBURY
EMERGENCY RESPONSE PLAN**

Procedure No. 12

MUNICIPAL EMPLOYEES LIST - EAST HAWKESBURY

Members of Council	Robert Kirby, Mayor	(W) 613-632-6040 (H) 613-632-4841 or 613-632-8717 (C) 613-678-0725
	Richard Sauvé, Deputy-Mayor	(H) 613-674-5774 (C) 613-551-5144
	Stéphane Sabourin, Councillor	(C) 613-872-1437
	Karina Sauvé, Councillor	(C) 613-677-6288
	Simon Rozon, Councillor	(C) 613-678-7800
Administration	Luc Lalonde CAO / Treasurer llalonde@easthawkesbury.ca	(W) 613-674-2170 ext. 1006 (C) 613-551-3994 (F) 613-674-2989
Chief Building Official By-Law Enforcement	Jessy Hoffman jhoffman@easthawkesbury.ca Alternate CEMC	(W) 613-674-2170 ext. 1005 (C) 613-577-1447
Road Department	Jean-François Santerre Road Superintendant jfsanterre@easthawkesbury.ca	(W) 613-674-2170 ext. 1003 (C) 613-677-1228 (F) 613-674-2989
Fire Department Fire Chief	Bryce Luker CEMC firechief@easthawkesbury.ca	(W) 613-674-2170 ext 1004 (C) 514-777-6982 (F) 613-674-2989

**TOWNSHIP OF EAST HAWKESBURY
EMERGENCY RESPONSE PLAN**

Procedure No. 13

MUNICIPAL BUILDINGS LIST

This Procedure includes the location of all owned municipal properties and the possible actions required in case of a power outage.

- A. Village of St-Eugène
- B. Village of Chute-à-Blondeau
- C. Village of Ste-Anne-de-Prescott

**TOWNSHIP OF EAST HAWKESBURY
EMERGENCY RESPONSE PLAN**

MUNICIPAL BUILDINGS LIST: ST-EUGENE

Location	Use of building	Generator	Heating	Details / Action required
Municipal office / garage 5151 County Road St-Eugene	Emergency Operation Centre	1. Owned PTO driven generator Stamford 50,000 Watts 2. Required owned Case 580 Super K Tractor PTO shaft 1 3/8" 3. Stored at the municipal garage 4. Hook up for generator located west of the south-west garage exit man door.	Propane at office and garage	Generator will provide full service. A fully Auto Generator running on propane is recommended
Community Centre 1123 Labrosse	Community Hall	1. Owned PTO driven generator Windpower – 30 KW 2. Required rental tractor with minimum 50 h.p. on PTO. 3. Stored at the municipal garage. 3. Hook up for generator is at outside at the north west corner of building.	Electric only – baseboards.	Generator will provide heat, water and lights.
Fire Station 4941 St-Paul St	Fire station	1. Owned 5,000 w generator 2. Transfer switch with four prongs male 30 amps twist plug located inside the south west corner of the building.	Oil Furnace	Generator will provide heat to avoid freezing of water system in building and inside trucks.
Sports field 1026 Labrosse	Toilets / Kitchen and garage	1. Owned 5,000 w generator 2. Three-way switch to be installed. (not installed yet)	Propane	Generator will provide heat to avoid water pipe freezing.
Communal sewage system		Transfer Switch shall be installed	N/A	Holding tanks and pump chamber tank to be emptied every second day. Not to be emptied if a small generator is used

**TOWNSHIP OF EAST HAWKESBURY
EMERGENCY RESPONSE PLAN**

MUNICIPAL BUILDINGS LIST: CHUTE-À-BLONDEAU

Location	Use of building	Generator	Heating	Details / Action required
Community Centre 2005 Principale St	Shelter and/or alternate Emergency Operation Centre.	1. Owned PTO Driven Generator Stamford 600 volts-3 phases (100,000) stored at CAB Fire Station 2. Required rental of a tractor with 1,000 rpm on PTO 3. Hook up for generator located outside of the main entrance east wall. 4. Transfer switch is located inside the electrical room.	Propane	Generator will provide full service. 1. Lighting 2. Heating & Air conditioning (Propane gas) is provided in all areas. 3. Water / hot water 4. Two (2) Showers 5. All plugs 6. Stove, refrigerators
Fire Station 1100 Des Pins	Fire station	1. Owned 5,000 W generator 2. Transfer switch with four prongs male 20 amps twist plug located inside the south east corner of the garage portion.	Propane	Generator will provide heat to avoid freezing of water system in building and inside trucks.
Sewage treatment plant.	Sewage treatment	Generac SD080-Diesel- 80KW-100KVA	Electric	Ontario Clean Water Agency needs to be advised. Contact : Maurice Benoit Tel : 613-675-1920 Cell : 613-229-9984

**TOWNSHIP OF EAST HAWKESBURY
EMERGENCY RESPONSE PLAN**

MUNICIPAL BUILDINGS LIST: STE-ANNE-DE-PRESCOTT

Location	Use of building	Generator	Heating	Details / Action required
Centre d'Action 7888 Arthur Lavigne	Shelter	<p>1. Owned a PTO Driven Stamford Generator 50 KW located inside fire station in Ste-Anne</p> <p>2. Requires rental of a tractor with minimum of 50 h.p. on PTO.</p> <p>3. Hook up for generator is located outside at the north east corner of the gymnasium south of exit door.</p> <p>4. Transfer switch located inside the storage room east of bar.</p> <p>If we want heating in all building for use as a shelter: Required a mega 3 phase power generator (minimum 400 amps.)</p>	Electric heating	<p>Generator will provide:</p> <p>1. Majority of lighting</p> <p>2. Heating in north section room only (50'x 23') with one portable heater on site / No heating in gymnasium.</p> <p>3. No air conditioning</p> <p>4. Water / hot water</p> <p>5. Some plugs</p> <p>6. Stove (propane) & refrigerator.</p> <p>If power outage persists more than a few days, some water pipes might require drainage to avoid freezing.</p>
Fire Station 7888 Arthur Lavigne	Fire station	Same as Centre d'Action	Electric heating	Move pumper to station in Chute-à-Blondeau if danger of freezing.
Communal sewage system		Suggest a transfer switch to be used with a 5000 W generater to avoair pumping	N/A	Holding tanks and pump chamber tank to be emptied every second day.

**TOWNSHIP OF EAST HAWKESBURY
EMERGENCY RESPONSE PLAN**

Procedure No. 14

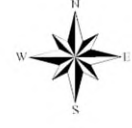
TOWNSHIP AND COMMUNITY MAPS

This Annex includes the following maps of East Hawkesbury:

- A. Township of East Hawkesbury
- B. Villages of St-Eugène, Ste-Anne de Prescott and Chute-à-Blondeau

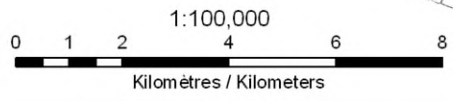
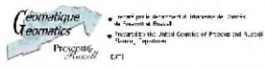
TOWNSHIP OF EAST HAWKESBURY EMERGENCY RESPONSE PLAN

Canton de **Township of**
EAST HAWKESBURY EST



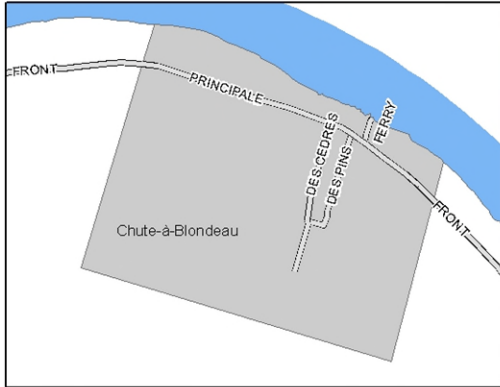
Légende / Legend

- Lots et/and Concessions
- == Rue primaire ou secondaire / Primary or Secondary Road
- Autoroute provinciale / Provincial Highway



TOWNSHIP OF EAST HAWKESBURY EMERGENCY RESPONSE PLAN

**Canton de Township of
EAST HAWKESBURY EST**

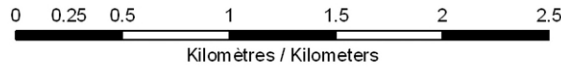
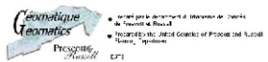


Légende / Legend

— Rue primaire ou secondaire / Primary or Secondary Road

— Autoroute provinciale / Provincial Highway

1:25,000



**TOWNSHIP OF EAST HAWKESBURY
EMERGENCY RESPONSE PLAN**

**Procedure No. 15
ACRONYMS, DISTRIBUTION LIST, UPDATES AND AMENDMENTS**

ACRONYMS

ACO	Ambulance Control Officer
ARES	Amateur Radio Emergency Service
CAO	Chief Administrative Officer
CEMC	Community Emergency Management Coordinator
CEMPC	Community Emergency Management Program Committee
CRP	Community Risk Profile
EIC	Emergency Information Centre
EIO	Emergency Information Officer
EIP	Emergency Information Plan
EOC	Emergency Operations Centre
EMA	Emergency Management Act
EMS	Emergency Medical Services
ESM	Emergency Site Manager
HAZMAT	Hazardous Materials Team
HIRA	Hazard Identification and Risk Assessment
I/C	Incident Commander
MMAH	Ministry of Municipal Affairs and Housing
MECG	Municipal Emergency Control Group
MOE	Ministry of the Environment
MOH	Medical Officer of Health
MNR	Ministry of Natural Resources
OFMEM	Office of the Fire Marshall and Emergency Management
OPP	Ontario Provincial Police
PEOC	Provincial Emergency Operations Centre
O Reg	Ontario Regulation
PCO	Police Control Officer
R & I	Registration and Inquiry

**TOWNSHIP OF EAST HAWKESBURY
EMERGENCY RESPONSE PLAN**

DISTRIBUTION LIST

Copy Number	Position	Date remitted dd/mm/yy
1	Mayor	16/12/19
2	Deputy Mayor	16/12/19
3	Councillor (1)	16/12/19
4	Councillor (2)	16/12/19
5	Councillor (3)	16/12/19
6	Chief Administrative Officer	16/12/19
7	Community Emergency Management Coordinator	16/12/19
8	Ontario Provincial Police Detachment Commander-Hawkesbury	16/12/19
9	Fire Chief	16/12/19
10	Road Superintendent	16/12/19
11	Medical Officer of Health	16/12/19
12	Social Services Director	16/12/19
13	Emergency Information Coordinator	16/12/19
14	Emergency Management Ontario	16/12/19
15	Township Solicitor	16/12/19
16	All municipal employees were remitted a copy including volunteer fire fighter.	16/12/19

**TOWNSHIP OF EAST HAWKESBURY
EMERGENCY RESPONSE PLAN**

PART 12: UPDATES AND AMENDMENTS

Updated mm/dd/yy	Comments	Updated By:
December 13, 2004	Original Emergency Response Plan Adopted under By-Law No. 2004-68 Remitted to members on list Dec. 14/04	Linda Rozon
January 24, 2005	Amendment to pages 8 and 32 and 34 to include the Hawkesbury Fire Dispatch Service with telephone number Remitted to members on list Jan. 24/05	Linda Rozon
December 10, 2007	Emergency Response Plan revised Schedule "A" adopted under By-Law No. 2007-64 Remitted to members on list Nov. 15/07	Linda Rozon
November 20, 2009	Paper copy of revised Table A-1 – Emergency Alert List AND Electronic version of Emergency Plan with revisions to Nov. 20/09 sent to members on list Nov. 20, 2009.	Linda Rozon
December 16, 2010	Paper copy of plan with revisions to Dec. 16/2010.	Linda Rozon
August 22, 2011	Paper copy of plan with revisions to this date	Linda Rozon
May 24, 2012	Paper copy of revised Table A-1 - Emergency Alert List AND Electronic version of Emergency Plan with revisions to May 24/12 sent to members on list May 24/12	Linda Rozon
December 3, 2012	Paper copy of plan with revisions to December 3, 2012 remitted to all employees of the municipality as per Annex L	Linda Rozon
November 26, 2014	Paper copy of plan with revisions to this date	Linda Rozon
May 15, 2018	Complete Review and reprint	Mary McCuaig
May 15, 2018	Develop Procedure Handbook	Mary McCuaig
April 16, 2019	Update contact lists	Mary McCuaig
December 16, 2019	Updated contact lists Update Hira Update Critical infrastructure list	Jessy Hoffman
December 23, 2021	Accessible document	Hemi Villeneuve

**TOWNSHIP OF EAST HAWKESBURY
EMERGENCY RESPONSE PLAN**



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