

TOWN OF PLYMPTON-WYOMING

EMERGENCY RESPONSE PLAN

1.0 INTRODUCTION

1.1 General

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

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

While many emergencies could occur within the Town of Plympton-Wyoming, those most likely to occur are windstorm, tornadoes, blizzards, transportation accidents involving hazardous materials, air, rail or road vehicles crashes, toxic or flammable gas leaks, electrical power blackouts, building or structural collapse, uncontrollable fires, explosions, or any combination thereof.

Requests for Assistance

Assistance may be requested from the County at any time. A formal request can be made by contacting the County Warden or Alternate, or the Chief Administrative Officer (CAO) or Alternate, or an “informal” request for assistance can be made by contacting the appropriate member of the County’s Emergency Control Group. The request shall not be deemed to be a request that the County assume authority and control of the emergency. In this same regard, assistance may also be requested from neighbouring municipalities if their services are required.

Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. Such request can be made by contacting **Emergency Management Ontario Provincial Operations Centre**. Should there be difficulty contacting Emergency Management Ontario, one should contact the **OPP General Headquarters in Orillia**.

1.2 Definition

The Emergency Management & Civil Protection Act defines an emergency as: “a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.”

1.3 **Legislation**

The Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9 as amended, provides the legislative authority for the passing of the By-law formulating this Emergency Plan, which will govern the provision of necessary services in the event of an emergency.

1.4 **Authority**

The Emergency Management and Civil Protection Act, 1990, states in Section 4(1) that “The Head of Council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he/she considers necessary and are not contrary to law to implement the Emergency Plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area.”

1.5 **Aim**

The aim of this plan is to make provisions for the extraordinary arrangements and measures that may have to be taken to protect the life, health, safety, welfare and property of the inhabitants of the Town of Plympton-Wyoming when faced with an emergency.

2.0 **EMERGENCY PROCEDURES**

2.1 **Notification of the Community Control Group**

In the event of an actual or potential emergency, the Town of Plympton-Wyoming Community Control Group may be called to assemble in order to coordinate the Town’s response to the emergency. This Plan is to be implemented as soon as an emergency occurs, or is expected to occur, which is considered to be of such magnitude as to warrant its implementation (e.g. emergency operations requiring the coordinated effort of a number of services). The extent to which this Plan will be implemented will be the decision of one or more members of the Community Control Group.

The Community Control Group may be assembled by the Fan-out System that will normally be initiated by the Community Emergency Management Coordinator (CEMC), who is satisfied that a serious emergency or threat of a serious emergency exists in the municipality. The CEMC will contact the members of the Community Control Group (CCG). All the contact information will be given to each CCG member. Once the CCG is assembled, the group will decide if further people need to be contacted, for example the County CEMC, CN, Union Gas, Hydro One, Community Health Services, Plympton-Wyoming Water/Sewer, etc. All initial alerting calls will begin with an explanation of the purpose of the call, and will include all pertinent information available.

In any instance where the situation is critical, contact with the O.P.P. can be made by calling 9-1-1 or *677 on a cell phone and asking to speak to the O.P.P. Communications Supervisor.

Upon being notified and if applicable, it is the responsibility of each Community Control Group member to notify their staff or volunteer organizations.

Where the threat of an impending emergency exists, the Community Control Group may be notified and placed on standby.

Names and telephone numbers of all members of the **Community Control Group** referred to in the Fan-Out Notification System will be accessible to the Control Group members as well as reference information regarding the Fan-Out Notification System and a recommended Checklist.

An Emergency Response Directory, which includes contact names and telephone numbers of other individuals, groups and organizations that may be involved in the implementation of this Emergency Plan listed alphabetically, will be available as reference information.

If the Town's Community Control Group is assembled or is placed on standby, the County Emergency Management Coordinator is to be contacted. The County Coordinator will then advise the appropriate members of the County Emergency Control Group.

Alternates and other support staff are to be called only if the primary member cannot be contacted.

2.2 **Action Prior to Declaration**

When an emergency exists but has not yet been declared to exist, municipal employees may take such actions under this Emergency Plan as may be required to protect lives and property in the Town of Plympton-Wyoming.

2.3 **Declaration of a Municipal Emergency**

Pursuant to the Emergency Management and Civil Protection Act, the Mayor or Deputy Mayor of the Town of Plympton-Wyoming, as the Head of Council, is responsible for declaring that a municipal emergency exists. This decision is usually made in consultation with other members of the Community Control Group.

Upon such declaration, the Mayor will notify:

- (a) The Ministry of Community Safety & Correctional Services, via Emergency Management Ontario, General Inquiries, Provincial Operations Centre, and if no response the OPP General Headquarters
- (b) the Plympton-Wyoming Council Members
- (c) the County Warden, as appropriate
- (d) neighbouring municipal officials, as required

When an emergency has been officially declared to exist within any area of the former Village of Wyoming, the residents may be initially notified by a continuous ringing of the fire siren. The local radio stations, the local cable T.V. network, and the use of a vehicle traveling throughout the Town with an outdoor loudspeaker system (if available), may provide information to all Town residents as it becomes available.

Radio and television stations are generally locally orientated and broadcast into Sarnia-Lambton area. In the event of an emergency, there may be valuable resources for advising the public of the status of the emergency and for giving instructions regarding appropriate precautions or actions to be taken. Sarnia Police Services has the ability to interrupt local radio and community cable television broadcasts in order to provide information to the public during an emergency situation.

2.4 Termination of a Municipal Emergency

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

- (a) the Mayor or Designate, or
- (b) the Plympton-Wyoming Council, or
- (c) the Premier of Ontario

Upon termination of a municipal emergency the Mayor will notify:

- (a) the Ministry of Community Safety & Correctional Services, via Emergency Management Ontario, General Inquiries, Provincial Operations Centre, and if no response the OPP General Headquarters
- (b) the Plympton-Wyoming Council Members
- (c) the County Warden, as appropriate
- (d) neighbouring municipal officials, as required

2.5 Emergency Operations Centre (E.O.C.)

The CCG will report to the Primary Emergency Operations Centre. In the event this Operation Centre cannot be used, the secondary location will be determined by the CCG.

2.6 Emergency Information Centre (E.I.C.)

The Primary EIC will be located at the Plympton-Wyoming Municipal Office, 546 Niagara Street, in Wyoming, Ontario.

3.0 COMMUNITY CONTROL GROUP

3.1 Introduction

The emergency response will be coordinated and controlled by a group of officials, to be known as the Community Control Group, who are responsible for providing the essential services necessary to minimize the effects of an emergency on the municipality.

3.2 Composition

(i) The officials listed below are the members of the Community Control Group, and will assemble at the Emergency Operations Centre to direct and control the municipal emergency operations:

- (a) Mayor of the Town of Plympton-Wyoming or alternate
- (b) Community Emergency Management Coordinator (CEMC) or alternate
- (c) Chief Administrative Officer (CAO) or alternate
- (d) Clerk or alternate
- (e) Director of Public Works or alternate
- (f) Treasurer or alternate
- (g) Executive Assistant – Corporate Services or alternate

(ii) If the Community Control Group decides that it would be beneficial to increase their numbers at the time of the emergency, they can call upon additional people which may include the following:

- (a) Members of the Plympton-Wyoming Council
- (b) Lambton County Engineer and/or Building Inspector
- (c) Local Utility Representatives - Wyoming Water/Sewer Committee Chairperson or alternates, OCWA Representatives, OMI Representatives
- (d) Lambton County Emergency Management Coordinator or alternate
- (e) Liaison Staff for Provincial Ministries (Emergency Management Ontario, Ministry of the Environment)
- (f) Any other official or representative deemed necessary by the Control Group (C.N. Rail Authorities, Legal and Financial Advisers, Insurance Agents, Local Schools' Representatives)
- (g) Community Health Services

(iii) When the Community Control Group decides that there is no reason to maintain the declared state of emergency, the Mayor, or in his/her absence, the alternate elected official in charge from within the Control Group, shall make an official declaration to this effect, and will ensure that all agencies and personnel concerned are so advised. At that time, a return to normal command and cooperation will occur to effect the conclusion of remaining tasks.

3.3 Community Control Group Responsibilities

The role of the CCG is that of long term contingency planning, policy making and most importantly support for the emergency site team.

The Mayor or Alternate, on the advice of the other members of the Community Control Group, may officially declare an emergency to exist and may, for purposes of control, designate any area of the Town of Plympton-Wyoming as an “Emergency Area”. In the event of such a declaration, the actions or decisions which the members of the Community Control Group are likely to be responsible for include the following:

- (a) Calling out and mobilizing their emergency service, agencies and equipment.
- (b) 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.
- (c) Determining if the location and composition of the Community Control Group is appropriate.
- (d) Advising the Mayor as to whether the declaration of emergency is recommended.
- (e) Advising the Mayor on the need to designate all or part of the municipality as an emergency area.
- (f) Ensure that an Emergency Site Manager is appointed.
- (g) Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger.
- (h) Dispersal of people who are considered to be in danger or whose presence hinders in any way the efficient functioning of the Emergency Services.
- (i) Arranging for the accommodation and maintenance on a temporary basis of any individuals who are in need of assistance due to displacement as a result of the emergency.
- (j) Discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, gas, closing down shopping plaza or mall, where the continuation of such services in or near the emergency area constitute a hazard to public safety.
- (k) Arranging for services and equipment from local agencies not under municipal control (i.e. private contractors, volunteer agencies, service clubs)
- (l) Will coordinate the containment, disposal, dispersal or dilution of hazardous liquids or other materials that have escaped confinement in areas of Town jurisdiction in accordance with the recommendations of the Ministry of the Environment, and when necessary, to supervise the cleanup of any hazardous liquid or material and the restoration of the area involved as required.
- (m) Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under municipal control, as considered necessary.
- (n) The designation and opening of evacuee or shelter centres, as required.
- (o) Requesting either civilian or military assistance (via Emergency Management Ontario), should the resources of the Town of Plympton-Wyoming be insufficient to control the incident.
- (p) Determining if additional volunteers are necessary and if appeals for volunteers are warranted.
- (q) Determining if additional transportation is required for evacuation or transport of persons and/or supplies.

- (r) Establishment of a Media Centre for the issue of accurate news releases to the news media and the issue of factual information to the general public, and to handle individual requests for information concerning all aspects of the emergency.
- (s) Determining the need to establish advisory groups and/or subcommittees.
- (t) Authorizing expenditure of money required to deal with the emergency.
- (u) Notifying the service, agency or group under their direction, of the termination of the emergency.
- (v) Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the Clerk within one week of the termination of the emergency, as required.
- (w) Addressing the emotional needs of affected citizens and providing critical incident stress management for public safety responses.
- (x) Participating in the debriefing following the emergency.

Operating Cycle

Members of the Community Control Group will gather at regular intervals to inform each other of actions taken and problems encountered. Frequency of meetings and agenda items will be established by the Chair. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. Maps and status boards will be prominently displayed and assigned to the CEMC to be kept up-to-date.

3.4 Individual Responsibilities of Community Control Group Members

- Chair – Mayor or Designate
- Emergency Information Officer – CAO or Designate
- Scribe – Executive Assistant, Corporate Services or Designate
- Liaison Officer – Fire Chief or Designate
- Safety Officer – Operations Coordinator or Designate

The responsibilities of the Community Control Group as a whole have been previously outlined. This section presents the specific responsibilities for some of the individual members of the group. They are as follows:

3.4.1 Mayor

The Head of Council or alternate will perform the following responsibilities:

- (a) Initiating Notification of the Community Control Group by contacting the CEMC and/or CEMC Alternate
- (b) Declaring an emergency to exist within the designated area, and notifying the Plympton-Wyoming Council members, and the County Warden as appropriate, the public (via the local media), and neighbouring municipal officials as required.
- (c) Declaring that the emergency has terminated. (Note: Council may also terminate the emergency.)
- (d) Ensure that the Ministry of Public Safety & Security via Emergency Management Ontario, has been notified of the declaration of an emergency and of the termination of the emergency.

- (e) Chairing meetings of the Community Control Group.
- (f) Approve and/or issue information releases to the media and the public through the appropriate Emergency Information Officer.
- (g) Ensuring that members of Council, the local MPP, MP and neighbouring County communities are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation.
- (h) If necessary, call a council meeting to consider a resolution of council within fourteen working days of the emergency/disaster, requesting that the Minister of Municipal Affairs and Housing declare all or part of the Town a “disaster area” for the purposes of the Ontario Disaster Relief Assistance Program.

3.4.2 **Community Emergency Management Coordinator (CEMC)**

The Community Emergency Management Coordinator or alternate of the municipality is responsible for:

- (a) Contacting members of the Community Control Group
- (b) Coordinating all operations within the Emergency Operations Centre, including the scheduling of all meetings.
- (c) Advising the Mayor on policies and procedures, as appropriate.
- (d) Approving, in conjunction with the Mayor, major announcements and media releases, in consultation with the Community Control Group.
- (e) Ensure that the Emergency Operations Centre is equipped and staffed to handle public enquiries.
- (f) Ensuring that a communications link is established between the Community Control Group and the site.
- (g) Calling out additional municipal staff to provide assistance, as required.
- (h) To ensure that a log outlining decisions and actions taken during the emergency is maintained.
- (i) The contact of volunteer agencies as deemed necessary by the Community Control Group
- (j) The development of records covering individual volunteers to meet legal requirements and for administrative purposes.
- (k) Making arrangements for debriefing following the emergency.
- (l) Informing the departments and individuals of the Community Control Group’s decision to terminate the state of emergency.
- (m) In the event that there are power outage(s), Lambton County Health Services Department is to be notified of where the outage(s) have occurred and the duration of the outage(s).

3.4.4 **Emergency Information Officer**

The Emergency Information Officer reports to the Mayor or Alternate and is responsible for:

- (a) Establishing a communication link with media coordinator(s) (ie: county, provincial, federal, private industry, etc.) involved in the incident, ensuring that all information released to the media and public is timely, full and accurate.
- (b) Ensuring that the Emergency Information Centre is set up and staffed at a site, if required.

- (c) Ensuring liaison with the Community Control Group to obtain up-to-date information for media release, coordinate individual interviews and organize press conferences.
- (d) Ensuring the following are advised of the telephone number of the media centre
 - 1. Media
 - 2. Community Control Group
 - 3. Town Emergency Services
 - 4. Neighbouring Communities
 - 5. Any other appropriate person, agencies or business
- (e) Providing direction and regular updates to the Mayor to ensure that the most accurate and up-to-date information is disseminated to that public.
- (f) Ensuring that the media releases are approved by the Mayor prior to dissemination, and distributing hard copies of the media release to the Emergency Information Centre, the Community Control Group, and other key persons handling inquiries from the media.
- (g) Monitoring news coverage, and correcting any erroneous information.
- (h) Maintaining copies of media releases and newspaper articles pertaining to the emergency.

3.4.5 **Fire Chief**

The Fire Chief or designate is responsible for:

- (a) Activating the emergency notification system.
- (b) All operations connected with the fighting of fires.
- (c) Initiate rescue operations at the scene.
- (d) Calling out the Building Inspector to advise on the structural safety of buildings.
- (e) Providing the Community Control Group with information and advice on fire fighting and rescue matters.
- (f) Establishing an ongoing communications link with the Incident Commander at the scene of the emergency.
- (g) Informing the Lambton County Fire Coordinator and/or initiating mutual aid arrangements for the provision of additional manpower and equipment, if needed.
- (h) Determining if additional or special equipment is needed, recommending possible sources of supply (i.e. breathing apparatus, protective clothing, etc.) and making arrangements for their procurement.
- (i) Providing assistance to other municipal departments and agencies and being prepared to take charge of or contribute to non-fire-fighting operations if necessary, i.e. rescue, first aid, casualty collection, evacuation, etc.
- (j) When necessary, to cooperate with and assist other Emergency Services with the evacuation of the site.
- (k) Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the Community Emergency Management Coordinator or alternate within one week of the termination of the emergency, as required
- (l) Providing or assigning an Emergency Site Manager, if required.

3.4.7 Director of Public Works

The Director of Public Works or designate is responsible for:

- (a) Activating the emergency notification system.
- (b) Providing the Community Control Group with information and advice on Public Works and engineering matters.
- (c) Liaison with the senior Public Works official from the neighbouring municipalities to ensure a coordinated response.
- (d) The provision of engineering assistance.
- (e) The construction, maintenance and repair of municipal roads.
- (f) To coordinate the maintenance of sanitary sewage and water systems, as required, in conjunction with the Systems Operators.
- (g) The provision of equipment for emergency pumping operations.
- (h) Liaison with the Fire Chief concerning emergency water supplies for firefighting purposes.
- (i) Providing or arranging for any required demolition, clearing and excavating in the emergency area.
- (j) Providing or arranging for the provision of heavy equipment, operating personnel and other resources as required to assist the Fire Department in rescuing persons who are trapped or isolated as a result of the emergency.
- (k) To arrange for the provision of emergency potable water, supplies and sanitation facilities to meet the requirements of the Medical Officer of Health.
- (l) Discontinuing any public works service or utility to any consumer, as required, and restoring these services when appropriate.
- (m) Liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions.
- (n) Providing public works vehicles and equipment as required by other emergency services.
- (o) Maintaining liaison with flood control, conservation and environmental agencies and being prepared to take preventative action.
- (p) Providing or assigning an Emergency Site Manager if required.
- (q) Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the Community Emergency Management Coordinator within one week of the termination of the emergency, as required.

3.4.10 Other Parties

Utilities

(a) **Bell Canada/Eastlink Telephone**

If required, Bell Canada/Eastlink will be requested to provide emergency service to the Lambton County Administration Building, the Emergency Operations Centre, the Emergency Evacuation Centre(s) and to the Fire Department(s). Bell Canada/Eastlink, when requested to do so, would be requested to implement their line load capabilities.

(b) **Union Gas**

Union Gas has emergency crews and procedures for responding to emergencies and could be requested to provide assistance to the community in times of an emergency.

- (c) Water & Sanitary Sewer Services
The Plympton-Wyoming Water/Sewer Committees, OMI & OCWA are responsible for the following operations:
- (i) Continued operation and maintenance of the water and sanitary sewer systems within the municipality as effectively as possible.
 - (ii) Providing any necessary liaison with the Ministry of the Environment, LAWSS (Lambton Area Water Supply System), and other agencies as required.
 - (iii) Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the Community Emergency Management Coordinator within one week of the termination of the emergency, as required.
- (d) Hydro-One Services
Hydro-One is responsible for the following operations:
- (i) Continued operation, maintenance and repair of all systems under the control of Hydro-One for the generation, transmission, and distribution of electric power throughout the Province.
 - (ii) Providing essential temporary service in those areas normally served by Hydro-One.
 - (iii) Providing such information to other departments and municipalities as is required for public health and safety.
- (e) School Boards
Principals and School Boards will be responsible for the control of school population, school buildings and facilities and school buses in the emergency area. In addition, if required, Emergency Evacuation Centres will be located in the schools. The Principal will be in charge of opening the Centre, but the Community Control Group designated personnel will operate, direct and supervise the Emergency Evacuation Centre.

4.0 **EVACUATION CENTRES**

Various facilities may be utilized as evacuation centres in the event of an emergency and these locations will be determined by the Community Control Group. The evacuation centre (s) should be located a safe distance from the site of a localized emergency.

5.0 **UPDATE OF THE PLAN**

This plan shall be reviewed and updated at least annually.

It is the responsibility of each person, agency, service or department named within this Emergency Plan to notify the Community Emergency Management Coordinator forthwith, of any revisions to the appendices, or administrative changes. This will include all agencies as stated in this plan, with regard to services being provided by that agency.

6.0 **COUNTY OF LAMBTON EMERGENCY ASSISTANCE**

6.1 **Introduction**

The County of Lambton has a substantial emergency response capability in terms of equipment and manpower, and will provide assistance to local municipalities in the event of an emergency.

6.2 **Requesting County Assistance**

The County of Lambton will provide assistance based on the needs of the Town. Assistance may range from the provision of a single piece of equipment to direct coordination of all emergency response between the County of Lambton and the Town of Plympton-Wyoming.

6.2.1 **Informal Assistance**

If the need for assistance is relatively small, the local municipality may contact the appropriate member of the County's Emergency Control Group directly. This person will assess the situation and determine if the response can be met without authorization from the rest of the County's Emergency Control Group.

6.2.2 **Formal Assistance - Assembly of the County Emergency Control Group**

If there is clearly a need for County assistance on a larger scale, it may be necessary to assemble the County's Emergency Control Group. A local municipality may request the Warden, the Chief Administrative Officer or any other member of the County Emergency Control Group to assemble the County's Emergency Control Group.

6.2.3 **Joint Town/County Emergency Control Group**

During larger scale emergencies, which may affect more than one municipality, it may be necessary to integrate members of local and County Emergency Control Groups in order to provide an effective, coordinated response to the emergency.

As such, this Plan authorizes the formation of joint Emergency Control Groups, which may include representatives of other municipalities and the County of Lambton.