

# **Town of LaSalle**

## **EMERGENCY RESPONSE PLAN**

### **2017**

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## **GLOSSARY OF TERMS USED IN THIS PLAN**

### **Municipal Control Group (MCG):**

The officials that provide direction to the emergency management operations within the Town of LaSalle, and ensure coordination between all agencies involved.

### **Emergency Site Manager (ESM):**

The person who ensures that the emergency site is well organized and that all agencies share information and work harmoniously with one another. The ESM reports to the Operations Manager (normally the CAO or designated alternate) who, in turn, provides the MCG with necessary information on the site operation.

### **Inner Perimeter:**

The area designated to enclose the actual emergency site and will include casualty triage and treatment areas.

### **Outer Perimeter:**

The area designated to enclose and completely encircle the emergency area. This area will include the inner perimeter and leave ample area for setting up rescue and recovery operations.

### **Community Emergency Management Coordinator (CEMC):**

The person appointed by Council to oversee the community emergency program, along with Emergency Management Committee.

### **Emergency Operations Centre (EOC):**

A secure location; where a centralized and coordinated response/recovery to an emergency that supports the emergency site can be managed by the MCG.

## PREAMBLE AND AUTHORITY

Emergencies are defined as situations or impending situations caused by forces of nature, accident or an intentional act that constitutes a danger of major proportions to life and property. They affect public safety, that is the health, welfare and property, as well as the environment and economic health of the Town of LaSalle. The Corporation of the Town of LaSalle has a population of 28,643 (9,901 Households), with an average household size of 3 people per household, (Statistics Canada, 2011 Census of Population).

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

This Plan has been prepared to provide key officials, agencies and departments within the Town of LaSalle with general guidelines for the initial response to a major emergency. For the Plan to be effective, it is important that everyone involved in an emergency be made aware of the policies and guidelines within the Plan and that every official, agency and department be prepared to carry out their assigned functions and responsibilities in an emergency.

In addition, it is important that residents, businesses and interested visitors be aware of the Plan and its provision. Copies of the Town of LaSalle Emergency Response Plan may be viewed at the Town of LaSalle Administration Building (5950 Malden Road LaSalle), the Town of LaSalle website at [www.town.lasalle.on.ca](http://www.town.lasalle.on.ca) or LaSalle Fire Service's website at [www.lasallefire.ca](http://www.lasallefire.ca). For more information, please contact the Community Emergency Management Coordinator for the Town of LaSalle at (519) 966-0744.

The **Emergency Management and Civil Protection Act, (EMCPA)** is the legal authority for this emergency response plan in Ontario.

The **EMCPA** states that:

*"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 may 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:

- a. Issued under the authority of the Town of LaSalle By-law # 5917 and
- b. Filed with Emergency Management Ontario (EMO), Ministry of Community Safety and Correctional Services.

Emergencies, as defined by the **Emergency Management & Civil Protection Act**, mean:

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

They may also be defined as situations or the threat of impending situations abnormally affecting property and the health, safety and welfare of the community, which by their nature or magnitude require a coordinated response by a number of agencies. They are distinct from the normal day-to-day operations carried out by the emergency first response agencies.

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

While many emergencies could occur within the Town of LaSalle, the most likely are: floods, tornadoes, winter storms, transportation accidents involving hazardous materials, major fires, or any combination thereof. Based on the Hazard Identification and Risk Analysis (HIRA) and critical infrastructure reviews by the Emergency Management Program Committee on a regular basis, other contingency plans may be developed and form part of this Plan to enhance emergency procedures.

## 1.0 REQUEST FOR ASSISTANCE

A request for assistance can be made to the County of Essex at any time by, contacting the County Warden, CAO or Community Emergency Management Coordinator (Phone numbers listed in appendix A).

The request shall not be deemed to be a request that the County assume authority and /or control of the emergency.

Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. Such a request can be made by contacting Emergency Management Ontario (EMO). Depending upon the nature and extent of the emergency, EMO will deploy an Area Officer or a Provincial Emergency Response Team (PERT) to provide immediate advice and assistance. Whether or not assistance might be requested from the Province of Ontario, it is strongly advised that EMO be notified and updated on any emergency incident that occurs within the area.

### **Provincial Notification and/or Assistance:**

**Emergency Management Ontario (24/7)**  
**O.P.P Duty Officer (alternate)**

**1-866-314-0472**  
**705-329-6950**

## 2.0 AIM OF THE PLAN

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 and welfare of the inhabitants of the Town of LaSalle when faced with an emergency.

This Plan is intended to outline a plan of action for the efficient deployment, and co-ordination of the Town of LaSalle services, agencies and personnel to provide the earliest possible response in order to:

- Protect and preserve life and property
- Minimize the effects of the emergency on the Town of LaSalle
- Restore essential services
- Assist the County of Essex and/or other area municipalities as requested

### 3.0 NOTIFICATION AND RESPONSE

#### EMERGENCY NOTIFICATION

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

#### 3.2 RESPONSE LEVELS AND INITIAL ACTIONS

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

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

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



	<ul style="list-style-type: none"> <li>• Actions ordered by Municipal Control Group including the set up and staffing of other emergency centres shall be implemented.</li> </ul>
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### **3.2.1 Routine Monitoring and Enhanced Monitoring**

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

If the response level to be adopted is **Routine Monitoring**, either the Police Chief or the Fire Chief, CEMC or Director of Public Works shall notify the LaSalle Police Dispatch. The LaSalle Police Dispatch, shall in turn, notify; the County Emergency Response Planner, the Fire Chief, Police Chief, CEMC (if they have not already been notified), and the Head – MCG who will monitor the situation from their normal workplaces or homes.

### **3.22 Partial Activation**

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

If the response level to be adopted is **Partial Activation**, either the Police Chief, Fire Chief, CEMC or the Director of Public Works shall notify the LaSalle Police Dispatch. The LaSalle Police Dispatch, in turn, shall notify the full Emergency Response Organization as set out in the Notification Procedure.

The Municipal Response shall consist of:

- Organizations contacted by LaSalle Police Dispatch shall be placed on standby (All individuals should remain available at their offices or homes, as appropriate.)
- Organizations contacted by LaSalle Police Dispatch shall undertake further internal and external notifications placing their contacts on standby.

- The Municipal Control Group shall assemble at the Emergency Operations Centre to monitor the situation.
- The organization responsible for the other emergency operations centres (EIC, Reception/Evacuee Centres) shall ensure that these centres can become fully operational without undue delay.
- The Fire Chief, Police Chief and the Director of Public Works are authorized to take such actions as are deemed appropriate and necessary to mitigate the effects of an emergency without the head – MCG having yet declared a state of emergency.

### **3.2.2 Full Activation**

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

If the response level to be adopted is **Full Activation**, either Police Chief, Fire Chief, CEMC or Director of Public Works shall notify the LaSalle Police Dispatch. The LaSalle Police Dispatch, in turn, shall notify the full emergency response organization as set out in the Notification Procedure (Part II)

The Municipal Response shall consist of:

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

## **3.3 PUBLIC ALERTING**

- 3.3.1 The emergency public alerting system is the system used to warn the public that an emergency exists within the community or that some action is required on their part. The emergency public alerting system uses the following: 211 Ontario, media broadcasting systems, Reverse 911, and as a backup, emergency vehicles public address systems.
- 3.3.2 Authority to initiate the emergency public alerting system shall come from either the:
- Director of Public Works; or
  - Fire Chief; or
  - Police Chief
  - CAO
  - Mayor
  - CEMC
- 3.3.3 The Police Chief, The Director of Public Works and/or the Fire Chief shall also arrange for the public alerting using the avenues listed in 3.3.1.
- 3.3.4 Generally, the public alerting system will only be used when there is an urgent need to shelter people, warn the residents of a specific area, or to order a protective action. Public alerting may be ordered for the whole Town or any part thereof.
- 3.3.5 Whenever the public alerting system is initiated, the Municipal Control Group shall request that the Designated Media broadcast an appropriate notification message immediately afterwards.
- 3.3.6 Residents will be expected to tune in, when so alerted, to a radio/TV station appointed as Designated Media to listen for information and instructions.

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

This Plan provides for the designation of an Emergency Operations Centre (EOC) and alternate location, should such facilities be required. The Town of LaSalle EOC is located at the:

**Town of LaSalle, Municipal Offices  
5950 Malden Road,  
LaSalle, ON**

In the event this operation centre cannot be used, the secondary location for the EOC could be:

**Amherstburg Fire Station No. 2  
3400 Middle Side Road,  
Amherstburg, ON**

## 5.0 MUNICIPAL CONTROL GROUP (MCG)

A Town emergency response will be coordinated by a Municipal Control Group (MCG) consisting of officials who are responsible for providing essential services necessary to minimize the effects of an emergency in the Town of LaSalle. The membership of the MCG is listed below. Listed to the right of the official's title is the capacity in which the official is to provide on the MCG

<b><u>Municipal Control Group Member</u></b>	<b><u>Responsibility</u></b>
Mayor, Town of LaSalle	Head of Municipal Control Group
Chief Administrative Officer	Operations Manager
Community Emergency Management Coordinator	Emergency Coordinator
Chief of Police (Commander as situation dictates)	Police Coordinator
Fire Chief (Commander as situation dictates)	Fire Coordinator
Director of Public Works	Public Works Coordinator
Corporate Communication & Promotions Officer	Emergency Information Officer
Director of Finance	Financial Coordinator
Director of Culture & Recreation	Logistics Coordinator
Human Resources Officer	Human Resources Coordinator
Director of Strategic Initiatives	Planning Coordinator
Medical Officer of Health or designate	Health Services Coordinator
Chief, Essex-Windsor EMS or designate	EMS Coordinator
Windsor/Essex Social Services	Evacuation/Reception Centres Coordinator
Public, Separate and French School Boards	Evacuation and Assembly Facilities
Municipal Representatives & Agencies as required (County Emergency Planner)	Coordination and Support

## 6.0 OPERATING CYCLE

Members of the MCG will gather at regular intervals to inform each other of actions taken and problems encountered. The Operations Manager will establish frequency of meetings and agenda items. Meetings will be kept as brief as possible to allow members to carry out their individual responsibilities. Maps and status boards will be prominently displayed and kept up to date by the Operations Manager.

## **7.0 RESPONSIBILITIES**

### **7.1 Group Responsibilities**

The members of the MCG are likely to be responsible for the following actions or decisions:

- (a) Acquiring and assessing of information to determine the status of the emergency situation
- (b) Calling out and mobilizing their emergency services, agencies and equipment
- (c) Coordinating and directing their services and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law
- (d) Determining if the location and composition of the MCG are appropriate
- (e) Advising the Head of MCG as to whether the declaration of an emergency is recommended
- (f) Advising the Head of MCG on the need to designate all or part of the Town as an emergency area
- (g) Ensuring that an Emergency Site Manager (ESM) is appointed and supported with equipment, staff and resources as required
- (h) Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger
- (i) Discontinuing utilities or services provided by public or private concerns i.e. hydro/power, water, gas, closing public areas, etc.
- (j) Arranging for services and equipment from local agencies not under town control i.e. private contractors, volunteer agencies, services clubs, etc.
- (k) Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under town control, as considered necessary
- (l) Determining if volunteers are required and if appeals for volunteers is warranted. Providing direction & supervision of volunteer groups and contracted employees
- (m) Determining if additional transport is required for evacuation or transport of persons and/or supplies
- (n) Ensuring that pertinent information regarding the emergency is disseminated to the media and public
- (o) Determining the need to establish advisory group(s) and/or subcommittees
- (p) Authorizing expenditure of money required to deal with the emergency

- (q) Notifying the service, agency or group under their direction, of the termination of the emergency
- (r) Maintaining a log outlining decisions made and actions taken during the emergency response
- (s) Participating in an operational debriefing following the emergency and preparation of a report to Town Council
- (t) Coordinate the provision of Critical Incident Stress Management to assist Public Safety Personnel and members of the public affected by emergency incident
- (u) MCG shall consider implementing recovery plan as per section 8.0 of the Emergency Response Plan.

## **7.2 Individual Responsibilities**

### **7.2.1 *Head of the Municipal Control Group (MCG) (Mayor of the Town of LaSalle)***

The Head of the Municipal Control Group is responsible for:

- (a) Activating the emergency notification system
- (b) Chairing meetings of the MCG and providing overall leadership in responding to an emergency
- (c) Formal Declaration and Termination of an Emergency, as required
- (d) Ensuring that members of the LaSalle Town Council, the County of Essex, the Premier of Ontario (through the Solicitor General and Emergency Management Ontario), local MPs and MPPs are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation
- (e) Authorizing expenditures and the acquisition of equipment and personnel when necessary
- (f) Approval of media releases
- (g) Liaise with other Levels of Government

### **7.2.2 Operations Manager (Chief Administrative Officer)**

The Operations Manager is responsible for:

- (a) Activating the emergency notification system
- (b) Coordinating all operations within the EOC, including the scheduling of regular meetings
- (c) Advising the Head MCG on policies and procedures, as appropriate
- (d) Approving, in conjunction with the Head of MCG, major announcements and media releases in consultation with the MCG
- (e) Ensuring that a communication link is established between the MCG and the Emergency Site Manager
- (f) Calling out additional staff to provide assistance, as required

### **7.2.3 Emergency Coordinator (Community Emergency Management Coordinator)**

The Emergency Coordinator is responsible for:

- (a) Activating the emergency notification system.
- (b) Arranging for the EOC to be set up and established
- (c) Ensuring that security is in place for the EOC and for the registration of MCG members
- (d) Provide advice to members of the MCG on emergency response operations, including access to plans, maps, equipment, and resources
- (e) Supervising the telecommunications plan and coordinator
- (f) Ensuring liaison with community support agencies such as Canadian Red Cross, St. John's Ambulance, ARES
- (g) Ensuring the operating cycle is met by the MCG and related documentation is maintained for future reference
- (h) Maintaining the logs and records for the purpose of debriefings and post-emergency reporting
- (h) Regularly review the contents of the Emergency Response Plan to ensure that it is up to date and in conformity with Provincial procedures and standards
- (i) Organizing and coordinating training and participation in drills and exercises



#### **7.2.4 Police Coordinator (Police Chief)**

The Police Chief is responsible for:

- (a) Activating the emergency notification system
- (b) Provide personnel and equipment to assist at emergency
- (c) Provide personnel and equipment to assist with establishment of a site command post with communications to the EOC
- (e) Establishing an ongoing communications link with the senior police official at the scene of an emergency
- (f) In conjunction with responding agencies, the establishment of an inner perimeter within the emergency area
- (g) In conjunction with responding agencies, the establishment of an outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and to restrict access to all but essential emergency personnel and equipment
- (h) The provision of traffic control to facilitate the movement of emergency vehicles
- (i) Alerting persons endangered by the emergency and coordinating evacuation procedures
- (j) Liaison with the Social Services Administrator regarding the establishment and operation of evacuation and reception centres
- (k) The provision of police services in evacuee centres, morgues (including liaison with the Coroner), and other facilities, as required
- (l) Liaison with other municipal, provincial or federal police agencies, as required
- (m) Providing an Emergency Site Manager as required by nature of emergency event
- (n) Investigative services as required
- (o) Maintaining a log of decisions made and actions taken during the emergency response

#### **7.2.5 Fire Coordinator (Fire Chief)**

The Fire Coordinator, as the emergency situation dictates, is responsible for:

- (a) Activating the emergency notification system
- (b) Provide personnel and equipment to assist at emergency
- (c) Provide personnel and equipment to assist with establishment of a site command post with communications to the EOC
- (d) In conjunction with responding agencies, the establishment of an inner perimeter within the emergency area
- (e) In conjunction with responding agencies, the establishment of an outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and to restrict access to all but essential emergency personnel and equipment
- (f) Providing the MCG with information and advice on firefighting, hazardous materials and rescue matters

- (g) Establishing an ongoing communications link with the senior firefighting personnel and equipment that may be needed
- (h) Determining if additional or special equipment is needed and recommending possible sources of supply (i.e. breathing apparatus, protective clothing, etc.)
- (i) Providing assistance to other Municipal and County departments and agencies and being prepared to take charge of, or contribute to, non-fire operations if necessary (i.e. search and rescue, first aid, casualty collection, evacuation, etc.)
- (j) Providing an Emergency Site Manager as required by nature of emergency event
- (k) Maintaining a log of decisions made and actions taken during the emergency response
- (l) Liaise with County Fire Coordinator as to status and requirement of related activities

#### **7.2.6 Public Works Coordinator (Director of Public Works)**

The Director of Public Works is responsible for:

- (a) Providing the MCG with information and advice on engineering and environmental services matters
- (b) Liaison with senior public works officials from local and neighbouring municipalities to ensure a coordinated response
- (c) The provision of engineering/public works assistance
- (d) The provision of equipment for emergency pumping operations
- (e) Liaison with the fire chief concerning emergency water supplies for firefighting purposes
- (f) Coordinating the provision of emergency potable water, supplies and sanitation facilities to the requirements of the Health Services Coordinator
- (g) Discontinuing any public works service or utility to any consumer, as required, and restoring these services when appropriate
- (h) Liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions
- (i) Providing public works vehicles and equipment as required by other emergency services
- (j) Maintaining liaison with flood control, conservation and environmental agencies and being prepared to take preventative action
- (k) Providing an Emergency Site Manager if required
- (l) Maintaining a log of decisions made and actions taken during an emergency response

#### **7.2.7 Emergency Information Officer (Corporate Communication and Promotions Officer)**

The Corporate Communication and Promotions Officer for the Town of LaSalle is responsible for:

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- (a) The release of all emergency-related information. The Emergency Information Officer and staff coordinate with the Head of Council, the Operations Manager and the CEMC to prepare and approve all information released to the media, social media and public including 211 and public alerting systems.
- (b) Collect and monitor incoming data, statistics and information from site commanders and verify all information with appropriate Emergency Operations Centre (EOC) staff.
- (c) Monitor mainstream media and social media accounts for information being released by others or areas of concern that should be addressed by the EOC.
- (d) In cases of emergencies that involve other municipalities, liaise with other Emergency Operations Centres to ensure consistent messaging where advisable.
- (e) Appoint/confirm appropriate municipal spokesperson(s) and in consultation with head of Council, Operations Manager and CEMC, determine appropriate strategy for press conferences at Emergency Site and for EOC designated area, as well as frequency of media releases and/or press conferences.

#### **7.2.8 Human Resources Coordinator (Human Resources Officer)**

The Human Resources Officer of the Town of LaSalle is responsible for:

- (a) Coordinating and processing requests for human resources
- (b) Under the direction of the MCG and with the assistance of the Canadian Red Cross, coordinate offers of and appeals for volunteers
- (c) Selecting the most appropriate sites for the registration of human resources
- (d) Ensuring records of human resources and administrative detail are completed
- (e) When volunteers are involved, in partnership with the Canadian Red Cross or other agencies, ensuring that a Volunteer Registration Form is completed and a copy of the form is retained for Municipal records
- (f) Ensuring identification cards are issued to volunteers and temporary employees, where practical
- (g) Arranging for transportation of human resources to and from sites
- (h) Obtaining assistance, if necessary, from Employment and Immigration Canada, as well as other government departments, public and private agencies, and volunteer groups.

#### **7.2.9 Health Services Coordinator (Medical Officer of Health)**

The Health Services Coordinator is responsible for:

- (a) Notifying appropriate members of the Health Unit when notified of an emergency situation and activating the Health Unit Contingency Plan

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- (b) Advising the MCG on public health and medical matters, including Community Care Access Centres
- (c) Liaison with Public Works with regards to Emergency Workers safety and potable water as required
- (d) Keeping the ambulance services, hospitals and Health Unit staff informed of developments by relaying information through Central Ambulance Communications Centre, Windsor
- (e) Providing staff at each Evacuee Centre to assist the Manager of each Reception/Evacuee Centre in public health matters, and in assisting evacuees
- (f) Maintaining a log of decisions made and taken during the emergency response

#### **7.2.10 *Emergency Medical Services (EMS) Coordinator (Chief, Essex-Windsor EMS)***

The Emergency Medical Services Coordinator is responsible for:

- (a) Providing the Head MCG and MCG with information and advice on emergency health matters
- (b) Providing staff, materials, supplies and equipment for emergency purposes, as requested
- (c) Notifying the Ontario Ministry of Health and Long Term Care, Emergency Health Services Branch of the emergency and requesting their assistance, if required
- (d) Liaison with the responding agencies active at the emergency site via the Emergency Site Manager
- (e) Assessing the need and extent of special emergency health service resources at the emergency site
- (f) Assessing the need and extent of emergency site medical teams at the emergency site
- (g) Ensuring triage and treatment at the emergency site
- (h) Liaison with local hospitals for the efficient distribution of casualties
- (i) Assessing whether or not assistance is required from Police, Fire or other emergency services in providing transportation to the emergency site for medical teams
- (j) Liaison with Central Ambulance Communication Centre in providing the main radio and telephone communication links among health services
- (k) Assisting with the organization and transportation of persons to ensure that they are evacuated as required, and
- (l) Maintaining a log of decisions made and actions taken during the emergency response

#### **7.2.11 *Evacuation / Reception Centre Coordinator (Windsor-Essex Social Services Senior Representative)***

The Social Services Senior Representative is responsible for:

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- (a) With the activation and support of the Canadian Red Cross, ensuring the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiry service, and personal services
- (b) In partnership with the Canadian Red Cross, supervising the opening and operation of temporary and/or long term evacuee centres, and ensuring the same are adequately staffed
- (c) Liaison with the police chiefs with respect to the pre-designation of evacuee centres which can be opened on short notice
- (d) Liaison with the Health Services Coordinator on areas of mutual concern required during operations in evacuee centres
- (e) Ensuring that representatives of the Greater Essex Municipal District School Board, the Windsor-Essex Catholic District School Board or Le Conseil Scolaire de District des Ecoles Catholiques du Sud-Ouest are notified when facilities are required as evacuee reception centres, and that staff and volunteers utilizing school facilities coordinate activities with the Boards' representatives
- (f) Liaison with public and private nursing/care homes in the Municipality as required
- (g) Coordination of the provision of services of other partner organizations (Red Cross, Salvation Army, Victim Services, etc.)
- (h) Maintaining a log of decisions made and actions taken during the emergency response.

#### **7.2.12 Support and Advisory Staff**

The following staff may be required to provide additional or specialist support, logistics and advice to the MCG;

- (i) Treasurer
- (ii) Director of Culture and Recreation
- (iii) Solicitor for Town
- (iv) Representative of the Essex Region Conservation Authority
- (v) Management representative from Essex Powerlines Corporation
- (vi) School Board Representatives
- (vii) Liaison staff from Provincial Ministries
- (viii) Administrative staff
- (ix) Any other official, expert or representative deemed necessary by the MCG
- (x) Canadian Red Cross

**i)** The ***Treasurer*** is responsible for:

- (a) Assisting the Operations Manager, as required
- (b) The provision of information and advice on financial matters as they relate to the emergency
- (c) Ensuring that records of expenses are maintained for future claim purposes relating to the emergency
- (d) Ensuring the prompt payment and settlement of all legitimate invoices and claims incurred during an emergency
- (e) The provision and securing of equipment and supplies not owned by the Town of LaSalle
- (f) The notification and scheduling of any town support staff as required.

**ii) The *Manager of Facilities (Logistics Coordinator)* is responsible for:**

- (a) Providing security for the Municipal offices, as required
- (b) Providing identification cards to MCG members and support staff
- (c) Coordinating the availability, operation, cleaning, and maintenance of all municipal facilities as may be required to assist with the emergency.
- (d) Coordinate with the Planning Coordinator to provide staff and assistance as required at emergency site, EOC, or municipal sites, to provide for feeding and sanitary needs of emergency workers, staff and evacuees.
- (e) Assist Planning Coordinator with procurement and/or transportation of other supplies and materials as may be required to facilitate emergency and/or recovery operations.

**iii) The *Director of Strategic Initiatives (Planning Coordinator)***

- (a) Maintain contact with Operations & Command sections and awareness of progress and plans from the emergency site to anticipate ongoing needs.
- (b) Initiate contact with agencies or resources, materials and supplies likely to be required.
- (c) In consultation with Operations section, assess progress and duration of operations at emergency sites and EOC, and develop plans for materials and supplies necessary for continuity of operations as required.
- (d) Assess resources likely to be required for recovery operations. Initiate contact and plan for procurement of personnel, materials, and supplies to support effective recovery operations.

**iv) The *Solicitor for the Town of LaSalle* is responsible for:**

- (a) The provision of advice to any member of the MCG on matters of a legal nature as they may apply to the actions of the Town of LaSalle in its response to the emergency, as required

v) ***The representative of the Essex Region Conservation Authority*** is responsible for:

- (a) Providing advice on the abatement of flood emergencies
- (b) Assisting in acquiring resources to assist in flood emergencies

vi) ***The representative from Essex Powerlines Corporation*** is responsible for:

- (a) Providing the MCG with electrical safety advice and recommendations to ensure public safety
- (b) Providing the MCG with initial assessment reports and regular updates of the status of the electrical power grid serving the municipality
- (c) Coordinating with the E.O.C. Operations Manager and Emergency Site Manager as required, to facilitate safe & expedient restoration of power to critical infrastructure and core services
- (d) If requested by Emergency Site Manager, providing a field supervisor in the site command structure to facilitate a safe environment for emergency /rescue workers
- (e) In the event of extensive damage to the distribution system, and in consultation with the MCG, arrange for additional resources as required to assist in the restoration of the electrical power grid.

vii) ***School Board Representatives*** are responsible for:

- (a) The provision of any school as designated in the Social Services Emergency Plan for use as an evacuation or reception centre
- (b) Upon being contacted by the Social Services Coordinator, providing school board representatives to coordinate activities with respect to maintenance, use and operation of the facilities being used as evacuation or reception centres

viii) ***Provincial Ministry Representatives*** are responsible for:

- (a) Providing advice on matters of Provincial concern to members of the MCG

ix) ***Administrative Staff*** will be required for:

- (a) Ensuring all decisions made and actions taken by the MCG are recorded;
- (b) Ensuring that maps and status boards are kept up-to-date;
- (c) Registering and maintaining a MCG members list;

- (d) Arranging for printing, copying and distributing material as required;
- (e) Providing clerical assistance to the EOC

x) ***Other Officials, Experts or Representatives*** are responsible for:

- (a) Any special advice or expertise necessary to abate the emergency situation as required by the MCG (such as public transportation matters, utilities representatives, private businesses)

xi) ***The Canadian Red Cross*** may provide any or all of the following services:

- (a) Reception Centre Management including, but not limited to, information and education, feeding, needs assessment, distribution of supplies and acceptance and management of funds raised by appeals;
- (b) Family Reunification including, but not limited to, registration of evacuees, processing inquiries and management of records;
- (c) Evacuation Centre Management including, but not limited to, temporary lodgings, personal services, logistics management, procurement and distribution of supplies;
- (d) Volunteer Resource Management including, but not limited to, recruitment of volunteers, orientation and training of volunteers, job assignments and management of volunteers in accordance with standard CRC Human Resource policies;
- (e) Coordination of other Non-Governmental Agencies; and
- (f) Provision of Liaison Officers as required

### ***7.2.13 Relationship between MCG and Emergency Site Manager (ESM)***

Depending upon the nature of the emergency, and once the ESM has been assigned, the MCG relationship with the ESM is to offer support with equipment, staff and other resources as required. Particular emphasis must be placed upon reliable and effective communications being established between the MCG and the ESM.

The MCG must also ensure the normal or near-normal provision of municipal services throughout the duration of the emergency and during the recovery period afterwards.

### ***7.2.14 Relationship between ESM and the Command and Control Structures of Emergency Responders***

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



## **8.0 RECOVERY PLAN**

### **8.1 General**

Once the urgent part of the emergency event is over, community officials must shift the focus to dealing with the longer term effects of the accident/event while at the same time attempting to restore conditions to normal. This part of the emergency plan is known as the “recovery phase”.

The MCG will determine when the emergency has entered the recovery phase. Normally, the emergency at that point would **not** constitute an actual or imminent threat to people and property requiring an immediate response.

To facilitate a smooth transition to the execution of the recovery phase, the MCG will continue to address all matters related to recovery until such time as a hand-over is formally made to the Recovery Committee (see Section 8.2 below)

Operations and the sequence of their implementation during the recovery phase will depend greatly on the nature of the event that caused the emergency and its progression. An emergency declaration may or may not still be in place when recovery operations begin.

### **8.2 Organization**

Following a smooth transition to the recovery phase, the MCG should pass the responsibility for further operations in connection with the emergency to a Recovery Committee.

The Recovery Committee shall consist of:

The Mayor of The Town of LaSalle  
Chief Administrative Officer, Town of LaSalle  
C.E.M.C., Town of LaSalle  
Fire Chief, Town of LaSalle  
Police Chief, Town of LaSalle  
Director of Public Works, Town of LaSalle  
Treasurer, Town of LaSalle  
Corporate Communication and Promotions Officer, Town of LaSalle  
Planning Director, Town of LaSalle  
Human Resources Officer, Town of LaSalle

Additional positions may be added to the Recovery Committee to provide expert advice and/or assistance as required.

Sub-committees may be struck to deal with specific areas of concern or issues, i.e. Human Needs, Infrastructures, Finance, Health and Social Services.

### **8.3 Recovery Strategy**

During its initial and subsequent meetings, the Recovery Committee should develop a strategy which includes goals and a timeline for the recovery process. This strategy, which will be used to guide the work of the Recovery Committee, should incorporate any specific community needs which have been identified and any tasks identified through a review of the Committee's responsibilities (Section 8.4 below). This strategy will also have to be periodically adjusted to reflect the progress made towards full recovery or to reflect changing/evolving concerns and issues.

The Recovery Committee will report to Town of LaSalle Council on a regular basis to keep them informed on the status of the recovery process and any recommended expenditures.

### **8.4 Recovery Committee Responsibilities**

The following major responsibilities should be undertaken by the Recovery Committee:

- a. Ensure that the essential services and utilities (hydro, water, gas, telephone, mail delivery, sewers and waste disposal) are returned to service as soon as possible;
- b. Ensure that public infrastructures, including roads, bridges, traffic lights and signs, etc. are repaired or replaced;
- c. Ensure that structures and buildings within the community are in a safe condition and any remedial action that is required is taken to rectify any unsafe conditions;
- d. Ensure that health standards are met throughout the Town;
- e. Provide assistance in the relocation and establishment of temporary housing for affected persons;
- f. Assist in the provision of counselling sessions (victims' counselling services, critical incident stress debriefing for emergency workers and volunteers, as well as the general population);
- g. Coordinate requests for funding support from other levels of government;
- h. Ensure that information on the recovery process and activities are disseminated in a clear and timely manner to the public through regular bulletins and updates; and
- i. Provide damage assessment (approximate emergency event costs) reports
- j. Provide co-ordination and direction of volunteers and contracted employees.

### **8.5 Disaster Declarations and Disaster Relief Assistance**

A declaration of a disaster is usually made by a municipality in order to possibly receive disaster relief assistance from the Provincial or Federal Government with regards to the amount of damage inflicted upon the communities.

Once a Disaster Declaration has been made by the municipality, the request is sent to the Province to determine if assistance can be provided, from what source and in what proportion.

The different types of Disaster Relief Assistance generally include:

- a. The municipality can declare a disaster and request that the Province also declare the community a disaster area in order to receive Provincial funding assistance towards damaged public infrastructure;
- b. The municipality can also declare a disaster and request that the Province also declare the community a disaster area for the purposes of relief assistance from the Ontario Disaster Relief Assistance Program (ODRAP). ODRAP is intended to alleviate the hardship suffered by private homeowners, farming, and small business enterprises whose essential property has been damaged in a natural calamity, such as a severe windstorm or flood. No assistance is available under this program to cover damages to public property or to privately owned non-essential property; and
- c. The municipality can also request, through local Members of Parliament, for Federal financial support. In the past, the Federal Government has provided financial assistance in the event of a large-scale disaster affecting the majority the community. This financial assistance has normally been acquired through the Province.

## **9.0 PLAN MAINTENANCE AND REVISION**

### **9.1 Annual Review**

This Plan will be reviewed annually and, where necessary, revised by the Emergency Management Planning Committee.

Each time the Plan is revised, it must be forwarded to Council for approval. However, revisions to the appendices and minor administrative changes can be made without Council review.

It is the responsibility of each person, department, agency or service named within this Emergency Plan to notify the Community Emergency Management Coordinator (CEMC) forthwith of any administrative changes or of any revisions to the appendices.

### **9.2 Testing of the Plan**

An annual exercise will be conducted in order to test the overall effectiveness of this Emergency Plan and to provide training to the MCG. Revisions to this Plan should incorporate recommendations stemming from such exercises