

# The Corporation of the Township of Whitewater Region

## By-law Number 23-03-1580

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### **A by-law to adopt the Whitewater Region Municipal Emergency Response Plan**

**Whereas**, section 2.1 (1) of the *Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9* requires every municipality to develop and implement an emergency management program and the council of the municipality shall by by-law adopt the emergency management program; and

**Whereas**, section 3(1) the Council of a municipality to establish 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; and

**Whereas**, the Act requires that every municipality submit a copy of the emergency plans and of any revisions to their emergency plans to the Chief, Emergency Management Ontario, and shall ensure that the Chief, Emergency Management Ontario has, at any time, the most current version of their emergency plans;

**Whereas**, the Township of Whitewater Region, deem it expedient and necessary to establish the Whitewater Region Emergency Program.

**Now therefore the Council of the Corporation of the Whitewater Region enacts as follows:**

1. That the Council of the Township of Whitewater Region hereby adopts the Whitewater Region Municipal Emergency Plan (January 2023) attached hereto as Annex A – Municipal Emergency Response Plan, Annex B - Evacuation Re-Entry Plan, Annex C - Flood Plan, Annex D - Pandemic Plan, Annex E – Wildfire Plan, Annex F - HIRA; Annex G - Critical Infrastructure; and subject to annual review.
2. That By-law 19-01-1143 is hereby repealed.
3. That this by-law shall take effect upon passage thereof.

**Read a first, second and third time and finally passed this 1st day of March, 2023.**

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**Neil Nicholson, Mayor**

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**Carmen Miller, Clerk**

**TOWNSHIP OF  
WHITEWATER REGION**



**EMERGENCY  
RESPONSE  
PLAN**

**Annex A Bylaw 23-03-1580 March 2023**

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## Preface

This Emergency Response Plan was designed and developed for the Corporation of The Township of Whitewater Region to assign specific duties and responsibilities and to direct the actions of key officials in the event of an emergency.

For this plan to be effective, it is imperative that all municipal employees take responsibility for familiarizing themselves with the plan, procedure and protocol and that every official be prepared to perform all assigned duties and responsibilities in the event of an emergency.

Regular information and training sessions will occur to ensure the roles and responsibilities developed in this plan are kept current and familiar. Department heads should similarly review and keep up to date their own roles and responsibilities to ensure effective response in an emergency.

It is the responsibility of the Township's assigned Community Emergency Management Coordinator and Alternate Community Emergency Management Coordinator to make certain the Plan is reviewed and updated on an annual basis. Upon each review of the Plan, it will be brought to Council for approval.

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DATE

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MAYOR Neil Nicholson

**2023**

## Emergency Quick Reference Guide

- Upon the arrival of three or more members, the Municipal Emergency Control Group (MECG) may initiate its function.
- Ensure that all Municipal departments have been notified and either activated or placed on standby. Each MECG member is responsible for their own department.
- The Mayor must inform the Province of Ontario that the Township of Whitewater Region has declared an emergency, and specify the nature of the emergency situation. This is done by filling out a Declaration form (Schedule B) and subsequently faxed to Emergency Management Ontario. The provision of a return contact number is required for communication purposes therefore a call is also made to Emergency Management Ontario.

The phone and fax numbers are as follows: **Fax:** 416-314-0474    **Phone:** 416-314-0472

- Turn to individual responsibilities within the plan. Provide input and assistance as required.
- Each member of the MECG will report and respond to immediate needs in accordance with the Emergency Response Plan.

### Implementation of the Plan

It is the responsibility of the first responding agency at the scene of an emergency to assess the situation and to recommend whether this plan should be implemented. If the size or seriousness of the emergency appears beyond the capability or responsibilities of that agency, the plan shall be put into effect. Any member of the MECG, upon realizing the magnitude of an emergency or impending emergency warranting the plan's implementation, may do so.

Once the emergency exists, municipal employees may take such action(s) under this Emergency Plan as required to protect lives and property of the community even though an emergency has not been declared under the Act.

## Distribution List

|                              |   |     |
|------------------------------|---|-----|
| Mayor                        | - | 1*  |
| Council                      | - | 6   |
| MECG                         |   | 1   |
| MECG Alternates              |   |     |
| OPP                          | - | 1   |
| County of Renfrew            | - | 1   |
| Emergency Management Ontario | - | 2*  |
| Emergency Operations Centre  | - | 10* |

\* = complete copy of Plan with Annexes

# Section 1- Administration

## Introduction

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, meaning the health, welfare and property, as well as the environment and economic health of the Township of Whitewater Region.

## Aim

The Aim of this plan is to protect the health, safety, welfare and property of our citizens from the effects of a natural, technological or human caused emergency.

## Authority

This Plan has been developed and will be implemented in accordance with the Emergency Management and Civil Protection Act, which is the Provincial statute under which all emergency management activities are conducted in the Province of Ontario.

Section 4(1) of the Act states 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 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. R.S.O. 1990, C.e.9, S.4(1).”*

Our by-law number **23-03-1580** is the local authority for this plan and related activities.



## Section 2 - General

### Community Profile

The Township of Whitewater Region consists of four communities and rural areas:

- Village of Beachburg;
- Village of Cobden;
- Old Township of Ross; and
- Old Township of Westmeath.

**Population:** Approximately 7, 009 residents

### Medical Services and Facilities

#### Ambulance Services

The Province of Ontario provides land ambulance and paramedic services under the management of the County of Renfrew Emergency Services.

#### Hospital and Long-Term Care Facilities

There are no hospitals located within the Township of Whitewater Region. The closest hospitals are the Pembroke Regional Hospital (705 MacKay St., 613-732-2811) and the Renfrew Victoria Hospital (499 Raglan St. N., 613-432-4851).

A Medical Centre in Beachburg provides “Urgent Walk-in” care located at 20 Robertson Dr., Beachburg.

There are two privately owned Long-Term Care Facilities within Whitewater Region.

- Caessant Care Nursing & Retirement Home
- Country Haven Retirement Home

In an emergency, a request can be made through Emergency Management Ontario (EMO) for the 200-bed Emergency Hospital which is equipped with its own generators and a temporary water supply capability. The Emergency Hospital can be set up in an existing building such as a school. Health Canada can be reached through EMO on a 24-7 basis. The portable hospital is similar to a MASH unit and can be operational under difficult circumstances when permanent medical facilities are overwhelmed or not operational.

### Hydro and Natural Gas

Whitewater Region receives its hydro from Hydro One with the exception of Beachburg; hydro is supplied from the Ottawa River Power Corporation of the City of Pembroke. Within Whitewater Region, Enbridge Consumers Gas supplies natural gas to Cobden and Beachburg only.

### Media

Residents of Whitewater Region rely on radio broadcasting from the following FM Radio stations.

- STAR 96.7fm - located in the City of Pembroke
- MY FM 96.1 - located in the Town of Renfrew; 104.9 in the City of Pembroke
- CHIP 101.7 - located in Fort Coloungé, Quebec (operated by volunteers)
- CJHR 98.7 FM - Heritage Radio - located in Renfrew

Whitewater Region receives broadcasts from the A-Channel TV Station, CTV in the city of Ottawa (160 km east of Cobden), and via COGECO Cable Network in Renfrew. Whitewater Region also receives television service from satellite outlets.

## Municipal Services

Whitewater Region is responsible for providing the following services to the public:

- *Management Services* - TWP financial and administration services as well as planning regulations and policies;
- *Building Codes and Regulations* - compliance to codes and regulations with respect to all types of construction, ditching, and erection of signs within TWP limits;
- *Fire Services* - Volunteer Fire Department, operating out of Cobden, Beachburg, Westmeath, Foresters Falls and Haley Station;
- *Police Services* - provided by the Ontario Provincial Police- UOV Pembroke and Renfrew Detachments;
- *Recreational Facilities* – arenas, parks and boat launches
- *Landfill Operations* - (1) Landfill open at 990 Kohlsmith Rd., old TWP of Ross
- *Plant Operations* - one water tower, one sewage treatment plant and life station;
- *Public Works* - maintenance of approx. 350 km of TWP road network;
  - maintenance of water distribution systems - Beachburg, Cobden and Haley Station
  - maintenance of sewage collection system - Cobden

Operation of the water supply system and the sewage collection system are shared responsibilities between the Superintendent of Environmental services and Ontario Clean Water Agency. The Public works department is responsible for all pipes and valves “in ground” for both the water distribution and sewage collection system. Plant operations relate to the fenced-in areas of the Plants.

There is one (1) water tower, located in Cobden; approximately one (1) day supply. Beachburg has an underground water storage system. Haley Townsite is a municipal system. One (1) Sewage system is located in Cobden.

## Renfrew County Services

These services are provided by the County of Renfrew throughout their jurisdiction:

- Community Services
- County Roads - includes mapping;
- Emergency Services (land ambulance);and
- Emergency Social Services (by Order-in Council 167/2004);

## Jurisdiction

The Geographical boundaries of Whitewater Region are defined as:

### WARD ONE:

- North Boundary - Pembroke TWP boundary to the Ottawa River including Lot 23, CON North Front A, Westmeath;
- South Boundary - Cobden Rd (Cty. Rd. 8) and Foresters Falls Rd. (Cty Rd. 7)
- East Boundary - Beachburg Rd through Beachburg (Main St.) to Foresters Falls Rd.
- West Boundary - Stafford TWP boundary / Snake River Line

### WARD TWO:

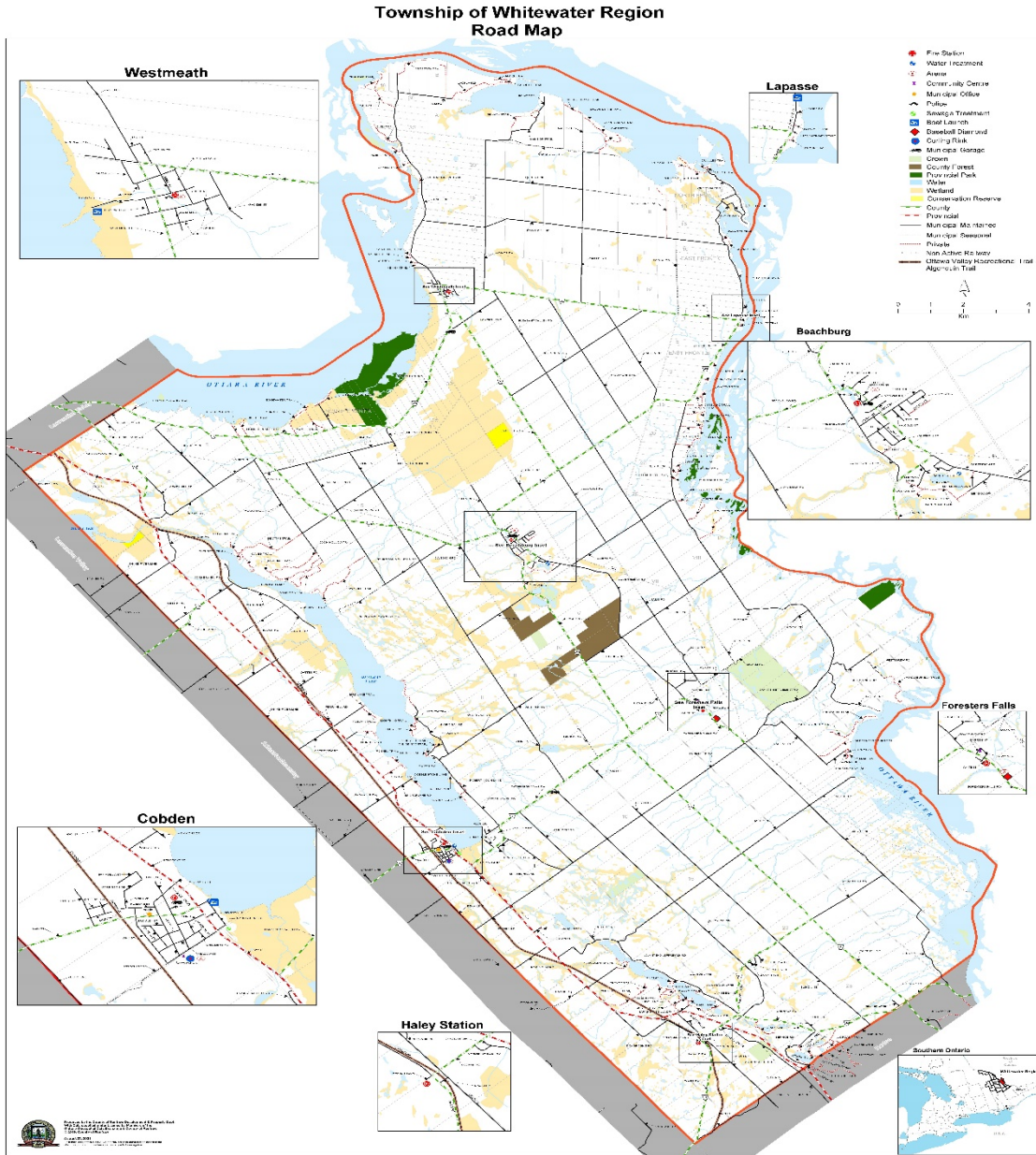
- North Boundary - Ottawa River;
- South Boundary - LaPasse Rd and CON 4 between Lots 10 & 11;
- East Boundary - Provincial Boundary (Ottawa River);
- West Boundary - Beachburg

### WARD THREE:

- North Boundary - LaPasse Rd;
- South Boundary - Horton Line;
- East Boundary - Provincial Boundary (Ottawa River);
- West Boundary - Beachburg Rd to Queens Line (Cty Rds 21 and 4)

**WARD FOUR:**

- North Boundary - Foresters Falls Rd. and Cty Rd. 8 (Cobden Rd.);
- South Boundary - Horton Township Boundary;
- East Boundary - Queens Line (Cty Rd 4);
- West Boundary - Townline between Ross and Bromley Townships



## Section 3 – Emergency Notification Procedures

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

The contact phone numbers and addresses of the MECG members (and their alternates) are contained in Annex B

Upon decision that the Emergency Plan is warranted, the agency at the scene shall determine if this is to be an emergency call-out or an emergency standby call only, and initiate alerting of the Municipal Emergency Control Group (MECG) through notifying the CAO who then contacts the MECG by the most effective means. Ensure the instructions are explicit. Instructions will include:

- a) This is an emergency call-out. Please attend the Emergency Operations Centre at 44 Main Street.

OR

- b) This is an emergency standby call only. Please remain by your telephone until further notice. The standby call may also be made by one of the MECG members who could supply more information:

- The primary Emergency Operations Centre (EOC) is the MUNICIPAL OFFICE.
- The Alternate EOC 119 Synton St, Westmeath ON, K0J 2L0.

Should the magnitude of an emergency be so extensive that communications are disrupted, and it is apparent to the MECG members that a disaster has occurred, all available MECG members, not required at the scene of the emergency, are to proceed to the Emergency Operations Centre (EOC) immediately.

### Requests for Assistance

Assistance may be requested from the County at any time by contacting the County CEMC. The request shall not be deemed to be a request that the county assume authority and control of the emergency.

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 Emergency Management Ontario.

The Emergency Call Out/Resource List, including contact numbers for requesting assistance, is attached as Schedule A.

### A Declared Community Emergency

The Mayor or Lead of Protective Services of the Township of Whitewater Region, as the Head of Council, is responsible for declaring an emergency by filling out a Declaration Form (Schedule C) This decision is usually made in consultation with other members of the MECG.

Upon declaring an emergency, the Mayor will notify:

- Emergency Management Ontario, Ministry of Community Safety and Correctional Services
- Township Council;

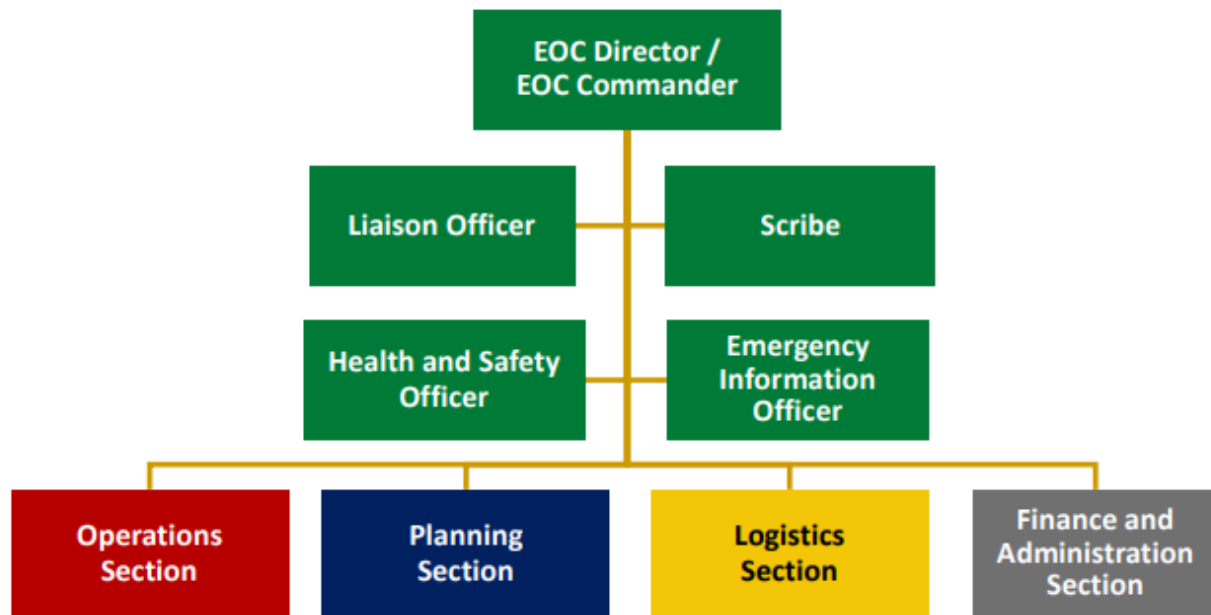
- County Of Renfrew (as appropriate);
- Public;
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP);
- Police.

## Section 4 – Emergency Operations and Procedures

### Municipal Emergency Control Group

The Municipal Emergency Control Group (MECG) is the group that is responsible for the direction and control of the overall emergency response within the community. The MECG ensures the provision of the essential services necessary to minimize the effects of an emergency on the community.

The MECG is made up of the following members:



The roles and responsibilities of the various sections are the same as the site. This may be useful when an EOC is coordinating and/or commanding incident response activities. It may be also useful for EOCs acting in support of incident response activities at the site.

**Additional personnel called or added to the MECG may include:**

- Ontario Provincial Police
- Community Officer, Emergency Management Ontario
- County of Renfrew - CEMC, Deputy Chief Paramedic Services
- Ministry of Natural Resources

### Implementation

Any member of the Municipal Emergency Control Group may request, through the CAO or CEMC, that the Emergency Plan be implemented. A checklist (Schedule B) can be used to consider if a declaration of an emergency shall be made.

It is the responsibility of the agency that is first at the scene of an emergency to decide whether the emergency plan should be implemented. If the size of seriousness of the emergency is beyond the

capability or responsibility of that agency, then the Emergency Plan will be activated. The Emergency Plan may be implemented in whole, or in part, based on conditions at the site of severity of the situation.

The CAO or CEMC will immediately notify the Mayor and other members of the MECG. Call Out list are located in Schedule A.

## Partners

Depending on the nature of the emergency, the following partners may become part of the MECG. The roles of Partners to the Whitewater Region MECG are:

- Amateur Radio Emergency Services (ARES) - Renfrew County;
- Manager of Parks and Recreation;
- Community Officer, Emergency Management Ontario;
- County of Renfrew - Community Services;
- Medical Officer of Health (MOH) - Province of Ontario;

## Volunteers – Organizations and Individuals

Volunteers play a significant role in responding to emergencies - whether it is through an organization or as an individual. Volunteers should be directed to check-in at the Emergency Operations Centre (EOC) established by the MECG. Volunteers should be registered and complete the required waiver (Schedule E).

## Emergency Operations Centre Procedures

The Emergency Operations Centre (EOC) is a facility designed and equipped to facilitate the response activities of the MECG and operate under the authority and in support of the MECG. Administration of the EOC is the responsibility of the Community Emergency Management Coordinator (CEMC).

**EOC Location:** Township of Whitewater Region Council Chambers  
44 Main Street, Cobden Ontario K0J 1K0

Upon receiving notification, the CEMC or alternate will set up the EOC. The EOC will be set up and operations within one hour of activation. The CEMC will supervise the set up and ensure operational viability.

Upon arrival at the EOC, each MECG member/designate will:

- a) Sign in
- b) Check telephone/communication devices
- c) Open personal log
- d) Contact their department and obtain a status report
- e) Participate in the initial briefing
- f) Participate in planning initial response/decision making process
- g) Pass MECG decisions on to members of departments/areas of responsibility
- h) Continue participation in the EOC Operations Cycle

Upon leaving the EOC, each MECG member will:

- a) Conduct a hand over with the person relieving them
- b) Sign out on the location board indicating where they can be reached.

Once the initial response is established, routines are put into place by the Operations Officer. The MECG functions most efficiently on a system known as the Operations Cycle.

## Operations Cycle

The Operations Cycle includes regular meetings to share information, discuss actions to be taken and/or issues to be resolved.

Members of the MECG will gather at regular intervals to inform each other of actions taken and problems encountered. The CEMC will establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. The Assistant will maintain status boards and maps which will be prominently displayed and kept up-to-date.

It is essential that the EOC is comfortable, has good communications and is secure from unnecessary distractions. Only MECG members and the EOC support staff should have access to the EOC. No media are allowed in the EOC, nor is anyone who has not been authorized by the CEMC.

## Municipal Emergency Control Group Responsibilities

The MECG is responsible for the following:

- Coordinate all emergency support operations during and post the emergency.
- Ensure there is no interruption in the provision of emergency services and essential services in unaffected areas outside the emergency site.
- Call out and mobilize their emergency service, agency and equipment.
- Coordinate and direct their service and ensure that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law.
- Ensure adequate emergency service provisions are maintained outside and separate from those responding at the emergency site.
- Determine if the location and composition of the Emergency Control Group are appropriate.
- Advise the Head of Council as to whether the declaration of an emergency is recommended.
- Advise the Head of Council on the need to designate all or part of the community as an emergency area.
- Ensure that a Site Incident Commander is appointed at the emergency site.
- Ensure support to the Incident Management System by offering equipment, staff and resources, as required.
- Assign an On-site Emergency Information Officer, as required.
- Order, coordinate and/or oversee the evacuation of inhabitants considered to be in danger.
- Discontinue utilities or services provided by public or private concerns, i.e. hydro, water, gas.
- Arrange for services and equipment from local agencies not under community control, i.e. private contractors, industry, volunteer agencies, service clubs.
- Notify and or request assistance from, and/or liaison with various levels of government and any public or private agencies not under community control, as considered necessary.
- Determine if additional volunteers are required and if appeals for volunteers are warranted.
- Determine if additional transport is required for evacuation or transport of persons and/or supplies.
- Ensure that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer for dissemination to the media and public.
- Determine the need to establish advisory groups and or sub-committees/working groups for any aspect of the emergency including recovery. And if so, determine the chair and composition of that committee, along with reporting structure.
- Authorize expenditure of money required for dealing with the emergency.
- Notify the service, agency or group under their direction, of the termination of the emergency.
- Participate in a post-emergency debriefing.
- Consider application for Municipal Disaster Recovery Assistance (MDRA) and make arrangements, as required.

## Section 5 – Individual Roles and Responsibilities

### Mayor

The Head of Council, or designate, is responsible for:

- Declaration of an Emergency
- Termination of an Emergency
- Notifying the Province of Ontario of the declaration of emergency, and termination of the emergency (*Contact made through Emergency Management Ontario*).
- Ensuring the members of Council are advised of the declaration and termination of an emergency, and are kept informed of the emergency operational system.
- Ensuring that the local MPP and MP, neighbouring municipalities and the County are advised of the declaration and termination, and kept informed of the emergency situation.
- Approving all major announcements and media releases prepared by the Public Information Officer, in conjunction with the CAO and MECG.
- Participating in the post emergency de-brief sessions.
- Maintain a personal log.

*If there is no site, there will be an EOC commander and no incident commander. if there is a site, there will be an EOC director and a site Incident commander. The EOC director will provide support to an Incident Commander at an emergency site(s).*

### EOC Commander / Director

The EOC Director/commander is responsible for the overall management of the Emergency Operations Centre. They lead the elements of the command staff activated for a particular incident. Other responsibilities include

- 1) coordinate all operations within the Emergency Operations Centre.
- 2) Chairing meetings of the MECG.
- 3) Advising the Head of Council on policies and procedures, as appropriate.
- 4) Approving, in conjunction with the Mayor, major announcements and media releases prepared by the Public Information Officer, in conjunction with the MECG.
- 5) Ensuring that a communication link is established between the MECG and the IC.
- 6) Calling out additional staff as required.
- 7) Providing information, advice and assistance to members of the MECG on Emergency Management programs and principles.
- 8) Maintaining the Emergency Response Plan in accordance with requirements of the Emergency Management Act.
- 9) In conjunction with the alternate CEMC, coordinating a post-emergency debriefing and assisting in the development of a final report to the Mayor and Council.
- 10) Maintaining a personal log.
- 11) Participating in the post emergency de-brief sessions.

### Incident Commander (Emergency Site)

The Incident Commander is responsible for the overall management of the incident, including the establishment of incident objectives/strategies and the overall coordination of incident activities. It may consist of a single person or a team. Other responsibilities include

- Responsible of coordination and command function.
- Establish communications.
- Ensuring the safety of all responders.
- Assessing and reassessing the situation.
- Determining objectives, strategies, tactics, and priorities appropriate to the level of response.



- Approving an Incident Action Plan.
- Coordinating all activities to manage an incident.
- Authorizing the release of information to the public.
- Authorizing demobilization.
- Maintaining a personal log.

## Command Staff

*Command staff will work directly with the IC to carry out the coordination and command function*

## Emergency Information Officer (EIO)

The EIO is responsible for the development and release of approved emergency information to the public and the media regarding an incident. Other responsibilities include:

- Notifying the information center staff.
- Ensuring that the information center is set up and operational as required.
- Initial and subsequent media releases, subject to approval by the Mayor and Operations Officer.
- Establish and maintain liaison with provincial, county, local or industry media officials as appropriate.
- Coordinating interviews and media conferences.
- Designating a site media spokesperson as appropriate.
- Ensuring set up and staffing of public inquiry lines.
- Coordinating of public inquiries.
- Monitoring news coverage.
- Maintaining copies of all media releases.
- Participating in post emergency de-brief sessions.
- Advising Command about media/public emergency information and media relations.
- Ensuring people who want information about the incident can get it.
- Consulting with Command and Planning regarding any restraints on the release of information.
- Providing information to Command about the emergency from the public and media.
- Establishing key messages and media products for spokespersons.
- Broadcasting emergency instructions (such as evacuations) to the public via the media.
- Establishing a public inquiry hotline.
- Arranging media tours of incident sites.
- Maintain a personal log.

## Safety Officer

The Safety Officer is tasked with creating systems and procedures related to the overall health and safety of all incident responders. Other responsibilities include:

- Monitoring safety conditions and developing safety measures.
- Working closely with operations to ensure responders are as safe as possible, wear appropriate safety equipment and implement the safest operational options.
- Advising command on safety issues.
- Conducting risk analysis, normally through the planning process.
- Assisting in the review of the incident action plan.
- Assisting with writing the incident medical plan.
- Maintaining a personal log.

## Liaison Officer

The Liaison Officer serves as the primary contact for organizations cooperating with or supporting the incident response. The LO advises Incident Command related to outside assistance, including current or potential inter-organization needs. Other responsibilities include:

- Including set up of the EOC .
- Providing information, advice and assistance to members of the MECG on Emergency Management programs and principles; also to provide administrative support to the EOC Command.
- Providing direction to EOC support staff as required in support of the MECG, and ensure proper operation of the EOC.
- Maintaining the Emergency Response Plan in accordance with requirements of the Emergency Management Act.
- coordinating a post-emergency debriefing and assisting in the development of a final report to Mayor and Council.
- Ensuring a master record of all events and actions taken is maintained (main events board).
- Gathering information about organizations involved in the incident. This includes information about representatives, standards and specialized resources or special support they might need,
- Serving as a coordinator for organizations not represented in incident command.
- Providing briefings to organization representatives about the operation.
- Maintaining a list of supporting and cooperating organizations, and keeping it updated.
- Participating in the post emergency de-brief sessions.
- Activating Mutual Aid agreements or any other agreement with existing resources is inadequate to meet the response demands.
- Maintaining liaison with flood control, conservation and environmental agencies and being prepared to take preventative action.
- Maintaining a personal log.

## Scribe

Scribes take notes during meetings and teleconferences as well as documenting key activities, events, agreements, and any matters of potential legal significance throughout an incident. Other responsibilities include:

- Accompanying the Incident Commander at all times.
- Taking notes at all Command meetings and documenting decisions made.
- Maintaining a personal log.

## General Staff

*General staff lead functional sections and report directly to the IC.*

## Operations Section Chief

The Operations Section Chief is responsible for providing overall supervision to all personnel activated under the operations section. They also may organize, assign, and supervise all resources assigned to operational tasks within an incident. Other responsibilities include:

- Implement the incident action plan.
- The Operations Section implements the Incident Action Plan (IAP).
- Coordinate incident response activities.
- Providing the MECG with the information and advice on fire fighting rescue matters.
- Establishing an ongoing communications link with the senior fire official at the scene of the emergency.
- Initiating mutual aid as required. (i.e. Additional fire fighters, equipment etc.).

- Determining if additional or specialized equipment is required, i.e. Breathing apparatus, protective clothing.
- Coordinating or providing assistance with rescue, first aid, casualty collection, evacuation, etc.
- Developing and managing the Operations Section to achieve the incident objectives set out by Command.
- Organizing, assigning and supervising all resources assigned to an incident, including air operations and those resources in staging areas.
- Maintaining a personal log.

## Planning Section Chief

The Planning Section Chief oversees the roles activated within the planning section. The planning section is responsible for the collection, evaluation, processing, dissemination, and use of information regarding the evolution of the incident and status of resources. The three main planning functions are incident action planning, long term planning and contingency planning. Other responsibilities include:

- Coordinates the development of each Incident Action Plan and ensures information is shared effectively with all Incident Command and General Staff in an efficient planning process.
- Collecting, collating, evaluating, analyzing, and disseminating incident information.
- Managing the planning process, including preparing and documenting the IAP for each operational period.
- Conducting long range and/or contingency planning.
- Maintaining incident documentation.
- Tracking resources assigned to the incident.
- Managing the activities of technical specialists.
- Developing plans for demobilization.
- Maintaining a personal log.

## Logistics Section Chief

The Logistics Section Chief is responsible for providing facilities, services, and materials in support of the incident. They lead all the roles activated under the Logistic section for a particular incident. Other responsibilities include:

- Provides all supporting resources, except aviation, to implement the IAP. These may include facilities, transportation, supplies, fuel, maintenance equipment, food service, communications, medical services for responders and support personnel.
- Logistics and Finance/Administration Sections work together closely to contract for and purchase required goods and services.
- Develops several portions of the written IAP and forwards them to the Planning Section.
- Ordering, obtaining, maintaining, distributing, and accounting for essential personnel, equipment and supplies, beyond those immediately accessible to Operations.
- Providing telecommunications/IT services and resources.
- Setting up food services.
- Setting up and maintaining incident facilities.
- Providing support transportation.
- Providing medical services to incident personnel.
- Providing the MECG with information and advice on engineering or public works matters.
- The provision of engineering assistance.
- The construction, maintenance and repair of public Township maintained roads.
- Managing and assisting with road closures and/or roadblocks.
- The provision of equipment for emergency pumping operations.
- Ensuring the maintenance of sanitary sewage systems.

- Discontinuing any Public Works service to any customer, as required, and restoring these services when appropriate.
- Ensuring that volunteer Amateur Radio Operators are in place, as appropriate and that communication networks are established as necessary.
- Commence a long-term operational planning as soon as possible.
- Maintaining a personal log.

## Finance / Administration Section Chief

The chief of the Finance/Admin section is responsible for financial and administrative support to an incident, including all business processes, cost analysis, financial and administrative aspects. They lead the roles of the Finance/Admin section activated for a particular incident. Other responsibilities include:

- Provides the financial and cost analysis support to an incident.
- Tracking timesheets for incident personnel and equipment.
- Contract negotiation and monitoring.
- Reimbursing expenses (individual and organization/department).
- Making cost estimates for alternative response strategies.
- Monitoring sources of funding.
- Tracking and reporting of the financial usage rate.
- Maintaining a personal log.

## Partners

### 1. Partner – Medical Officer of Health (Long-Term Care)

The Medical Officer of Health, or alternate, is responsible for:

- 1) Acting as a coordinating link for all emergency health services.
- 2) Liaison with the Ontario Ministry of Health, Public Health Branch.
- 3) Liaison with local and regional hospital representatives.
- 4) Liaison with ambulance service representatives.
- 5) Liaison with the Community Care Access representative.
- 6) Providing advice on any matters that may adversely affect public health.
- 7) Providing authoritative instruction on health and safety matters to the public through the public information officer.
- 8) Ensuring coordination of all efforts to prevent and control the spread of disease during an emergency.
- 9) Ensure the safety of drinking water in conjunction with the Plants Manager.
- 10) Liaison with the senior Social Services Representative regarding health services in evacuee centres.
- 11) Maintain a log.
- 12) Participating in post emergency de-brief sessions.

### 2. Partner – Amateur Radio Services (ARES)

Amateur Radio Emergency Services (ARES) as a partner to the MECG under is responsible for the following:

- 1) Activate the ARES upon request by the EOC Commander/Director.
- 2) Report to the EOC Command and advise MECG members on all matters related to amateur radio operations.
- 3) Open the telecommunications log.

- 4) Ensure that an operator is immediately dispatched to the sites as requested by the EOC Commander/Director.
- 5) Obtain situation reports from the EOC Commander/Director.
- 6) Commence long-term telecommunications plan in response to the emergency.
- 7) Ensure that the EOC Commander/Director and members of the MECG are briefed on a regular basis on the status of the amateur radio services.
- 8) Provide telecommunications support wherever and whenever necessary as requested by members of the MECG.
- 9) Provide or request mutual assistance relating to telecommunications as required.

The above tasks may be expanded to meet the needs of the emergency at hand.

### 3. Partner – County of Renfrew – Emergency Services

County of Renfrew Emergency Services - as a partner to the MECG is responsible for the following:

- 1) Initiating contact with the CEMC of Whitewater Region.
- 2) Conducting an assessment of the emergency situation regarding the level of assistance that may be requested and/or required of the County of Renfrew.
- 3) Providing regular updates to the EOC Command concerning the emergency and service implications for the County.
- 4) Providing support to the CEMC and MECG of the Township of Whitewater Region, as requested.
- 5) Providing liaison between the MECG of the Township of Whitewater Region and the implicated departments and the County of Renfrew.
- 6) Keeping a record of the activities and decisions taken during the emergency.
- 7) Making recommendations to the MECG and EOC Command concerning the need to activate the County of Renfrew Emergency Response Plan.

### 4. Partner – Ontario Provincial Police (OPP)

During an emergency within Whitewater Region, the OPP are responsible for the activities listed in accordance with their operational standards. The tasks may be expanded to meet the needs of the emergency.

- 1) Open and maintain a record of actions taken in respect to his/her area of responsibility.
- 2) Liaise with the EOC Commander/Director and advise members of the MECG on matters relating to crowd control, traffic control, protection of life and property, and law enforcement.
- 3) Ensure that:
  - o a traffic control system is activated to facilitate the movement of emergency vehicles to and from the outer perimeters, and that access to the emergency area is controlled;
  - o a crowd control system and, if necessary, crowd dispersal is initiated in order to maintain the integrity of the outer perimeters.
- 4) Coordinate police activities relating to the evacuation of buildings or areas.
- 5) Brief the EOC Commander/Director on response activities and obtain reports from the MECG.
- 6) Assist in ground search and rescue.
- 7) Monitor for emergency passes issued by the municipality to individuals who have a need to be on site (excluding uniformed first responders).
- 8) Establish liaison with the Humane Society when required.
- 9) Arrange for additional police assistance when required and recommend the activation of mutual aid and mutual assistance agreements as required.

Should this plan be implemented in support of a local municipality, or upon direction from the Province of Ontario, actions taken will be under the direction of the lead agency.

\*\* As the Police Department is staffed 24 hours a day, the staff on duty at the time of the emergency will respond.

## Section 6 - Rolls of IMS

The Incident Management System (IMS) applies a functional approach to emergency management. In doing so, it allows for the utilization of available personnel to fulfill the required functional roles regardless of their normal daily positions and assignments within the Township. It is important to note that some functional requirements of the Emergency Operations Centre (EOC) are best suited to individuals who possess the required training, competency, and professional skills to fulfill the functional responsibilities.

The core functions of the IMS are listed in the following chart and are the responsibility of the EOC Commander/Director. The EOC Commander/Director may begin to coordinate virtually until they are able to deploy to the EOC. The EOC Commander/Director has the authority to delegate functions as required, and in doing so may establish each functional area as the need arises (tool-box approach). The general practice is, the more complex the incident, the larger the command structure needed, to, effectively and efficiently, manage the incident.

The IMS assists communities and organizations to coordinate a structured incident response of any scale and communicate and collaborate effectively. There are four core principles of the IMS. They are:

- Communication – to provide shared situational awareness and protect responders and the public.
- Coordination – to help incident responders from different communities and organizations achieve common objectives under a shared governance system.
- Collaboration – to foster an environment that helps incident responders work well together.
- Flexibility – to allow communities and organizations to use only the resources and tools necessary to achieve common objectives.

The EOC Commander/Director is responsible for ensuring all functions of the IMS are completed, whether he/she chooses to delegate the function, or not.

Unlike other emergency services, the Township of Whitewater Region has no official designated ranking structure as found in the chain of command of emergency services. However, the Township structure has a natural inferred hierarchy that is applicable to an Incident Management System.

It is important to note that the core functions of the IMS common to all incidents include and are listed in the following chart:

- 1. Coordination and Command Section** – Incident Commander, EOC Commander/Director, Liaison Officer, Safety Officer, Emergency Information Officer and Scribe
- 2. Operations Section Chief**
- 3. Planning Section Chief**
- 4. Logistics Section Chief**
- 5. Finance and Administration Chief**
- 6. Scribe**

| Roles of the IMS   | Core Functions of the IMS   |
|--|---|
| <b>Coordination and Command Function</b>   |   |
| Incident Commander<br>(Command at the Site from the Incident Command Post)                                     | The Incident Commander coordinates and commands all the incident site response activities. Responsible for defining the objectives, strategies, and tactics for the overall incident response, coordinating the activities of the incident response organizations (for example, a serious motor vehicle accident may require the coordination of police, paramedics, fire, and transportation services), maintaining the safety of all incident responders and coordinating all aspects of the site including facilities, communications, logistics and other aspects as appropriate. |
| EOC Commander/Director (Incident support)<br>or<br>Commander (Command of the Incident)<br>(Command at the EOC) | Responsible for the overall management of the EOC facility and assigned resources within the EOC, and the provision of support to the Site Incident Commander.<br>EOC Directors may also coordinate other aspects of an incident response such as traffic control operations or flood mitigation efforts. In rare circumstances, the EOC Director may be in command of an incident response and take on the title of <b>EOC Commander</b> .   |

|   |  |
|---|--|
| <p>Liaison Officer</p> <p>(Coordination and Command Staff at the EOC)</p>                                 | <p>The primary contact for outside communities and organizations involved in supporting an incident response. Communities and organizations may include all levels of government, non-governmental organizations, and private sector organizations. The Liaison Officer advises the EOC Director on any matters relating to outside support for an incident response, including any requests for assistance.</p>   |
| <p>Safety Officer</p> <p>(Coordination and Command Staff at the Site)</p>                                 | <p>Responsible for monitoring safety conditions, developing safety measures for an incident, assessing, and communicating information on hazards that are present within an incident and advising the Incident Commander on matters relating to the health and safety of incident responders. Ensures that the required personal protective equipment is worn, contributes to the safety portion of the Incident Action Plan and/or Incident Medical Plan as needed, coordinates safety efforts if more than one response organization is involved in the incident and has the authority to change, suspend or stop any activities that are deemed hazardous, in order, to protect the health and safety of incident responders.</p> <p>It is important to note that final responsibility for health and safety matters in an incident, rests with the Incident Commander.</p> |
| <p>Emergency Information Officer (EIO)</p> <p>(Coordination and Command Staff at the Site or the EOC)</p> | <p>The Emergency Information Officer acts as the public information lead responsible for the development of emergency information regarding the incident and its release to the public. The EIO may be deployed to the site or sit within Coordination and Command at an EOC. The EIO should brief the EOC Director and other incident responders on matters relating to public information. Command must approve all emergency information that the EIO releases to the media. The EIO develops and shares messages directly to the public and through the media. Tracks the media reports including social media feeds and shares information with Coordination and Command. Incident responders under this section should connect directly with the community if required.</p>  |



|  |  |
|--|--|
| <p>Scribe<br/>(Coordination and Command Staff at the Site)</p> | <p>Scribes take notes during meetings and teleconferences as well as documenting key activities, events, agreements, and any matters of potential legal significance throughout an incident. Although a Scribe may be assigned to take notes, documentation is the responsibility of all incident responders.</p>  |
|  |  |
| <p><b>Operations Section Chief</b></p>                         | <p>The role of the Operations Section is to meet current incident objectives and priorities stated in the Incident Action Plan on behalf of Coordination and Command. The Operations Section:</p> <ul style="list-style-type: none"> <li>• At the site: Organizes, coordinates, and supervises the tactical elements of an incident such as personnel or equipment</li> <li>• In an EOC: Takes on the tactical responsibilities and involves activities such as coordinating communications and providing situational awareness to and from the site.</li> </ul> |
|  |  |
| <p><b>Planning Section Chief</b></p>                           | <p>Collects, confirms, analyzes, and shares incident information gathered from incident responders. Internal communication is a key activity within the Planning Section. The Planning Section also prepares the Incident Action Plan and develops contingency and long-term plans.</p>  |
|  |  |
| <p><b>Logistics Section Chief</b></p>                          | <p>Arranges and provides services and supports including personnel, supplies, facilities, and other resources to an incident. For example, the Logistics Section may arrange transportation or source equipment such as pumps and sandbags.</p>  |
|  |  |
| <p><b>Finance &amp; Administration Chief</b></p>               | <p>Manages incident-specific finance and administration activities including payroll, vendor contracts and incident cost tracking.</p>   |



# **EVACUATION RE-ENTRY PLAN**

## **Emergency Plan**

Developed and Prepared by:

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# Introduction

## Preamble

As a result of an emergency situation in the Township of Whitewater Region an evacuation may be the chosen form of protective action. A hazardous materials incident, flooding, a power outage, explosions, severe building damage, biological incidents, severe weather are examples of the types of emergencies that may require an evacuation to protect lives of our residents.

'Pre-incident' evacuation should be carried out only when the time remaining before an incident can be confidently predicted. This type of evacuation is typically used during the warning phase such as with severe storms.

'Post-incident' evacuation is traditionally the most common type of evacuation. This is done only if environmental conditions are deemed safe by emergency responders and if there is no threat of re-occurrence.

Once the area is deemed safe by civil authorities, a process for evacuees to re- enter the impacted area is undertaken. A planned re-entry process is aimed at reducing gridlock and chaos while providing security to the impacted area. The re-entry process is designed to ensure that only those who inhabit the impacted area, emergency personnel and approved personnel are the ones who gain access.

## Purpose of the Plan

The purpose of the Evacuation/Re-Entry Plan is to outline the responsibilities of staff and agencies and procedures involved in alerting the community of the need to evacuate, movement of the population during the evacuation and re-entry of the population once the impacted area is deemed safe.

## Definitions

**General evacuation:** means the movement of the entire population located within a hazard zone.

**Selective evacuation:** means the movement of a portion of the hazard zone population.

**Controlled evacuation:** means evacuation proceeds under the direction and control of authorities. Evacuees proceed to a staging area and are transported to evacuation/reception centers.

**Self-evacuation:** means evacuation may or may not be directed by authorities. Evacuees exit the impacted area by their own means.

**Upwind:** means in the opposite direction that the wind is blowing.

**Downwind:** means in the direction the wind is blowing.

**Immediate evacuation:** means an evacuation resulting from a hazard impact that forces immediate action, thereby allowing little or no warning and limited preparation time.

**Pre-emptive evacuation:** means an evacuation resulting from an event that provides adequate warning and does not unduly limit the preparation time.

**Re-Entry:** means on direction of civil authorities, inhabitants systematically return to the impacted area.

## Evacuation Stages

- a. Decision to Evacuate
- b. Warning
- c. Withdrawal
- d. Shelter
- e. Return/Re-entry

## Authority

Township of Whitewater Region Municipal Emergency Response Plan By-Law 23-03-1580 of which the Evacuation/Re-Entry Plan is Annex B.

Emergency Management and Civil Protection Act and its regulations – The Province has the legal authority to order a mandatory evacuation in all or any part of Ontario.

## Response Goals

To ensure the safety and security of the public and efficient and effective management of resources, the Emergency Management Team utilizes response goals. The response goals numbered 1 through 4 are implemented in priority sequence, while response goals numbered 5 through 8 are implemented once the first 4 goals are addressed. Response goals 5 through 8 may be implemented out of sequence or simultaneously as the situation warrants.

1. Provide for the safety and health of all responders.
2. Save lives.
3. Reduce suffering.
4. Protect public health.
5. Protect government infrastructure.
6. Protect property.
7. Protect the environment.
8. Reduce economic and social loss.

## **Decision to Evacuate**

### **Determining the Need**

The decision to evacuate may be made by the Incident Commander, the Municipal Emergency Control Group, the Fire Chief or their designated alternates. The decision to evacuate is made either prior to the incident occurring (i.e. hurricane, tornado) or after the incident has occurred (i.e. hazardous materials incident, explosion, fire). There are many factors that are considered when making the decision to evacuate any sized populations including;

- The threat to the lives and well-being of the inhabitants of the affected area.
- Environmental safety such as the presence of airborne toxins or debris.
- Climatological conditions such as heat, cold, precipitation, and wind.
- Scale of the incident – 50 versus thousands being evacuated.
- Time frame required to safely move the inhabitants from the affected area.
- Availability of timely and relevant information.
- Damage such that food, water and shelter are not immediately available.
- Damage is such that debris restricts movement along primary road systems.
- Damage is such that electrical power is/will not be available.
- Damage is such that local emergency and public communications is/will not be available.
- Damage is such that health services, medical facilities and medical transport is not available.
- Police, Fire, EMS and other responders will be greatly hampered.

In emergencies where the external environment poses a significant threat to the lives and wellbeing of inhabitants of the affected area, decision makers may direct inhabitants to shelter-in place.

Members of the Municipal Emergency Control Group will be notified of evacuations generally over ten or more people. Activation of the Team will be determined by the degree of support needed by Incident Commander. The Municipal Emergency Control Group can be convened in full or with only those members whose specific skill sets are required.

# Scale

**Table 1: Response Level Criteria**

| Response Level                                | Site | Multiple Organizations | EOC          | Multi-organization Coordination | Multiple EOCs | Multiple Sites / Non-site Specific | Complex Incident | Affecting whole regional area or provincial or federally declared emergency |
|---|------|------------------------|--------------|---------------------------------|---------------|------------------------------------|------------------|---|
| 1. Small Incident (single organization)       | x    |                        |              |                                 |               |                                    |                  |   |
| 2. Large Incident                             | x    | x                      | x (optional) | x (optional)                    | x (optional)  |                                    |                  |   |
| 3. Major Incident                             | x    | x                      | x            | x                               | x             | x                                  | x                |   |
| 4. Local, Provincial and National Emergencies | x    | x                      | x            | x                               | x             | x                                  | x                | x   |

Various factors can cause an incident to escalate or de-escalate. Some incidents may occur as a Local, Provincial or National Emergency and scale down where possible.

## **A Small Incident (single organization): Site only**

In a single organization response, there is a single line of command. Resources (personnel and equipment) come from one organization.

In this type of incident response, the first arriving responder becomes the Incident Commander. They are responsible for all of the IMS functions required for an incident response and should be prepared to activate additional functions as required. In a motor vehicle collision, there may be victims requiring medical attention, media agencies inquiring about the collision and other hazards that may be present.

For the purposes of this document, the site may also be virtual and contained within one organization. For example, a local health clinic may detect a computer virus attempting to



breach the patient record database however, the data is not compromised and patients are not affected.

If additional response organizations are required to manage an incident, the incident will escalate to a large incident (see Section B – Large Incident (Multiple Organizations): Site with Optional EOC Support).

## **B Large Incident (multiple organizations): Site with optional EOC support**

If multiple organizations are required to respond to an incident, the incident will escalate from a single organization incident to a multi-organization incident. When this occurs, the incident management structure will need to expand to help the additional response organizations work together towards common incident objectives.

The Incident Commander must coordinate response activities across all incident response organizations. The Incident Commander should be a representative from the lead response organization and have the authority to make command-level decisions. For example, in a large explosion with multiple casualties, the Incident Commander (or Unified Command if necessary) coordinates multiple response organization activities such as search and rescue and site stabilization while protecting the safety of responders and the public.

The Incident Commander (or Unified Command if necessary) may appoint IMS Section Chiefs to help coordinate different functions effectively and efficiently. For instance, in the large explosion example above, the Planning Section will help plan for potential risks and suggest strategies on how to mitigate them. If the Incident Commander or Section Chief(s) change, a detailed hand-over briefing is required.

An EOC may also be opened. There are various reasons to open an EOC. The Incident Commander may decide that the incident requires additional support. In this case, a community or organization may decide to open an EOC to provide support to resources at the site.

### **Multi-Organization Coordination**

In some incidents, there may be more than one EOC involved. It is important for the EOCs involved to maintain regular communication and coordinate their actions. In some incidents, one EOC may act as the lead EOC. In other incidents such as widespread health incidents, Unified Coordination or a more collaborative network incident response structure may be more effective.

It is important to note that there may be multiple incident management teams operating beyond the site of an incident. For example, in the case of a shortage of a critical care drug, Multi-Organization Coordination would be required to coordinate activities between hospitals, clinical care experts, ethicists, Health Canada and the Ministry of Health.

### **Communication**

Communication with and between EOCs and response organizations is an important part of incident management. In a large incident involving multiple EOCs, a decision may be

made to assign public information to one EOC. In this case, the assigned EOC may coordinate overall public information.

Incident responders and the organizations they represent need to be included in planning cycle meetings and at the Incident Command Post. Where applicable, incident response organizations also need to maintain contact with the EOC either by phone, email or in-person. This helps all organizations involved in an incident to share information, support incident objectives and provide resources needed in the response.

If an incident no longer requires multiple organizations to support an incident response, it may be de-escalated to a small incident (see Section A – Small Incident (single organization): Site only). However, if an incident becomes complex or prolonged, the response may escalate to a major incident (see Section C – Major incident: Complex incident with site(s) and EOCs with Optional Multi-Organization Coordination (may be non-site specific)).

### **C Major Incident: Complex incident with site(s) and EOC(s) with optional Multi-Organization Coordination (may be non-site specific)**

A major incident can either be a large-scale or long-term incident. In a major incident, all IMS functions will likely need to be activated.

A complex incident with a large site may have to be divided into geographic sectors with a leader assigned to each sector. All leaders for the geographic sectors would then report to the Incident Commander at an Incident Command Post. For incidents that may have multiple sites such as wildland fires, the incident response effort may need to be coordinated from Area Command.

In a large incident, IMS functional sections may be expanded to ensure an appropriate response. In a high-rise fire requiring an evacuation, the Operations Section would oversee fire suppression efforts and the evacuation of residents.

In a major incident, one or more EOCs will be necessary to provide incident support to the site(s).

In all incidents, an EOC should be opened when:

Coordination, command and support to the site is required.

Multi-organization or multi-incident responses need additional coordination.

It is important that the planning cycle includes regular communication between EOCs and the incident response organizations. The Liaison Officer plays an important role in communicating with outside communities, organizations and stakeholders. Coordination between organizations may also take place through Multi-Organization Coordination.

Part of the planning cycle may include a formal reporting schedule. It is important for all communities and organizations involved in an incident response to collectively develop a plan to ensure that the incident response has the necessary resources (personnel and equipment). This should be part of building a written IAP.

As an incident is brought under control, the incident response may scale down. A long-term response may scale up and down several times depending on the nature of the incident and the response that is required. During a flooding event, the response may be scaled down as water levels return to normal but scaled up again if water levels start to increase. Scaling an incident up and down can also occur for technology-related incidents. For example, if an organization is scaling down as it recovers from a cyber-attack, the incident response may need to be scaled up if another cyber-attack occurs.

**Local, Provincial and National Level Emergency: Complex incident affecting site(s) over a large geographic area or non-site specific with multiple EOCs and Multi-Organization Coordination**

A local, provincial and national level emergency is a complex incident with very serious or potentially catastrophic consequences to life safety, critical infrastructure, property and/or the environment. The duration of the incident response and/or recovery period in these large-scale incidents may last for an extended period of time. For example, a nuclear incident would fall into this response level.

A local, provincial and national level emergency is different from a major incident. For example, a high-rise fire may require local, provincial and/or federal support but is not an emergency affecting an entire local, provincial and/or federal jurisdiction. Local, provincial and national level emergencies may involve a large geographic area or may be non-site specific and have consequences which may affect a large geographic area. Local emergencies involve whole communities (towns, cities, municipalities or regions). A provincial emergency can affect a part of or the entire province and a national emergency can affect a part of or the entire country.

In a local, provincial and national level emergency, one or more EOCs are opened to coordinate multi-organization or multi-incident response between the respective sites. Incidents often begin as a locally managed response and a request for assistance from provincial ministries, federal departments and other organizations may be made. Scaling up an incident response level from local to provincial may be due to a request for assistance. On rare occasions, the incident response level may already be scaled up as a result of a provincial or a national declaration of an emergency.

In an incident where there are multiple sites:

Each site has an Incident Commander with assigned response tasks

Coordination and command is required between sites to avoid duplication of effort

Area Command may be established unless the site is so broad that an EOC is more appropriate to act as Area Command

The EOC should be informed of resource availability and requirements

Area Command or the EOC should ensure communications and support arrangements are in place and communicated across the various sites and incident response organizations.

**Non-Site-Specific Incidents**

In some cases, an incident may not have a defined site. Examples include system-wide incidents such as a pandemic or a cyber-attack. Responses to system-wide incidents:

Are often collaborative, with coordination between partners rather than top-down decisions.

Are often coordinated through EOCs and by Multi-Organization Coordination

May have international factors and be guided by international regulations.

It should be noted that certain rare incidents require either provincial or federal management from the beginning of an incident. In Ontario, the provincial government has primary responsibility for coordinating the off-site effects and off-site response in a nuclear incident. At the national level, Transport Canada would respond to an incident involving Canadian airspace, as it is the statutory responsibility of the federal government.

## Considerations

The following factors are considered in the decision-making process related to evacuations:

- a. Risk analysis of the underlying cause of the incident such as toxicity of substances, explosive characteristics of substance(s), reactivity characteristics of substance(s), wind direction, topography, fire.
- b. Debris and damaged infrastructure.
- c. The number of persons to be evacuated.
- d. The approximate number of persons requiring special assistance to evacuate.
- e. Egress routes.
- f. Time of day.
- g. Available lead time.
- h. Potential risk to evacuees during movement.
- i. Safety of emergency workers.
- j. Availability of resources to support the movement of evacuees.
- k. Land use of area – residential, employment, mixed uses.

## Emergency Notification Procedures

### Small Scale – 1-25 Evacuees.

The Incident Commander of any first response agency dependent on the emergency **may** contact the Canadian Red Cross to attend the incident scene to provide care for the evacuees.

- Fire dispatch will directly call the Red Cross or request CEMC or Alternate to initiate the call.
- Leave number for Red Cross to call back to.
- If a call back has not been received within 15 minutes, call the Disaster Services.
- Provide Red Cross personnel with the following details of the event;
- On scene contact person
- Location of Incident
- Number of people affected
- Where people are being held temporarily example bus, community centre

- Red Cross will provide the expected time of arrival of PDA team to CEMC – usually within 60 minutes of the notification.
- CEMC will provide ETA to incident commander.
- Incident Commander or designate will brief Red Cross PDA Team on incident and establish lines of communication with Red Cross for duration of the incident.
- If required, notify Manager of Parks & Recreation to open a community centre and coordinate with Red Cross.

## **Medium/Large Scale or Total Evacuation – 25+ Evacuees**

The Emergency Notification Procedures will be activated in accordance with the Township of Whitewater Region’s Emergency Call out list –of the Township of Whitewater Region’s Emergency Plan.

### **Protective Actions Assessment**

Emergency situations affecting the community may require protective actions be implemented to ensure the safety and security of citizens. Protective actions are shelter in place, evacuation, public alerting, monitoring or no action required. The protective action assessment tool will assist the Municipal Emergency Control Group in analyzing an emergency situation to determine the appropriate actions to implement. It is important to note that in some emergency situations more than one protective action may be implemented.

In order to rank the severity, the hazard will be assessed using the criteria of exposure risk, probability of escalation and consequence. Each criteria has been assigned a quantitative measure and the total of the measurement indicates risk severity. (Protection Action Tool - Schedule F)

**Risk Exposure** - the physical area of risk to health, safety, security, property and environmental impacts; the incident perimeter.

1. No risk of exposure to people and/or property.
2. Exposure to people and/or property is limited to a zone of 300 metres or less in radius.
3. Exposure zone impacting people and/or property is 301 to 500 metres in radius.
4. Exposure zone impacting people and/or property is 501 to 800 metres in radius.
5. Exposure zone impacting people and/or property is in excess of 801 metres in radius.

**Probability of Escalation** – risk of the situation becoming worse.

1. Situation is under control with no probability of escalation.
2. Situation is under control, but factors are present that may cause the situation to destabilize.
3. Efforts to control the situation implemented, destabilizing factors are present but not impacting.

4. Situation is not under control; destabilizing factors are present and there is an imminent risk of escalation.
5. situation not under control, destabilizing factors have caused the situation to escalate.

**Consequences** – the effect of the situation on people and/or property within the exposure area.

1. No injuries, deaths and isolated property damage.
2. Less than 5 people injured, no deaths and property damage localized to a zone 300 metres or less in radius.
3. Injury rate of 6-50 people, possibility of fatalities, property damage more severe and extend out to a zone with a 500 metre radius.
4. Injury rate of 51-2000 people, fatalities and property damage more severe extending out to a zone with an 800 metre radius.
5. More than 2000 people injured, fatalities greater than 11 and property damage extends beyond 800 metres.

Destabilizing factors can include climatological conditions, geological conditions, hazardous materials, technology, and human factors.

### **E(exposure)+P(probability) +C (consequence)=Total**

The Total column represents the degree of severity for the incident being assessed. In some cases more than one possible effect may be present at the incident. For these situations, assessors are to total all effects being assessed. Should the final total exceed 15, protective actions must be implemented immediately.

### **Risk Ratings**

**Severe (11-15)** – the hazard is placing a large section of the community in immediate danger of injury, death, property damage/loss and severe environmental impacts. Protective actions are to be implemented immediately.

**Moderate (6-10)** – the hazard or impending hazard poses a risk to a localized area of the community that is or may affect health, safety, security, property and the environment. Protective actions implemented in localized areas.

**Minor (3-5)** – the hazard requires monitoring, public in immediate vicinity of hazard may be alerted to take protective actions.

In the ratings column, assessors will indicate the type of protective action being implemented.

- Shelter in Place (SIP)
- Evacuation
- Public alert to take safety precautions
- Monitoring
- No action needed

## **Selection of an Evacuation Centre**

Township Community Centres could be used as reception and/or evacuation centres. The following factors will be considered when choosing an appropriate evacuation centre:

- a. Location – it must be removed from the disaster .
- b. Duration of the disaster – hours, days or weeks.
- c. Potential number of evacuees.
- d. Hazard risk analysis.
- e. Accessibility of the facility.
- f. Special needs of the evacuated population.

In a small localized emergency situation that requires sheltering of individuals for 24 hours or less, Incident Commanders in consultation with the Municipal Emergency Control Group may request a Township facility be selected for use as a reception centre. Township staff may be required to intake and monitor evacuees until Red Cross personnel arrive at the centre.

In large scale emergency events requiring sheltering of individuals in excess of 24 hours, the Emergency Management Team will consult with \Health Services to identify facilities to be used as evacuation/reception centres. Township staff may be involved in the set-up, preparation, and maintenance of the facility an assisting with providing services to the evacuees for the duration for which the evacuation/reception centre will be in operation.

## **Warning Phase**

The warning process is comprised of dissemination of public information in the form of advice or direction and staging of egress routes prior to withdrawal phase. The warning phase must be planned and structured to ensure positive results and reduce chaos.

## **Public Notification Methods**

To ensure that all members of the public receive notification and information procedures regarding evacuation, multiple notification strategies may be used. The following methods will be employed:

- a. Radio messages.
- b. Police 9-1-1 notification system.
- c. Township of Whitewater's website.
- d. Automated phone messages.
- e. Pre-recorded phone line messages.

## **Key Messages**

Public notification may provide the following information to the public:

- a. The nature of the incident.
- b. Inhabitants within specific geographic markers who should evacuate .

- c. When they must evacuate – immediately or by a specific time.
- d. Reception centre location.
- e. Traffic routes to take and assembly areas.
- f. Items to take with them.
- g. Pet evacuation or report any pets left behind.
- h. Instructions on securing their homes for protection against looting.
- i. Any other safety information related to the evacuation.

## **Key Considerations**

The following are factors that may need to be considered when issuing public alerts and establishing egress routes.

- Languages spoken and understood with in the affected area.
- Familiarity of people in the impact zone to the area. Tourists visiting attractions in the Township will not have the same knowledge level of their surroundings.
- Time frame in which evacuation needs to be performed.
- Attitude of people in the impacted area. Some people will refuse to leave.
- Shadow effect – people who are outside of, but in close proximity to the outer perimeter of the impact area will self evacuate.

## **Traffic Control Planning**

Traffic control ensures the orderly flow of traffic out of the affected area and the placement of traffic control measures, road barriers, designation of one-way streets, signs, and other traffic control aids at critical points to expedite a safe and orderly evacuation.

The following traffic control activities will be identified and conducted during the warning phase:

- Identify Township-owned routes to be used for evacuation.
- Assign staff to strategic locations to block traffic from entering areas.
- Staff on outer perimeters of incident will caution people of the dangers of entering the area and encourage the public to move out of harms way.
- Attempt to clear any congestion problems and activate alternate routes if necessary.
- Deploy barricades, flashing signs, sandbags and traffic cones as needed to block roads.
- Alter traffic signal modes to yellow/red flashing at appropriate intersections.
- Coordinate with County Public Works to alter signal modes on County Roads.
- Deploy snowplows or other special equipment to clear and/or block routes if requested by Police.
- Coordinate with School Boards for buses.
- Establish staging areas.

## **Withdrawal Phase**

The withdrawal process involves the removal of people from a dangerous or potential dangerous area to a safer location. Incident Commanders and/or the Municipal Emergency Control Group must consider the following factors in planning for the safe withdrawal of the affected population:



- Prioritizing/Phasing,
- Egress,
- Assembly points,
- Special needs populations,
- Animals.

## **Prioritizing/Phasing**

The lead time available to complete the evacuation will affect the prioritizing and allocation of resources. The degree of urgency and/or time constraints in which the evacuation must be completed must be considered.

The size of the threatened area to be evacuated will be determined by conditions at the time of the emergency. Establishing phases of the evacuation may be required. Phasing is implemented by evacuation of the areas that are in closest proximity to the hazard first, if it is safe to do so. The withdrawal process proceeds in an outward manner ending with the area furthest away from the hazard being evacuated last. Phasing may also be implemented based on the needs of the population being evacuated.

The Municipal Emergency Control Group and Incident Commanders must take into consideration that people leaving the area in their own vehicles may not abide by the phased withdrawal procedures.

## **Egress**

In order to facilitate an orderly evacuation of the population and to provide access for incoming emergency personnel and resources, clearly marked and identified routes are essential. Where possible and safe to do so, multi-lane roads will be made one way to aid in the rapid movement of vehicles. Specific routes will be designated for emergency vehicle use only. Staff and resources will be deployed to establish signage, directional arrows, pylons and barricades for evacuation routes.

Vehicles experiencing mechanical problems during the egress or are abandoned will be moved off to the side of the road by the driver or tow companies. Occupants of disabled vehicles may be directed to the nearest assembly area by police or city staff.

Public alerting messages will identify egress routes, staging areas and road conditions.

Some inhabitants of the impacted area may refuse to evacuate. Where time permits and it is safe to do so, police and township personnel will record the name and/or address of the inhabitants who remain. These inhabitants will be provided with shelter-in-place instructions (Schedule G).

## **Assembly Areas**

Assembly areas are temporary stopping points prior to moving evacuees to reception/evacuation centres. Assembly areas are located close to the outer perimeter of the evacuation zone. Incident Command and/or the Municipal Emergency Control Group will designate the assembly areas. These areas may be at community centres, parks with large

parking lots or municipal buildings except for Fire Stations. Fire Stations may be designated as staging areas for emergency response personnel and equipment that is required in the emergency area.

The Manager of Public Works will deploy a representative to the assembly area to coordinate with busing companies and other mass transit providers to transport evacuees from the impact area to reception/evacuation centres. The assembly area controller may also facilitate carpooling for evacuees if necessary.

## **Special Populations**

Inhabitants of the impacted area may have specialized needs in evacuating. The aged, infirm, hospital patients, nursing home/home for the aged residents, daycares, schools etc may require specialized transport to evacuate. The facilities responsible for the care of special groups must have an evacuation plan for their site and a pre-selected destination where the needs of the special groups can be managed. A portion of the population with special needs, reside in family homes or their own homes and may not have a personal evacuation plan. Special populations under home care need to have a preparedness plan and identify themselves to emergency services personnel to ensure that they can be safely removed from danger.

EMS will coordinate with other emergency services to facilitate the evacuation of populations with special needs.

## **Pets/Livestock**

Residents are encouraged to have an emergency plan for pets and to evacuate with the animal. Although pets are not permitted at the reception/evacuation centres, arrangements for their care can be made. Evacuees are required to provide for the basic needs of any pets they evacuate including food, leashes, collars, bedding, toys, medication, litter, crates/cages and medical records.

During an evacuation some pets will be left behind. Pet owners through the reception centre, must complete the Pet Record (Schedule L) and submit to the Officers present. The Officer will coordinate with emergency personnel, animal control and the SPCA to arrange care or removal of the animals from the evacuation area if it is safe to do so and appropriate resources are available.

Livestock owners should have a plan on evacuation of livestock that includes method of transport, receiving location, care instructions and supplies. In some cases, it may be impossible to evacuate livestock. Should this be the case, livestock owners will provide the Officer with detailed information on the livestock and their basic care needs. Officer will coordinate with emergency personnel, animal control, SPCA and OMAFRA to arrange care or removal of the livestock from the evacuation area if it is safe to do so and appropriate resources are available.

The Provincial Government has the authority under the Emergency Management and Civil Protection Act, Section 7.0.2(4)-3 to issue an order for the evacuation of domestic animals. There are no provisions under the Act that compels the municipality to provide care for

evacuated animals.

Incident Commanders will report to the Municipal Emergency Committee Group the completion of the evacuation. The evacuated area will need to be secured at the outer perimeter. Police will coordinate with the MCEG and provide a perimeter security plan.

## **Sheltering Phase**

Sheltering is the process of providing for the basic needs of the affected people away from the immediate or potential effects of the hazard. Sheltering is managed in accordance with the Health Canada Guidelines for Emergency Social Services. The primary responsibility for managing the social services needs of evacuees lies with Health Services when more than 50 evacuees are involved. In situations where 50 or fewer evacuees require care, the Township can request assistance from the Canadian Red Cross Disaster Assistance Team.

Various Departments, and community agencies can be called upon to support to provide care for the evacuees.

## **Types of Emergency Lodging Services**

Evacuees may be accommodated as follows:

- a. Private Accommodation: lodging with persons volunteering accommodation in their own home or with family or friends
- b. Commercial Accommodation: lodging in motels, hotels, hostels or commercial boarding homes
- c. Group Lodging Facilities: are buildings such as schools, churches, community centres, arenas, auditoriums or other public facilities not normally used for living purposes that are adapted as dormitory type accommodation for large numbers of people in an emergency.

## **Minimum Evacuee Care Requirements**

The facility used as a shelter must be secure, in that it is a safe location that protects the evacuees from further danger. The minimum service delivery requirements for physiological needs of the evacuees are maintaining a normal body temperature, alleviation of thirst, provision of facilities for excretion (toilets), providing the opportunity for rest and sating hunger.

## **Shelter Activities**

The following are activities that occur in Group Shelter Facilities:

- Registration of evacuees.
- Building security.
- Dormitory/rest areas.
- Sanitation facilities (washrooms/bathing).
- Food storage, preparation and service.
- Cleaning and maintenance.

- Preventative medicine, public health and first aid.
- Planning care of evacuees and shelter operations.
- Supervision of evacuees.
- Scheduling of activities, volunteers and staff.
- Coordination and liaison with on site agencies and MCEG.
- Recreation activities.
- Communications and information.
- Management of supplies, resources and records.

## Pets

Residents are recommended to evacuate their pets if possible. Residents are responsible for providing for the care and housing of evacuated pets. Any pets arriving at reception/evacuation centres will be turned over to the care of animal control agencies with the exception of working dogs (i.e. seeing eye dogs, seizure dogs etc.)

Residents who are unable to evacuate pets can register with By-law Services at the reception/evacuation centres using the Pet Record Form in Schedule L. By-law Services will coordinate with Incident Commanders and animal control to arrange for care and/or removal of pets from the disaster area when it is deemed safe to do so.

## Roles and Responsibilities – Small Scale (25 or Fewer Evacuees)

| Red Cross  | Incident Command   | Operation Section (facilities)  |
|--|--|---|
| <p>MCEG may notify depending on the emergency</p> <p>Establishes communications with MCEG</p> <p>If required Volunteers arrive on scene within 1 hour of notification</p> <p>Red Cross provides food, shelter, clothing, hygiene products, family reunification to evacuees for 72 hours based on a needs assessment</p> <p>Provides referrals and resource lists for additional aid to evacuees</p> | <p>Establish communications with Red Cross personnel</p> <p>Provide information to Red Cross for evacuees on status of situation</p> <p>Notify facilities staff, or MCEG of need to open a community centre after hours.</p> <p>May establish a temporary receiving centre in a Township Community Centre for evacuees</p> <p>- centre operations will not exceed 24 hours</p> | <p>open facility if requested to provide space as a temporary receiving centre</p> <p>Liaise with Red Cross and Incident Commander to support care of evacuees.</p> |

## Roles and Responsibilities for Medium to Large Scale (26 and Greater Evacuees)

| Red Cross   | Incident Command  | Operation Section (facilities)  |
|---|---|---|
| <p>Establish liaison with EMT to provide reports on activities</p> <p>Assess the situation and determine the need for a reception/evacuation centre</p> <p>In consultation with the EMT, will identify a facility to be used as a reception/evacuation centre and for maintenance, cleaning services and additional resources as needed</p> <p>Coordinate with community agencies, facilities Staff to set up reception/evacuation centre(s)</p> <p>Manage care of evacuees in accordance with Health Canada Guidelines &amp; provide family reunification services at reception/evacuation centres<br/>Assist evacuees with procuring long term temporary accommodations</p> <p>Provide volunteers and support in reception/evacuation centres</p> <p>Coordinate with facilities to establish intake and distribution centres for life sustaining goods</p> <p>Coordinate with facilities or close down of shelter and restoration to pre- disaster use.</p> | <p>Ensure that first aid services at the reception/evacuation centres</p> | <p>Provide volunteers and support in reception/evacuation centres</p> <p>care of evacuees by providing library space as quiet areas, offer movies and internet access</p> <p>Provide boardrooms to IC, Red Cross etc for meetings and administration centres</p> <p>Provide staff with special language skills as needed to assist with communicating to evacuees</p> |

## **Re-Entry Phase**

Re-entry is a systematic approach to returning inhabitants to the affected area safely. The re-entry process is aimed at reducing gridlock and chaos and to provide security to the impacted area. Municipal officials and utility companies will perform an assessment of the impacted area to determine if it is safe for inhabitants to return. The assessment of the disaster area will include a ground and/or aerial survey to identify and prioritize the most seriously damaged areas, major routes, neighbourhoods, sensitive public facilities and staging areas for relief and recovery supplies. The final decision to allow re-entry into the disaster area lies with the Municipal Emergency Control Group

Re-entry can be phased or unrestricted. A phased re-entry process involves allowing inhabitants to return to only those areas deemed safe after debris is removed, buildings inspected and identified safe and utilities have been restored. A phased re-entry traditionally starts at the outer perimeter moving in towards the most damaged areas. Unrestricted re-entry allows inhabitants of the disaster area to return after they are verified at the checkpoints.

The Municipal Emergency Control Group in consultation with Incident Command will designate re-entry checkpoints and determine the type of re-entry.

## **Public Information**

The Emergency Information Officer will initiate announcements to alert inhabitants of the affected area through the media, website etc.; when it is safe to return home and the re-entry requirements. Public alerting messages can include identification procedures, areas deemed safe, location of checkpoints, progress of debris clean-up, safety information and personal residence clean-up/reconstruction information.

## **Identification Procedures**

These general identification procedures are intended to provide guidance to police and township personnel directing access to the disaster area at the checkpoints.

### **Residents:**

Proper identification for residents to gain access includes; a current driver's license, a current passport, utility bill, property tax documents, vehicle registration or any 2 pieces of identification that list the resident's name and address location.

### **Business/Industry**

Proper identification for business operators includes a business license showing ownership, current utility bill or lease documents any of which lists and address or other identifier of the location of their property. Business owners will also provide a list of personnel on company letterhead with the company official's original signature, stating the form of identification employees will provide at the checkpoint (i.e. photo employee identification) and the need for the employee to access the site. Business owners will provide the Police an employee list to use for verification purposes.

## **Provincial/Federal/Non-Government Organizations**

Employees and volunteers from Provincial, Federal and Non-Government Organizations providing assistance in the disaster area are required to show photo identification badges for their agency.

## **Media**

Members of the media are required to have authorization from the Emergency Information Officer. The Emergency Information Officer will provide a list of approved media personnel to the checkpoint. Members of the media must present photo identification bearing the name of their media group.

## **Access Levels**

The degree of damage in the disaster area will vary. To ensure that only essential personnel are permitted access for safety reason, access levels have been defined.

### **Level 1**

Only public officials and personnel having key roles in life safety and restoration of critical services after a disaster will be allowed to enter the impacted area. All Level 1 personnel will be required to present and wear in full view an authorized employee identification badge. No personal vehicles will be allowed to enter the impacted areas during Level 1 access. Only emergency vehicles and vehicles used in critical service restoration will be permitted access. Level 1 personnel includes Fire, Police, EMS, Enbridge Gas, PowerStream, Hydro One, Public Works, Building Standards, Engineering, Parks and Forestry, Vegetation Removal Specialists, heavy equipment operators, waste collection agencies etc.

### **Level 2**

Once Level 1 personnel have reduced the degree of danger in the disaster zone, relief workers, contracted security officers, healthcare personnel, business owners/essential business staff, insurance adjusters and any other person authorized by the Municipal Emergency Control Group to provide services to reduce economic loss will be permitted entry. Level 2 personnel will be required to present and wear authorized employee identification at the checkpoint. Level 2 personnel includes Health Inspectors, animal control, Enforcement, Insurance adjusters, Bell Telephone, Cable T.V., authorized Non-Government Organizations (Red Cross, Mennonite Relief etc.)

### **Level 3**

Residents shall have access to areas that have been deemed safe by municipal officials. All residents must show the proper identification and documentation, as prescribe by Police to enter an impacted area.

## **Checkpoints**

Checkpoints will be established by police at the outer perimeter of the evacuation zone. Public Works staff will assist the police in identifying locations for checkpoints at major intersections that ensure continual movement of traffic that is not entering the disaster

area. Police may request the assistance of staff to help staff the checkpoints.

Minor roads leading into the disaster area may be barricaded with vehicles, concrete highway dividers or other large blockades to prevent unauthorized entry.

Police will implement their re-entry protocols for individuals returning to the impacted area.

## Roles and Responsibilities of the Emergency Management Team

| Head of Council/ EOC Commander/Director |   |  |
|---|---|--|
|   | Head of Council   | EOC Director/EOC Commander   |
| Standard Duties                         | Initiate roles and responsibilities as identified in the Township's Emergency Plan                | Initiate roles and responsibilities as identified in the Township's Emergency Plan |
| Warning Phase                           | Request Province declare an emergency and issue a mandatory evacuation order as needed            | Duties as per the emergency response plan  |
| Withdrawal Phase                        | Request province issue additional orders as per the Emergency Management and Civil Protection Act | Duties as per the emergency response plan  |
| Re-Entry Phase                          | Duties as per the plan  | Duties as per the emergency response plan  |

## Incident Command Responsibilities

| Incident Command |  |
|------------------|--|
| Standard Duties  | Prepare to initiate duties from the Townships Emergency Response Plan  |
| Warning Phase    | Prepare to initiate duties in the Emergency Plan   |
| Withdrawal Phase | <ul style="list-style-type: none"> <li>• Determine need to evacuate</li> <li>• Coordinate with Fire Ems Red Cross alerts to evacuate</li> <li>• Assist with notifications of special care institutions</li> </ul>  |
| Re-Entry Phase   | <ul style="list-style-type: none"> <li>• Establish checkpoints to restrict entry to disaster area at strategic locations</li> <li>• Ensure security of the evacuated area, arrange for regular patrols</li> <li>• Coordinate with Fire to check citizens who refused to evacuate</li> <li>• Coordinate with By-law Enforcement and Animal Control to check/remove pets</li> <li>• Implement identification checks procedures for inhabitants returning to area.</li> <li>• Assist with returning special needs citizens to institutions and homes</li> </ul> |



## Operations Section

| Operations Section |   |
|--------------------|---|
| Standard Duties    | <ul style="list-style-type: none"> <li>• Initiate duties as listed in the Emergency Response Plan</li> </ul>  |
| Warning Phase      | <ul style="list-style-type: none"> <li>• Provide and assist with placement of traffic control aids i.e. barricades, flashing signs and traffic cones</li> <li>• Identify evacuation routes based on road capacity</li> <li>• Initiate recall and redeployment of township vehicles to assist with evacuation</li> <li>• Provide data on residential population numbers in impacted areas</li> <li>• Procure buses to assist with evacuation</li> <li>• Deploy a staff person to assembly area to coordinate bussing of evacuees.</li> </ul> |
| Withdrawal Phase   | <ul style="list-style-type: none"> <li>• Assist with clearing evacuation and emergency routes for first responders</li> <li>• Alter traffic signal modes on township-owned roads to yellow/red flashing if necessary</li> <li>• Coordinate with OCWA for disconnect and reconnect of services to township owned facilities in the impact zone ( if required)</li> <li>• Coordinate loading of buses and directing buses to receiving site</li> </ul>  |
| Re-Entry Phase     | <ul style="list-style-type: none"> <li>• Assist with re-entry of evacuees to homes once deemed safe to do so.</li> <li>• Clear traffic control aids</li> <li>• Identify Municipal infrastructure that is damaged or destroyed and arrange for rehabilitation</li> </ul>   |

## Planning Section

| Planning Section |   |
|------------------|---|
| Standard Duties  | <ul style="list-style-type: none"> <li>• Initiate duties as listed in the Emergency Response Plan</li> </ul>  |
| Warning Phase    | <ul style="list-style-type: none"> <li>• Identify 1-hour notification routes approx 4km in length for residential and industrial areas in evacuation zone for employees to follow. Maps may include voter lists, snowplow routes, aerial photos, zoning maps</li> <li>• Identify evacuation routes based on road capacity</li> <li>• Identify staff to be called in or reallocated and travel routes</li> <li>• Assess potential hazards for staff</li> <li>• Ensure staff has proper safety equipment</li> <li>• Notify towing companies (if required)</li> <li>• Deploy vehicles to perimeter with barrier signage</li> </ul> |
| Withdrawal Phase | <ul style="list-style-type: none"> <li>• Direct staff doing door to door notifications to maintain and submit a log of contacts and addresses where people refused to evacuate</li> <li>• Identify staff members with special skills who can assist with the withdrawal</li> </ul>  |

|                |  |
|----------------|--|
|                | <ul style="list-style-type: none"> <li>• Establish staff car pooling to aid in movement of staff from disaster zone or to staging areas</li> <li>• Assist in setting up security at EOC, reception centres, and disaster area perimeter</li> <li>• Assist with access control</li> <li>• Arrange for stranded and disabled vehicles to be towed</li> <li>• Establish a pet registration centre to documents pets left in disaster area</li> <li>• Coordinate with Police, Animal Control and SPCA to arrange restricted access for pet care/removal</li> </ul> |
| Re-Entry Phase | <ul style="list-style-type: none"> <li>• Coordinate with EAP provider to provide support for staff who may also be victims</li> <li>• Assist police at check points with identification procedures as needed</li> </ul>  |

## Logistics Section

| Logistics Section |  |
|-------------------|--|
| Standard Duties   | <ul style="list-style-type: none"> <li>• Initiate duties as listed in the Emergency Response Plan</li> </ul>   |
| Warning Phase     | <ul style="list-style-type: none"> <li>• Identify 1-hour notification routes approx 4km in length for residential and industrial areas in evacuation zone for employees to follow. Maps may include voter lists, snowplow routes, aerial photos, zoning maps</li> <li>• Identify evacuation routes based on road capacity</li> <li>• Identify staff to be called in or reallocated and travel routes</li> <li>• Assess potential hazards for staff</li> <li>• Ensure staff has proper safety equipment</li> <li>• Notify towing companies (if required)</li> <li>• Deploy vehicles to perimeter with barrier signage</li> </ul>  |
| Withdrawal Phase  | <ul style="list-style-type: none"> <li>• Direct staff doing door to door notifications to maintain and submit a log of contacts and addresses where people refused to evacuate</li> <li>• Identify staff members with special skills who can assist with the withdrawal</li> <li>• Establish staff car pooling to aid in movement of staff from disaster zone or to staging areas</li> <li>• Assist in setting up security at EOC, reception centres, and disaster area perimeter</li> <li>• Assist with access control</li> <li>• Arrange for stranded and disabled vehicles to be towed</li> <li>• Establish a pet registration centre to documents pets left in disaster area</li> <li>• Coordinate with Police, Animal Control and SPCA to arrange restricted access for pet care/removal</li> </ul> |
| Re-Entry Phase    | <ul style="list-style-type: none"> <li>• Coordinate with EAP provider to provide support for staff who may also be victims</li> </ul>  |

- |  |
|--|
| <ul style="list-style-type: none"> <li>Assist police at check points with identification procedures as needed</li> </ul> |
|--|

## Finance And Administration

| Finance and Administration |   |
|----------------------------|---|
| Standard Duties            | Duties as per the emergency response plan |
| Warning Phase              | Duties as per the emergency response plan |
| Withdrawal Phase           | Duties as per the emergency response plan |
| Re-Entry Phase             | Duties as per the emergency response plan |

## Emergency Information Officer

| Emergency Information Officer |   |
|-------------------------------|---|
| Standard Duties               | Duties as per the emergency response plan |
| Warning Phase                 | Duties as per the emergency response plan |
| Withdrawal Phase              | Duties as per the emergency response plan |
| Re-Entry Phase                | Duties as per the emergency response plan |

## Plan Maintenance

The Evacuation/Re-Entry Plan is maintained by the CEMC. In consultation with the Municipal Emergency Control Group the plan is reviewed annually and revised as necessary. The Evacuation/Re-Entry plan is approved by the Municipal Emergency Program Committee. To ensure the plan is relevant and current it is exercised annually in conjunction with the Township of Whitewater Region's Municipal Emergency Response Plan.



# **Flooding Readiness Plan**

Effective: March 2023

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## **Section 1 – Introduction**

The Spring melt or Freshet occurs annually in the Township of Whitewater Region and may bring localized flooding of varying degree and severity. It is a possible emergency for which appropriate planning is required to ensure residents, including property owners and tenants, as well as staff are equipped with the knowledge, skills and resources to respond and protect themselves, and to ensure the essential functions of the Township continue to operate. This Readiness Plan (Plan) was developed to assist the Township to remain operational in the face of a flooding event, as well as strengthen its ability to resume operations following the event.

The Plan has been designed as one aspect of the Township's broader emergency plan. It provides guidance to the Township and may serve as the plan for maintaining essential functions and services during a flooding event.

This Plan reflects current knowledge and available information. It will be reviewed and updated on a regular basis to ensure it remains aligned with national, provincial and local developments and reflects current knowledge on flooding. Discretion may be required in the implementation of the Plan depending on changing circumstances.

The Plan is guided by the following principles:

### *Safety*

- Residents must have potable water and proper functioning septic systems.
- Restoration should occur based on safety and flood mitigation.
- Public road access must be maintained where possible.

### *Well-Being*

- Residents and responders need access to wellness and mental health resources.
- Access to safe housing is required with timely return to work and regular activities.
- Activities related to community support, including recreation, are encouraged.

### *Services*

- Municipal services will continue as usual.
- Special arrangements will be made where feasible.
- Sandbag and debris management will be undertaken in a safe and timely manner.

## **Section 2 – Background on Freshet**

The Freshet occurs each spring during the thaw of snow and ice melt. During this time, weather (temperature, rain fall), snowpack and water levels on the Ottawa River are monitored to determine the impact, extent and timing of potential localized flooding.

Since the Township and County do not have a conservation authority, the Ministry of Natural Resources & Forestry District Office monitors the situation and issues watches and messages. Freshet teleconferences with relevant agencies and municipalities, coordinated by MNRF, begin in late March.

There are 2 types of provincial flood messages:

- the Provincial Flood Watch, which provides consistent and timely technical information about the potential for flooding
- the Provincial Watershed Conditions Statement, which provides information on provincial watershed conditions as they relate to flood potential, and an outlook on expected spring flood conditions.

There are 3 types of local flood messages:

- flood warning: flooding is imminent or already occurring
- flood watch: there is the potential for flooding
- watershed conditions statements: flood outlook (an early notice of the potential for flooding based on heavy rain, snow melt etc.) and water safety information.

### **Section 3 – Sources of Information**

The following websites should be monitored:

<https://www.gisapplication.lrc.gov.on.ca/webapps/flood/>

<http://ottawariver.ca/>

<https://www.ontario.ca/beprepared>

<https://www.ontario.ca/page/floods>

<https://weather.gc.ca/warnings/>

<https://www.ontario.ca/page/surface-water-monitoring-centre>

### **Section 4 – Declaration of an Emergency**

The Township is required to develop and implement an emergency management program approved by Council. The program includes a plan, training and public education. Hazards and risks must be identified and assessed. To this end, flooding has been determined to be a significant risk in the Township of Whitewater Region due to its frequency and recent impacts.

The Mayor, as Head of Council, may at any time declare an emergency. However, an emergency does not need to be declared for the Township to take necessary precautions to ensure readiness. This plan includes guidance about preparedness, response and recovery.

### **Section 5 – Preparedness**

#### ***Flood Preparedness Team***

The Township will establish a Flood Preparedness Team comprised of certain staff and council to monitor at the operational level, the situation and report to the Municipal

Emergency Control Group (MECG) comprised of the Mayor, CAO, CEMC, CEMC (alternate), Emergency Information Officer (EIO) and Senior Management Team.

***See Appendix A for detailed flood response***

### ***72-Hour Kit***

Communication should occur to the general public on preparedness.

Residents should be prepared for an emergency by creating a 72-hour emergency preparedness plan and kit.

[https://www.emergencymanagementontario.ca/english/beprepared/Step2BuildAKit/Step2\\_build\\_a\\_kit.html](https://www.emergencymanagementontario.ca/english/beprepared/Step2BuildAKit/Step2_build_a_kit.html)

In addition, the following guidance is provided to residents in the event of flooding.

Inside the home:

- Store any personal belongings in sealed bins.
- Move documents and keepsakes out of the basement.
- Test sump pumps regularly and install a back-up system (for example, battery back-up or generator).
- Put weather protection sealant around basement windows and ground-level doors.
- Install "check valves" in sewer traps to prevent floodwater from backing up into the drains of your home.

Outside the home:

- Extend downspouts at least 2 metres from your home to move water away from the building.
- Remove debris that could present danger during flood events.
- Secure outdoor furniture and items around piers, docks or boathouses.
- Regularly maintain water drainage systems, such as weeping tile, culverts and ditches.
- Secure and turn off unnecessary propane cylinders

Pre-Evacuation

- Notify neighbors, family, friends and the Township of Whitewater Region that you are leaving
- Turn off unnecessary electrical draws
- Remove pets

### ***Sandbags and Sand***

The provision of sandbags and sand supply is a key component of flooding preparedness with the following level of service. If there is impending weather or when MNRF issues a watch or warning:



- a. The Township of Whitewater Region will supply sand and sandbags at identified sandbag depot locations throughout the municipality at no charge.
- b. Timing for the provision of sand and sandbags will be determined based on data and monitoring of water levels and forecasts by the Community Emergency Management Coordinator (CEMC).
- c. Township staff will ensure protection of municipal infrastructure only and would not be responding to requests from private residents/property owners to deliver or place sandbags.
- d. Township staff may provide information on best practices with regard to sand and sandbagging but will generally not commit staff to complete the work. Individuals will need to make sure to arrange their own help through friends and family rather than relying on the Township to provide assistance.

<https://youtu.be/exb2iUgH8cl> building a sand bag wall

### ***Volunteers***

Volunteers may be solicited to assist with sandbagging efforts. They should be registered and complete the required waiver should the Township issue a public request for assistance (Schedule E).

## **Section 6 – Response**

### ***EOC/Incident Command***

The CEMC will establish a EOC for disaster coordination and response as required. EOC will ensure on-going communication with the CEMC and MECCG. EOC must ensure interoperability with Township forces, outside resources and agencies.

Incident Command shall be established by the Fire Chief or designate of Operations. Incident Command will report to the Liaison Officer directly. Incident Command will establish sector officers as required, following established span of control recommendations for wellness checks or off-site operations.

### ***Relief Centre***

A Relief Centre may be established by the MECCG to provide information and meals to impacted residents in coordination with the Westmeath & District Recreation Association, if/when required.

The Relief Centre will coordinate food, hot meals, clothes and other donations.

### ***Evacuation Centre***

An Evacuation Centre may be established with other agencies as a last resort for impacted residents that must leave their residence, if/when required. Alternatives include housing supports provided by Red Cross or the County of Renfrew.

Impacted residents should be encouraged to stay with friends or family if unable to access their property in a safe manner.

### ***Wellness Checks***

Once the Township deems that vehicles can not access a property/dwelling due to flooding, an initial visit when possible will be made to determine if the occupants need assistance to evacuate. If they chose to stay, they will be advised that emergency service access is compromised and that there is no guarantee that responders will be able to get to them if something happens. The Township will not be able to do daily wellness checks due to access limitations and lack of resources.

Depending on the severity of the situation, wellness checks may be undertaken by other outside agencies, such as Renfrew County Paramedic Services, upon request.

### ***Registration***

The Township is working towards a single point of registration. Everyone impacted by an emergency flood event should register, advise when they evacuate and/or return.

In an Emergency Event, the Township will be working with the Red Cross and specific procedures will be provided.

Those residents choosing to shelter in place should ensure they have access to and from their property and necessary supplies, including medications.

### ***Road Closures***

Road closures are posted on [municipal511.ca](http://municipal511.ca). Municipal roads will be re-opened when safe to do so. Motorists traveling on closed roads do so at their own risk. Priority will be given to opening roads for emergency access by fire, police and paramedics.

The Township does not maintain private roads and trails. Repairs and improvements are the responsibility of owners. The Township can provide interested owners with typical road standards to help guide any repairs or improvements.

### ***Potable Water***

The Township may choose to make bottled water available if several private wells are compromised due to flooding. Delivery will not be provided. Owners should be encouraged to do water testing as provided by the Renfrew County and District Health Unit. Drop off points may be coordinated by the Township.

The Township's Drinking Water Systems (Cobden, Beachburg and Haley) are unlikely to be impacted by spring flooding.

### ***Wellness***

Mental Health should be considered. Staff should be informed of Employment Assistance Program resources. Community resources available to impacted residents should be shared.

### ***Military & Outside Resources***

Should the Township require outside assistance, it should be requested by the CEMC through the Provincial Emergency Operations Centre at the direction of the MECG.

### ***Inter-Municipal Cooperation and Coordination***

The CEMC and CAO will attempt to foster inter-municipal cooperation and coordination with other impacted lower-tier municipalities and the County of Renfrew.

## **Section 7 – Recovery**

### ***Sandbag Disposal – See Schedule A for detailed response.***

Sandbags will be generally disposed of at the Township's landfill, which will also accept them during regular hours of operation for disposal without charge. Sandbag disposal would be dealt with as follows:

- a. When less than 10,000 sandbags have been placed throughout the municipality during a flood event, residents are responsible for bringing sandbags to the location where they got them or to the landfill.
- b. When 10,000 to 20,000 sandbags have been placed throughout the municipality during a flood event, residents are responsible for placing filled sandbags at the end of their driveways for collection by Township staff.
- c. When more than 20,000 sandbags have been placed throughout the municipality during a flood event– Residents are responsible for placing filled sandbags at the end of their driveways for collection by a contractor hired by the Township.

Sandbags may rot or breakdown and become unstable over time. They should be removed from use as soon as the threat of flooding is gone. In most cases, sand used from flood protection can be used as general fill (not along watercourses or floodplains), substitute aggregate in construction, or blending into gardening. Use caution when reusing sand that encountered flood waters. Do not use sand in areas where children play, such as sand boxes. Do not place sand in the flood zone, or contact the Ministry of Natural Resources & Forestry to obtain appropriate permits.

Wear gloves and boots to protect yourself. Sand that has been in contact with floodwater containing bacteria, hazardous chemicals, sewage, septic waste, and oil or fuel products can cause health problems and environmental damage.

### ***Debris Management***

Debris Management which includes the clean-up of materials from flood damaged buildings and structures, as well as outside debris that has floated in as a result of flooding including trees, wood and other products, will be dealt with as follows:

- a. Where less than 25 properties are impacted, no special assistance from the Township, regular waste collection rules apply for curbside pick-up and at the landfill.
- b. Where more than 25 properties impacted, Special Tipping Fee Vouchers would be issued to residents to use at the landfill to waive tipping fees on loads being hauled by residents to the landfill.

Household hazardous waste (chemicals, paints, cleaning products, pharmaceuticals, etc.) and materials containing asbestos are not accepted at the landfill. The Township of Whitewater Region will be conducting a mobile HHW disposal event for its residents.

Electronics will be accepted at the landfill, along with leaf & yard waste. Lumber and clean wood waste can be stockpiled at the landfill.

### ***Roads***

Once waters have receded, some municipal roads may require temporary work such as gravel to make them passable. Regular road operations should be maintained, including road grading, weather permitting.

### ***Building and Planning***

Residents should be directed to use caution when entering their home. Concerns about structural issues should be inspected by a qualified professional at owner's cost.

A building permit is required for renovation requiring any structural work or insulation. A permit is also required for demolition.

Flood mitigation measures may be required as part of the permitting process.

Prior to reconstruction or renovation, confirm the zoning that applies to your property. If your property is not located in the floodway and above the current flood boundary, reconstruction and renovation can proceed with a permit.

The zoning by-laws specify that if a non-conforming building or structure should be damaged by flood or other natural or unnatural occurrence beyond the owners control, nothing in the by-law shall prevent such building from being restored and strengthened

to a safe condition, provided the height, size or volume is not increased and provided that reconstruction or restoration is commenced within 12 months and completed within 24 months of the date the damage took place. Even if work is permitted, a building permit and/or demolition permit is required.

### ***Utilities***

Hydro One and the Electrical Safety Authority (ESA) have jurisdiction with regard to the disconnection and restoration of electrical services in flood damaged areas. The ESA will need to inspect the property and approve the completed work before power is restored.

Contact a licensed electrician to assess and repair any water damage to your electrical connections and that it is safe to turn on your power. The cost is the responsibility of the owner or contact your insurance company.

### ***Safety***

Mould is the common word for any fungus that grows on food or damp materials. Mould can be black, white or almost any colour. It often looks like a stain or smudge and it may smell musty.

Common household materials mould can live on include drywall, wood, such as windowsills, wall framing and firewood, paper products such as cardboard boxes, damp materials such as carpeting or furniture, or behind walls in insulation.

An abatement or air quality specialist should be brought in if necessary. This cost is borne by the owner or speak with your insurance company.

### ***Feedback***

Post event, feedback will be solicited as part of a debrief to adjust the plan and make any necessary adjustments.

## **Section 8 – Other Agency Support**

### ***Agencies***

The Renfrew County and District Health Unit will have resources about wells, septic systems and mould, as well as wellness support.

Sometimes we need help from a health professional such as a family doctor, social worker, or nurse. Ask for help if you have:

- Feelings of shock, numbness, or disbelief.
- Difficulty concentrating.
- Sleeping problems or nightmares.
- Feelings of extreme helplessness.
- Headaches, body pain, or skin rashes.

- Changes in appetite.
- You are not able to take care of yourself or your loved ones.

Ontario Works may provide additional support for those in need, including temporary housing. They can be reached at 613-723-2601 or 1-866-897-4849.  
<http://www.countyofrenfrew.on.ca/departments/social-services/ontario-works/>.

Emergency accommodations for up to 72 hours can be accessed through Red Cross at 1-866-637-4263. Red Cross also made available clean up pails which can be picked up at the Westmeath Community Centre or at the Township Office.

## ***DRAO***

Disaster Recovery Assistance for Ontarians (DRAO) is a provincial program designed to help people affected by natural disasters get back on their feet. DRAO must be activated by the Minister of Municipal Affairs & Housing.

If a property is no longer habitable for a period of at least three months, you may be eligible for a reduction in property assessment under Section 357 of the Municipal Act. The property owner should wait until the full extent of the damage is known and provide any documents indicating why the property is no longer usable.

## ***Recovery Team***

A Recovery Team may be formed to coordinate inter agency support for impacted residents depending on the severity of the event.

## **Section 9 – Communications**

### ***Strategies***

The CAO with the assistance of the Emergency Information Officer (EIO), will advise on all communication strategies, including the use of appropriate channels for dissemination, and coordinate the production of materials for internal and external communications, including those for social media, media relations and mass communications. The Mayor, CAO and EIO can also act as spokesperson.

In the event emergency communications are necessary, they will be communicated by the CAO or EIO via email to employees' email addresses and by a daily call in or means deemed satisfactory.

The EIO will determine strategies for internal and external communication and for media. Other individuals shall refrain from *ad hoc* or spontaneous comments or communications, as contradictory or unclear information can create confusion and detract from the Response Plan. Communication will be as warranted and will be

carried out in a controlled fashion, only by designated spokespersons and using official channels.

### ***FAQs***

A document should be maintained with responses to frequently asked questions. This should assist staff responding to queries. It can be posted on the municipal website and used to create other communication materials.

### ***Privacy and Confidentiality***

When addressing requests for information in the event of a flooding response, it is important to consider issues of privacy and confidentiality. Depending on the situation, confidentiality may be required by statutes, regulations, policies or contracts.

Before responding to any requests for disclosure of information or providing such information to anyone, consult with the Clerk. This includes requests for information from government officials or media. If disclosure is made, the Clerk should be informed immediately.

Nothing in this section prohibits the release of personal information of any person to police or other government officials if the purpose is to mitigate an imminent risk of harm to any person or significant damage to the Township resources.

## **Section 10 – Business Continuity**

### ***Business as Usual***

During a flooding event, Township services will be maintained, where possible. This includes seasonal road operations, such as road grading.

### ***Curbside Collection***

Residents on private roads must continue to take their household garbage (2 bag limit) to the municipal road on their regular collection day, while residents on municipal roads may continue to place their bags at curbside. If the municipal road is closed, the garbage must be taken to the location where the road closure commences. Waste collection trucks will not travel on closed roads. Extra bags can be purchased from the Township Office or local retailers.

Residents may take their household garbage to the landfill site at 990 Kohlsmith Road during regular hours of operation (Wednesday and Saturday from 8 a.m. to 2 p.m.) for disposal with regular fees applying.

Recycling will be collected in the same manner as garbage collection. It is recommended that owners clearly mark their recycling bins in order that they can be identified and collected by the owner. The Township does not take responsibility for lost

or stolen blue bins. Residents may take their recycling to the landfill site during regular hours to place in recycling bins.

### ***Contingency Planning***

The CAO is responsible for developing contingencies for dealing with the impact a health emergency may have on the continued operation of the Township's business for review by the Response Team. This may involve the following considerations:

- (a) determining the core aspects of the business which must be carried on in order to sustain operations
- (b) identifying the personnel systems, sites, supply methods, transportation requirements, utilities etc. that are required to maintain core functions
- (c) identifying whether aspects of the operation would have to be closed temporarily
- (d) developing, in conjunction with the Emergency Information Officer and the Senior Management Team, plans for communicating to vendors, suppliers and customers
- (e) identifying internal and external dependencies
- (f) identifying with the assistance of the Senior Management Team essential positions and considering cross-training employees or training and drawing upon an ancillary workforce (for example, contractors or volunteers)
- (g) identifying and planning for employees who may be at higher risk, for example pregnant women and employees with certain chronic conditions, and considering accommodations as necessary in accordance with human rights obligations
- (h) determining in advance the level of absenteeism that can be tolerated before key business functions are affected and business operations must be changed
- (i) ensuring Managers and Supervisors are maintaining a list of duties that employees can perform from home, as well as any equipment that may be necessary to perform those duties
- (j) considering how business activities can be modified to reduce face to face contact, for example by setting up meetings through teleconferencing rather than in person
- (k) considering staggered work hours, flexible worksites, different work reporting structures or work assignments, telecommuting and reduced travel, and
- (l) ensuring communications and information technology infrastructures can accommodate many employees working from home.





# **Flooding Readiness Plan**

## **Appendix A**

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## Section 1– Introduction

### Ottawa River

The Ottawa River flows along over 62 kms of shoreline within Whitewater Region and can be divided into seven separate areas where its layout changes and its flood hazard changes. There are approximately 275 private properties, three boat launches, two provincial parks, one private campground and three Whitewater adventure businesses. Ottawa River levels are monitored and reported by the Ottawa River Planning Regulation Board online at [ottawariver.ca](http://ottawariver.ca). There are two gauges along the Ottawa River that provide a reference point from which the municipality can plan from. Note that these gauges are only a reference point that may not accurately represent the actual water levels along the Whitewater Region border as these may be affected by the narrowing of the river, rapids, wind speed and direction or other natural and man-made structures. However, they do provide a reference point from which to plan from. The two gauges are at Pembroke and Lac Coulonge at Fort Coulonge.

The first section starts at our border with Laurentian Valley up until the hamlet of Westmeath. This area is the bottom of the large body of water referenced by [Ottawariver.ca](http://Ottawariver.ca) as “Pembroke”. The shoreline is generally all at or below existing flood zones and includes a large marsh in the area of the Westmeath Provincial Park. It has wide long beaches with few wave breaks. The area was originally developed for seasonal use/cottages before zoning by-laws were put in place to restrict development in this low-lying area. Over time these cottages have been modified for year round habitation. A limited number were built up with additional fill or elevated to above flood levels. Fewer yet have had wave breaks put in place to prevent erosion or other threats from high water wave action. Almost all properties are on private roads that have been built below flood levels.

The second section is the shoreline from Westmeath up to the end of Rapid Road. The river narrows significantly in this area and the water speeds up dramatically. The shoreline is mostly rock although there remains some sandy areas that face significant erosion with high water levels. Almost all homes in this area are constructed above flood levels (with the exception of those off Gervais trail at the end of the section), however those with basements are threatened with increased hydrostatic pressure that forces ground water and septic back into the homes. As the water level elevates, there are three areas threatened in this section. At Vizena Trail, the river does generate one new branch that flows through the first home’s yard, makes Vizena Trail impassable and connects to School House Bay. At School House Bay the rising water covers Rapid Road from Vizena through to Clem Trail. Lastly, there are a number of homes off of Gervais Trail and in the vicinity of Spotswood Landing that are flooded as the water rises.

The third section is the shoreline from the end of Rapid Road through to the end of Timm Road not including Hennessy Bay. This is large open section where the Ottawa River is joined by the Calbute Channel (coming from the far side of Alamutte Island) and the Black River. So this additional water creates strong currents. The shoreline in this

section is sandy with high banks that are easily eroded with the high water, strong current and winds. Although there have not been any homes flooded in this area in the past, access to their properties (ie: Granton Trail) has been lost, or they have been faced with structural changes damaging their basements due to increased hydrostatic pressure.

The fourth section of the shoreline is the Hennessy Bay area. This bay is sheltered from the currents, with sandy and gentle sloped beaches. There are a few homes built at, or just below, flood levels along Point Trail however the largest threat in this area is the wind and wave action that can elevate water levels significantly along Point Trail and cause significant damage and erosion. Hennessy Bay is often one of the last areas along the WWR shoreline with ice and a combination of high water and wind direction there is a significant threat of damage to the homes along Point Trail. Those with basements have also reported significant hydrostatic pressure where it was necessary to sandbag the interior basement walls in 2019.

The fifth section of the shoreline is the Lac Coulonge area from Hennessy Bay through to Lapasse. There are several homes that have been built in the Lacroix Bay area, which is essentially a large island on the shoreline, connected by a natural, albeit built up, causeway. The home built along this shoreline vary from being constructed well above the flood plain to being well within and well below the flood levels (Red Ash Trail, Coulonge Trail, and Spent Trail). Several the homes have basements and septic systems impacted by the hydro static pressure. The biggest threat along this shoreline has been road access in the past, however all low areas have been built up during and after the 2019 floods and therefore access should not longer be an issue.

The sixth section of the shoreline from Lapasse through to River Run Rafting Company are essentially the rapid section of the river. The banks are high, steep and rocky for the most part. As the water levels rise and the water flows through the rapids, the moving water itself is very dangerous. There are approximately 10 lower homes along this section.

The final section of the shoreline is from River Run Rafting Company through to the WWR border with Horton Township. No flooding was experienced along this section in 2017 or 2019.

## Muskrat Lake

Muskrat Lake is a long and narrow inland lake with a surface area of approximately 1,200 hectares (ha) and a maximum depth of 64 metres. Its watershed is relatively large (51,000 ha) compared to the lake. There are 300 private dwellings, several farms, 2 campgrounds, 2 boat launches, one public beach, and the Cobden Water/Wastewater Treatment Facility supporting the village of Cobden. It is fed by three rivers: Muskrat River, Buttermilk Creek and Snake River. Muskrat Lake has several areas of flood risk, however there is no current water level monitoring organization or gauges. With heavy surface run-off, Snake River will extend beyond its banks between Highway 17 and Muskrat Lake. Homes along the Eastern and Western sides of the Lake have been

flooded as the water level rises as well as on the Western side. On the Southern End of the Lake, the Water/Waterwater Treatment Plant may flood as well as the marsh between the lake and Forester Falls Road may also flood and force water up and onto Forester Falls Road. Lastly, with high water and any moderate breeze there will be wave action and this may cause additional flooding. Depending if there is any ice on the lake at the time of this high water, any wind may cause the ice to be forced up onto shore and this could produce additional damage to private property.

## **Section 2– Detailed Flood Response**

Water Levels: Normal

Conditions: river and lakes at normal levels

Response: Commence Situational Awareness Operations

- By March 15 the Flood Preparation Team will stand up and meet regularly to review preparedness implementation and FRESET forecasts of water levels, wind speeds and direction, and ice melt on water
- Begin implementing the communication plan if warranted by flood threat
- Liaise with MNRF, EMO, Renfrew County, Ontario Hydro, Ontario Power Generation and other FRESET partners

Water Levels: Pembroke Water Level – 112.50 m  
Lac Coulonge Water Level – 107.50 m  
Muskrat Lake – top of natural banks

Conditions: there may be some slight property flooding however the water has not yet come into contact with a structure or covered any private or municipal roads.

wind speed and direction will start to become very important as they push water and/or ice further inland or commence erosion of sandy shoreline

Response: EOC is established.

- Site Command is notified to be prepared to establish with 24 hours notice. Relief Centre (WDRA) is notified to be prepared to establish within 24 hours notice.
- MCEG will start tracking forecasts of wind speed and direction to overlay into overall risk assessment
- MCEG will start tracking whether ice is present in key areas where wind and shoreline slopes may result in the pushing of ice into structures or blocking roads.
- if its not forecasted to go much beyond 112.50 m then pre-position sand piles at key low areas (sand pit on Sunset Trail, parking area on

McWitt Trail, and end of Sand Point Road at Greatview Trail, and Mineview Garage). Make sandbags available at municipal locations. If it's forecasted to continue to rise to 113 or higher than only pre-position at Westmeath Garage in anticipation of a greater mass effort to come.

- begin implementing the communication plan with information and training on how to fill and stack sandbags as well as emergency preparedness for residents. Make preparations for the emergency number of messages at Township office. Provide front end staff with detailed messaging to provide residents who call in or visit.
- reach out to NGO organizations that might be prepared to assist with potential mass sand filling efforts (MDS, CAM, GSAR). See if any will provide sandbag wall construction assistance to those with age, mobility or medical restrictions. See if a volunteer organization like the WDRA can form a sub-committee to coordinate and prioritize this effort for the most vulnerable in the community.
- reach out to Red Cross and County Ontario Works to be prepared to assist with evacuation/social assistance support if necessary.
- conduct a visual assessment of pre-identified low roads and update 511 as required.

Water Levels: Pembroke Water Level – 113 m

Lac Coulonge Water Level – 108.0 m

Muskrat Lake – Snake River has widened into unprotected flood plain. Water has covered the Cobden Boat Launch

Conditions: water has come into contact with structures, having completely encircled some low-lying property and has started to cover a number of private or municipal roads.

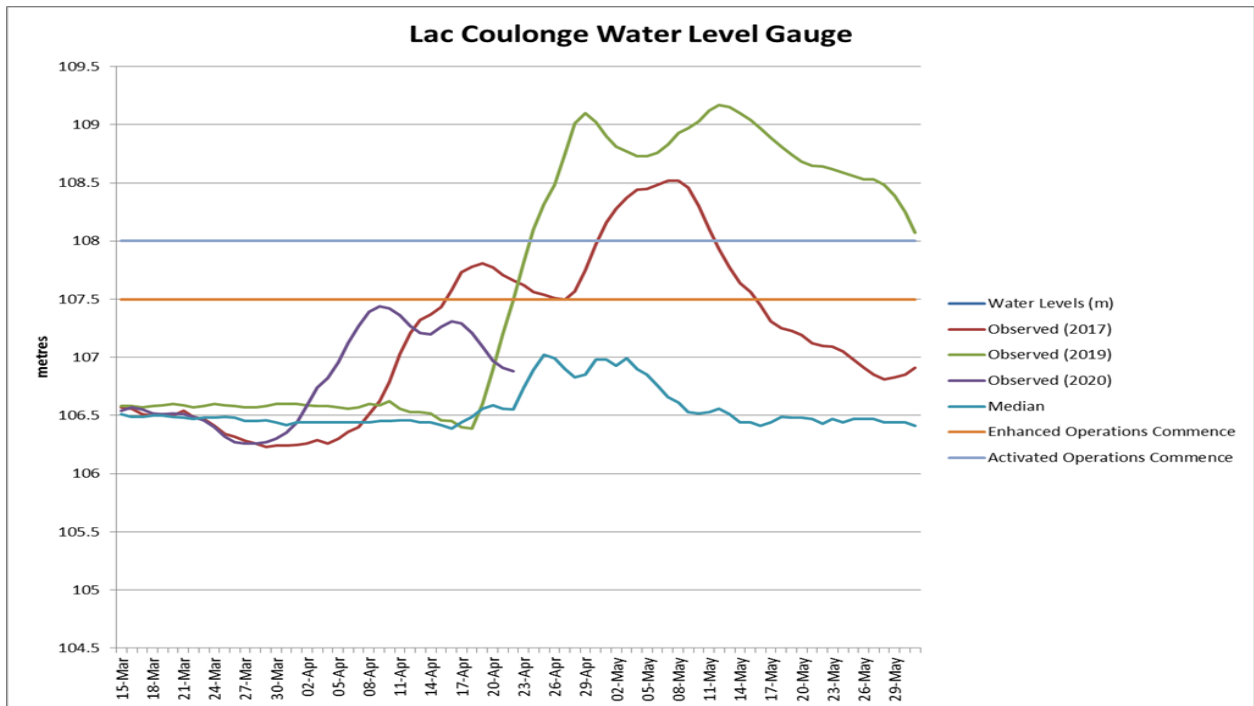
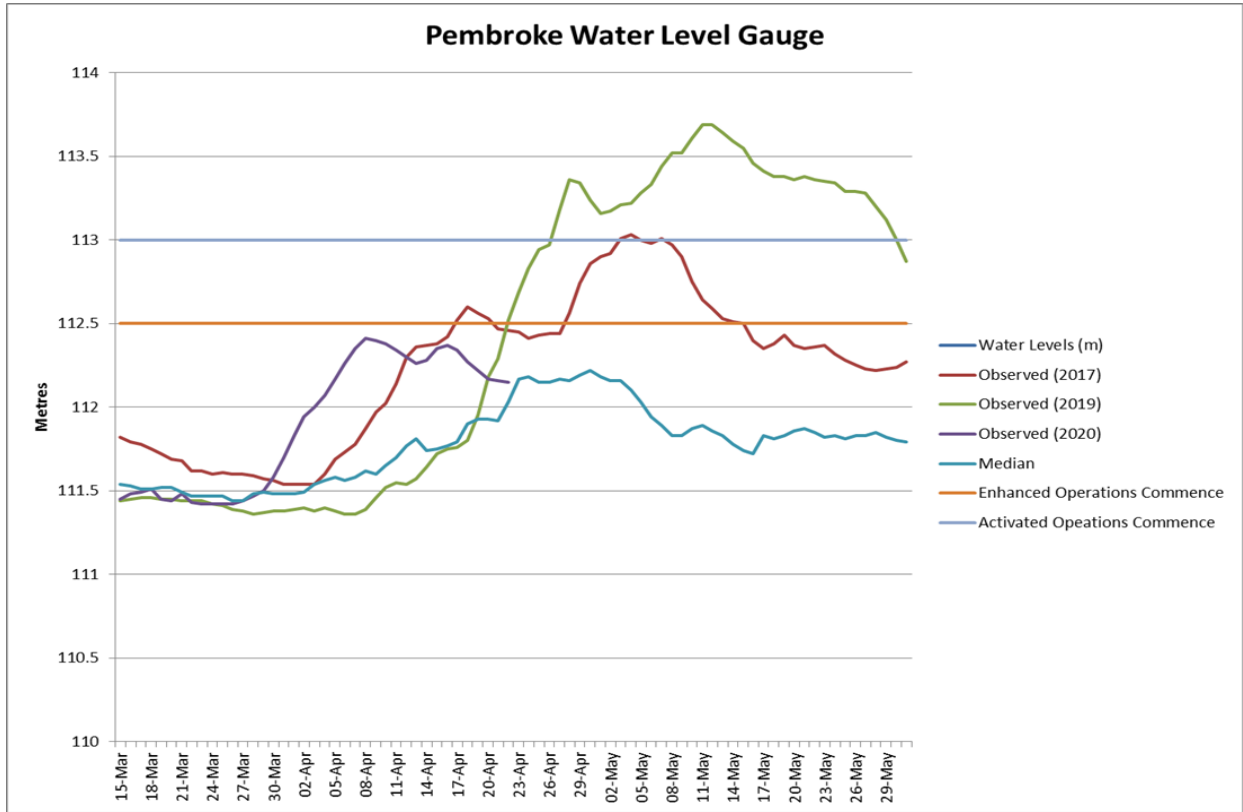
at these elevations wind speed and direction is very important as they push water and/or ice further inland or commence erosion of sandy shoreline

Response: Commence Activated Operations and recommended the declaration of an Emergency to the MCEG.

- Consider seeking MNR assistance, military assistance, and Coast Guard.

- Ontario Hydro and Ontario Power Generation will commence inspections and cut power to any home where their electrical system could be breached by water.
- Site Command established and has started to lead mass sandbag filling at the Westmeath Dome as well as conducting daily wellness checks to all residents in threatened areas.
- Relief Center established and has opened to provide hot meals and information to the general public.
- WDRA has established a sandbag wall building coordination committee that coordinates volunteer support (including NGOs) to help those in need to build sand bag walls if necessary
- Red Cross is providing 72 hr self-evacuation financial assistance to those who seek it and have started to collection information or make available registration for any additional financial aid. County Ontario Works organization is tracking Red Cross efforts and is prepared to support specific individuals beyond 72 hours if necessary. Red Cross may also be prepared to provide mobile mental health wellness checks on request.
- MCEG Group will provide a daily report on wind speed and direction to overlay as part of an overall risk assessment.
- MCEG will continue tracking whether ice is present in key areas where wind and shoreline slopes may result in the pushing of ice into structures or blocking roads. This may then be used to recommend evacuation to high-risk residents.
- fully implement the communication plan
- conduct a visual assessment of pre-identified (see list) low roads and update 511 with road closures as required. Staking of specific municipal roads may be necessary to ensure access with emergency vehicles in low light, bad weather, or higher elevation of water. As roads are closed by Public Works, this means that the road is no longer safe to be used by Fire, Ambulance, garbage, recycling. Site Comd will pass this information onto each affected resident and recommend that they self-evacuate.
- boat launches are closed except for emergency agencies.
- planning group is seeking NGO support to assist with the clean-up and formulating a recovery plan for the township.

### Section 3– Water Gages





## Section 4 – Key Water Elevations

| Historically Flooded Roads<br>(Municipal roads are <b>bold</b> ) | Lowest elevation | Comments  | Primary Homes Flooded        | Other Homes Flooded |
|--|------------------|---|------------------------------|---------------------|
| Chaffres Trail   |                  | Unaccessible in 2017, 2019  | 1 (#85)                      | 1                   |
| Thibeau Trail  |                  | Unaccessible in 2017, 2019  | 1 (#161)                     | 1                   |
| Moores Beach   |                  | Accessible in 2017 and 2019   | 0                            | 0                   |
| Sunset Trail   |                  | Unaccessible in 2017, 2019  | 5 (#115, 123, 125, 135, 143) | 14                  |
| McWitt Trail/Edgewater Trail                                     |                  | Unaccessible in 2017, 2019  | 5 (#1, 11, 37, 73, 77)       | 6                   |
| <b>Sand Point Road</b> /Greatview Trail                          |                  | Unaccessible in 2017, 2019  | 4 (#7, 16, 69, 81)           | 32                  |
| <b>Rapid Road</b>  |                  | Lowest point is School House Bay  |                              |                     |
| Cedar Grove Trail  |                  |   |                              |                     |
| Vezina Trail   |                  | Fast moving current through this area flooded one home and cut off access to other homes. Home and road have not been built up. | 1 (#23)                      | 0                   |
| Gervais Road/Sinkhole Trail                                      |                  |   |                              |                     |
| Gratton Trail  |                  | Unaccessible in 2019, home was okay   |                              |                     |
| Lachlan Lane   |                  | Hydrostatic pressure on basements   |                              |                     |
| <b>Point Trail</b>   |                  | Road built up in 2019. Low houses and threat from ice and waves.  |                              |                     |
| CADS Trail   |                  | 1x low home built up in 2019  |                              |                     |
| Red Ash Trail  |                  | Flooded basements   |                              |                     |
| Coulonge Lake Trail  |                  | Flooded basements, subsurface erosion   | 2 (#62, 82)                  |                     |
| <b>Spent Trail</b>   |                  | Road built up in 2019. #18 built up but #14 and 19 are not  | 2 (#14, 18)                  | 1                   |
| <b>Greenway Drive</b>  |                  | Road built up in 2019. Numerous homes built up but basements, septic and hydrostatic threat remains for many.                   |                              |                     |
| <b>Bayview</b>   |                  | Road built up in 2019.  | 3 (#542, 556, 562)           | 1                   |
| <b>Lacroix Bay Road</b>  |                  | Homes flooded in 2019 were all raised.  |                              |                     |
| Crosby Trail   |                  | Road unaccessible in 2019 but no homes flooded.   |                              |                     |
| Samure Trail   |                  | Road unaccessible in 2017, 2019 and homes flooded.  |                              | 2                   |
| Bunting Trail  |                  | 1-2 homes flooded or heavily sandbagged   |                              |                     |
| Lemaire Trail  |                  | 1-2 homes flooded or heavily sandbagged   |                              |                     |
| Wood Duck Trail  |                  | 1-2 homes flooded or heavily sandbagged   |                              |                     |

|                  |  |   |  |  |
|------------------|--|---|--|--|
| Put-in Trail     |  | 1-2 homes flooded or heavily sandbagged   |  |  |
| Curtis Trail     |  | 1-2 homes flooded or heavily sandbagged   |  |  |
| Pioneer Trail    |  | 1-2 homes flooded or heavily sandbagged   |  |  |
| Stella Lane      |  | Not sure what happened at Muskrat Lake nor if these are municipal roads. I had reports of flooded on these roads. |  |  |
| Faught Road      |  | Not sure what happened at Muskrat Lake nor if these are municipal roads. I had reports of flooded on these roads  |  |  |
| Oattes Road      |  | Not sure what happened at Muskrat Lake nor if these are municipal roads. I had reports of flooded on these roads  |  |  |
| Bird Lake Trail  |  | Not sure what happened at Muskrat Lake nor if these are municipal roads. I had reports of flooded on these roads  |  |  |
| Rossel Trail     |  | Not sure what happened at Muskrat Lake nor if these are municipal roads. I had reports of flooded on these roads  |  |  |
| Cobblestone Lane |  | Not sure what happened at Muskrat Lake nor if these are municipal roads. I had reports of flooded on these roads  |  |  |

## Section 5 – Communications

### **Strategies**

The CAO with the assistance of the Emergency Information Officer (EIO), will advise on all communication strategies, including the use of appropriate channels for dissemination, and coordinate the production of materials for internal and external communications, including those for social media, media relations and mass communications. The Mayor, CAO and EIO can also act as spokesperson.

In the event emergency communications are necessary, they will be communicated by the CAO or EIO via email to employees' email addresses and by a daily call in or means deem satisfactory.

The EIO will determine strategies for internal and external communication and for media. Other individuals shall refrain from *ad hoc* or spontaneous comments or communications, as contradictory or unclear information can create confusion and detract from the Response Plan. Communication will be as warranted and will be carried out in a controlled fashion, only by designated spokespersons and using official channels.

## **FAQs**

A document should be maintained with responses to frequently asked questions. This should assist staff responding to queries. It can be posted on the municipal website and used to create other communication materials.

## ***Privacy and Confidentiality***

When addressing requests for information in the event of a flooding response, it is important to consider issues of privacy and confidentiality. Depending on the situation, confidentiality may be required by statutes, regulations, policies or contracts.

Before responding to any requests for disclosure of information or providing such information to anyone, consult with the Clerk. This includes requests for information from government officials or media. If disclosure is made, the Clerk should be informed immediately.

Nothing in this section prohibits the release of personal information of any person to police or other government officials if the purpose is to mitigate an imminent risk of harm to any person or significant damage to the Township resources.

# Township of Whitewater Region

## Pandemic Plan



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## Section 1 – Introduction

COVID-19 and other pandemics have been identified as a specific hazard that could imminently disrupt the operations of The Township of Whitewater Region Township, The County of Renfrew, including the Paramedic Service, the health care system and society. It is a possible emergency for which appropriate planning is required to ensure all staff are equipped with the knowledge, skills and resources to respond and protect themselves, and to ensure the essential functions of the Township continue to operate. This Response Plan (Plan) was developed to assist the Township to remain operational in the face of a pandemic, as well as strengthen its ability to resume operations following a pandemic.

The Plan has been designed as one aspect of the Township’s broader emergency plan. It provides guidance to the Corporation and its employees and may serve as the plan for maintaining essential functions and services during a pandemic. This Plan reflects current knowledge and available information. It will be reviewed and updated on a regular basis to ensure it remains aligned with national, provincial and local developments and reflects current knowledge on pandemics. Discretion may be required in the implementation of the Plan depending on changing circumstances.

The Township’s goals of pandemic response are to maintain essential services, keep staff safe, prevent infection transmission, minimize serious illness, and minimize disruption to operations as a result of a pandemic.

## Section 2 – Background on COVID-19

The information contained in this section is reproduced from the World Health Organization (WHO):

### 2.1 The COVID-19 Virus

COVID-19 is the infectious disease caused by the most recently discovered coronavirus. This new virus was unknown before the outbreak began in Wuhan, China in December 2019.

The most common symptoms of COVID-19 are fever, tiredness, difficulty breathing and dry cough. Some patients may have aches and pains, nasal congestion, runny nose, sore throat or diarrhea. These symptoms are usually mild and begin gradually. Some people become infected but don’t develop any symptoms and don’t feel unwell. Most people (about 80%) recover from the disease without needing special treatment.<sup>1</sup>

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<sup>1</sup> World Health Organization, “Q&A on coronaviruses (COVID-19)”, February 23, 2020: <https://www.who.int/news-room/q-a-detail/q-a-coronaviruses>.

## 2.2 How Does COVID-19 Spread?

People can catch COVID-19 from others who have the virus. The disease can spread from person to person through small droplets from the nose or mouth which are spread when a person with COVID-19 coughs, sneezes or exhales. These droplets land on objects and surfaces around the person. Other people then catch COVID-19 by touching these objects or surfaces, then touching their eyes, nose or mouth. People can also catch COVID-19 if they breathe in droplets from a person with COVID-19 who sneezes, coughs out or exhales droplets. This is why it is important to stay more than 1-2 meter (3-6 feet) away from a person who is sick.

## 2.3 Providing Current Information

Information regarding the COVID-19 is developing. The Township will convey clear, relevant information about the source and nature of the risk, updated as frequently as required based on information and guidance provided by the Renfrew County and District Health Unit

## Section 3 – Legal Obligations

3.1 Pursuant to the *Occupational Health and Safety Act* (OHSA), the Township, its supervisors and employees all have duties and responsibilities to control hazards in the workplace and ensure a safe working environment. The Township will continue to comply with and satisfy its obligations pursuant to the OHSA, including its obligations with respect to:

- (a) the provision of information, instruction and supervision;
- (b) taking reasonable precautions for the protection of workers;
- (c) providing required equipment, material and protective devices;
- (d) reporting occupational illnesses; and
- (e) considering work refusals in accordance with the OHSA.

3.2 The Township will continue to comply with its obligations under the *Human Rights Code*, including its duty to accommodate.

### 3.3 Role of Joint Health and Safety Committee (JHSC)

JHSC members are mutually committed to improving health and safety conditions in the workplace. The JHSC identifies potential health and safety issues and brings them to the Company's attention and must be kept informed of health and safety developments in the workplace by the Township.

The JHSC is an advisory body that helps to stimulate or raise awareness of health and safety issues in the workplace, recognizes and identifies workplace risks and develops recommendations for the employer to address these risks.

It is the expectation that in the event of a pandemic the JHSC will employ the applicable recommendations of the Renfrew County and District Health Unit.

#### **Section 4 – Mitigation Strategies and Care**

4.1 All employees are encouraged to:

- (a) Regularly and thoroughly wash their hands with soap and water for at least 20 seconds and dry hands with paper towels, rather than jet dryers, where possible, or use an alcohol-based (at least 70% alcohol) hand sanitizer.
- (b) Maintain at least 2 metre (or 6 feet) distance between the employee and anyone who is coughing or sneezing.
- (c) Avoid touching eyes, nose and mouth.
- (d) Ensure that they, and the people around them, follow good respiratory hygiene, including but not limited to covering their mouth and nose with their bent elbow or tissue when they cough or sneeze and disposing of used tissues immediately.
- (e) Clean and disinfect frequently touched objects and surfaces.
- (f) Avoid shaking hands with colleagues or customers.

4.2 Within the workplace, the Township may also implement social distancing measures, which include: modifying the frequency and type of face-to-face employee encounters (e.g. closing buildings to the public, placing moratoriums on hand-shaking, substituting teleconferences for face-to-face meetings, staggering breaks, posting infection control guidelines), establishing flexible work hours or worksites (e.g. telecommuting), limiting the number of staff per workplace, and promoting social distancing to maintain 2 metre (or 6 feet) spatial separation between individuals. Such measures will be communicated to employees in accordance with this Plan.

4.3 The Township will increase its cleaning operations, particularly of common areas and include, for example, surfaces of desks, phones, doorknobs and elevator buttons.

#### **Section 5 – Pandemic Response Team**

5.1 The Township's goal is to maintain operations and continuity to the extent possible during a pandemic.

5.2 The Township has designated the Municipal Emergency Control Group as the Pandemic Response Team, with other participation deemed necessary.

5.3 The role of the Pandemic Response Team is to:

- (a) Monitor information related to the pandemic.



- (b) Establish when the various steps of the Plan must be implemented, and whether any steps of the Plan need to be amended to address the unique nature of the pandemic threat.
- (c) Determine how long the Plan will be kept in effect.
- (d) Communicate with public health agencies, emergency responders and others as required if an employee, client, customer or visitor is confirmed as having the virus, or is displaying symptoms.
- (e) Confirm or define “High Risk Jurisdictions” on an ongoing basis for the purposes of notification under this Plan.
- (f) Review the Township’s policies regarding paid and unpaid leaves of absence and determine, based on the advice of staff, whether any changes need to be made on a temporary or interim basis.
- (g) Coordinate the distribution of information and materials to employees through the Emergency Information Officer.
- (h) Enact pre-pandemic mitigation strategies.
- (i) Identify the essential functions or services of the Township which will be continued and how they will be carried out during the pandemic outbreak.
- (j) Develop a plan for continued operations, in accordance with Section 9.

## **Section 6 – Self-identification, Notification and Treatment**

- 6.1 Employees who feel unwell or have symptoms of a respiratory illness of any kind should remain at home in isolation. If an employee has a fever, cough and difficulty breathing, the employee should call the health unit and seek medical attention.
- 6.2 Employees should stay informed on the latest developments about COVID-19 and any other pandemic, and follow the advice of their healthcare provider, national and health unit or the Township on how to protect themselves and others from the pandemic. In the event mandatory quarantines or other protective measures are required by health authorities, the CAO will issue an emergency communication to all employees.
- 6.3 Any employee who has recently visited a “High Risk Jurisdiction”, as defined and communicated by the Response Team, must immediately report to their manager or designate via email or telephone prior to returning to work for further instructions regarding whether or not a self-quarantine is required based on current direction from health authorities.
- 6.4 Any employee who has been in contact with someone who (i) has been in a High Risk Jurisdiction and (ii) is exhibiting symptoms of, or tests positive for, COVID-19 or another pandemic must immediately notify their manager or designate by email or telephone. Employees will be required to work remotely [if possible, or go on a leave of absence] for 14 days following such contact, and will be permitted to return to work only if they are not showing symptoms at the conclusion of that 14 day period.

- 6.5 Any employee who is planning travel, whether within Canada or outside of Canada, must contact their manager or designate before returning to the workplace to ensure that they are informed of any updates or changes to the jurisdictions considered as “high risk”.

## **Section 7 – Employee Absences**

- 7.1 As part of its duties, the Response Team will review a contingency plan, when required, for increased absenteeism within the Township’s workforce to be prepared by the CAO.
- 7.2 Employees who are required to remain at home will be required to work remotely if possible. If not possible, they will be on an unpaid leave, unless they are eligible for sick leave, or have other paid leaves available to them. The Township may make additional paid leaves available to employees for the purposes of the pandemic, which will be communicated to employees.

## **Section 8 – Visitors**

- 8.1 Visitors/customers/clients may be limited by the Response Team, including closure of municipal facilities to the general public.
- 8.2 All visitors/customers/clients will be asked to decline attending the workplace if they develop any flu-like or respiratory illness symptoms, or if they have been in a “High Risk Jurisdiction” in the 14 day period that precedes their visit.
- 8.3 All visitors/customers/clients are encouraged to contact employees of the Township by email or telephone, instead of through a physical visit. Visitors/customers/clients can be offered participation through audio conference for those who cannot attend in person.
- 8.4 If the “High Risk Jurisdiction” list changes after the initial invitation, employees must update previously sent invitations.

## **Section 9 – Communications**

- 9.1 The CAO with the assistance of the Emergency Information Officer (EIO), will advise on all communication strategies, including the use of appropriate channels for dissemination, and coordinate the production of materials for internal and external communications, including those for social media, media relations and mass communications. The Mayor, CAO and EIO can also act as spokesperson.
- 9.2 In the event emergency communications are necessary, they will be communicated by the CAO or EIO via email to employees’ company email addresses and by a daily call in or means deemed satisfactory.

- 9.3 Managers and Supervisors will ensure signage promoting hand hygiene, cough and sneeze etiquette, proper use of Personal Protective Equipment (PPE) and social distancing will be posted throughout the workplace as applicable.
- 9.4 The Response Team is to ensure that the Township's Pandemic Response Plan is communicated and implemented in the workplace. Messaging and risk communications during an emerging infectious disease or pandemic will be conducted by the EIO. During a pandemic response, all communications will be approved by CAO and CEMC.
- 9.5 The EIO will determine strategies for internal and external communication and for media. Other individuals shall refrain from *ad hoc* or spontaneous comments or communications, as contradictory or unclear information can create confusion and detract from the Response Plan. Communication will be as warranted and will be carried out in a controlled fashion, only by designated spokespersons and using official channels.
- 9.7 Privacy and Confidentiality

When addressing requests for information in the event of a pandemic response, it is important to consider issues of privacy and confidentiality. Depending on the situation, confidentiality may be required by statutes, regulations, policies or contracts.

Before responding to any requests for disclosure of information or providing such information to anyone, consult with the Clerk. This includes requests for information from government officials or media. If disclosure is made, the Clerk should be informed immediately.

Nothing in this section prohibits the release of personal information of any person to police or other government officials if the purpose is to mitigate an imminent risk of harm to any person or significant damage to the Township resources.

## **Section 10 – Business Continuity**

- 10.1 The MECG is responsible for developing contingencies for dealing with the impact a health emergency may have on the continued operation of the Township's business for review by the Response Team. This may involve the following considerations:
- a. determining the core aspects of the business which must be carried on in order to sustain operations
  - b. identifying the personnel systems, sites, supply methods, transportation requirements, utilities etc. that are required to maintain core functions
  - c. identifying whether aspects of the operation would have to be closed temporarily

- d. developing, in conjunction with the Emergency Information Officer and the Senior Management Team, plans for communicating to vendors, suppliers and customers
- e. identifying internal and external dependencies
- f. identifying with the assistance of the Senior Management Team essential positions and considering cross-training employees or training and drawing upon an ancillary workforce (for example, contractors or retirees)
- g. identifying and planning for employees who may be at higher risk, for example pregnant women and employees with certain chronic conditions, and considering accommodations as necessary in accordance with human rights obligations
- h. determining in advance the level of absenteeism that can be tolerated before key business functions are affected and business operations must be changed
- i. ensuring Managers and Supervisors are maintaining a list of duties that employees can perform from home, as well as any equipment that may be necessary to perform those duties
- j. considering how business activities can be modified to reduce face to face contact, for example by setting up meetings through teleconferencing rather than in person
- k. considering staggered work hours, flexible worksites, different work reporting structures or work assignments, telecommuting and reduced travel, and
- l. ensuring communications and information technology infrastructures can accommodate many employees working from home.

# Township of Whitewater Region

## Wildfire Emergency Plan



**WHITEWATER**

**— R E G I O N —**

Annex E of By-law 23-03-1580

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## **Purpose**

The purpose of this plan is to outline the procedures that will be used in a wildfire event that necessitates the need for an evacuation within Whitewater Region. The Plan should be activated as soon as it becomes apparent that, due to an emergency of such magnitude as to warrant its implementation, evacuation and relocation of people is necessary.

The Wild fire emergency plan was developed in collaboration with a representative from the Ministry of Natural Resources Forestry (MNR) OPP, Red Cross, Paramedics.

## **Aim and Scope**

The aim of this Plan is to allow for a coordinated initial tactical response by a municipality and its partners to an emergency arising from a wildfire (e.g. dealing with smoke, structural and infrastructure protection, etc.) The scope of this plan is to identify and detail lead agencies in the municipal response to wildfires; their roles and responsibilities, emergency information needs, and financial and legal considerations.

## **Authority and Maintenance**

The primary goal of this Plan is to provide an integrated planning framework that recognizes the role of individual residents, business owners, emergency responders. Together these individuals, groups and agencies represent the first line of defense in responding to a wildfire event.

This goal is supported by overarching objective of enhancing public and emergency responder education, emergency preparedness and emergency response policies and procedures. Together these are intended to prevent or reduce loss of life or severe injury and/or damage to property and infrastructure during a wildfire event within the Township.

If the need to evacuate and relocate residents of the affected area(s) is apparent, the provisions of the Emergency Evacuation Plan shall be implemented. In such events, the Municipality shall discuss the need to declare a State of Emergency Annex XX, if a mandatory evacuation is needed. If there is a fire or the possibility of fire, the Fire Chief has the authority to declare the mandatory evacuation if at the current time there is no advantage to declaring a State of Emergency.

## **Description of Hazard and Risk**

The advice of representatives were invaluable in determining the threat and risk to the municipality from wildfires. The characteristics of hazard and risk should be reviewed regularly (e.g. annually or if significant changes occur) to ensure that changes in fire occurrences (e.g. whether the numbers of fires are increasing or decreasing, locations of fires, responsible groups, etc.) and actions taken to address the risk (prevention, litigation, etc.) are incorporated. It is also important to consider any significant changes in land use, which may affect the hazard and risk due to wildfires.

## **Plan Activation**

This plan may be activated in whole or in part, as required, by the Incident Commander or

the Municipal Emergency Control Group (MECG) with or without the formal declaration of a state of local emergency, Annex C. Upon activation, all participating agencies should respond in accordance with the procedures described within the emergency plan.

### **Characteristics of Hazards**

A forest fire hazard is the threat posed by natural fuels in forested areas within and adjacent to the Municipality and can be worsened by human activity, (land clearing, forest or industrial operations) with regards to the accumulation of slash (coarse and fine woody debris generated during logging operations or through wind, snow or other natural forest disturbances), or other human made flammable materials. The level of threat can vary, dependent of the composition and health of the forest, time of year, weather (moist or dry/drought conditions) and available sources of ignition. Forest fires removed from a municipality may also pose a threat due to smoke conditions and/or damage to critical infrastructure such as power lines.

Broadleaf tree species are less susceptible to fire than conifers because they generally contain more moisture in the leaves and less flammable resins; however, under dry to drought-like conditions even these types of forests can be extremely flammable. Healthy forests are more resistant to fire than areas that have a large number of dead trees, which burn readily due to a lack of moisture. Forest fires can be ignited by nature, through lightning, or by human sources. A growth in population and industrial activity in and around forested areas may increase the threat of forest fires.

Fires in conifers can sometimes jump from crown to crown quickly, far outpacing a ground fire and adding to the urgency of the situation. Fires can also occur at interfaces between forest and agricultural land - often starting as grass fires and spreading to the forest, or vice versa. Ignition of wooded areas or grasslands from wind dispersed burning embers can occur kilometers ahead of the fire and smoke generated from fires can contribute to the complexity.

With the amount of forest in and around our Municipality, the intensity of the fire and the prevailing winds, a forest fire could impact a portion or all of a community. Smoke from even a small fire could affect vulnerable populations. The lead time a Municipality has to prepare for a forest fire can vary from almost zero if the fire starts within a built-up area, to hours or days if it ignites kilometers away and grows to impose a threat.

### **Wild Fire Detection**

Several methods to locate wildfires as accurately and quickly as possible.

Members of the public report wildfires on a regular basis usually via 911 as the primary contact number. The information that is received is usually very accurate and in most cases, reported during the early stages of the wildfire.

Across the Province the forest fire season varies in timing and duration. In our Township the



normal forest fire season runs from April 1 to October 31. It should be remembered that spring and fall grass fires could pose many of the same threats as wildfires. The population that may be impacted may be a mix of permanent and seasonal residents and commercial and industrial businesses. In the event of a wildfire in our area, it could greatly affect a vast number of people. Since this is a high seasonal transient area for cottage rentals, private rentals, and visitors, it is very difficult to determine the "domino effect" that could impact our whole Municipality.

The critical infrastructure of a municipality may be impacted by a wildfire. Schedule G of the Emergency Response Plan is a list of critical infrastructure components that could be lost or disrupted in the short or long term by a wildfire has been developed. Preservation of critical infrastructure may help drive some of the site suppression priorities.

In the event of a wildfire in our Township, the economic impacts could be devastating to our area. Due to the area being a huge tourist destination, this could affect a lot of people.

### **Protective Actions Assessment**

Emergency situations affecting the community may require protective actions be implemented to ensure the safety and security of citizens. Protective actions are shelter in place, evacuation, public alerting, monitoring or no action required. The protective action assessment tool will assist the Municipal Emergency Control Group in analyzing an emergency situation to determine the appropriate actions to implement. It is important to note that in some emergency situations more than one protective action may be implemented.

In order to rank the severity, the hazard will be assessed using the criteria of exposure risk, probability of escalation and consequence. Each criteria has been assigned a quantitative measure and the total of the measurement indicates risk severity.

**Risk Exposure** - the physical area of risk to health, safety, security, property and environmental impacts; the incident perimeter.

1. No risk of exposure to people and/or property.
2. Exposure to people and/or property is limited to a zone of 300 metres or less in radius.
3. Exposure zone impacting people and/or property is 301 to 500 metres in radius.
4. Exposure zone impacting people and/or property is 501 to 800 metres in radius.
5. Exposure zone impacting people and/or property is in excess of 801 metres in radius.

**Probability of Escalation** – risk of the situation becoming worse.

1. Situation is under control with no probability of escalation.
2. Situation is under control, but factors are present that may cause the situation to destabilize.
3. Efforts to control the situation implemented, destabilizing factors are present

but not impacting.

4. Situation is not under control; destabilizing factors are present and there is an imminent risk of escalation.
5. situation not under control, destabilizing factors have caused the situation to escalate.

**Consequences** – the effect of the situation on people and/or property within the exposure area.

1. No injuries, deaths and isolated property damage.
2. Less than 5 people injured, no deaths and property damage localized to a zone 300 metres or less in radius.
3. Injury rate of 6-50 people, possibility of fatalities, property damage more severe and extend out to a zone with a 500 metre radius.
4. Injury rate of 51-2000 people, fatalities and property damage more severe extending out to a zone with an 800 metre radius.
5. More than 2000 people injured, fatalities greater than 11 and property damage extends beyond 800 metres.

Destabilizing factors can include climatological conditions, geological conditions, hazardous materials, technology, and human factors.

**E(exposure)+P(probability) +C (consequence)=Total**

The Total column represents the degree of severity for the incident being assessed. In some cases more than one possible effect may be present at the incident. For these situations, assessors are to total all effects being assessed. Should the final total exceed 15, protective actions must be implemented immediately.

## Risk Ratings

**Severe (11-15)** – the hazard is placing a large section of the community in immediate danger of injury, death, property damage/loss and severe environmental impacts.

Protective Actions are to be implemented immediately.

**Moderate (6-10)** – the hazard or impending hazard poses a risk to a localized area of the community that is or may affect health, safety, security, property and the environment.

Protective actions implemented in localized areas.

**Minor (3-5)** – the hazard requires monitoring, public in immediate vicinity of hazard may be alerted to take protective actions.

In the ratings column, assessors will indicate the type of protective action being implemented.

- Shelter in Place (SIP)
- Evacuation
- Public alert to take safety precautions
- Monitoring
- No action needed

### **Monitoring Smoke**

There are a variety of ways to monitor for smoke.

See the Wildfire Smoke Monitoring Protocol below.

Estimating Air Quality In areas without continuous particulate matter (PM) monitoring (Air Quality Health Index), particle levels can be estimated using a visibility index. Even in areas with continuous particulate monitoring, the visibility method is a quick and effective means of assessing air quality because smoke concentrations can change quickly and vary over short distances.

To estimate particulate matter concentrations that are potentially harmful using a visibility assessment use the following procedure:

1. Face away from the sun
2. Look for landmarks at known distances
3. Determine the visibility range – the limit of which is the point where even high-contrast objects, like a mountain or a dark building, totally disappear
4. Estimate visibility in kilometres
5. Use the table below to identify the suggested health message and appropriate action, based on the air-quality category

### **Monitoring Wildfires**

There are a number of resources that can be used to monitor wildfires including:

- Google

Wildfire with real-time information including:

- the number of wildfires in the area
- the size and predicted spread of wildfires near operations
- the likelihood of impacts by wildfire or smoke and estimated length of disruption
- the imminent wildfire threat to personnel or operations

In a wildfire situation rely on information from your supervisor and direction from government officials and emergency response teams. Information critical to the safety of workers and risk to the operations should be shared with supervisors and managers as well as contractors working in the area.

## **Implementation of Plan**

The Incident Command shall determine if this is to be an emergency call-out or an emergency standby call only, and initiate alerting of the Municipal Emergency Control Group (MECG) through notifying the CAO who then contacts the MECG by the most effective means. This plan may be activated through the notification of the Mayor or alternate, CAO, CEMC or Fire Chief.

Upon implementation, all participating departments and agencies will respond in accordance with the guidelines described within this plan.

## **Functional Roles and Responsibilities**

The Municipality will work with partners to determine functional roles and responsibilities. Departments and agencies that may be involved in a response include (but are not limited to) fire, police, emergency medical services, emergency social services, volunteer agencies, provincial ministries (e.g. Ministry of Natural Resources Forestry), and business representatives. The bullets below provide a sample of responsibilities that may need to be assigned by the MECG; however, this would depend on the location of the wildfire:

- Act as head of the Municipal Emergency Control Group (MECG)
- Declare an emergency and order a partial or total evacuation of the municipality
- Ensure rapid and accurate transmission of information to the Media in cooperation with the partners (e.g. Ontario Provincial Police, the MNRF)
- Gather, process and disseminate information from emergency services or agencies

- Provide communications in support of emergency or disaster operations as required - ARES may be utilized as a communication source
- Lead a partial or total evacuation of the community, at the direction of the Municipal Emergency Control Group
- Monitor weather updates
- Control movement within the evacuated area
- Provide security in and around the evacuated area
- Public Works Department provide barricades to close off access to evacuated areas
- Public Works Department arrange for the MNRF to access water sources if required for suppression
- Provide water tanks to the MNRF and the fire department, as another source of water
- Arrange for transportation of evacuees who require assistance to evacuate
- Provide initial fire suppression on wildfires that start within or near the municipality
- Co-operate with the MNRF on fire suppression and in providing requested resources
- Provide assistance to the police/fire/red cross in conducting an evacuation of the municipality
- Arrange for shelter and/or housing of evacuees
- Provide advice and direction on air quality and the need to evacuate the vulnerable populations with assistance from Renfrew County Health Unit
- Enact Mutual Aid plans if required
- Rescue and firefighting services
- Control panic in firefighting area
- Establish routes for emergency vehicles
- Notify hospital of casualties, including the number and type
- Establish traffic and crowd control
- Eliminate hazards from damaged utilities
- Warning of spread of fire
- Business continuity
- Emergency lodging of pets/livestock

### **Incident Command Responsibilities**

Specific responsibilities for Incident Command may be assigned include:

- Determining the location of an Incident Command or developed an Interagency Command Post depending on the situation
- Identifying the wildfire risk areas.
- Prioritizing response activities.

- Evaluating and identifying equipment and resources needed
- Providing wildfire suppression
- Liaising with other Emergency Response Teams and the Municipal Emergency Control Group

### **Operations Section Chief**

- Support Tactical actions
- Provide Incident Command objectives to the MCECG
- Participate in MCECG briefings

### **Planning Section**

- Collect, analyze and display situation information
- Forecast and plans for next operational period
- Prepare IAP and facilitate
- Track resources

### **Logistics Section**

- Provide telecom and IT
- Locate or acquire equipment, supplies, personnel, facilities and transportation
- Arrange for food, lodging and other support services required for sites.
- Coordinate with Operations to establish priorities for resources

### **Finance**

- Maintain all financial records throughout the incident
- Record on duty time for personnel
- Ensure continuity of all payroll process
- Compensation claims
- Travel and expense claims.

### **Evacuation and Shelter-In-Place**

Although a fire may be relatively small, its location can pose an immediate risk to people and property and a swift evacuation of all or part of the municipality may be necessary. A wildfire that ignites several kilometers away from a municipality may pose a threat as it grows in size. Initially, smoke from the fire may cause health problems in vulnerable populations forcing their evacuation. The smoke may hamper firefighting operations and traffic where visibility is impacted. Later, as the fire moves toward a community, it may threaten people and property and cause the evacuation of more of the population.

The evacuation of vulnerable populations may require special resources and the retirement homes are areas of vulnerable populations. These facilities would be

contacted to see what arrangements are in place and what equipment is needed to evacuate these people quickly.

Our Township already has an Evacuation Plan that is **Annex B of the Emergency Response Plan**.

Evacuation should be considered when other response measures are insufficient to ensure public safety. Factors influencing the decision to evacuate include:

- 1) the level of threat to the lives and well-being of the population
- 2) the urgency of the evacuation
- 3) environmental safety (i.e. whether the environment poses a threat to the safety, health, and welfare of the population - e.g. smoke conditions)
- 4) meteorological conditions (e.g. precipitation, and wind speed and direction)
- 5) the scale of the incident (i.e. the number of people and/or communities to be evacuated)
- 6) the time frame required to move the population
- 7) the availability of reliable information
- 8) the capacity of the community to address the threat or its impact
- 9) damage to community infrastructure such that:
  - food, water, and shelter are not immediately available;
  - debris restricts movement;
  - electrical power is or will be unavailable for an extended period of time;
  - local emergency or public communications is or will be unavailable;
  - health services, medical facilities, and medical transport are or will be unavailable.

The urgency of an evacuation is determined based on the immediacy of the threat to the community (life, safety, health, and welfare), the resilience of the community, and (depending on the nature of the threat) the availability of resources for evacuation or shelter-in-place.

## **Objective**

The objective of this Evacuation Plan is to provide a vehicle through which a timely and effective evacuation and reception of people can be achieved. This plan has been developed in order that all residents can be moved to safety with a minimum of delay and confusion. The purpose of the plan is to ensure the following:

- (1) everyone in the affected area is notified;
- (2) assistance and transportation is provided for those in need of these services;
- (3) food and shelter are provided for the residents.

## **Steps for Activation of the Evacuation Plan:**

This Plan will be activated as soon as it becomes apparent that, due to an emergency of

such magnitude as to warrant its implementation, evacuation and relocation of people is necessary. **The areas to be evacuated and escape routes to use will be determined upon the fire's location, behavior, winds, terrain, etc.**

Should a major wildfire incident occur in the Region, the Mayor, CAO, Fire Chief or the Municipal Emergency Management Coordinator, on the advice of the Incident Command, will activate Township of Whitewater Region Evacuation & Reentry Plan. The Municipal Emergency Control Group (MECG) will activate the notification procedure set out in Township of Whitewater Region Emergency Response Plan so members of the MECG are alerted and instructed to report to the Emergency Operations Centre.

If the need to evacuate and relocate residents of the affected area(s) is apparent, the provisions of the Township of Whitewater Region Emergency Response Plan shall be implemented. In such events, the Mayor or alternate shall declare a state of emergency (Schedule B of the Emergency Plan) before a mandatory evacuation is carried out.

Residents will be alerted of an evacuation by social media and radio by tuning into one of the following radio stations:

- STAR 96.7fm - located in the City of Pembroke
- MY FM 96.1 - located in the Town of Renfrew; 104.9 in the City of Pembroke
- CHIP 101.7 - located in Fort Coloungue, Quebec (operated by volunteers)
- CJHR 98.7 FM - Heritage Radio - located in Renfrew

The Township of Whitewater Region Fire & Emergency Services will have the primary responsibility for implementation of an evacuation consistent with their operating procedures. All other services and agencies will be prepared to support evacuation activities.

Alerting the population at risk of the impending wildfire in cottage country is very difficult; however, possible methods of warning may include door knocking, media broadcasts, mobile public address, telephone call and electronic media. The alert would identify the wildfire zone(s) and travel route(s); identify the evacuation centre locations; and advise the method of declaring evacuation and relocation. The movement of disabled persons, transient population, including vacationers, and in some cases, school population, any voluntary evacuees, would be a priority. The exception to the above is where an evacuation site is under the management of a department other than fire service, (i.e. ruptured gas line or toxic spill due to marine accident). In this instance, the Incident Commander has the responsibility for the evacuation of people within the danger area.

## Steps for Activation

Step 1: Incident Occurs

Step 2: Emergency Services responds



- Step 3: Situation addressed
- Step 4: Precautionary Evacuation Ordered by the IC,
- Step 5: Emergency Response Plan Activation required
- Step 6: Municipal Emergency Control Group convened,
- Step 7: Requests aid from support groups
- Step 8: Assess needs for mandatory evacuation if situation elevates
- Step 9: If Evacuation necessary- follow Evacuation Plan in conjunction with Emergency Plan

### **Emergency Information and Communications**

Communications can be pre-scripted for potential wildfire emergencies or can be drawn from existing sources. If no Emergency Information Plan exists, the Emergency Information Officer may be asked to develop pre-written news releases.

Our Emergency Plan is located on the municipal website to assist residents and visitors to our area with regards to preparedness and respond measures.

The news media outlets and other communications channels that will be used to relay news and information concerning a wildfire are as follows:

- STAR 96.7fm - located in the City of Pembroke
- MY FM 96.1 - located in the Town of Renfrew; 104.9 in the City of Pembroke
- CHIP 101.7 - located in Fort Coloungue, Quebec (operated by volunteers)
- CJHR 98.7 FM - Heritage Radio - located in Renfrew

Throughout the wildfire season, MNRF daily fire weather report provides information on the current fire ratings. The Fire Chief ensures that the latest information is released to the public in a consistent fashion through the Emergency Information Officer for the fire rating on the Township website, if applicable. These updates help to relieve anxiety and to address misinformation and rumors about the fire rating situation.

### **Resources**

During a forest fire emergency, Fire and Emergency Services and/or the MNRF will supply most of the resources to address the situation. The Township of Whitewater Region has Mutual Aid agreements with other Municipalities and the County of Renfrew. Other assistance, such as the Office of the Fire Marshal, can be accessed through the Provincial Emergency Operations Centre.

The items below indicate resources that may be required in a forest fire emergency:

- Firefighting and rescue equipment
- Ambulances
- Water tankers
- Relay pumps
- Communications equipment
- Auxiliary lightning
- Auxiliary power
- Blankets and food
- Mobile public address system
- Emergency feeding facilities
- Barricades
- Equipment to repair public utilities
- Heavy equipment (e.g. backhoes)
- Transportation vehicles
- Mobile generators

## **Finance**

The Treasurer will be responsible for ensuring the following items can be dealt with:

- Per-existing contracts with 24/7 suppliers
- Extra-ordinary expenditures
- Expenditure authorities (e.g. who can sign a purchase order)
- Human resources considerations (e.g. tracking of over-time, volunteers, collective agreements)
- Potential cost and recovery (e.g. third-party liability)
- Location and procedure for accessing emergency petty cash
- Donations management
- If applicable, contact Ministry of Municipal Affairs and Housing for Ontario Disaster Relief Assistance Program (see ODRAP Guidelines at <http://www.mah.gov.on.ca/Page237.aspx>)

Many of the finance points are addressed and included in the Emergency Response Plan. For quick reference, please refer to the Plan.

In addition, there may be a number of considerations specific to a wildfire emergency:

1. As a natural disaster the municipality may be eligible for ODRAP funds. If the fire is human-caused there may be cost recovery if third-party liability can be established.
2. Mutual assistance agreements with neighboring municipalities, where they exist,

will determine the responsibility for appropriate expenses.

## **Support/Supplemental Plans**

The Township of Whitewater Region has the following plans already established:

- Emergency Response Plan
- Evacuation & Reentry Plan
- Pandemic Plan
- Flooding Plan

## **Prevention**

Many factors influence the risk of wildland fires occurring and the way they will behave.

- Ecological factors are the main influences, such as forest type, tree age, topography and weather.
- Human factors play a part in developed forest areas. For example, the risk of fire rises when forestry operations take place in dry conditions, and where logging roads give recreationists increased access to forested back country.
- Education for Trail hikers with regards to proper campfires use.
- Campers need to know the risks of improper use of fire pits.

Awareness of all of these factors improves a Municipality's ability to reduce the fire risk around it, and to prepare for and recover from fires.

With the implementation of 'The Fluent Information Management System (Fluent IMS) that is part of the "Who's Responding" program, fire permits will be easier to control. This will further enhance the overall response performance of the Fire Department by making all firefighters aware of all permitted burns and their locations.

Public awareness programs are helping communities manage and reduce fire risk.

The [FireSmart](#) manual and website provide homeowners, landscape planners and forest managers with advice on how to protect homes and communities located in forest areas. These resources also provide tools to help increase public safety, protect structures and reduce evacuation and firefighting costs.

There is Fire Danger Rating Signage, this large sign will assist the residents and visitors to area with the status of the current fire ratings and/or the fire ban warning. It is anticipated this signage will encourage wildfire safety awareness.

## **Mitigation**

MNRF and Fire and Emergency Services conducts and/or supervises fire suppression burns to reduce the amounts of ground fuels.

Controlled burns must continue to reduce fire risks. Limited fuel means limited fires.

## **Preparedness**

As there are limited audible warning systems within the Township, the public should be alerted to wildfire conditions through local media (radio, television, newspaper) and social media (Facebook, Twitter). Warnings should also be posted on all Municipal websites and distributed through the Township. In extreme circumstances, public warning may also be done through vehicle public address systems and/or door-to-door contact by municipal services and/or volunteers.

## **Recovery**

The goal is for the Township, residents and businesses to recover from the event. This includes restoring the physical infrastructure where possible or desirable as well as addressing the emotional, social, economic and physical well-being of those involved. Actions to facilitate this may occur during the response such as donations management or notifying the Ministry of Municipal Affairs & Housing that the municipality would like to apply for ODRAP. Consideration for the formation of an ODRAP committee and provide training should be investigated.

Consider mitigation actions during recovery operations to lessen the impact of future reoccurrences of similar events such as fire-resistant infrastructure.

Consider establishing a recovery information centre where the impacted individuals can obtain additional information on the recovery process.

The prioritization of restoration and clean up efforts will be determined by the MECG on a number of influencing factors, with the primary focus being on the protection of public safety.

## **Post-Event Activities**

- Once the Incident Commander or an EOC Director has demobilized all resources, the process of deactivation has begun. Deactivation is the end of incident activities and the return to normal operations
- Monitor secondary hazards associated with wildfires (contamination, damage to bridges/roads, impacts to utility lines/facilities) and maintain on-call personnel to support potential response to these types of hazards
- Deactivate/demobilize the IC. Deactivate mutual aid resources as soon as possible
- Activate and implement applicable mitigation plans, community recovery procedures, and continuity of operations/governments plans until normal daily operations can be completely restored
- Implement revisions to the Emergency Response Plan and Supporting Plans based on lessons learned and best practices adopted during response
- Offer recommendations to Municipal departments for changes in planning, zoning, and building code ordinances

- Participate in After Action Reports and critiques
- Submit valuable success stories and/or lessons learned to EMO and other County partners

### **Debriefs**

- Quick tactical de-briefing (hot-wash)
- More detailed operational de-briefing
- Questionnaire (to volunteers, contractors, media, owners of facilities used, etc.) in order to identify gaps and future considerations for improvement
- Development of an After-Action Report, a financial report, and a report to Emergency Management Program Committee and Council

As soon as possible a de-briefing will be held and any lessons learned will be incorporated into this plan.





Emergency Response Plan  
Hazard Identification and Risk Assessment (HIRA)

March 2023

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## Introduction

Guided by the Emergency Management and Civil Protection Act, all communities within Ontario operate using a risk-based approach to emergency management. This paradigm has proven to be a highly successful method for minimizing loss of life and property in emergency situations, and has been adopted by many public and private organizations.

With the importance of risk-based emergency management now well-recognized throughout provisions for such programs have also become a critical part of accreditation guidelines.

The organization's leaders develop and implement plans for preventing and mitigating potential disaster and emergencies. Prevention refers to measures taken to avoid an incident or stop an emergency or disaster from occurring. Mitigation refers to actions taken to reduce the risks and impacts posed by hazards. Prevention and mitigation plans should be based on information obtained from hazard identification, risk assessment, and business impact analysis.

An important step in emergency preparedness is to identify all hazards that may affect the Township of Whitewater Region and assess their associated risks to determine which hazards are most likely to result in an emergency. This approach both satisfies accreditation requirements and also allows for a systematic, targeted approach to emergency preparedness. The results of a risk assessment can be used to guide an annual or multi-year emergency management cycle.

In addition to identifying high-priority hazards, this proactive approach to emergency management can result in a more disaster-resilient environment. Success in meeting this challenge can be found by answering the following questions:

- What hazards exist within or surrounding each site?
- How frequently do they occur?
- How severe can their impact be on the people, infrastructure, finances, and reputation?
- Which hazards pose the overall greatest threat to the organization?

To address these questions, a comprehensive hazard identification and risk assessment (HIRA) is required. The current HIRA was completed in 2023. In order to ensure emergency preparedness activities are kept up with evolving risks, the HIRA should be reviewed annually and updated as required. This guide was designed to allow for efficient annual renewal, using minimal time and financial resources.

## Methodology

There are a number of different methods for conducting an organizational risk assessment.

The first step in this process was to identify all possible hazards – no matter how unlikely, provided a greater than zero chance – that might impact the community.

Second, each hazard was scored based on the relative risk it posed. The risk score was a combination of two dimensions: likelihood and consequence.

The goal was not to obtain exact measures of risk, but rather to outline a relative ranking to guide future priorities. The parameters of the scoring system follow:

**Likelihood:** Likelihood provides a standardized view of how often a given hazard event may occur, either in the hospital or its community. The ranking scale is from 1-4, with 1 being the lowest possible rank and 4 being the highest. Likelihood is based on a combination of history and best estimates of future frequency of events.

### Likelihood of Occurrence

- 1 - No incidents in the last 15 years
- 2 - Last incident 5-15 years ago
- 3 - One incident in the last 5 years
- 4 - Multiple incidents in the last 5 years

**Consequence:** For the purpose of this document, consequence is defined as the anticipated impact from a given event in a worst-case scenario. This measure is based upon the logic that it is always preferable to over-respond to an emergency. Consequence can be broken down into 4 components, these are negligible, limited, substantial and high.

| RATING            | POINT RANGE              |
|-------------------|--------------------------|
| # 1 – Negligible  | • 0 to 25 Total Points   |
| # 2 – Limited     | • 26 to 50 Total Points  |
| # 3 – Substantial | • 51 to 75 Total Points  |
| # 4 – High        | • 76 to 100 Total Points |

The full rankings of each hazard by both likelihood and consequence can be found in **HIRA Scoring**.

The results have been summarized in the following tables according to three different risk classifications: High, Substantial, Limited, and Negligible. In general, flooding is the most likely hazard while technological hazards pose the highest consequences.

**High** (*scores 76 – 100*): with both a high likelihood of occurrence and high potential impact on the township. High preparedness priorities are hazards that are candidates for immediate mitigation and preparedness efforts to reduce the likelihood or consequences of occurrence. Possible risk reduction measures include physical fortification, redundant pathways, staff training, and acquisition of response resources.

**Substantial** (*scores 51– 75*): Events with either a high likelihood of occurrence and low magnitude of impact, or low likelihood but high consequence. Such potential risk exposures should be addressed in terms of mitigation and preparedness activities, after high priority events, as time and resources become available.

**Limited** (*scores 26 – 50*): Events with limited incidence of occurrence and impact, or events which have already received substantial mitigation and preparedness efforts. These events should be monitored for changes in frequency or consequence, may require limited action.

**Negligible** (*scores 1-25*): Events with a low incidence of occurrence and low potential impact, or events which have already received substantial mitigation and preparedness efforts. These events should be monitored for changes in frequency or consequence, but do not require immediate action otherwise.

It should be noted that these results do not necessarily take into account mitigation and preparedness efforts that are already underway. In some cases, sufficient measures may already be in place. This should be considered when interpreting results.

## HIRA Scoring

A HIRA (Hazard Identification and Risk Analysis) was conducted for the Township of Whitewater Region. The most serious are listed below and are scored both for probability of occurrence and potential consequence. The number on the left is the probability and the number on the right is the potential consequence.

### Scoring

#### Likelihood of Occurrence

- 1- No incidents in the last 15 years
- 2- Last incident 5-15 years ago
- 3- One incident in the last 5 years
- 4- Multiple incidents in the last 5 years

#### Consequence

- 1 – Negligible
- 2 – Limited
- 3 – Substantial
- 4 – High

- 2/3 Extended Power Outage during the Winter: This is a very real concern. It would be difficult to look after every resident who does not have a source of heat that is not dependent on electricity. Public education and encouraging family emergency plans can greatly mitigate this problem.
- 3/2 Influenza (or other) Pandemic: In November 2019 in Wuhan, China, a worldwide pandemic began, spreading quickly across the globe. By January 2020, it spread to Ontario, Canada. Since then, the COVID-19, coronavirus, pandemic has killed almost 3,000,000 people and infected almost 130,000,000 people internationally. The last major pandemic, the Spanish Flu, caused by H1N1, was in 1918 and some 20,000,000 people worldwide died from flu and related symptoms. With global travel, viruses today spread more quickly. The 2020 COVID-19 and 2003 SARS alert gave evidence to this. Emergency planners from the various medical/emergency departments met regularly on SARS during the 2003 outbreak. The result from these meetings was the development Pandemic Plan.
- 1/3 Severe Snowstorm: Residents could be at risk being unable to obtain medical needs and possibly food and fuel. Police, fire, and ambulance could be prevented from attending emergencies. Many roads could be closed or impassable.
- 1/2 Critical Infrastructure Failure: Basic needs as a society, such as communications, health, mobility, power, water, and sewer are important, being a generally rural community, limited impact maybe felt.
- 3/3 Severe Windstorms or Tornado (usually accompanied by a thunder/lighting storm): High winds and bad weather happened along the Ottawa River All large trees were either broken off or uprooted, as well as evidence of blow down in the forest. This type of severe storm can cause major damage to any homes, businesses, and

power/telephone lines in its path. Such a loss of communications causes its own concerns.

- 4/3 Flood: Whitewater's geography is a more serious flood threat than just its low-lying areas. The Ottawa River is prone to flooding and runs from south to north on its south-eastern boundary. There are limited access roads/highways out of and into the municipality. When these roads are impacted by flooding conditions and made impassable, there is potential for the municipality being cut off by road access. Some remedial work has been undertaken by upgrading/replacing the culverts/bridges that have been flood impacted in the past.
- 3/3 Forest Fire: The risk and consequences remain high and the most probable cause of a large Municipal evacuation. The need for evacuation can also be caused by smoke from a forest fire.
- 1/3 Dangerous Goods Spills (road): The most common dangerous goods routinely transported through The Township of Whitewater Region are diesel fuel, gasoline, and propane.
- 1/2 Transportation Accident, (school bus, transport): School bus – it is likely that local children would be involved. Any transportation accident – could cause multiple casualties.
- 1/2 Cyber Attacks: Computer viruses often enter systems and propagate unknown to users. Common sources include external tools such as USB storage devices, malignant e-mail attachments, and downloads from external websites. Viruses may also breach the system as part of a malevolent act aimed at damaging hospital infrastructure. Cyber attacks in isolation of viruses may include intentional hacking of the system network to obtain or modify sensitive information. These incidents are typically localized, with 11 consequences dependent on the scope of the event. A significant breach may lead to loss of access of critical information, altered function of some systems and medical devices, and damaged reputation in the event of leaked health information.
- 1/3 Extreme Heat /Cold: Environment Canada issues Cold and Heat alerts for below -30 or above 40 C. Physical damage is rare, but high or low temperatures may affect some equipment and power infrastructure.
- 1/3 Earthquake: Earthquakes can occur at any time or location, but are most common along active fault lines. Whitewater Region frequently experiences low magnitude earthquakes which go unnoticed, but a small risk of a moderate earthquake does exist. In the event of a larger magnitude event, sudden, brief shaking may cause damage to infrastructure. Injuries may also occur, with the most vulnerable being patients with mobility issues.
- 1/1 Agriculture: A sudden occurrence or circumstances which an exposure that will cause extensive damage and economic loss to a crop within a short period of time.

# HIRA Work Sheets

## Type Of Hazard: Extended Power Outage

### Consequence Factors

| #  | Consequence Factors   | Max Points | Points |
|----|---|------------|--------|
| 1  | Fatalities / Injuries (health & safety of public & employees) | 16         |        |
| 2  | Agricultural Loss   | 6          |        |
| 3  | Damage to infrastructures (critical and otherwise)            | 16         |        |
| 4  | Damage to property – public and private                       | 6          |        |
| 5  | Damage to the environment                                     | 5          |        |
| 6  | Delays to First Responders (ambulance / fire / police)        | 12         |        |
| 7  | Evacuation required (potentially)                             | 12         |        |
| 8  | Interruption of business                                      | 6          |        |
| 9  | Road Closures   | 15         |        |
| 10 | Other types of harm or loss ( <i>identify</i> ):              | 6          |        |
|    | Total   | 100        |        |

### SPECIAL CIRCUMSTANCES:

There may be a unique circumstance in an emergency situation which would result in the hazard being rated as high regardless of the points assigned. For example, if access to a municipality is cut off due to a road closure, this factor would have significantly more weight than under the standard rating for a road closure under item # 9 on the attached worksheet. To illustrate the rationale for such a rating, the special circumstance should be duly noted on the attached form.

### SCORE:

| RATING            | POINT RANGE              |
|-------------------|--------------------------|
| # 1 – Negligible  | • 0 to 25 Total Points   |
| # 2 – Limited     | • 26 to 50 Total Points  |
| # 3 – Substantial | • 51 to 75 Total Points  |
| # 4 – High        | • 76 to 100 Total Points |

### SUMMARY:

- The “Consequence” rating for this hazard is:
- # 1 – Negligible   
  # 2 – Limited   
  # 3 – Substantial   
  # 4 – High
- The consequence rating of this hazard does not warrant a significant rating. However, special circumstances require that the consequences be designated as such based on the severity of the impact which has not been identified
- # 1 – Negligible   
  # 2 – Limited   
  # 3 – Substantial   
  # 4 – High

**TYPE OF HAZARD: Pandemic**

**CONSEQUENCE FACTORS**

| #  | Consequence Factors   | Max Points | Points |
|----|---|------------|--------|
| 1  | Fatalities / Injuries (health & safety of public & employees) | 16         |        |
| 2  | Agricultural Loss   | 6          |        |
| 3  | Damage to infrastructures (critical and otherwise)            | 16         |        |
| 4  | Damage to property – public and private                       | 6          |        |
| 5  | Damage to the environment                                     | 5          |        |
| 6  | Delays to First Responders (ambulance / fire / police)        | 12         |        |
| 7  | Evacuation required (potentially)                             | 12         |        |
| 8  | Interruption of business                                      | 6          |        |
| 9  | Road Closures   | 15         |        |
| 10 | Other types of harm or loss ( <i>identify</i> ):              | 6          |        |
|    | Total   | 100        |        |

**SPECIAL CIRCUMSTANCES:**

There may be a unique circumstance in an emergency situation which would result in the hazard being rated as high regardless of the points assigned. For example, if access to a municipality is cut off due to a road closure, this factor would have significantly more weight than under the standard rating for a road closure under item # 9 on the attached worksheet. To illustrate the rationale for such a rating, the special circumstance should be duly noted on the attached form.

**SCORE:**

| RATING            | POINT RANGE              |
|-------------------|--------------------------|
| # 1 – Negligible  | • 0 to 25 Total Points   |
| # 2 – Limited     | • 26 to 50 Total Points  |
| # 3 – Substantial | • 51 to 75 Total Points  |
| # 4 – High        | • 76 to 100 Total Points |

**SUMMARY:**

- The “Consequence” rating for this hazard is:
- # 1 – Negligible   
  # 2 – Limited   
  # 3 – Substantial   
  # 4 – High
- The consequence rating of this hazard does not warrant a significant rating. However, special circumstances require that the consequences be designated as such based on the severity of the impact.
- # 1 – Negligible   
  # 2 – Limited   
  # 3 – Substantial   
  # 4 – High

## TYPE OF HAZARD: Sever Storm

### CONSEQUENCE FACTORS

| #  | Consequence Factors   | Max Points | Points |
|----|---|------------|--------|
| 1  | Fatalities / Injuries (health & safety of public & employees) | 16         |        |
| 2  | Agricultural Loss   | 6          |        |
| 3  | Damage to infrastructures (critical and otherwise)            | 16         |        |
| 4  | Damage to property – public and private                       | 6          |        |
| 5  | Damage to the environment                                     | 5          |        |
| 6  | Delays to First Responders (ambulance / fire / police)        | 12         |        |
| 7  | Evacuation required (potentially)                             | 12         |        |
| 8  | Interruption of business                                      | 6          |        |
| 9  | Road Closures   | 15         |        |
| 10 | Other types of harm or loss ( <i>identify</i> ):              | 6          |        |
|    | Total   | 100        |        |

### SPECIAL CIRCUMSTANCES:

There may be a unique circumstance in an emergency situation which would result in the hazard being rated as high regardless of the points assigned. For example, if access to a municipality is cut off due to a road closure, this factor would have significantly more weight than under the standard rating for a road closure under item # 9 on the attached worksheet. To illustrate the rationale for such a rating, the special circumstance should be duly noted on the attached form.

### SCORE:

| RATING            | POINT RANGE              |
|-------------------|--------------------------|
| # 1 – Negligible  | • 0 to 25 Total Points   |
| # 2 – Limited     | • 26 to 50 Total Points  |
| # 3 – Substantial | • 51 to 75 Total Points  |
| # 4 – High        | • 76 to 100 Total Points |

### SUMMARY:

- The “Consequence” rating for this hazard is:
- # 1 – Negligible     # 2 – Limited     # 3 – Substantial     # 4 – High
- The consequence rating of this hazard does not warrant a significant rating. However, special circumstances require that the consequences be designated as such based on the severity of the impact.
- # 1 – Negligible     # 2 – Limited     # 3 – Substantial     # 4 – High



## TYPE OF HAZARD: CRITICAL INFRASTRUCTURE FAILURE (CI)

**Note: If identified as a CI, that designation determines that the CI must have a significant impact if asset/system is unavailable. Refer to CI**

### CONSEQUENCE FACTORS

| #  | Consequence Factors   | Max Points | Points |
|----|---|------------|--------|
| 1  | Fatalities / Injuries (health & safety of public & employees) | 16         |        |
| 2  | Agricultural Loss   | 6          |        |
| 3  | Damage to infrastructures (critical and otherwise)            | 16         |        |
| 4  | Damage to property – public and private                       | 6          |        |
| 5  | Damage to the environment                                     | 5          |        |
| 6  | Delays to First Responders (ambulance / fire / police)        | 12         |        |
| 7  | Evacuation required (potentially)                             | 12         |        |
| 8  | Interruption of business                                      | 6          |        |
| 9  | Road Closures   | 15         |        |
| 10 | Other types of harm or loss ( <i>identify</i> ):              | 6          |        |
|    | Total   | 100        |        |

### SPECIAL CIRCUMSTANCES:

There may be a unique circumstance in an emergency situation which would result in the hazard being rated as high regardless of the points assigned. For example, if access to a municipality is cut off due to a road closure, this factor would have significantly more weight than under the standard rating for a road closure under item # 9 on the attached worksheet. To illustrate the rationale for such a rating, the special circumstance should be duly noted on the attached form.

### SCORE:

| RATING            | POINT RANGE              |
|-------------------|--------------------------|
| # 1 – Negligible  | • 0 to 25 Total Points   |
| # 2 – Limited     | • 26 to 50 Total Points  |
| # 3 – Substantial | • 51 to 75 Total Points  |
| # 4 – High        | • 76 to 100 Total Points |

### SUMMARY:

- The “Consequence” rating for this hazard is:
- # 1 – Negligible   
  # 2 – Limited   
  # 3 – Substantial   
  # 4 – High
- The consequence rating of this hazard does not warrant a significant rating. However, special circumstances require that the consequences be designated as such based on the severity of the impact.
- # 1 – Negligible   
  # 2 – Limited   
  # 3 – Substantial   
  # 4 – High

**TYPE OF HAZARD: Sever Winds/Tornado**

**CONSEQUENCE FACTORS**

| #  | Consequence Factors   | Max Points | Points |
|----|---|------------|--------|
| 1  | Fatalities / Injuries (health & safety of public & employees) | 16         | 0      |
| 2  | Agricultural Loss   | 6          | 0      |
| 3  | Damage to infrastructures (critical and otherwise)            | 16         | 0      |
| 4  | Damage to property – public and private                       | 6          | 0      |
| 5  | Damage to the environment                                     | 5          | 0      |
| 6  | Delays to First Responders (ambulance / fire / police)        | 12         | 0      |
| 7  | Evacuation required (potentially)                             | 12         | 0      |
| 8  | Interruption of business                                      | 6          | 0      |
| 9  | Road Closures   | 15         | 0      |
| 10 | Other types of harm or loss ( <i>identify</i> ):              | 6          | 0      |
|    | Total   | 100        | 0      |

**SPECIAL CIRCUMSTANCES:**

There may be a unique circumstance in an emergency situation which would result in the hazard being rated as high regardless of the points assigned. For example, if access to a municipality is cut off due to a road closure, this factor would have significantly more weight than under the standard rating for a road closure under item # 9 on the attached worksheet. To illustrate the rationale for such a rating, the special circumstance should be duly noted on the attached form.

**SCORE:**

| RATING            | POINT RANGE              |
|-------------------|--------------------------|
| # 1 – Negligible  | • 0 to 25 Total Points   |
| # 2 – Limited     | • 26 to 50 Total Points  |
| # 3 – Substantial | • 51 to 75 Total Points  |
| # 4 – High        | • 76 to 100 Total Points |

**SUMMARY:**

- The “Consequence” rating for this hazard is:
- # 1 – Negligible   
  # 2 – Limited   
  # 3 – Substantial   
  # 4 – High
- The consequence rating of this hazard does not warrant a significant rating. However, special circumstances require that the consequences be designated as such based on the severity of the impact.
- # 1 – Negligible   
  # 2 – Limited   
  # 3 – Substantial   
  # 4 – High

**TYPE OF HAZARD: Flood**

**CONSEQUENCE FACTORS**

| #  | Consequence Factors   | Max Points | Points |
|----|---|------------|--------|
| 1  | Fatalities / Injuries (health & safety of public & employees) | 16         |        |
| 2  | Agricultural Loss   | 6          |        |
| 3  | Damage to infrastructures (critical and otherwise)            | 16         |        |
| 4  | Damage to property – public and private                       | 6          |        |
| 5  | Damage to the environment                                     | 5          |        |
| 6  | Delays to First Responders (ambulance / fire / police)        | 12         |        |
| 7  | Evacuation required (potentially)                             | 12         |        |
| 8  | Interruption of business                                      | 6          |        |
| 9  | Road Closures   | 15         |        |
| 10 | Other types of harm or loss ( <i>identify</i> ):              | 6          |        |
|    | Total   | 100        |        |

**SPECIAL CIRCUMSTANCES:**

There may be a unique circumstance in an emergency situation which would result in the hazard being rated as high regardless of the points assigned. For example, if access to a municipality is cut off due to a road closure, this factor would have significantly more weight than under the standard rating for a road closure under item # 9 on the attached worksheet. To illustrate the rationale for such a rating, the special circumstance should be duly noted on the attached form.

**SCORE:**

| RATING            | POINT RANGE              |
|-------------------|--------------------------|
| # 1 – Negligible  | • 0 to 25 Total Points   |
| # 2 – Limited     | • 26 to 50 Total Points  |
| # 3 – Substantial | • 51 to 75 Total Points  |
| # 4 – High        | • 76 to 100 Total Points |

**SUMMARY:**

- The “Consequence” rating for this hazard is:
- # 1 – Negligible   
  # 2 – Limited   
  # 3 – Substantial   
  # 4 – High
- The consequence rating of this hazard does not warrant a significant rating. However, special circumstances require that the consequences be designated as such based on the severity of the impact.
- # 1 – Negligible   
  # 2 – Limited   
  # 3 – Substantial   
  # 4 – High

**TYPE OF HAZARD: Forest Fire**

**CONSEQUENCE FACTORS**

| #  | Consequence Factors   | Max Points | Points |
|----|---|------------|--------|
| 1  | Fatalities / Injuries (health & safety of public & employees) | 16         |        |
| 2  | Agricultural Loss   | 6          |        |
| 3  | Damage to infrastructures (critical and otherwise)            | 16         |        |
| 4  | Damage to property – public and private                       | 6          |        |
| 5  | Damage to the environment                                     | 5          |        |
| 6  | Delays to First Responders (ambulance / fire / police)        | 12         |        |
| 7  | Evacuation required (potentially)                             | 12         |        |
| 8  | Interruption of business                                      | 6          |        |
| 9  | Road Closures   | 15         |        |
| 10 | Other types of harm or loss ( <i>identify</i> ):              | 6          |        |
|    | Total   | 100        |        |

**SPECIAL CIRCUMSTANCES:**

There may be a unique circumstance in an emergency situation which would result in the hazard being rated as high regardless of the points assigned. For example, if access to a municipality is cut off due to a road closure, this factor would have significantly more weight than under the standard rating for a road closure under item # 9 on the attached worksheet. To illustrate the rationale for such a rating, the special circumstance should be duly noted on the attached form.

**SCORE:**

| RATING            | POINT RANGE              |
|-------------------|--------------------------|
| # 1 – Negligible  | • 0 to 25 Total Points   |
| # 2 – Limited     | • 26 to 50 Total Points  |
| # 3 – Substantial | • 51 to 75 Total Points  |
| # 4 – High        | • 76 to 100 Total Points |

**SUMMARY:**

- The “Consequence” rating for this hazard is:
- # 1 – Negligible   
  # 2 – Limited   
  # 3 – Substantial   
  # 4 – High
- The consequence rating of this hazard does not warrant a significant rating. However, special circumstances require that the consequences be designated as such based on the severity of the impact.
- # 1 – Negligible   
  # 2 – Limited   
  # 3 – Substantial   
  # 4 – High

**TYPE OF HAZARD: Dangerous Goods Spill**

**CONSEQUENCE FACTORS**

| #  | Consequence Factors   | Max Points | Points |
|----|---|------------|--------|
| 1  | Fatalities / Injuries (health & safety of public & employees) | 16         |        |
| 2  | Agricultural Loss   | 6          |        |
| 3  | Damage to infrastructures (critical and otherwise)            | 16         |        |
| 4  | Damage to property – public and private                       | 6          |        |
| 5  | Damage to the environment                                     | 5          |        |
| 6  | Delays to First Responders (ambulance / fire / police)        | 12         |        |
| 7  | Evacuation required (potentially)                             | 12         |        |
| 8  | Interruption of business                                      | 6          |        |
| 9  | Road Closures   | 15         |        |
| 10 | Other types of harm or loss ( <i>identify</i> ):              | 6          |        |
|    | Total   | 100        |        |

**SPECIAL CIRCUMSTANCES:**

There may be a unique circumstance in an emergency situation which would result in the hazard being rated as high regardless of the points assigned. For example, if access to a municipality is cut off due to a road closure, this factor would have significantly more weight than under the standard rating for a road closure under item # 9 on the attached worksheet. To illustrate the rationale for such a rating, the special circumstance should be duly noted on the attached form.

**SCORE:**

| RATING            | POINT RANGE              |
|-------------------|--------------------------|
| # 1 – Negligible  | • 0 to 25 Total Points   |
| # 2 – Limited     | • 26 to 50 Total Points  |
| # 3 – Substantial | • 51 to 75 Total Points  |
| # 4 – High        | • 76 to 100 Total Points |

**SUMMARY:**

- The “Consequence” rating for this hazard is:
- # 1 – Negligible   
  # 2 – Limited   
  # 3 – Substantial   
  # 4 – High
- The consequence rating of this hazard does not warrant a significant rating. However, special circumstances require that the consequences be designated as such based on the severity of the impact.
- # 1 – Negligible   
  # 2 – Limited   
  # 3 – Substantial   
  # 4 – High

**TYPE OF HAZARD: Transportation Accident**

**CONSEQUENCE FACTORS**

| #  | Consequence Factors   | Max Points | Points |
|----|---|------------|--------|
| 1  | Fatalities / Injuries (health & safety of public & employees) | 16         |        |
| 2  | Agricultural Loss   | 6          |        |
| 3  | Damage to infrastructures (critical and otherwise)            | 16         |        |
| 4  | Damage to property – public and private                       | 6          |        |
| 5  | Damage to the environment                                     | 5          |        |
| 6  | Delays to First Responders (ambulance / fire / police)        | 12         |        |
| 7  | Evacuation required (potentially)                             | 12         |        |
| 8  | Interruption of business                                      | 6          |        |
| 9  | Road Closures   | 15         |        |
| 10 | Other types of harm or loss ( <i>identify</i> ):              | 6          |        |
|    | Total   | 100        |        |

**SPECIAL CIRCUMSTANCES:**

There may be a unique circumstance in an emergency situation which would result in the hazard being rated as high regardless of the points assigned. For example, if access to a municipality is cut off due to a road closure, this factor would have significantly more weight than under the standard rating for a road closure under item # 9 on the attached worksheet. To illustrate the rationale for such a rating, the special circumstance should be duly noted on the attached form.

**SCORE:**

| RATING            | POINT RANGE              |
|-------------------|--------------------------|
| # 1 – Negligible  | • 0 to 25 Total Points   |
| # 2 – Limited     | • 26 to 50 Total Points  |
| # 3 – Substantial | • 51 to 75 Total Points  |
| # 4 – High        | • 76 to 100 Total Points |

**SUMMARY:**

- The “Consequence” rating for this hazard is:
- # 1 – Negligible   
  # 2 – Limited   
  # 3 – Substantial   
  # 4 – High
- The consequence rating of this hazard does not warrant a significant rating. However, special circumstances require that the consequences be designated as such based on the severity of the impact.
- # 1 – Negligible   
  # 2 – Limited   
  # 3 – Substantial   
  # 4 – High

**TYPE OF HAZARD: Cyber Attacks**

**CONSEQUENCE FACTORS**

| #  | Consequence Factors   | Max Points | Points |
|----|---|------------|--------|
| 1  | Fatalities / Injuries (health & safety of public & employees) | 16         |        |
| 2  | Agricultural Loss   | 6          |        |
| 3  | Damage to infrastructures (critical and otherwise)            | 16         |        |
| 4  | Damage to property – public and private                       | 6          |        |
| 5  | Damage to the environment                                     | 5          |        |
| 6  | Delays to First Responders (ambulance / fire / police)        | 12         |        |
| 7  | Evacuation required (potentially)                             | 12         |        |
| 8  | Interruption of business                                      | 6          |        |
| 9  | Road Closures   | 15         |        |
| 10 | Other types of harm or loss ( <i>identify</i> ):              | 6          |        |
|    | Total   | 100        |        |

**SPECIAL CIRCUMSTANCES:**

There may be a unique circumstance in an emergency situation which would result in the hazard being rated as high regardless of the points assigned. For example, if access to a municipality is cut off due to a road closure, this factor would have significantly more weight than under the standard rating for a road closure under item # 9 on the attached worksheet. To illustrate the rationale for such a rating, the special circumstance should be duly noted on the attached form.

**SCORE:**

| RATING            | POINT RANGE              |
|-------------------|--------------------------|
| # 1 – Negligible  | • 0 to 25 Total Points   |
| # 2 – Limited     | • 26 to 50 Total Points  |
| # 3 – Substantial | • 51 to 75 Total Points  |
| # 4 – High        | • 76 to 100 Total Points |

**SUMMARY:**

- The “Consequence” rating for this hazard is:
- # 1 – Negligible   
  # 2 – Limited   
  # 3 – Substantial   
  # 4 – High
- The consequence rating of this hazard does not warrant a significant rating. However, special circumstances require that the consequences be designated as such based on the severity of the impact.
- # 1 – Negligible   
  # 2 – Limited   
  # 3 – Substantial   
  # 4 – High

**TYPE OF HAZARD: EXTREME HEAT / COLD**

**CONSEQUENCE FACTORS**

| #  | Consequence Factors   | Max Points | Points |
|----|---|------------|--------|
| 1  | Fatalities / Injuries (health & safety of public & employees) | 16         |        |
| 2  | Agricultural Loss   | 6          |        |
| 3  | Damage to infrastructures (critical and otherwise)            | 16         |        |
| 4  | Damage to property – public and private                       | 6          |        |
| 5  | Damage to the environment                                     | 5          |        |
| 6  | Delays to First Responders (ambulance / fire / police)        | 12         |        |
| 7  | Evacuation required (potentially)                             | 12         |        |
| 8  | Interruption of business                                      | 6          |        |
| 9  | Road Closures   | 15         |        |
| 10 | Other types of harm or loss ( <i>identify</i> ):              | 6          |        |
|    | Total   | 100        |        |

**SPECIAL CIRCUMSTANCES:**

There may be a unique circumstance in an emergency situation which would result in the hazard being rated as high regardless of the points assigned. For example, if access to a municipality is cut off due to a road closure, this factor would have significantly more weight than under the standard rating for a road closure under item # 9 on the attached worksheet. To illustrate the rationale for such a rating, the special circumstance should be duly noted on the attached form.

**SCORE:**

| RATING            | POINT RANGE              |
|-------------------|--------------------------|
| # 1 – Negligible  | • 0 to 25 Total Points   |
| # 2 – Limited     | • 26 to 50 Total Points  |
| # 3 – Substantial | • 51 to 75 Total Points  |
| # 4 – High        | • 76 to 100 Total Points |

**SUMMARY:**

- The “Consequence” rating for this hazard is:
- # 1 – Negligible   
  # 2 – Limited   
  # 3 – Substantial   
  # 4 – High
- The consequence rating of this hazard does not warrant a significant rating. However, special circumstances require that the consequences be designated as such based on the severity of the impact.
- # 1 – Negligible   
  # 2 – Limited   
  # 3 – Substantial   
  # 4 – High



**TYPE OF HAZARD: Earthquake**

**CONSEQUENCE FACTORS**

| #  | Consequence Factors   | Max Points | Points |
|----|---|------------|--------|
| 1  | Fatalities / Injuries (health & safety of public & employees) | 16         |        |
| 2  | Agricultural Loss   | 6          |        |
| 3  | Damage to infrastructures (critical and otherwise)            | 16         |        |
| 4  | Damage to property – public and private                       | 6          |        |
| 5  | Damage to the environment                                     | 5          |        |
| 6  | Delays to First Responders (ambulance / fire / police)        | 12         |        |
| 7  | Evacuation required (potentially)                             | 12         |        |
| 8  | Interruption of business                                      | 6          |        |
| 9  | Road Closures   | 15         |        |
| 10 | Other types of harm or loss ( <i>identify</i> ):              | 6          |        |
|    | Total   | 100        |        |

**SPECIAL CIRCUMSTANCES:**

There may be a unique circumstance in an emergency situation which would result in the hazard being rated as high regardless of the points assigned. For example, if access to a municipality is cut off due to a road closure, this factor would have significantly more weight than under the standard rating for a road closure under item # 9 on the attached worksheet. To illustrate the rationale for such a rating, the special circumstance should be duly noted on the attached form.

**SCORE:**

| RATING            | POINT RANGE              |
|-------------------|--------------------------|
| # 1 – Negligible  | • 0 to 25 Total Points   |
| # 2 – Limited     | • 26 to 50 Total Points  |
| # 3 – Substantial | • 51 to 75 Total Points  |
| # 4 – High        | • 76 to 100 Total Points |

**SUMMARY:**

- The “Consequence” rating for this hazard is:
- # 1 – Negligible   
  # 2 – Limited   
  # 3 – Substantial   
  # 4 – High
- The consequence rating of this hazard does not warrant a significant rating. However, special circumstances require that the consequences be designated as such based on the severity of the impact.
- # 1 – Negligible   
  # 2 – Limited   
  # 3 – Substantial   
  # 4 – High

**TYPE OF HAZARD: FLOODS**

**CONSEQUENCE FACTORS**

| #  | Consequence Factors   | Max Points | Points |
|----|---|------------|--------|
| 1  | Fatalities / Injuries (health & safety of public & employees) | 16         |        |
| 2  | Agricultural Loss   | 6          |        |
| 3  | Damage to infrastructures (critical and otherwise)            | 16         |        |
| 4  | Damage to property – public and private                       | 6          |        |
| 5  | Damage to the environment                                     | 5          |        |
| 6  | Delays to First Responders (ambulance / fire / police)        | 12         |        |
| 7  | Evacuation required (potentially)                             | 12         |        |
| 8  | Interruption of business                                      | 6          |        |
| 9  | Road Closures   | 15         |        |
| 10 | Other types of harm or loss ( <i>identify</i> ):              | 6          |        |
|    | Total   | 100        |        |

**SPECIAL CIRCUMSTANCES:**

There may be a unique circumstance in an emergency situation which would result in the hazard being rated as high regardless of the points assigned. For example, if access to a municipality is cut off due to a road closure, this factor would have significantly more weight than under the standard rating for a road closure under item # 9 on the attached worksheet. To illustrate the rationale for such a rating, the special circumstance should be duly noted on the attached form.

**SCORE:**

| RATING            | POINT RANGE              |
|-------------------|--------------------------|
| # 1 – Negligible  | • 0 to 25 Total Points   |
| # 2 – Limited     | • 26 to 50 Total Points  |
| # 3 – Substantial | • 51 to 75 Total Points  |
| # 4 – High        | • 76 to 100 Total Points |

**SUMMARY:**

- The “Consequence” rating for this hazard is:
  - # 1 – Negligible
  - # 2 – Limited
  - # 3 – Substantial
  - # 4 – High
  
- The consequence rating of this hazard does not warrant a significant rating. However, special circumstances require that the consequences be designated as such based on the severity of the impact.
  - # 1 – Negligible
  - # 2 – Limited
  - # 3 – Substantial
  - # 4 – High

**TYPE OF HAZARD:**

**CONSEQUENCE FACTORS**

| #  | Consequence Factors   | Max Points | Points |
|----|---|------------|--------|
| 1  | Fatalities / Injuries (health & safety of public & employees) | 16         |        |
| 2  | Agricultural Loss   | 6          |        |
| 3  | Damage to infrastructures (critical and otherwise)            | 16         |        |
| 4  | Damage to property – public and private                       | 6          |        |
| 5  | Damage to the environment                                     | 5          |        |
| 6  | Delays to First Responders (ambulance / fire / police)        | 12         |        |
| 7  | Evacuation required (potentially)                             | 12         |        |
| 8  | Interruption of business                                      | 6          |        |
| 9  | Road Closures   | 15         |        |
| 10 | Other types of harm or loss ( <i>identify</i> ):              | 6          |        |
|    | Total   | 100        |        |

**SPECIAL CIRCUMSTANCES:**

There may be a unique circumstance in an emergency situation which would result in the hazard being rated as high regardless of the points assigned. For example, if access to a municipality is cut off due to a road closure, this factor would have significantly more weight than under the standard rating for a road closure under item # 9 on the attached worksheet. To illustrate the rationale for such a rating, the special circumstance should be duly noted on the attached form.

**SCORE:**

| RATING            | POINT RANGE              |
|-------------------|--------------------------|
| # 1 – Negligible  | • 0 to 25 Total Points   |
| # 2 – Limited     | • 26 to 50 Total Points  |
| # 3 – Substantial | • 51 to 75 Total Points  |
| # 4 – High        | • 76 to 100 Total Points |

**SUMMARY:**

- The “Consequence” rating for this hazard is:  
 # 1 – Negligible     # 2 – Limited     # 3 – Substantial     # 4 – High
- The consequence rating of this hazard does not warrant a significant rating. However, special circumstances require that the consequences be designated as such based on the severity of the impact.  
 # 1 – Negligible     # 2 – Limited     # 3 – Substantial     # 4 – High

**TYPE OF HAZARD:**

**CONSEQUENCE FACTORS**

| #  | Consequence Factors   | Max Points | Points |
|----|---|------------|--------|
| 1  | Fatalities / Injuries (health & safety of public & employees) | 16         |        |
| 2  | Agricultural Loss   | 6          |        |
| 3  | Damage to infrastructures (critical and otherwise)            | 16         |        |
| 4  | Damage to property – public and private                       | 6          |        |
| 5  | Damage to the environment                                     | 5          |        |
| 6  | Delays to First Responders (ambulance / fire / police)        | 12         |        |
| 7  | Evacuation required (potentially)                             | 12         |        |
| 8  | Interruption of business                                      | 6          |        |
| 9  | Road Closures   | 15         |        |
| 10 | Other types of harm or loss ( <i>identify</i> ):              | 6          |        |
|    | Total   | 100        |        |

**SPECIAL CIRCUMSTANCES:**

There may be a unique circumstance in an emergency situation which would result in the hazard being rated as high regardless of the points assigned. For example, if access to a municipality is cut off due to a road closure, this factor would have significantly more weight than under the standard rating for a road closure under item # 9 on the attached worksheet. To illustrate the rationale for such a rating, the special circumstance should be duly noted on the attached form.

**SCORE:**

| RATING            | POINT RANGE              |
|-------------------|--------------------------|
| # 1 – Negligible  | • 0 to 25 Total Points   |
| # 2 – Limited     | • 26 to 50 Total Points  |
| # 3 – Substantial | • 51 to 75 Total Points  |
| # 4 – High        | • 76 to 100 Total Points |

**SUMMARY:**

- The “Consequence” rating for this hazard is:
- # 1 – Negligible   
  # 2 – Limited   
  # 3 – Substantial   
  # 4 – High
- The consequence rating of this hazard does not warrant a significant rating. However, special circumstances require that the consequences be designated as such based on the severity of the impact.
- # 1 – Negligible   
  # 2 – Limited   
  # 3 – Substantial   
  # 4 – High

**TYPE OF HAZARD:**

**CONSEQUENCE FACTORS**

| #  | Consequence Factors   | Max Points | Points |
|----|---|------------|--------|
| 1  | Fatalities / Injuries (health & safety of public & employees) | 16         |        |
| 2  | Agricultural Loss   | 6          |        |
| 3  | Damage to infrastructures (critical and otherwise)            | 16         |        |
| 4  | Damage to property – public and private                       | 6          |        |
| 5  | Damage to the environment                                     | 5          |        |
| 6  | Delays to First Responders (ambulance / fire / police)        | 12         |        |
| 7  | Evacuation required (potentially)                             | 12         |        |
| 8  | Interruption of business                                      | 6          |        |
| 9  | Road Closures   | 15         |        |
| 10 | Other types of harm or loss ( <i>identify</i> ):              | 6          |        |
|    | Total   | 100        |        |

**SPECIAL CIRCUMSTANCES:**

There may be a unique circumstance in an emergency situation which would result in the hazard being rated as high regardless of the points assigned. For example, if access to a municipality is cut off due to a road closure, this factor would have significantly more weight than under the standard rating for a road closure under item # 9 on the attached worksheet. To illustrate the rationale for such a rating, the special circumstance should be duly noted on the attached form.

**SCORE:**

| RATING            | POINT RANGE              |
|-------------------|--------------------------|
| # 1 – Negligible  | • 0 to 25 Total Points   |
| # 2 – Limited     | • 26 to 50 Total Points  |
| # 3 – Substantial | • 51 to 75 Total Points  |
| # 4 – High        | • 76 to 100 Total Points |

**SUMMARY:**

- The “Consequence” rating for this hazard is:  
 # 1 – Negligible     # 2 – Limited     # 3 – Substantial     # 4 – High
- The consequence rating of this hazard does not warrant a significant rating. However, special circumstances require that the consequences be designated as such based on the severity of the impact.  
 # 1 – Negligible     # 2 – Limited     # 3 – Substantial     # 4 – High