

# The Corporation of the Township of Whitewater Region

## By-law Number 19-01-1143

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### **A by-law to adopt the Whitewater Region Emergency Program**

**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 Emergency Program (November 2018) attached hereto as Schedule "A, B, C, D and E" and subject to annual review.
2. That By-law 10-12-457 is hereby repealed.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 16th day of January, 2019.**

  
\_\_\_\_\_  
**Michael Moore, Mayor**

  
\_\_\_\_\_  
**Carmen Miller, Clerk**



**TOWNSHIP OF  
WHITEWATER REGION**

**EMERGENCY RESPONSE PLAN**

**November 2018**

## TABLE OF CONTENTS

	<b>Page</b>
<b>PREFACE</b>	<b>3</b>
<b>EMERGENCY QUICK REFERENCE GUIDE</b>	<b>4</b>
<b>DISTRIBUTION LIST</b>	<b>5</b>
<b>PART 1 - ADMINISTRATION</b>	
Introduction	6
Aim	6
Authority	6
<b>PART 2 - GENERAL</b>	
Community Profile	7
Municipal Services	9
Renfrew County Services	9
Jurisdictions	9
<b>PART 3 - EMERGENCY NOTIFICATION PROCEDURES</b>	
Notification Procedure	10
Requests for Assistance	10
A Declared Community Emergency	10
<b>PART 4 - EMERGENCY OPERATIONS AND PROCEDURES</b>	
Municipal Emergency Control Group	11
Implementation	11
Partners	11
Volunteer Organizations and Individuals	11
Emergency Operations Centre	12
Operations Cycle	12
Municipal Emergency Control Group Responsibilities	13
<b>PART 5 - EMERGENCY RESPONSE SYSTEM</b>	
Individual Responsibilities of the MECG	
1. Mayor	14
2. CAO/Operations Officer	14
3. Community Emergency Management Coordinator (CEMC)	15
4. Manager of Physical Services	16
5. Fire Chief	16
6. Emergency Information Officer	16
7. Recreation & Tourism Manager	16

**PART 6 – PARTNERS**

1. Medical Officer of Health (Long-Term Care)	17
2. County of Renfrew - Emergency Services	17
3. Ontario Provincial Police (OPP)	18

**ANNEX**

<b>A – By-Law to Adopt the Whitewater Region Emergency Program (<i>on file</i>)</b>	<b>19</b>
<b>B – Checklist in Consideration of a Declaration of an Emergency</b>	<b>20</b>
<b>C – Managing the Emergency, Declaration of Emergency</b>	<b>22</b>
<b>D – Termination of Emergency</b>	<b>23</b>
<b>E – Emergency Notification List, CCG Members and Alternates (<i>on file</i>)</b>	<b>24</b>
<b>F – Emergency Notification List, Council (<i>on file</i>)</b>	<b>25</b>
<b>G – Emergency Notification List, Outside Emergency Assistance (<i>on file</i>)</b>	<b>26</b>
<b>H – Community Resource List, Vital Services (<i>on file</i>)</b>	<b>28</b>
<b>I – Emergency Evacuation Plan</b>	<b>30</b>

## 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.

\_\_\_\_\_  
DATE

  
\_\_\_\_\_  
MAYOR Mike Moore

\_\_\_\_\_  
CAO Robert Tremblay

**UPDATED: November 2018**

## 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 MECG members have been notified and either activated or placed on standby as defined in Emergency Notification Procedures (Page 9)
- The Mayor must inform the Province of Ontario if 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 (Annex C) 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

- Provide input and assistance as required.
- Each member of the MECG will report and respond to immediate needs in accordance with the Operations Cycle format.

### **DISTRIBUTION LIST Control Group**

EMCG and Alternates	-	1 each*
Emergency Program Committee	-	1 each*
OPP (Renfrew and UOV)	-	2
County of Renfrew	-	4
Emergency Management Ontario	-	2*
Emergency Operations Centre	-	10*

\* = complete copy of Plan with Annexes

## **PART 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 the welfare, property, health and safety of the public, 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 and visitors 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).”*

This emergency plan forms part of overall emergency management program (CEMP), adopted by by-law.



## **PART 2 - GENERAL**

### **COMMUNITY PROFILE**

The Township of Whitewater Region consists of rural and waterfront area as well as hamlets and villages with an approximate Population of 7,009 residents and seasonal increase of 3,000.

#### **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 the Township of Whitewater Region.

- Caessant Care Nursing & Retirement Home in Cobden
- Country Haven Retirement Home in Beachburg.

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 M\*A\*S\*H 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 where hydro is supplied from the Ottawa River Power Corporation. 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
- CJHR 98.7 FM - Heritage Radio - located in Renfrew

### **Other forms of media sources:**

- Social Media (Facebook, Twitter)
- Municipal Website
- Local newspaper and television

## **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, Foresters Falls, Haley Station, and Westmeath;
- *Police Services* - provided by the Ontario Provincial Police- UOV Pembroke and Renfrew Detachments;
- *Recreational Facilities* – Three covered arenas (Cobden, Beachburg and Westmeath) and one public park;
- *Landfill Operations* - Landfill open at 990 Kohlsmith Road
- *Plant Operations* - one water tower with capacity of one (1) day supply of treated water (Cobden), one sewage treatment plant/lift station (Cobden), three water treatment plants (Cobden, Beachburg & Haley). Beachburg has an underground water storage system. Haley Townsite is a municipal system. Operation of the water supply system and the sewage collection system are contracted to the Ontario Clean Water Agency (OCWA).
- *Public Works* - maintenance of approx. 350 km of TWP road network;

## **Renfrew County Services**

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

- County Roads - includes mapping;
- Emergency Services (land ambulance);
- Emergency Social Services (by Order-in Council 167/2004); and
- Planning and Economic Development (including Land Division).

## **Jurisdictions**

The Geographical boundaries of Whitewater Region are defined by the map on page 8.

## **PART 3 - EMERGENCY NOTIFICATION PROCEDURES**

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

When a member of the MECG receives a warning of a real or potential emergency, that member will immediately contact the CAO/Clerk and Community Emergency Management Coordinator and direct them to initiate the notification of the MECG. The member initiating the call must provide significant details (ex. a time and place for the MECG to meet) as part of the notification procedure.

If deemed appropriate, the individual MECG members may initiate their own internal notification procedures of their staff and volunteer organizations. Where a threat of an impending emergency exists, any member of the MECG may initiate the notification procedure and place MECG members on standby.

### **Requests for Assistance**

Assistance may 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 Annex E.

### **A Declared Community Emergency**

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

Upon declaring an emergency, the Mayor will notify the Emergency Management Ontario, Ministry of Community Safety and Correctional Services (Solicitor General's Office)

As required the Mayor may contact:

- Township Council;
- County Warden;
- Neighboring Mayors;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP).

## **PART 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 and alternates:**

Mayor  
CAO  
CEMC  
Alternate CEMC  
Director of Public Works  
Fire Chief or Deputy Chief  
Emergency Information Officer  
Manager of Recreation & Tourism

**Additional personnel or agencies may be called or added to the MECG.**

### **IMPLEMENTATION**

Any member of the Municipal Emergency Control Group may request, through the CAO or CEMC, that the Emergency Plan be implemented.

The Emergency Plan may be implemented in whole, or in part, based on conditions at the site of severity of the situation.

### **PARTNERS**

Depending on the nature of the emergency, partners may be called upon to assist the MECG.

Medical Officer of Health (Health Unit)  
Amateur Radio Services  
County of Renfrew - Emergency Services  
Ontario Provincial Police (OPP)  
Agricultural Societies

### **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 register at the Volunteer Registration Centre established by the MECG.

## 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.

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

Upon receiving notification, the CEMC 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 Chief Administrative Officer (CAO) 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 CAO's 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 CAO/Operations Officer.

## MUNICIPAL EMERGENCY CONTROL GROUP RESPONSIBILITIES

The MECG is responsible for the following:

- 1) Implementing the Emergency Plan in whole or in part to respond to an impending, potential or existing emergency.
- 2) Coordination and direction of community resources used to mitigate the effects of an emergency
- 3) Ensuring that the composition of the MECG is appropriate to mitigate the effects of a given emergency situation by determining which, if any, ad-hoc members are required.
- 4) Advising the Mayor regarding requests for assistance from the Province and the Federal Government.
- 5) Ensuring the provisions of essential resources and services to support emergency response activities.
- 6) Coordination of services provided by outside agencies.
- 7) Appointing or confirming an Emergency Site Manager.
- 8) Ensuring that the Emergency Information Officer is kept informed and up to date to facilitate the information flow to the media and the public.
- 9) Coordinating the evacuation of citizens who may be in danger.
- 11) Discontinuing utilities or services, i.e. hydro, water, gas, closing businesses.
- 12) Appeals for volunteers.
- 13) Establishment of advisory subcommittees to work on specific problem areas related to the emergency, as required.
- 14) Authorization of expenditures during the emergency; provision for cost accounting and facilitation of cost recovery through the Treasurer.
- 15) Maintenance of an operations log detailing the group's decisions and activities.
- 16) Deactivating the plan and notifying all of those who had been notified of its activations.
- 17) Conducting and participating in a debriefing, generating a post-emergency report and implementing recommendations for improvement of the Emergency Response Plan

## **PART 5 - INDIVIDUAL ROLES AND RESPONSIBILITIES**

### **1. MAYOR**

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

- 1) Declaration of an Emergency
- 2) Termination of an Emergency
- 3) Notifying the Province of Ontario of the declaration of emergency, and termination of the emergency (*Contact made through Emergency Management Ontario*)
- 4) Ensuring the members of Council are advised of the declaration and termination of an emergency and are kept informed of the emergency operational system.
- 5) 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.
- 6) Approving all major announcements and media releases prepared by the Emergency Information Officer, in conjunction with the CAO and MECG.
- 7) Maintain a personal log.
- 8) Participating in the post emergency de-brief sessions.

### **2. CAO - OPERATIONS OFFICER**

The CAO is referred to as the “Operations Officer” for emergency purposes. The responsibilities of the Operations Officer are:

- 1) As the Operations Officer, coordinating all operations within the Emergency Operations Centre.
- 2) Chairing meetings of the Municipal Emergency Control Group.
- 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 Emergency Information Officer, in conjunction with the MECG.
- 5) Ensuring that a communication link is established between the MECG and the Emergency Site Manager (ESM).
- 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.



### **3. COMMUNITY EMERGENCY MANAGEMENT COORDINATOR**

The CEMC is responsible for:

- 1) Activating the emergency notification system, including set up of the EOC and secretary of regular meetings.
- 2) Providing information, advice and assistance to members of the MECG on Emergency Management programs and principles; also, to provide administrative support to the CAO/Operations Officer.
- 3) Providing direction to EOC support staff as required in support of the MECG and ensure proper operation of the EOC.
- 5) Maintaining the Emergency Response Plan in accordance with requirements of the Emergency Management Act.
- 6) In conjunction with the CAO, coordinating a post-emergency debriefing and assisting in the development of a final report to Mayor and Council.
- 7) Ensuring a master record of all events and actions taken is maintained (main events board).
- 8) Contact Red Cross for required services.
- 8) Maintaining a personal log.
- 9) Participating in the post emergency de-brief sessions.

### **4. DIRECTOR OF PUBLIC WORKS**

The Director of Public Works is responsible for:

- 1) Activating the Emergency notification system.
- 2) Providing the MECG with information and advice on engineering or public works matters.
- 3) The provision of engineering assistance.
- 4) The construction, maintenance and repair of Public Township maintained roads.
- 5) Managing and assisting with road closures and/or roadblocks.
- 6) The provision of equipment for emergency pumping operations.
- 7) Ensuring the maintenance of sanitary sewage and drinking water systems;
- 8) Discontinuing any Public Works service to any customer, as required, and restoring these services when appropriate.
- 9) Liaising with other Department heads
- 10) Providing fleet and resources to any other emergency service as required.
- 11) Ensuring liaison with the MNRF regarding flood control, conservation and environmental matters and being prepared to take preventative action;
- 12) Providing an Emergency Site Manager, if required.
- 13) Ensuring that volunteer Amateur Radio Operators are in place, as appropriate and that communication networks are established as necessary.
- 14) Commence a long-term operational planning as soon as possible.
- 15) Maintaining a personal log.
- 16) Notify MECP as required.

## **5. FIRE CHIEF**

The Fire Chief is responsible for:

- 1) Activating the emergency notification system.
- 2) Providing the MECG with the information and advice on fire fighting rescue matters.
- 3) Establishing an ongoing communications link with the fire command at the scene of the emergency.
- 4) Initiating mutual aid as required.
- 5) Determining if additional or specialized equipment is required, i.e. breathing apparatus, protective clothing.
- 6) Coordinating or aiding with rescue, first aid, casualty collection, evacuation, etc.
- 7) Providing an Emergency Site Manager as required.

## **6. EMERGENCY INFORMATION OFFICER**

The Emergency Information Officer is responsible for:

- 1) Notifying the information centre staff.
- 2) Ensuring that the information centre is set up and operational as required.
- 3) Initial and subsequent media releases, subject to approval by the Mayor and Operations Officer.
- 4) Establish and maintain liaison with provincial, county, local or industry media officials as appropriate.
- 5) Coordinating interviews and media conferences.
- 6) Designating a site media spokesperson as appropriate.
- 7) Ensuring set up and staffing of public inquiry lines.
- 8) Coordinating of public inquiries.
- 9) Monitoring news coverage.
- 10) Maintaining copies of all media releases.
- 11) Maintain a personal log.
- 12) Participating in post emergency de-brief sessions.

## **7. RECREATION & TOURISM MANAGER**

Responsibilities include:

- 1) Assume responsibility for the detailed operations of Evacuation Centre Plan with assistance of Red Cross.
- 2) Assume responsibility of Evacuation Centre Manager in the case of a short-term or small-scale incident at own discretion.
- 3) Liaise with the regional Medical Officer of Health about the health and well-being of evacuees situated in Evacuation Centres.
- 4) Appoint personnel to fill vacancies in Evacuation Centres that cannot be filled by volunteer services.
- 5) Liaise with MECG in order to keep the MECG informed of activities in the Centres and be kept aware of the status of the emergency and decisions of the central group.
- 6) Liaise with Manager(s) to ensure continuity in operations and the information process.
- 7) Establish communications with Emergency Evacuation Centre(s).
- 8) Liaise with the Ontario Provincial Police regarding Evacuation Centre security.
- 9) Coordinate volunteer registration center.
- 10) Maintain a personal log.
- 11) Liaise with the Renfrew County Social Services Department to ensure the provision of assistance to any person or persons in need of food, shelter or clothing as a result of an emergency situation.

## **PART 6 - 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 at the MECG.
- 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 - 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) Assessing 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 Chief Administrative Officer concerning the emergency and service implications for the County.
- 4) Providing support to the CEMC and Municipal Emergency Control Group of the Township of Whitewater Region, as requested.
- 5) Providing liaison between the Municipal Emergency Control Group 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 Warden and CAO concerning the need to activate the County of Renfrew Emergency Response Plan.

### **3. 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) Appoint an ESM when requested by the EOC Manager.
- 3) Request the Mobile Command Post from the Perth Police Detachment upon appointment of an ESM.
- 4) Liaise with the EOC Manager and advise members of the MECG on matters relating to crowd control, traffic control, protection of life and property, and law enforcement.
- 5) 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.
- 6) Coordinate police activities relating to the evacuation of buildings or areas.
- 7) Brief the EOC Manager on response activities and obtain reports from the EOC Manager.
- 8) Assist in ground search and rescue.
- 9) Monitor for emergency passes issued by the municipality to individuals who have a need to be on site (excluding uniformed first responders).
- 10) Establish liaison with the Humane Society when required.
- 11) 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.

## ANNEX B

### CHECKLIST in Consideration of a Declaration of an Emergency

#### DECLARING AN EMERGENCY

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

In order to apply for ODRAP (Ontario Disaster Relief Program) the Head of Council must declare an emergency.

\*When considering whether to declare an emergency, a positive response to one or more of the following criteria MAY indicate that a situation, whether actual or anticipated, warrants the declaration of an emergency:

#### GENERAL AND GOVERNMENT:

- Is the situation an extraordinary event requiring extraordinary measures?
- Does the situation pose a danger of major proportions to life or property?
- Does the situation pose a threat to the provision of essential services (ex., energy, potable water, sewage treatment/containment, supply of goods or medical care?)
- Does the situation threaten social order and the ability to govern?
- Is the event attracting significant media and/or public interest?
- Has there been a declaration of emergency by another level of government?

#### LEGAL:

- Might legal action be taken against municipal employees or councillors related to their actions during the current crisis?
- Are volunteers assisting?

#### OPERATIONAL:

- Does the situation require a response that exceeds, or threatens to exceed the capabilities of the municipality for either resources or deployment of personnel?
- Does the situation create sufficient strain on the municipal response capability that areas within the municipality may be impacted by a lack of services, thereby further endangering life and property outside areas directly affected by the current crisis?

- Is it a consideration that the municipal response may be of such duration that additional personnel and resources may be required to maintain the continuity of operations?
- Does, or might, the situation require provincial support or resources?
- Does, or might, the situation require assistance from the federal government (ex., military equipment)?
- Does the situation involve a structural collapse?
- Is the situation a large-scale or complex chemical, biological, radiological, or nuclear (CBRN) incident?
- Does the situation require, or have the potential to require the evacuation and/or shelter of people or animals (livestock) from your municipality?
- Will your municipality be receiving evacuees from another community?

#### **ECONOMIC AND FINANCIAL**

- Does the situation pose a large-scale disruption to routine patterns of transportation, or re-routing of large numbers of people and vehicles?
- Is an event likely to have a long term negative impact on a community's economic viability/sustainability, including resulting unemployment, lack of available banking services and restorative measures necessary to reestablish commercial activity?
- Is it possible that a specific person, corporation, or other party has caused the situation?

**ANNEX C**

**MANAGING THE EMERGENCY  
DECLARATION OF AN EMERGENCY**

**Municipality: TOWNSHIP OF WHITEWATER REGION**

I, \_\_\_\_\_ hereby declare a state of local Emergency  
Mayor or alternate  
in accordance with the Emergency Management and Civil Protection Act, R.S.O. 1990, c E.9 s.4. (1)  
due to the emergency described herein: (*nature of emergency*)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

for an Emergency Area or part thereof described as: (*geographic boundary*)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_ at \_\_\_\_\_ (*Time*)

in the Municipality of: \_\_\_\_\_

**\*\*NOTE\*\*** Fax to Phillippe Geoffrion, Ottawa Sector Field Officer @ 613-828-6690

**\*\*NOTE\*\*** Fax to EMO Duty Officer @ 416-314-0474

**ANNEX D**

**TERMINATION OF AN EMERGENCY**

**Municipality:** TOWNSHIP OF WHITEWATER REGION

I, \_\_\_\_\_ hereby declare a state of local Emergency  
*Mayor or alternate*  
terminated in accordance with the Emergency Management and Civil Protection Act R.S.O. 1990,  
cE.9 s.4. (1) due to the emergency described herein: *(nature of emergency)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

for an Emergency Area or part thereof described as: *(geographic boundary)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_ at \_\_\_\_\_ (time)

in the municipality of \_\_\_\_\_.

**\*\*NOTE\*\*** Fax to Phillippe Geoffrion, Ottawa Sector Field Officer @ 613-828-6690

**\*\*NOTE\*\*** Fax to EMO Duty Officer @ 416-314-0474



## ANNEX I

### EMERGENCY EVACUATION PLAN

#### INTRODUCTION

There are two types of evacuations: Precautionary Evacuation and Mandatory Evacuation.

- i) **Precautionary Evacuation** occurs when it is recommended to evacuate within a certain specific area until the initial situation is under control.
- ii) **Mandatory Evacuation** takes place when it is decided by the Community Control Group (CCG) that there is a critical need to evacuate an area, usually on a large-scale, possibly for a long period of time (ex. more than 24 hours). For the purpose of this plan, the definition that will set the plan or parts of this plan into action will be Mandatory Evacuation.

#### POTENTIAL HAZARDS

The following list is considered to be all potential community hazards within the Township of Whitewater Region and not listed in any particular order or risk but may require a mandatory evacuation:

- Windstorm / Tornado;
- Highway, Road or Railway incident involving dangerous/hazardous goods (ex. Spill, fire and/or explosion);
- Industrial incident involving dangerous goods;
- Snow/Ice storm, with power outage;
- Heavy rain, hurricane, with flooding;
- Rupture of piping containing propane, natural gas or other dangerous materials under pressure;
- Earthquake;
- Civil disturbance.

#### AIM

The Township of Whitewater Region Emergency Response Plan lists individual responsibilities and group responsibilities in the event of an emergency. The Township of Whitewater Region's Evacuation Plan is listed as 'Annex I' of the Emergency Response Plan. It is expected to be used as a reference tool to assist CCG members in carrying out their responsibilities and to improve the public safety of the residents of Whitewater Region when an emergency evacuation order is issued.

#### OBJECTIVE

The objective of this evacuation plan is to provide a channel through which a timely and effective evacuation and relocation of residents can be accomplished.

## **BACKGROUND**

The layout of Whitewater Region can best be described as a large rural area consisting of the Village of Beachburg, Village of Cobden, the Hamlets of Foresters Falls, Haley Station, La Passe and Westmeath.

The Ottawa River borders the township on the North, East and North-West sides. This results in population growth in the summer months due to cottagers and travelers who stay along the Ottawa River. Some areas of the township are located within the Ottawa River Flood Plain thus there are higher tendencies for flooding in these designated areas. A severe flooding incident may necessitate the evacuation and relocation of nearby residents.

Whitewater Region consists of township roads (maintained by township), County of Renfrew Roads (maintained by the County) as well as Provincial Highway 417 (maintained by M.T.O.) which runs through the Village of Cobden. Increased highway traffic within such close proximity to residential areas will result in a higher potential for the occurrence of an emergency. An incident involving hazardous chemicals or materials being transported may result in an evacuation of Cobden residents.

## **DESCRIPTION**

An evacuation will result in an immense psychological effect on those directly affected. Sufficient and regular communication with the people involved is essential and will include explaining that an evacuation is pending, what they will be required to do and when they will be required to react if an evacuation is issued. The economic effect of closing down commercial operation for even a short period of time is huge and can be measured in the tens of thousands of dollars of lost revenue. The decision to evacuate will be noted as a last resort. In situations of 'precautionary' and 'mandatory' evacuations it is suggested that the Mayor or alternate declare a state of emergency.

First response services alone cannot be expected to deal with a large-scale evacuation and relocation of residents. An effective response will need the participation and support between municipal services and volunteer services as outlined in the Whitewater Emergency Response Plan and this particular plan.

The procedures outlined in this Plan are based on a viewpoint of evacuation and relocation within Township boundaries. To assist fire, police, public works and other response agencies who will initiate the evacuation, the Township will correspond with the Fire Department areas for dispatch: Beachburg, Cobden, Foresters Falls, Haley Station and Westmeath station. It is obvious that circumstances will prescribe the boundaries of the area to be evacuated, the direction of movement and the location of the Evacuation Reception Centres.

## **ACTIVATION OF EVACUATION PLAN**

The Whitewater Region Evacuation Plan will be activated as soon as it becomes evident that due to an emergency of such scale as to affirm its implementation, evacuation and relocation of people within the municipality is necessary.

Should a major incident occur within the municipality, any member of the Community Control Group can activate the Emergency Response Plan and begin notification procedures laid out in the Plan to assemble at the Emergency Operations Centre (EOC). If the need to evacuate and relocate residents of the affected areas is apparent, the provisions of the Whitewater Region Emergency Plan will be implemented. In such events, the Mayor must declare a state of "local emergency" before a mandatory evacuation can happen.

The Ontario Provincial Police will have the primary responsibility for implementation of evacuation consistent with their operating procedures. All other services and agencies will be prepared to support police evacuation activities.

The exception to the above is where an evacuation site is under the management of a department other than the Ontario Provincial Police. In this instance, the assigned Emergency Site Manager has the responsibility for the evacuation of people within the danger area and must liaise with the Evacuee Services Manager to organize reception areas; volunteers etc. as well as inform the CCG upon any evacuation decisions. The Whitewater Region CCG will then ensure that coordination takes place through all other agencies.

## **EVACUATION OPERATIONS – GENERAL RESPONSIBILITIES**

Once the decision has been taken to evacuate an area of the municipality the Community Control Group is responsible for the following:

- Boundaries of incident area to be evacuated;
- Main evacuation route(s) to be used, and identify necessary traffic control points;
- Assembly areas to be used;
- Location of Medical Care-Giving facilities, schools, recreation facilities, etc., within the evacuation area to ensure that they are notified.
- Time of the evacuation start and, if necessary, determine the stages of evacuation (who will be evacuated first).

The CCG will continue with the following:

- Alert of the evacuation order to all concerned including the Province of Ontario;
- Preparation of a media release for immediate broadcast to public;

## **ASSISTANCE**

When an emergency evacuation order is in effect the Mayor with the advice of the CCG may request assistance from the Provincial Government through Emergency Management Ontario (EMO).



# **HAZARD IDENTIFICATION AND RISK ASSESSMENT (HIRA)**

**November 2018**

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**TOWNSHIP OF WHITEWATER REGION  
HAZARD IDENTIFICATION & RISK ANALYSIS (HIRA)  
EXECUTIVE SUMMARY**

**Table of Contents**

BACKGROUND ..... 2

OBJECTIVE ..... 2

DEFINITIONS ..... 2

HIRA PROCESS ..... 2

    Hazard Identification ..... 2

    Risk Assessments ..... 2

    Probability and Consequence ..... 3

*Probability* ..... 3

*Consequence* ..... 3

    Prioritization of Hazards – Risk Assessment Grid ..... 4

COMMUNITY RISK PROFILE ..... 4

ITEMS FOR FUTURE CONSIDERATION ..... 4

SUMMARY ..... 6

ANNEXES:

    Annex A – EMO Worksheet 3-2: Hazard Information Sheet

    Annex B – Risk analysis – Rating Scale – Worksheet: Definition of Consequence Factors

    Annex C – HIRA Risk Rating Worksheet

    Annex D - Hazard Identification – Cause and Effect – Township of Whitewater Region

    Annex E – Risk Assessment Grid

    Annex F – EMO Critical Infrastructure Sectors

    Annex G – Summary of HIRA Rankings

**TOWNSHIP OF WHITEWATER REGION  
HAZARD IDENTIFICATION & RISK ANALYSIS (HIRA)  
EXECUTIVE SUMMARY**

**BACKGROUND**

The *Emergency Management Act R.S.O. 1990 section 2.1* of December 15, 2009 (current version) states that:

*“Every municipality shall develop and implement an emergency management program and the council of the municipality shall by by-law adopt the emergency management program. 2002,c.14,s.4.”*

**OBJECTIVE**

The objective of a Community Emergency Management Program is to focus the municipality’s resources on the most significant risks<sup>1</sup>.

To achieve the objective, each municipality must regularly identify and assess its hazards to determine:

- the probability of occurrence;
- the potential consequence or impact; and
- the municipality’s vulnerability.

Three distinct assessment steps were employed to accomplish the objective—identify and research hazards, conduct a risk assessment for each hazard, and establish program priorities.

Upon completion of the steps, a community risk profile was created using the template provided by Emergency Management Ontario (EMO) although communities were given the option of using a method or model other than the one presented by EMO.

**DEFINITIONS**

*“Hazard: A phenomenon, substance, human activity or condition that may cause loss of life, injury or other health impacts, property damage, loss of livelihoods and services, social and economic disruption, or environmental damage. These may include natural, technological or human-caused incidents or some combination of these.”*  
*(Definition provided by Hazard Identification and Risk Assessment for the Province of Ontario).*

**HIRA PROCESS**

Provincial requirements identified steps to be taken to develop the HIRA segment of the Community Emergency Management Program as follows:

- identification of hazards that exist within or could potentially apply to the Township; and
- completion of a “Worksheet 3-2: Hazard Information Sheet” for each hazard.

**Hazard Identification**

“Worksheet 3-2: Hazard Information Sheet” template (Annex A) provided by EMO did not contain performance measurements or standards. Consequently, quantifiable elements were developed and applied to the worksheet. The Township’s HIRA was developed from research, past occurrences, reports, reference material, and meetings with Township staff.

**Risk Assessments**

Following identification of the hazards pertinent to the Township, the probability and potential consequence of each hazard was assessed. To accomplish this in a consistent manner, it was necessary to develop a template to rate the consequence elements; the templates are:

- Annex B - “HIRA - Rating Scale for Consequence Factors”; and
- Annex C: “HIRA - Hazard Rating Worksheet”.

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**TOWNSHIP OF WHITEWATER REGION  
HAZARD IDENTIFICATION & RISK ANALYSIS (HIRA)  
EXECUTIVE SUMMARY**

Each hazard was assessed against the criteria listed in Annex B as per the suggested elements identified in EMOs reference material:

1. Fatalities / Injuries (Health & Safety of Public & Employees);
2. Agricultural Loss;
3. Damage to Infrastructures (Critical and Otherwise);
4. Damage to Property – Public & Private;
5. Damage to the Environment;
6. Delays to First Responders – Ambulance/Fire/Police;
7. Potential for Evacuation;
8. Interruption of Business;
9. Road Closures;
10. Other Types of Harm or Loss (identify); and
11. Special Circumstances.

The eleventh element—Special Circumstances—was developed for the Township to include critical factors not addressed by provincial reference material but nevertheless of significant importance to the Whitewater Region:

- access to and from municipality is cut off;
- essential services cannot be delivered or received;
- loss to the economy;
- winter season significantly compounds the problem; and
- other hazard-specific element (e.g., border closures, farm-related, etc).

**Probability and Consequence**

The “Probability” and “Consequence” scoring provided by EMO were applied.

***Probability***

In Annex A under the “Probability” block on Worksheet 3-2: Hazard Information Sheet, it is essential to note that the categories on the left do not match the “Score” timeframes in the right-hand column as shown below (e.g., nothing in the “Score” column refers to 20 years):

<p>Probability:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Likely (within five years)</li> <li><input type="checkbox"/> Possible (from five to 20 years)</li> <li><input type="checkbox"/> Unlikely (never occurred/unlikely to occur in foreseeable future)</li> </ul>	<p>Score:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1 – None in 15 yrs</li> <li><input type="checkbox"/> 2 – Last one: 5-15 years</li> <li><input type="checkbox"/> 3 – Last one: within 5 yrs</li> <li><input type="checkbox"/> 4 – Multiple within 5 years</li> </ul>
--	---

***Consequence***

As previously mentioned, for “Consequence” on Worksheet 3-2, it was critical that a rating scale and definitions for each category be developed. These are provided on the “HIRA – Rating Scale for Consequence Factors” (Annex B).

The “HIRA - Hazard Rating Worksheet” (Annex C) outlines each consequence factor, the maximum points attributable to each factor, and the number of points assigned for each hazard on the “HIRA - Rating Scale for Consequence Factors”. Assessment against each factor provided the rationale for prioritizing the hazards as required by EMO.

In addition, when assessing and rating each hazard, consideration was given to the potential for a secondary incident (“disaster within a disaster”) in accordance with the provincial focus. For

**TOWNSHIP OF WHITEWATER REGION  
HAZARD IDENTIFICATION & RISK ANALYSIS (HIRA)  
EXECUTIVE SUMMARY**

example, the impact of an earthquake would normally result in fatalities, injuries, damage, etc.; however, the resultant power outage or natural gas line rupture could result in greater devastation than that caused by the earthquake. To address these elements, a matrix was developed to identify cause and effect. The matrix, at Annex D, is entitled, "Hazard Identification – Cause and Effect – Township of Whitewater Region"; the effects identified—by hazard—are:

- road closures;
- evacuation;
- financial impact on the Township;
- economic impact on the municipality as a whole;
- impact on information technology; and
- requirement for public information.

**Prioritization of Hazards – Risk Assessment Grid**

Upon completion of the HIRA and prioritization of the hazards based on probability of occurrence and potential consequence, the hazards were plotted on a Risk Assessment Grid (Annex E). In order to utilize the risk assessment grid, it was necessary to assign numerical values/scores for the probability and consequence elements for each hazard.

**COMMUNITY RISK PROFILE**

Upon completion of the hazard identification and risk assessment, a risk profile was completed (see Annex F) as required at the Essential Level of the Community Emergency Management Program. This profile will provide a framework for the next phase—mitigation/prevention, preparation, response and recovery. Municipalities were allowed flexibility to alter the EMO template or to create one suitable to their needs. However, EMO standards require that the risk-based profile is universal across the province.

The Risk Profile contains three major categories:

- risk assessment;
- community vulnerabilities; and
- emergency management actions.

To reaffirm, the Risk Profile documentation will be a management tool for completion of the next phases of the Community Emergency Management Program.

**ITEMS FOR FUTURE CONSIDERATION**

During the development of the HIRA, items arose which need to be taken into consideration during the next phases of the Community Emergency Management Program—the Enhanced and Comprehensive Levels. The items are listed below.

1. **Clarification is Required:** Documentation relating to 'Specific Hazard' in many cases relates to 'Impact'.
2. **Facility / Area:** Although not listed on the EMO template, categories must be listed if the municipalities within the province are expected to provide equitable and objective documentation (see Worksheet 3-2 for those applied to the Township's documentation).
3. **Lead-Time:** A standard measurement is required for "Gradual"; the standard applied to Township documentation is contained in Worksheet 3-2 (revised).



4. **Probability on Worksheet 3-2:** For consistency and objectivity, definitions<sup>1</sup> have been assigned to each classification:
- Likely* – “recent memory” timeframe – standard applied is “five years”;
  - Possible* – again, define the timeframe “...not occurred in recent memory” – standard applied is “from five to 15 years”; and
  - Unlikely* – standard applied is “has never occurred / likely will not occur in the foreseeable future”.

5. **Consequence – Worksheet 3-2**

6. **Cross-Referencing of HIRA to Critical Infrastructure (CI) Elements:** The HIRA consequences should be cross-referenced to the CI part of the Community Emergency Management Program at the next phase of the program.

Of significance is the fact that in the majority of cases, it does not make any difference to a municipality if a critical infrastructure is damaged due to an emergency or due to normal wear and tear. Business Resumption Plans (Business Continuity / Continuity Management Plans) relate to internal threats while Contingency Plans normally relate to external threats). Notwithstanding, municipal critical infrastructures must be maintained at all times.

7. **Definitions – “Community” And “Public Safety And Security”**

Although reference is made to ‘community’ and ‘public safety and security’, no formal definition has been provided. This may impact on future issues that may arise in the development of the next phases of the Township’s Community Emergency Management Program and should therefore be kept in mind.

8. **Provincial Critical Infrastructure Categories**

Development of the next phase of the Community Emergency Management Program—the Enhanced Level—should take into consideration the relationship between the HIRA and the CI components of the program (Annex G).

9. **Clarification Required with Respect to Jurisdictions:**

- (a) Some of the hazards listed could be grouped together:
  - (1) two ‘hazardous materials’; and
  - (2) two ‘transportation - incident and accidents.’
- (b) HIRA 22 - Lightning – It is questionable as to how this hazard meets the criteria of ‘emergency’. (Any resulting fire is already identified as a stand-alone hazard.)
- (c) Some hazards listed by EMO are under the jurisdiction of other levels of government:
  - (1) war and international emergencies;
  - (2) terrorism;
  - (3) space object crash;
  - (4) human health emergencies and epidemics;
  - (5) agriculture and food emergencies;

**TOWNSHIP OF WHITEWATER REGION  
HAZARD IDENTIFICATION & RISK ANALYSIS (HIRA)  
EXECUTIVE SUMMARY**

- (6) civil disorder;
- (7) sabotage;
- (8) energy emergencies;

(d) Some of EMOs examples require clarification as there are private sector and provincial jurisdictions involved (e.g., example of a propane explosion at a storage facility that might impact upon an adjacent chemical plant). A municipality has little control<sup>1</sup> and little, if any, accountability for either but would definitely be concerned over the safety of the public and municipal employees, fire services, zoning by-laws, etc.

(e) From an objective perspective, the causes of many hazards listed have no relevance.

**SUMMARY**

In accordance with the requirements of Emergency Management Ontario and the *Emergency Management Act*, the Hazard Identification and Risk Assessment (HIRA), the layout of the Emergency Operations Centre (EOC), and the Critical Infrastructure (CI) are maintained under separate cover.

**TOWNSHIP OF WHITEWATER REGION  
HAZARD IDENTIFICATION & RISK ANALYSIS (HIRA)  
EXECUTIVE SUMMARY**

Annex A

**Worksheet 3-2: Hazard Information Sheet**

<b>TOWNSHIP OF WHITEWATER REGION</b>	<b>Hazard Sheet # WWR #</b>
<b>Hazard Information Sheet</b>	<b>Updated:</b>

<b>Type of Hazard:</b> <input type="checkbox"/>	
<b>Specific Hazard:</b> <input type="checkbox"/>	
<b>Facility/Area:</b> <input type="checkbox"/> Bulk Storage Tanks <input type="checkbox"/> Factory <input type="checkbox"/> Industrial Park <input type="checkbox"/> Retail Area <input type="checkbox"/> Residential Area <input type="checkbox"/> Storage Area <input type="checkbox"/> Warehouse <input type="checkbox"/> Other ( <i>identify</i> ):	
<b>Lead-Time:</b> <input type="checkbox"/> Sudden <input type="checkbox"/> Gradual: <input type="checkbox"/> Up to 6 hours <input type="checkbox"/> 6 to 12 hours <input type="checkbox"/> 12 to 24 hours <input type="checkbox"/> over 24 hours	
<b>Probability:</b> <input type="checkbox"/> Likely ( <i>within five years</i> ) <input type="checkbox"/> Possible ( <i>from five to 15 years</i> ) <input type="checkbox"/> Unlikely ( <i>never occurred/unlikely to occur in foreseeable future</i> )	<b>Score:</b> <input type="checkbox"/> 1 - None in 15 yrs <input type="checkbox"/> 2 - Last one: 5-15 yrs <input type="checkbox"/> 3 - Last one: within 5 yrs <input type="checkbox"/> 4 - Multiple within 5 yrs
<b>Consequence (include secondary incidents):</b> <input type="checkbox"/> Fatalities / Injuries (health and safety of public and employees) <input type="checkbox"/> Agricultural Loss <input type="checkbox"/> Damage to infrastructures (critical and otherwise) <input type="checkbox"/> Damage to property (public and private) <input type="checkbox"/> Damage to the environment <input type="checkbox"/> Delays first responders (ambulance, fire or police) <input type="checkbox"/> Evacuation required <input type="checkbox"/> Interruption of business <input type="checkbox"/> Road closures <input type="checkbox"/> Other types of harm or loss ( <i>identify</i> ): _____	<b>Score:</b> <input type="checkbox"/> 1 – Negligible <input type="checkbox"/> 2 – Limited <input type="checkbox"/> 3 – Substantial <input type="checkbox"/> 4 – High

NOTE: To ensure uniformity and to facilitate completion of the Hazard Information Sheet in a standardized manner, quantifiable elements have been added to the form EMO Worksheet 3-2, as appropriate.

Original by EMO – Jan 2003    May 2004

**TOWNSHIP OF WHITEWATER REGION  
HAZARD IDENTIFICATION & RISK ANALYSIS (HIRA)  
EXECUTIVE SUMMARY**

Annex B

**HIRA – RATING SCALE FOR CONSEQUENCE FACTORS**

**TYPE OF HAZARD:** \_\_\_\_\_

The definitions and the point allocations for the Consequence Factors are listed below. All hazards must be assessed against the same factors.

1. Fatalities / Injuries (Health & Safety of Public & Employees<sup>1</sup>) Max. Points 16  
Factor Ratings: Accumulative - Assign points for applicable factors.

a)	Life and death situation for the public	4
b)	Life and death situation for employees (e.g. protective equipment is required)	4
c)	Requirement to provide for physical needs (emergency social services <sup>2</sup> )	4
d)	Need to provide for psychological, social, cultural, spiritual needs -1 point ea	4

2. Agricultural Loss Max. Points 6  
Factor Ratings: Accumulative - Assign points for applicable factors..

a)	Negative impact on farmer / producer	3
b)	Immediate negative impact on consumer	3

3. Damage to Infrastructures (Critical and Otherwise) Max. Point 16  
Factor Ratings: Accumulative - Assign points for applicable factors.

a)	Damage / loss to, or interruption of information technology system	4
b)	Damage / loss to, or interruption of road system	4
c)	Damage / loss to, or interruption of telecommunication system	4
b)	Damage / loss to, or interruption of financial system	4

4. Damage to Property – Public & Private Max. Point 6  
Factor Ratings: Accumulative - Assign points for applicable factors.

a)	Damage to buildings	3
b)	Damage to assets	3

5. Damage to the Environment Max. Points 5  
Factor Ratings: Not Accumulative - Assign points to applicable factor only.

a)	Long-term (more than 1 year) negative impact to the environment	5
b)	Short-term (less than 1 year) negative impact to the environment	3

<sup>1</sup> Occupational Health & Safety Act - All reasonable precautions must be taken to protect the health and safety of workers.

<sup>2</sup> Emergency Social Services - Registration and Inquiry, Food Services, Lodging Services, Clothing Services, and Personal Services

6. Delays to First Responders – Ambulance/Fire/Police Max. Points 12  
Factor Ratings: Accumulative - Assign points for applicable factors.

a)	Health and safety of responders at risk	4
b)	Response times delayed beyond normal performance standards	4
c)	Road networks impassible; clean-up / clearing required for service delivery	4

7. Potential for Evacuation Max. Points 12  
Factor Ratings: Accumulative - Assign points for applicable factors..

a)	Need to evacuate total / partial population of a municipality	4
b)	Need to establish reception and evacuation centres	4
c)	Need to arrange for transportation for evacuees	4

8. Interruption of Business Max. Points 6  
Factor Ratings: Not Accumulative - Assign points to applicable factor only.

a)	Businesses are closed for an extended period of time (2 days or more)	6
b)	Businesses remain open for less than regular business hours on daily basis.	3

9. Road Closures Max. Points 15  
Factor Ratings: Accumulative - Assign points for applicable factors.

a)	Closure of provincial highways	3
b)	Closure of upper-tier (County) roads	3
c)	Closure of lower-tier (township) roads	3
d)	Closure affects transportation or receipt of essential goods and services	3
e)	Closure affects emergency routes (e.g., hospitals, ambulance, fire, police)	3

10. Other Types of Harm or Loss (Identify): \_\_\_\_\_ Max. Points 6  
Factor Ratings: Accumulative - Assign points to applicable factors.

a)	Harm or loss cannot be replaced or is not insurable	3
b)	Harm or loss will have long-term negative impact (more than 1 year)	2
c)	Harm or loss will have short-term negative impact (less than 1 year)	1

11. Special Circumstances

a)	Access to and from municipality is cut off	
b)	Essential services cannot be delivered or received	
c)	Loss to the economy	
d)	Winter season significantly compounds the problem	

**TOWNSHIP OF WHITEWATER REGION  
HAZARD IDENTIFICATION & RISK ANALYSIS (HIRA)  
EXECUTIVE SUMMARY**

Annex C

**HIRA – HAZARD RATING WORKSHEET**

**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 which has not been identified in the definition of hazard on "Worksheet 3-1: General Hazards Checklist". Any special circumstances relating to this hazard will be noted on the attached form, "Definition of Consequence Factors".
- The combination of the "Consequence" rating and special circumstances require that this hazard be designated as:  
 # 1 – Negligible     # 2 – Limited     # 3 – Substantial     # 4 – High

**TOWNSHIP OF WHITEWATER REGION  
HAZARD IDENTIFICATION & RISK ANALYSIS (HIRA)  
EXECUTIVE SUMMARY**

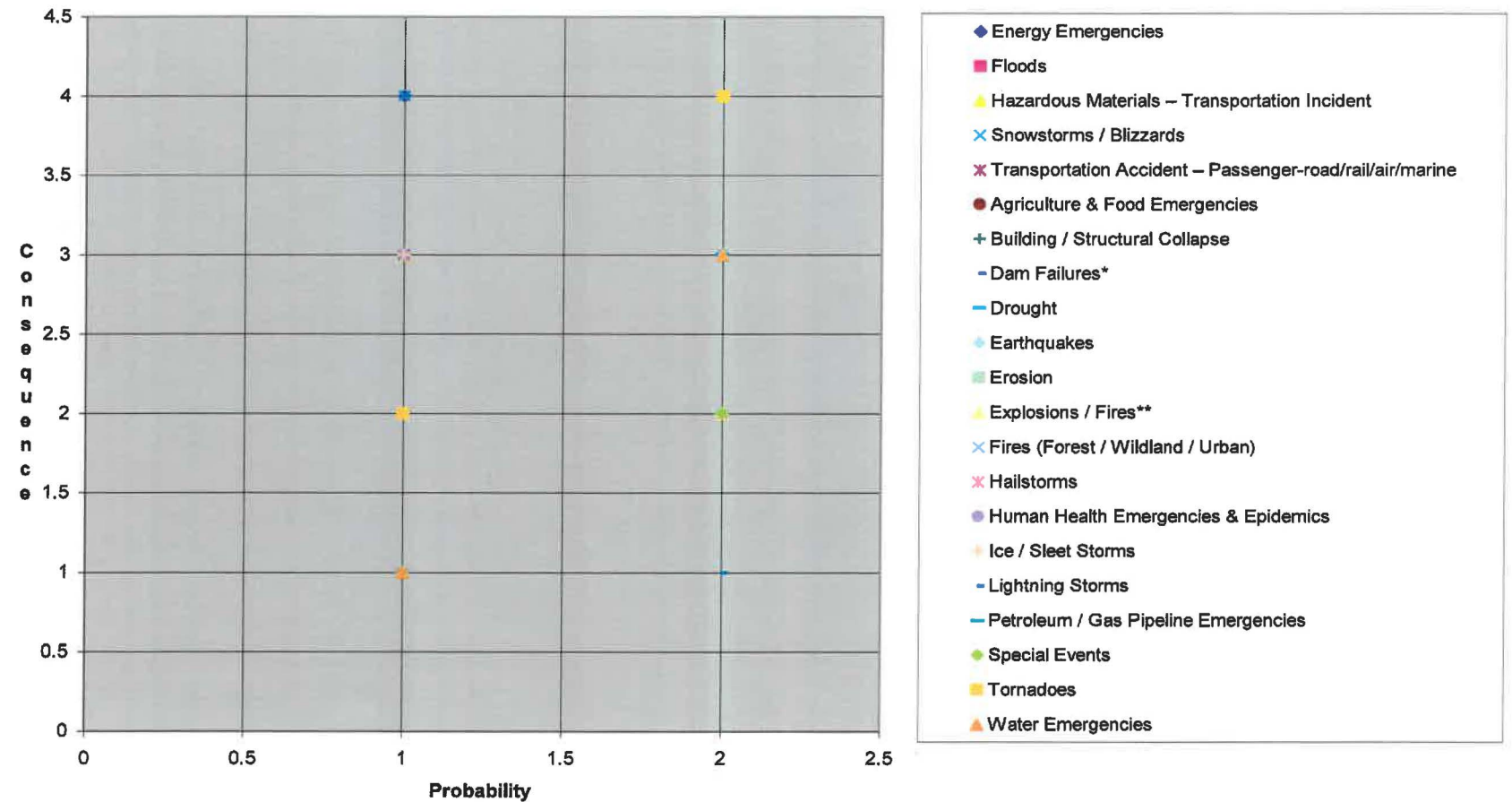
Annex D

**HAZARD IDENTIFICATION - CAUSE AND EFFECT - TOWNSHIP OF WHITEWATER REGION**

#	CAUSE	Road Closure	Evacuation	Fin Impact	Economy	IT	PI
1	Agriculture/Food Emergencies				X		X
2	Building / Structural Collapse	X	X	X		X	X
3	Civil Disorder	<i>Federal or provincial Jurisdiction</i>					
4	Critical Infrastructure Failures	X	X	X	X	X	X
5	Dam Failures	X	X				X
6	Drought			X	X		X
7	Earthquakes	X	X	X	X	X	X
8	Energy Emergencies		X	X	X		X
9	Erosion	X		X			X
10	Explosions / Fires	X	X	X	X		X
11	Extreme Heat / Cold		X	X			X
12	Fires (Forest / Wildland / Urban)	X	X	X	X		X
13	Floods	X	X	X			X
14	Fog	X					X
15	Hailstorms				X		X
16	Hazardous Material–Fixed Site		X				X
17	Hazardous Material–Transportation Incident	X	X	X			X
18	Human Health Emergencies & Epidemics	<i>Provincial Jurisdiction</i>					
19	Hurricanes	X	X	X	X	X	X
20	Ice / Sleet Storms	X	X	X	X	X	X
21	Landslides / Mudslides	X	X	X	X		X
22	Lightning Storms					X	
23	Mine Emergencies	<i>Provincial or Private Sector Jurisdiction</i>					
24	Nuclear Facility Emergencies		X		X		X
25	Oil / Gas Well Emergencies	<i>No wells in Township</i>					
26	Petroleum / Gas Pipeline Emergencies	X	X	X	X		X
27	Radiological Emergencies		X				
28	Sabotage	<i>Federal or provincial Jurisdiction</i>					
29	Snowstorms / Blizzards	X	X	X		X	X
30	Space Object Crash	<i>Federal Jurisdiction</i>					
31	Special Events	X			X		X
32	Subsidence (Sinkholes / Mine Collapse)	X					X
33	Terrorism	<i>Federal Jurisdiction</i>					
34	Tornadoes	X	X	X	X	X	X
35	Transportation Accident – Passenger-road/rail/air/marine	X	X	X			X
36	War and International Emergencies	<i>Federal Jurisdiction</i>					
37	Water Emergencies		X		X		X
38	Windstorms	X	X		X	X	

Code: IT = Information Technology  
PI = Public Information

**RISK ASSESSMENT GRID**



**PROVINCIAL CRITICAL INFRASTRUCTURES**

1	<p><b>Continuity of Government Services</b></p> <p>a) Municipal Government b) Provincial Government c) Federal Government</p>
2	<p><b>Electricity</b></p> <p>a) Nuclear Power Generation b) Non-nuclear Power Generation c) Electricity Transmission and Distribution</p>
3	<p><b>Financial Institutions</b></p> <p>a) Bank of Canada b) Banks and Trust Companies c) Credit Unions d) Caisses Populaires e) Province of Ontario Savings Office f) Inter-Institution Computer Systems g) Insurance Companies h) Mutual Fund Companies i) Stock Exchanges</p>
4	<p><b>Food and Water</b></p> <p>a) Food Production and Harvesting b) Food Processing c) Food Distribution d) Food Inspection and Monitoring e) Water Treatment f) Water Storage g) Water Monitoring h) Water Distribution i) Wastewater and Sewage Treatment</p>

5	<p><b>Gas, Oil and Chemical Industries</b></p> <p>a) Oil Industry b) Natural Gas Industry c) Chemical Industry</p>
6	<p><b>Public Safety and Security</b></p> <p>a) Emergency Operations &amp; Evacuation Centres b) Centre of Forensic Sciences c) Office of the Chief Coroner d) Hospitals and Treatment Centres e) Pharmaceuticals f) Vaccines g) Blood Services h) Fire Fighting Services i) Police Services j) Emergency Medical Services k) Military Facilities l) Corrections m) Search and Rescue n) Flood Control and Erosion Control o) Pollution Monitoring and Public Alerting p) Weather Forecasting and Public Alerting</p>
7	<p><b>Telecommunications</b></p> <p>a) 911 Communications b) Telephones (wire lines) c) Telephones/pagers (wireless) d) Mail Delivery e) Television Stations f) Radio Stations g) Internet</p>

8	<p><b>Transportation</b></p> <p>a) Airports b) Aviation Communication and Navigation c) Port Facilities d) Canals, Shipping Locks e) Movable Bridge Systems f) Ferries g) Marine Communications and Navigation h) Highways and Roads i) Snow Removal Services j) Railways k) Public Transit l) Border Controls</p>
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**TOWNSHIP OF WHITEWATER REGION  
HAZARD IDENTIFICATION & RISK ANALYSIS (HIRA)  
EXECUTIVE SUMMARY**

Annex G

**SUMMARY OF HIRA RANKINGS - RISK ASSESSMENT**

#	Hazard	Likely	Possible	Unlikely	Prob	Csqns	Score	Priority
1	Agriculture & Food Emergencies		X		3	2	25	2
2	Building / Structural Collapse			X	1	2	49	2
3	Civil Disorder			X	1	2	22	1
4	Critical Infrastructure Failures				4	3	-	See CI
5	Dam Failures			X	1	4	82	4
6	Drought		X		2	2	16 + S	2
7	Earthquakes	X			3	4	100	4
8	Energy Emergencies	X			4	4	68	3
9	Erosion		X		2	2	47	2
10	Explosions / Fires	X			2	2	71	3
11	Extreme Heat / Cold	X			2	3	26	2
12	Fires (Forest / Wildland / Urban)		X		2	3	92	4
13	Floods	X			2	4	90	4
14	Fog			X	1	2	21	1
15	Hailstorms			X	1	2	24	1
16	Hazardous Materials – Fixed Site			X	2	2	73	3
17	Hazardous Materials – Transportation Incident	X			3	4	61	3
18	Human Health Emergencies & Epidemics		X		3	3	33	2
19	Hurricanes			X	1	3	88	4
20	Ice / Sleet Storms		X		3	4	91	4
21	Landslides / Mudslides			X	1	3	53	3
22	Lightning Storms		X		4	1	26	2
23	Mine Emergencies			X	1	2	21	1
24	Nuclear Facility Emergencies			X	1	4	88	4
25	Oil / Gas Well Emergencies				1	1	N/A	N/A
26	Petroleum / Gas Pipeline Emergencies		X		1	3	79	4
27	Radiological Emergencies			X	1	2	48	2
28	Sabotage			X	1	2	58	3
29	Snowstorms / Blizzards	X			4	4	80	4
30	Space Object Crash			X	1	2	61	3
31	Special Events		X		1	2	13	1
32	Subsidence (Sinkholes / Mine Collapse)			X	1	2	32	2
33	Terrorism			X	1	2	55	3
34	Tornadoes		X		2	4	88	4
35	Transportation Accident – Passenger-road/rail/air/marine	X			3	3	61	3
36	War and International Emergencies			X	1	2	40	2
37	Water Emergencies		X		1	3	48	4
38	Windstorms			X	2	3	81	4

*"S" denotes that the item is ranked higher than the score warrants due to special circumstances or significant overall impact that hasn't been captured in the HIRA Risk Rating Worksheet.*

Priority Rating:

# 1 – Negligible

# 2 - Limited

# 3 – Significant

# 4 - High

## Schedule C

### Emergency Management Program Committee

Every municipality is required to have an Emergency Management Program Committee (EMPC), which is appointed by the Municipal Council. The purpose of this committee is to assist in the development and advise the Municipal Council on the development and implementation of the municipal emergency management program.

O Reg 380/04 states:

#### ***Emergency management program committee***

11. (1) *Every municipality shall have an emergency management program committee.*
- (2) *The committee shall be composed of,*
  - (a) *the municipality's emergency management program co-ordinator;*
  - (b) *a senior municipal official appointed by the council;*
  - (c) *such members of the council, as may be appointed by the council;*
  - (d) *such municipal employees who are responsible for emergency management functions, as may be appointed by the council; and*
  - (e) *such other persons as may be appointed by the council.*
- (3) *The persons appointed under clause (2) (e) may only be,*
  - (a) *officials or employees of any level of government who are involved in emergency management;*
  - (b) *representatives of organizations outside government who are involved in emergency management; or*
  - (c) *persons representing industries that may be involved in emergency management.*
- (4) *The council shall appoint one of the members of the committee to be the chair of the committee.*
- (5) *The committee shall advise the council on the development and implementation of the municipality's emergency management program.*
- (6) *The committee shall conduct an annual review of the municipality's emergency management program and shall make recommendations to the council for its revision if necessary.*

#### **Emergency Management Program Committee Members**

Committee Chair - Chris Olmstead, Councillor

Neil Nicholson - Councillor

Jonathan Wilker, CEMC

Steve Hodson, Alternate CEMC

Jordan Durocher, EIO

Randy Buckwalt, Roads Superintendent

## Schedule D

### Municipal Emergency Control Group (MECG)

Every municipality is required to have a MECG that is responsible for directing the municipal response during an emergency, including the implementation of the municipal emergency plan. Members of the MECG must be appointed by Council, and participate in annual training and an annual emergency exercise.

*O Reg 380/04, Para12. (1) Every municipality shall have a municipal emergency control group.*

Every municipality must have a MECG appointed, who is responsible to direct the municipal response during times of emergency. There are four key considerations regarding the MECG:

- The members of the MECG must be appointed by Council, and they must be municipal officials, municipal employees or members of Council. It should be noted that each member of the MECG must be specifically appointed either by name or position. This includes persons who may be considered alternate members of the MECG. It is not acceptable to simply list a representative of a particular organization. The appointment must specifically appoint someone either by name or position;
- There must be MECG procedures developed which guide the MECG in executing their responsibilities;
- All MECG members, including those who may be considered alternate MECG members, must verify that they have received an adequate amount of training in each of the following areas:
  - Knowledge of all of the components of the municipal Emergency Management program, including, but not limited to the municipal HIRA and Critical Infrastructure list;
  - Knowledge of their municipality's Municipal Emergency Plan, including their roles and responsibilities, and those of organizations which may have a role in response;
  - Knowledge of the procedures used to activate and operate under the Municipal Emergency Plan;
  - Knowledge of the notification procedures used to notify members of the MECG when the Municipal Emergency Plan is activated; and
  - Knowledge of the location, communications infrastructure and technology in their municipal Emergency Operations Centre.; and

All MECG members, including those who may be considered alternate MECG members, must participate in an annual exercise, which evaluates the municipal emergency plan and MECG procedures. There must be an exercise evaluation completed following the exercise, and if required, recommendations to amend the municipal emergency plan may be made to Council

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EMCG MEMBER	ALTERNATE
<b>Mayor</b> Mike Moore	Cathy Regier, Reeve
<b>CAO</b> Robert Tremblay	Janet Collins, Director of Public Works Sean Crozier, Treasurer
<b>CEMC</b> Jonathan Wilker, Fire Chief/CEMC	Steven Hodson, Environmental Services Superintendent
<b>Director of Public Works</b> Janet Collins	Steven Hodson, Environmental Services Superintendent
<b>Fire Chief</b> Jonathan Wilker	Jonathan McLaren, Deputy Fire Chief
<b>Emergency Information Officer</b> Jordan Durocher	Sean Crozier, Treasurer
<b>Recreation &amp; Tourism Manager</b> Jordan Durocher	Doug Schultz, CBO

## Schedule E

### Emergency Information Officer (EIO)

Every municipality must designate an employee of the municipality as its EIO, who acts as the primary media and public contact for the municipality in an emergency.

O Reg 380/04, Para 14 states:

***Emergency information officer***

*14. (1) Every municipality shall designate an employee of the municipality as its emergency information officer.*

*(2) The emergency information officer shall act as the primary media and public contact for the municipality in an emergency.*

The designated EIO must be an employee of the municipality. It is the responsibility of the municipality to ensure that the designated EIO is an employee of the municipality, as defined in the Municipal Act, 2001 (refer to section 1 of this guide). The EIO cannot be a member of Municipal Council.

It should be noted that the municipal spokesperson and the EIO are not necessarily the same person. It is therefore acceptable for a member of Council to act as the municipal spokesperson, but not as the EIO. For clarification of the differences between these positions, please contact your Field Officer.

Therefore, in order to verify compliance with the EMCPA regarding the designation of a municipal EIO, OFMEM requests the name and contact information of the designated EIO.

### Emergency Information Officer

Jordan Durocher, Manager of Recreation & Tourism