

Horton Township



Community Emergency
Management Program
Township of Horton

THE CORPORATION OF THE TOWNSHIP OF HORTON

BY-LAW 2004-10

Being a by-law requiring an emergency management program for the protection of public safety, health, the environment, the critical infrastructure and property, and to promote economic stability and disaster-resilient community.

WHEREAS, the Province of Ontario has passed an Act, which requires the development and implementation of an emergency management program (short title – *THE EMERGENCY MANAGEMENT ACT*) by the Council of a municipality;

AND WHEREAS, this Act requires the emergency management program to conform to standards promulgated by Emergency Management Ontario in accordance with international best practices, including the four core components of emergency management, namely: mitigation/prevention, preparedness, response and recovery; and also makes provision for the municipality and council to develop and implement an emergency management program to protect public safety, public health, the environment, the critical infrastructure and property, and to promote economic stability and a disaster-resilient community;

AND WHEREAS, this Act makes provision for the Head of Council to declare that an emergency exists in the community or in part thereof, and also provides the Head of Council with authority to take such action or make such orders as he/she considers necessary and not contrary to law, to implement the emergency response plan and respond to an emergency;

AND WHEREAS, the Act provides for the designation of one or more members of council who may exercise the powers and perform the duties of the Head of Council during his/her absence or his/her inability to act;

AND WHEREAS, the Act authorizes employees of a community to respond to an emergency in accordance with the emergency response plan where an emergency exists but has not yet been declared to exist;

NOW THEREFORE BE IT RESOLVED:

1. That an Emergency Management Program be developed and implemented in accordance with the standards published by Emergency Management Ontario in accordance with international best practices;
2. That the Head of Council or designated alternative, as provided in the plan, be empowered to declare an emergency and implement the emergency response plan;
3. That certain appointed officials or their designated alternates, as provided in the approved community emergency response plan are empowered to cause an emergency notification to be issued to members of the Community Control Group, and to respond to an emergency in accordance with the emergency response plan where an emergency exists but has not yet been declared to exist;
4. That, the Emergency Management Program Committee will cause the emergency management program to be reviewed annually and to recommend changes to the program as considered appropriate and refer recommendations to Council for review and approval; and

EMERGENCY MANAGEMENT
PROGRAM BY-LAW

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5. That the emergency response plan attached hereto as Schedule "A" of this By-law is hereby adopted.

READ A FIRST AND SECOND TIME THIS 4TH DAY OF MAY, 2004

READ A THIRD TIME AND PASSED THIS 4TH DAY OF MAY, 2004



REEVE



CLERK-TREASURER

THE TOWNSHIP OF HORTON
EMERGENCY RESPONSE PLAN

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Emergency Management Program Township of Horton

Policy Statement

The Emergency Management Act requires each municipality to develop, implement, and maintain an emergency management program. Standards are set by EMO, in accordance with recommended international best practices and require each municipality to achieve the following three outcomes by the end of December 2004.

- Perform a community hazard identification and risk assessment.

- Achieve the Essential program standard as defined in the Framework for Community Management Programs.

- Adopt an emergency management program by by-law.

Purpose

The primary purpose of an emergency management program is to improve public safety through the creation of a disaster resilient community. The Ontario Municipal Act (RSO 2000) makes municipalities responsible for managing and preserving the assets of the municipality and to foster the current future social, economic and environmental well-being of the community.

Emergency management responsibilities must be shared by each individual, the community, the county the province and the country to be effective.

In order to ensure the development and implementation of the emergency management program each municipality must designate a Community Emergency Management Coordinator (CEMC).

Emergency Management Program,
Township of Horton.

Overview:

The program will be developed to prevent or lessen the potential impact and confusion caused by critical emergencies and promotes a quick recovery to normalcy. The program will reflect the increasing awareness of the importance of sound planning and preparedness, and of the interdependence of all levels of government, the private sector, and the citizens of The Township of Horton in reducing the impact of any disaster.

The program will be based on mandatory standards and recommended international best practices which include:

- i. Mitigation/Prevention: Actions taken to reduce or eliminate the effects of a disaster.
- ii. Preparedness: Actions taken prior to an emergency or disaster to ensure an effective response.
- iii. Response: Actions taken to respond to an emergency or disaster.
- iv. Recovery: Actions taken to recover from an emergency or disaster.

The Township of Horton will designate a Community Emergency Management Coordinator (CEMC) that will be responsible and accountable for the development, implementation, and maintenance of the Township of Horton's community emergency management program.

The Township of Horton will carry out hazard identification and risk assessment (HIRA) by:

- 1) Identifying and researching hazards.
- 2) Conducting risk assessment for each hazard; and
- 3) Establishing program priorities.

The Township of Horton will identify the critical infrastructure that is the interdependent, interactive, interconnected network of institutions, services, systems, and processes that meet vital human needs, sustain the economy, protect public safety and security, of the citizens in the Township of Horton.

The Township of Horton shall have an appropriate primary and alternate Emergency Operations Centre.

Key definitions

Clerk/treasurer: The senior employee of the Corporation.

CCG: Community Control Group: The designated group that will control all aspects of any emergency.

CEMC: Community Emergency Management Coordinator: The person responsible for the development and implementation of the emergency management program.

CEMPC: Community Emergency Management Program Committee: The committee responsible for the development of the emergency management program.

Corporation: The Corporation of the Township of Horton.

Emergency: Any situation whereby the function of the Township of Horton is at risk.

EOC: Emergency Operations Centre: The command centre for the Community Control Group (CCG).

Emergency Site: The location of the emergency incident including all the surrounding area affected.

ESM: Emergency Site Manager: The person appointed by the Reeve responsible for coordinating activities at the emergency site.

HIRA: Hazard Identification and Risk Assessment.

Fire Chief: The senior official of the Fire Department of the Corporation

Reeve: The elected head of council for the Corporation.

Municipality: The Corporation of the Township of Horton.

Police: The Ontario Provincial Police.

Reception Centre: Assembly location for evacuees.

Road Superintendent: The Senior Public Works officer for the Corporation.

Information Officer: The Person responsible for media coverage.

Emergency Management Program Community Profile

Community Profile

Horton Township is situated along the Ottawa River between Whitewater Region Township on the north, Braeside/McNab Township on the South and Admaston Township on the west. The township has approximately 2400 residents, living in some 1400 households.

The development of the township was influenced by two rivers, the Ottawa River that forms the entire 12 miles (19km) of the east boundary and the Bonnechere River that divides the township into north and south Horton. At the present time three bridges, one on the Ottawa River Road at Castleford, one at Highway # 417 and one in the Town of Renfrew at Bridge Street allow traffic to move across the river.

Farming and lumbering developed along these waterways with grist and lumber mills (later hydro electric facilities) being established at the waterfalls or chutes. The village of Castleford was founded at the First Chute and the village of Renfrew at the second.

An active rail line forms a partial boundary on the south side of the township and the Trans Canada Highway # 417 divides the township into east and west Horton. Both of these transportation routes are heavily travelled and create potential hazards for residents of the township.

The Township surrounds the town of Renfrew (population 8,500) on three sides. Two villages are incorporated within the township, Cotieville (143 people in 57 households) and Thompsonville, (278 people in 112 households) or about 17.5% of the total population. The two villages, strip housing and a summer residence population along the Ottawa River play a major role in the demographics of the township.

Until 1940 lumbering, dairy and beef farming with some mixed farming and market gardening played a major role in the development of the township. At the present time farming continues to play a role but the mining of aggregates, sand and gravel, is becoming a major industry.

Horton township, once a prominent farming community, has become a residential community with over 60 percent of the population residing on small acreages along Township and County Roads or in the two villages. This shift in population distribution from rural to residential strip housing will alter the direction emergency planning will take in the future.

Emergency Management Program Committee

Intent:

The Township of Horton will generate an emergency management program committee, as it is the critical management team that oversees the development, implementation and maintenance of the community's emergency management program.

The committee will represent any group(s) interested in emergency management. In an attempt to reach its full potential the committee will have a strong presence in implementing and maintaining the community emergency management program. The community emergency management committee will have representation from the following organizations:

Township of Horton Fire Department;

Ontario Provincial Police;

Public Health Services;

Renfrew County Social Services;

Fire Committee of Horton Township Council;

A representative from the Farming Community;

A representative from the Ontario Federation of Agriculture;

A representative from the County Board Of Education;

A representative from the local Field Naturalists;

A representative from the Industrial Health and Safety Committee;

A representative from the Renfrew County Amateur Radio Emergency Services (ARES);

A representative from the Safety League (Safety Technician);

The Committee will add special members as required.

The CEMC will chair the Emergency Measures Program Committee. Goals and objectives will be established to assure the completion of the Essential, Enhanced and Comprehensive Programs and working groups will be established to best utilize the abilities of the members.

Contact numbers for the CEMPC are listed in Annex B

Emergency Declaration and Emergency Plan Activation

The Emergency Management Act defines an emergency as:

“A situation or impending situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property.”

AN EMERGENCY MAY BE DECLARED ONLY BY THE MAYOR/REEVE OR ACTING MAYOR/REEVE. (A community emergency response plan may also be put into action without declaring an emergency).

THIS PLAN MAY BE ACTIVATED WHEN NECESSARY BY ANY MEMBER OF THE COMMUNITY CONTROL GROUP (CCG):

THE REEVE OR ALTERNATE IS IN CHARGE OF THE EMERGENCY EVENT AND IS TO BE SUPPORTED BY THE CCG:

- 1) The Mayor/Reeve or alternate.
- 2) The Clerk/Treasurer or alternate.
- 3) A Senior Police Officer or alternate.
- 4) The Fire Chief or alternate.
- 5) The Road Superintendent or alternate.
- 6) Emergency Information Officer or alternate.
- 7) Medical Officer or alternate, Renfrew Office.
- 8) Social Services officer or alternate, County level.
- 9) Community Emergency Management Coordinator.
- 10) Electrical Utility Representative-Hydro One.

The Community Control Group in charge of an emergency will be provided with guidelines of their responsibilities during the initial response. The Community Control Group will provide an overview of the potential hazard(s) and the risks involved as they affect the Township of Horton.

Contact numbers are listed in Annex C.

Notification Procedures

When it has been established that an emergency exists beyond the normal responsibilities of the Police and Fire Departments the Emergency Response Procedures are as follows;

1. At the event the Emergency Telephone Number 911 will be called by the agency at the emergency site;
2. Police and Fire Departments will be notified;
3. Fire Chief or Senior Police Officer will contact the Reeve or alternate;
4. The Community Emergency Measures Coordinator will be contacted;
5. The Community Control Group will meet;
6. The emergency will be re-evaluated;
7. The Emergency Plan will be activated;
8. The Council will be contacted;
9. The Clerk/treasurer will be contacted;
10. THE REEVE OR ALTERNATE WILL DECIDE WHETHER AN EMERGENCY EXISTS OR NOT.

Requests for Assistance and Declared Emergency

Requests for Assistance

Assistance may be requested from the county at any time by contacting the County Warden. The request for assistance shall not be deemed a request for the county to 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 Notification Contact List, including contact numbers for requesting assistance, is attached as **Annex C**

A Declared Community Emergency

The Reeve or Acting Reeve of the Township of Horton, as the Head of Council, is responsible for declaring an emergency. This decision is usually made in consultation with other members of the CCG.

Upon declaring an emergency, the Reeve or Acting Reeve will notify:

1. Management Ontario, Ministry of Community Safety and Correctional Services; Emergency
2. Horton Township Council;
3. County Warden, as appropriate;
4. Public;
5. Neighbouring community officials, as required;
6. Local Member of the Provincial Parliament (MPP);
7. Local Member of Parliament (MP).

A community emergency may be terminated at any time by:

1. Reeve or Acting Reeve; or
2. Township Council; or
3. Premier of Ontario.

When terminating an emergency, the Reeve will notify:

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

Contacts are listed as **Annex I**

Emergency Response Responsibilities

Community Control Group (CCG)

The emergency response will be directed and controlled by the Community Control Group (CCG). This group is responsible for coordinating the terms of the essential services necessary to minimize the effects of the emergency on the community. The CCG may operate with a limited number of members depending on the emergency.

CCG officials:

Reeve or alternate, Township of Horton.

Clerk/Treasurer or alternate, Township of Horton.

Senior Police Officer (duty officer) O.P.P.

Fire Chief or alternate, Township of Horton.

The Road Superintendent or alternate, Township of Horton.

Emergency Information Officer or Alternate, Township of Horton.

Medical Officer or alternate, Renfrew Office.

Social Services Officer or alternate, Renfrew County Office.

Electrical Utility Representative or alternate, Hydro One, Renfrew Office.

Community Emergency Measures Coordinator or alternate, Township of Horton.

Communications Coordinator or alternate, ARES.

Responsibilities of the CCG

1. Mobilizing emergency services agencies and equipment.
2. Coordinating and directing the emergency services.
3. Advising the Reeve/Mayor whether the declaration of an emergency is necessary.
4. Advising the Reeve/Mayor if all or part of the community is an emergency area.
5. Appointing and supporting an Emergency Site Manager.
6. Ordering, coordinating and/or overseeing the evacuation of citizens considered to be in danger.
7. Supporting the ESM by mobilizing equipment and services not under the control of the Township i.e. contractors, volunteer agencies.
8. Requesting assistance from surrounding communities and the various levels of government.
9. Ensuring pertinent information is forwarded to the media and involved citizen groups.
10. Authorize the expenditure of funds necessary to deal with the emergency.

11. Maintain a log of all actions taken by the CCG immediately following the termination of the emergency.
12. Participate in the debriefing following the emergency.

Individual responsibilities of CCG members.

The Reeve or Acting Reeve upon learning of a potential emergency will report to the EOS and be responsible for:

1. Providing leadership in responding to the emergency and chair CCG meetings.
2. Declaring an emergency within the Township of Horton.
3. Declaring that the emergency has terminated (council may also terminate the emergency).
4. Making sure that council is informed of all aspects of the emergency.
5. Notifying the Emergency Management Ontario, Ministry of Public Safety and Security of the declaration of the emergency and the termination of the emergency.
6. Have a township staff member keep a log of all events during the emergency.

Clerk/treasurer or alternate, upon learning of a potential emergency will act as an operations officer, report to the EOS and be responsible for:

1. Activating the emergency notification system through the O.P.P.
2. Ensuring the security of the Emergency Operations Centre (EOC).
3. Coordinating all operations within the EOC.
4. Advising the Reeve of the operations within the EOC.
5. Approving, in conjunction with the Reeve and the CCG, all announcements and press releases.
6. Ensuring a link between the CCG and the Emergency Site Manager.
7. Calling out all additional township staff as required.
8. Maintain a log of all events during the emergency.

The On-site Police Representative or Department Commander, should consider the activation of the emergency plan, and, if warranted, should initiate the emergency alert system and report to the CCG and be responsible for:

1. Activating the emergency notification system and ensuring all members of the CCG are notified.
2. Notifying necessary emergency and community services as required.
3. Establishing an on-site command post with communications with the EOC.
4. Securing the emergency site.

5. Providing traffic control to and from the site for emergency vehicles.
6. Alerting persons endangered by the emergency and coordinating evacuation procedures.
7. Ensuring the protection of life and property and the provision of law and order.
8. Notifying the coroner of fatalities.
9. Ensuring liaison with other police services and agencies.
10. Providing an Emergency Site Manager if necessary.
11. Maintain a log of all events during the emergency.

The Fire Chief or alternate, upon learning of a potential emergency should consider the activation of the emergency plan and, if warranted initiate the emergency alert system and report to the EOC and be responsible for:

1. Activating the emergency notification system.
2. Providing the CCG with information and advice on firefighting and rescue matters.
3. Where necessary assigning an Emergency Site Manager.
4. Establishing a communications link with the EOC and the Emergency Site Manager.
5. Establishing contact with Mutual Aid Fire Departments.
6. Determining if additional equipment and personal are required at the emergency site.
7. Providing assistance to other agencies involved in the emergency.
8. Maintain a log of all events during the emergency.

The Road Superintendent or alternate, upon learning of a potential emergency should consider activating the emergency plan and if necessary initiate the emergency alert system then report to the EOC and be responsible for:

1. Providing the CCG with information and advice regarding public works matters.
2. Ensuring liaison between neighbouring municipalities to guarantee a coordinated response.
3. Ensuring the construction, maintenance and repair of township roads.
4. Providing equipment for emergency pumping stations.
5. Providing sand bags and sand for dike building during flooding situations.
6. Ensuring liaison with the fire chief concerning emergency water supplies for fire fighting purposes.
7. Providing public works equipment (with operators) as required by other emergency services.
8. Maintain a log of all events during the emergency.

Medical Officer of Health or alternate, upon learning of a potential emergency should consider the need to activate the emergency plan and if necessary activate the emergency alert system then report to the EOC and be responsible for:

1. Coordinating all emergency health services at the CCG.
2. Ensuring liaison with the Ontario Ministry of Health.
3. Establishing an ongoing communications link with the senior health official at the scene of the emergency.
4. Ensuring liaison with the Paramedics.
5. Provide information and instructions to the public through the Emergency Information Coordinator.
6. Bed-ridden patients and invalids at home.
7. Coordinating private and voluntary care facilities with public health services.
8. Ensure every effort will be made to control the spread of disease during an emergency.
9. Notifying the Road Superintendent regarding the need for potable water supplies and sanitation during emergencies.

Senior Social Services Representative or alternate, should report to the EOC upon learning of a potential emergency and be responsible for:

1. Ensuring the well being of residents who have been displaced from their homes by arranging emergency lodging, clothing, food, registration and personal services.
2. Supervising the opening, staffing and operation of temporary and long-term evacuee centres.
3. Liaison with the Medical Officer of Health concerning the operation of the evacuee centres.
4. Contacting the various school boards when schools are required as evacuee centres.
5. Maintain a log of all events during the emergency.

Emergency Medical Representative or alternate, should report to the EOC upon learning of a potential emergency and be responsible for:

1. Ensuring emergency medical services are available at the emergency site.
2. Establishing communications with the senior medical representative at the site.
3. Obtaining EMS from surrounding townships for support if required.

4. Liaising with the Ministry of Health and Long Term Care Central Ambulance Communications Centre to ensure balanced emergency coverage is available at all times throughout the community.
5. Establishing communications with local health facilities and the Medical Officer of health.
6. Maintain a log of all events during the emergency.

Community Emergency Management Coordinator or alternate, upon learning of a potential emergency should consider activating the emergency plan and if warranted, activate the emergency alert system, report the EOC and be responsible for:

1. Activating and arranging the Emergency Operations Centre.
2. Ensuring the CCG has all the necessary documentation and equipment to direct the emergency.
3. Act as a resource person for the CCG regarding the details of the Emergency Response Plan.
4. Ensuring contact and deployment with local support agencies (St John's Ambulance and Canadian Red Cross).
5. Maintaining logs and cycle records of all aspects of the emergency for de-briefing at the termination of the emergency.

Utility Representative or alternate of Hydro One, upon learning of a potential emergency should report to the EOIC and be responsible for:

1. Monitoring the status of power outages and customers without service.
2. Providing updates on power outages as required.
3. Provide assistance with alternate, short duration power sources i.e. portable generators.
4. Assessing the power grid and advising alternate power sources.
5. Maintain a log of all events during the emergency.

Telecommunications (ARES) Coordinator or alternate, upon learning of a potential emergency should alert the ARES coordinator, report to the EOC and be responsible for:

1. Activating the emergency notification system of local amateur radio operators group.
2. Ensuring the emergency communications centre is equipped and staffed to properly manage all communications requirements.
3. Maintaining an inventory of communications equipment available and obtainable for use during an emergency.
4. Maintain a log of all events during the emergency.

The County Catholic District School Board and the County District School Board are responsible for:

1. Providing any school (as appropriate and available) for use as an evacuation or reception centre and a representative(s) to coordinate the maintenance, use and operation of the facilities school(s).
2. Ensuring liaison with the municipality as to protective actions of the school, students and staff.

The Community Emergency Informations Officer, upon learning of a potential emergency will report to the EOC and be responsible for:

1. Prepare self-help information for rapid distribution.
2. Keep the public informed of significant developments occurring during the emergency.
3. Establish communication requirements for the media.
4. Arrange for media facilities in the EOC.
5. Arrange for the approval of all press releases.
6. Maintain a log of all events during the emergency.

Hospital Administration:

1. Residents of the Township of Horton that require hospital treatment are transported to the Renfrew Victoria Hospital where the hospital administration is responsible for their care.
2. There is an agreement with the Renfrew Victoria Hospital regarding patients from surrounding communities.
3. Refer to **Annex M**

Emergency Rapport

Once an Emergency Site Manager has been assigned it is in the best interest of the community for the Community Control Group to offer support, equipment, staff and other resources as needed by the ESM.

The CCG should also assist the municipal staff to maintain municipal services.

It is essential that all emergency responders (fire, police, road superintendent) make every effort to offer a coordinated and effective response.

Emergency Management Program Hazard Identification and Risk Management

Purpose:

To identify the townships most significant hazards, determine the probability of occurrence, the potential consequences or impact and the townships susceptibility.

Procedure:

1. Identify and research hazards
2. Conduct a risk assessment for each hazard.
3. Establish program priorities, and
4. To suggest methods to reduce the risk.

Training and Implementation

Training

Purpose:

Regular training and evaluation exercises ensure operational readiness for the Emergency Operations Staff and the Community Control Group.

Regular training sessions provided by Emergency Measures Ontario will be made available to all operations staff and community control group members. To better address the needs of the staff a needs assessment will be made and a program developed to best suit the staff's requirements.

Video programs will be used when available.

The training programs will be exercised and evaluated with recommendations for improvement prepared.

Implementation

Purpose

The emergency response plan will be evaluated annually by means of an exercise, which will not only evaluate the plan but also ensure continuous quality improvement and serve as a means to train personnel, evaluate equipment and facilities and educate the public.

The exercise will be evaluated with recommendations prepared and acted upon within two weeks of the completion of the exercise.

The type of exercise will be decided upon by the CEMC in consultation with the CCG.

Community Emergency Management Public Awareness Program.

Purpose: It is the purpose of the Community Emergency Management Public Awareness Program in the Township of Horton to supply the public with the necessary information to reduce their risk in the event of an emergency and teach them to reduce their risk of injury, death and property loss, environmental damage in specific emergency situations.

Annual Review of the Emergency Management Program

The emergency management program will be reviewed annually by the CEMC and CCG.