



**Town of Petrolia
Emergency Response Plan**

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TOWN OF PETROLIA EMERGENCY PLAN

1.0 INTRODUCTION

1.1 Definition

Emergencies are defined as situations or the threat of impending situations abnormally affecting the property and the health, safety and welfare of the community, which by their nature or magnitude require a coordinated response by a number of agencies under the direction of the Community Control Group. These situations are distinct from the normal, day-to-day operations carried out by the first response agencies.

1.2 Legislation

According to the Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9, "Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan."

1.3 Authority

The Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9 further states in 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 the property and the health, safety and welfare of the inhabitants of the emergency area."

This Emergency Response Plan also prescribes procedures by which Town employees and Volunteers will respond to an emergency. Important measures enabled under the legislation and which form parts of this Plan are:

- a) authorization of expenditures of money associated with the formulation and implementation of the Emergency Response Plan;
- b) authorization for employees to take appropriate action before formal declaration of an emergency;
- c) formulation of procedures to be taken for safety and/or evacuation of persons in an emergency area;
- d) designation of other members of Council who may exercise powers and perform the duties of the Mayor under the Emergency Response Plan during the absence of the Mayor or upon their inability to act as Mayor;
- e) establishment of committees and designation of employees and volunteers to be responsible for reviewing the Emergency Response Plan, training employees/volunteers in their functions and implementing the Plan during an emergency;

- f) obtaining and distributing materials, equipment and supplies during an emergency;
- g) such other matters as are considered necessary or advisable for the implementation of the Emergency Response Plan during an actual emergency.

1.4 Aim

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

2.0 EMERGENCY PROCEDURES

2.1 Emergency Notification System

In the event of an actual or potential emergency, the Town of Petrolia Community Control Group (CCG) may be called to assemble in order to co-ordinate the Town's response to the emergency.

The Community Control Group may be assembled by the Mayor, the Chief Administrative Officer (CAO), the CEMC or any other member of the CCG who is satisfied that a serious emergency or threat of a serious emergency exists in the municipality.

During business hours the Town CAO should be notified and instructed to call the individual members of the CCG. After business hours the CEMC should be notified by pager (339-7687). If the telephone system is inoperable, all members will automatically report to the Emergency Operations Centre (EOC) to assess the situation and determine the degree of involvement required by the Town to handle the emergency. Where a threat of an impending emergency exists, the CCG will be placed on standby

2.2 Action Prior to Declaration

When an emergency exists but has not yet been declared to exist, Town employees and Volunteers may take such actions under this emergency plan as may be required to protect lives and property in the Town of Petrolia.

2.3 Municipal Emergency Operations Centre (EOC)

The CCG will report to the Emergency Operations Centre located at the Petrolia & North Enniskillen Fire Department. In the event this operation centre cannot be used, the secondary location will be the:

Plympton/Wyoming Municipal Office - 546 Niagara Street
Wyoming, Ontario

or

3.0 COMMUNITY CONTROL GROUP (CCG)

3.1 Introduction

The emergency response will be directed and controlled by officials who are responsible for providing the essential services necessary to minimize the effects of an emergency on the municipality.

3.2 Composition

The officials listed below will assemble at the Emergency Operations Centre to direct and control the municipal emergency operations:

- a) Community Emergency Management Co-ordinator
- b) Mayor or alternate
- c) Fire Chief or alternate
- d) OPP Inspector or alternate
- e) Chief Administrative Officer or Alternative
- f) Director of Operations or alternate
- g) Lambton County Social Services
- h) Medical Officer of Health or alternate:
If necessary – Additional Members:
 - a) Bluewater Health – CEE Site – Administrator or Alternate
 - b) Director of Community Services
 - c) Greenwood Recreation Centre – Manager
 - d) School Principals
 - e) CERV Leader
 - f) Director of Finance

3.3 Declaration of a Municipal Emergency

The Mayor or Acting Mayor of the Town of Petrolia, as the Head of Council, is responsible for declaring that a municipal emergency exists. This decision is usually made in consultation with other members of the CCG.

Upon such declaration, the Mayor will notify:

- a) Emergency Management Ontario – Duty Officer at:
Phone: (416) 314-0472 or 1-866-314-0472
Fax: (416) 314-6220 or email: operations.emo@jus.gov.on.ca
- b) the Municipal Council
- c) the County Warden, as appropriate
- d) the public
- e) neighbouring Municipal Officials, as required

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

- a) the Mayor or Acting Mayor, or
- b) the Municipal Council, or
- c) the Premier of Ontario

Upon termination of a municipal emergency the Mayor will notify:

- a) Emergency Management Ontario – Duty Officer at:
Phone: (416) 314-0472 or 1 866 314-0472
Fax: (416) 314-6220 or email: operations.emo@jus.gov.on.ca
- b) the Municipal Council
- c) the County Warden, as appropriate
- d) the public
- e) neighbouring Municipal Officials, as required

3.4 Municipal Emergency Control Group Responsibilities (CCG)

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

The CCG may be required to consider some or all of the following actions or decisions:

- a) Calling out and mobilizing their emergency services, agency and equipment.
- b) Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law.
- c) Determining if the location and composition of the CCG is appropriate.
- d) Advising the Mayor as to whether the declaration of emergency is recommended.
- e) Designating any part of the municipality as an “emergency area”.
- f) The Emergency Site Manager shall be the Fire Chief or as directed by the Emergency Control Group.
- g) Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger.
- h) Determining Evacuation Centre.
- i) Discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, gas, closing down shopping.

- j) Arranging for services and equipment from local agencies not under municipal control i.e. private contractors, volunteer agencies, service clubs.
- k) Notifying, requesting assistance from and/or liaising with various levels of government and any public or private agencies not under municipal control, as considered necessary.
- l) Determining if additional volunteers are necessary and if appeals for volunteers are warranted.
- m) Determining if additional transport is required for evacuation or transport of persons and/or supplies.
- n) Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer and Citizen Inquiry Supervisor for dissemination to the media and the public.
- o) Determining the need to establish advisory groups and/or subcommittees.
- p) Authorizing expenditures of money required to deal with the emergency.
- q) Notifying the service, agency or group under their direction of the termination of the emergency.
- r) Ensuring volunteers requested will be covered under WSIB.
- s) Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the CAO within one week of the termination of the emergency, as required.
- t) Participating in the debriefing following the emergency.

3.5 INDIVIDUAL RESPONSIBILITIES OF MUNICIPAL COMMUNITY CONTROL GROUP MEMBERS

The responsibilities of the Community Control Group as a whole have been outlined above. This section presents the specific responsibilities of the individual members of the group.

3.5.1 Mayor or Alternate

The Mayor or alternate may be required to perform any or all of the following responsibilities:

- a) Declare an emergency to exist;
- b) Implementation of this Plan;
- c) Chair or designate a chair for meetings of the Community Control Group;

- d) Add to the composition of the Community Control Group to formulate an appropriate response to the emergency;
- e) Maintain communication with any other municipalities that declare an emergency to exist;
- f) Ensure that the Minister of Community Safety and Correctional Services has been notified of the declaration of a County emergency by contacting the EMO Duty Officer at 1-416-314-0472 or 1-416-314-0473;
- g) Ensure the members of Council are advised of the declaration and termination of an emergency, and are kept informed of the situation;
- h) Request assistance from senior levels of government, when required;
- i) Determine priorities, make decisions and issue operational direction through the members of the CCG;
- j) Approve and/or issue information releases to the media and the public;
- k) Terminate the Community emergency response at the appropriate time;
- l) Ensure that the Premier of Ontario and the Minister of Community Safety and Correctional Services is notified of the Community emergency being terminated.

3.5.2 Chief Administrative Officer or Alternate

Upon learning of a declared Community emergency, the Chief Administrative Officer or alternate shall report to the Emergency Operations Centre (EOC) to sit as a member of the Community Control Group (CCG) and perform the duties and responsibilities of an “Operations Officer” and as such will:

- a) Organize and supervise the EOC and, in particular, make arrangements for obtaining and displaying up-to-date information at all times;
- b) Record decisions and actions during the emergency;
- c) Arrange and coordinate communications systems;
- d) Advise the Mayor on administrative matters;
- e) Schedule regular meetings of the CCG during the course of the emergency, as necessary;
- f) Be responsible for media arrangements and assist in the preparation and issue of press and public announcements;

- g) Ensure that an information centre is staffed to handle public inquiries;
- h) Call out additional Community staff to provide assistance, as required;
- i) Once the Community emergency has been terminated, ensure that all prescribed parties have been notified.

3.5.3 Municipal Emergency Management Coordinator or Alternate

Upon learning of a declared Community emergency, the Emergency Management Coordinator shall report to the EOC to sit as a member of the CCG, and may be required to perform any or all of the following functions:

- a) Provide advice to the Mayor and the CCG on matters of emergency planning in general;
- b) Provide advice to the CCG on the Emergency Response Plan;
- c) Ensure that the EOC is made operational when activated and that CCG members are equipped with all necessary resources.

3.5.4 Fire Chief or Alternate

Upon learning of a declared emergency, the Community Fire Chief or alternate shall report to the EOC to sit as a member of the CCG, and may be required to perform any or all of the following functions:

- a) Provide the Mayor or Alternate and the CCG with information and advice on fire response matters;
- b) Establish an ongoing communications link with the senior fire official at the scene of the emergency;
- c) Determine if additional or special equipment is needed and recommend possible sources of supply.
- d) Ensure equipment and manpower needs are adequate and activate Mutual Aid Agreements for the provision of additional fire fighting manpower and equipment, if needed. If necessary, obtain assistance from the Province.
- e) Provide assistance to other municipal departments and agencies and contribute to non-fire fighting operations if necessary, e.g. rescue, first aid, casualty collection, evacuation, etc.
- f) Provide an Emergency Site Manager, if required.

3.5.5 Lambton O.P.P. Inspector or Alternate

Upon learning of a declared emergency, the Lambton O.P.P. Inspector or alternate shall report to the EOC to sit as a member of the CCG, and may be required to perform any or all of the following functions:

- a) Provide the Mayor or alternate and the CCG with advice on law enforcement matters;
- b) Notify necessary emergency and municipal services, as required;
- c) Establish a site command post with communications to the EOC;
- d) Establish an ongoing communications link with the senior police official at the scene of the emergency;
- e) Seal off the area of concern;
- f) Control and, if necessary, disperse crowds within the emergency area;
- g) Control the movement of emergency vehicles to and from the site of the emergency;
- h) Coordinate police operations with other Community departments and arrange for additional supplies and equipment when needed, e.g. barriers and flashers, etc.;
- i) Conduct evacuation of buildings or areas when ordered by the Head of Council;
- j) Arrange for maintenance of law and order in temporary facilities such as evacuation centre;
- k) Protect property in the emergency area;
- l) Arrange for additional police assistance and liaise with other municipal, provincial and federal police agencies, if required;
- m) Advise the coroner of fatalities and perform whatever additional responsibilities may be necessary under the Coroner's Act;
- n) Provide an Emergency Site Manager, if required.

3.5.6 Director of Operations or Alternate

Upon learning of a declared emergency, the Director of Operations or alternate shall report to the EOC to sit as a member of the CCG, and shall perform the following functions:

- a) Provide the Mayor or alternate and CCG with information and advice on engineering matters;
- b) Maintain liaison with the public works officials from the local municipality(s) which has (have) declared an emergency;
- c) Maintain liaison with conservation and environmental agencies and be prepared to contribute to relief or preventative operations in terms of flood control and other environmental concerns;
- d) Maintain liaison with utility companies (hydro, gas, telephone etc.) and make recommendations for discontinuation of any utility, public or private, where necessary in the interest of public safety;
- e) Provide supplies and equipment and, if not otherwise available, make arrangements for sources of supply from neighbouring municipalities, private contractors, etc.;
- f) Make recommendations and demolish unsafe Community structures if ordered by the Mayor;
- g) Provide public works vehicles and equipment as required by any other emergency services;
- h) Provide an Emergency Site Manager, if required;
- i) Re-establish essential services at the conclusion of an emergency.

3.5.7 General Manager of Social Services (County Government)

Upon learning of a declared emergency, the General Manager of Social & Health Services or alternate may report to the EOC to sit as a member of the CCG, and should perform the following functions:

- a) Provide the Mayor or alternate and the CCG with information and advice on matters relating to the provision of emergency financial aid to displaced or affected residents;
- b) Coordinate the provision of emergency financial aid with social service agencies such as Red Cross, St. John's Ambulance, Salvation Army and Victim Services;
- c) Provide staff at local reception centres to process applications for temporary financial aid;
- d) Authorize and coordinate the distribution of financial resources as it relates to social services.

3.5.8 Manager of Emergency Medical Services (County Employee)

Upon learning of a declared County emergency, the Manager of Emergency Medical Services or alternate may report to the EOC to sit as a member of the CCG, and shall perform the following functions:

- a) Provide the Mayor or alternate and the CCG with information and advice on matters relating to Emergency Medical Services;
- b) Coordinate with the Wallaceburg Central Ambulance and Communications Centre (CACC) and the E.M.S. Site Coordinator to provide for an emergency medical response at the emergency site and to provide for patient transport from the scene;
- c) Assist with the transportation of medically fragile residents within an area or facility designated for evacuation;
- d) Establish an ongoing communications link with senior E.M.S. personnel on scene and liaise with the Medical Officer of Health and other health care agencies to provide adequate resources and personnel to the emergency site as required;
- e) Provide an Emergency Site Manager, if required.

3.5.9 Community Medical Officer of Health or Alternate

Upon learning of a declared emergency, the Medical Officer of Health or alternate shall report to the Town EOC to sit as a member of the CCG, and may be required to perform any or all of the following functions:

- a) Provide advice on public health matters to the Head of Council and the CCG;
- b) Arrange for dissemination of special instructions to the population on matters concerning public health;
- c) Arrange for mass immunization where needed;
- d) Arrange for testing of water supplies and, when warranted, make recommendations for arranging alternate supplies;
- e) Liaise with other agencies and senior levels of government about health related matters.

4.0 OTHER RESPONSE INFORMATION

4.1 Mass Casualties

Arrangements for coping with mass casualties are made jointly by the hospitals and the Central Ambulance Communications Centre which serve the local area. Such arrangements will normally have been worked out by these services beforehand to provide for the following activities:

- a) bringing casualties to a central point for triage and, afterwards, arranging a balanced distribution of casualties to hospitals, and;
- b) provision of first aid for minor casualties who would not require transportation to a hospital.

4.2 Monitoring and Updating of the Plan

Council recognizes the need for up to date information in order to ensure the effectiveness of this plan, therefore, this plan to be reviewed and **updated at least yearly**. The plan will be sent to all affected agencies for comments during the course of this update. In particular, the plan will be sent to the Province of Ontario for annual verification and the Town of Petrolia so that the Town may update its central registry of local emergency planning information, and also ensure that the appropriate Town officials are listed as contacts in this plan. The Clerk's Office will receive information to be updated and will make the appropriate changes.

4.3 Helicopter Pad

The location of the helicopter pad is at the Lambton Central Collegiate Vocational Institute Football field behind the School situated at 4141 Dufferin Ave.

5.0 COUNTY OF LAMBTON EMERGENCY ASSISTANCE

5.1 Introduction

The County of Lambton will provide emergency response and coordination with local municipalities. The level of response will be based largely on the severity and scale of the emergency and the ability of the local municipality to respond to the emergency using its own resources.

5.2 Requesting County Assistance

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

5.3 Informal Assistance

As an example, a local municipality may find that it requires several additional barricades or an additional grader to deal with an emergency. In this situation, the local municipality will have the authority under its own plan to contact the County of Lambton General Manager of Infrastructure and Development to ask for assistance. The General Manager of Infrastructure and Development will assess the situation to determine if the request is minor in nature. If the request is considered minor, the General Manager is authorized to provide the necessary resources to the Town.

5.3.1 Formal Assistance – Assembly of the County Community Control Group

- The County of Lambton will provide a more comprehensive emergency response when the emergency is clearly beyond the response capabilities of the local municipality, and a request for larger scale County assistance is received. A larger scale response is one which a member of the County CCG feels is more than minor in nature, or one which involves more than one County Department. Such a response would likely require that the County's Corporate Emergency Response Plan be activated, and that the County Control Group be assembled.
- A local municipality may contact the Lambton County CEMC, who will then contact the County Community Control Group.

5.3.2 Integration of Local and County Emergency Control Groups

The largest emergencies would involve direct coordination of all emergency response between the County and the local levels. This level of response would only be enacted in the event of a very large scale emergency which affected more than one local municipality. This type of emergency would be completely beyond the response capabilities and resources of the individual municipalities, would require considerable coordination of resources, and would probably require liaison with the Provincial and Federal governments. As such, this plan authorizes the formation of joint CCG's, which may include representatives of neighbouring municipalities and the County of Lambton.

