



THE CORPORATION OF THE TOWN OF PETROLIA

To:	Mayor and Members of Council
From:	
Date:	December 9, 2019
SUBJECT:	<u>Review and approve the 2020 Emergency Management Plan for the Town of Petrolia</u>

REPORT:

Purpose

Review and approve the 2020 Emergency Management Plan for the Town of Petrolia

Background

Mandated through the Emergency Management of Ontario governed by the Emergency Management and Civil Protection Act (EMCPA, R.S.O 1990) is annual review and update of Municipal Emergency Plan.

The Emergency Management and Civil Protection Act, 2006, require the development and implementation of an emergency management plan by the Council of the Town of Petrolia. This Act requires the emergency management plan to conform to standards promulgated by Emergency Management Ontario EMO in accordance with international best practices, including the four core components of emergency management -- Mitigation/Prevention, Preparedness, Response and Recovery.

This 2020 edition of the EM Plan was reviewed by Sr. Staff, emergency responders and other stakeholders. In 2020 the review will also include member of council appointed to the Emergency Management Committee.

In coordination with the Clerks Office all amendments to the plan have been completed.

Next Steps

The approval of the Town of Petrolia Emergency Management Plan is an important step in the verification process established by Emergency Management Ontario. The verification process will be completed by December 31, 2019.

REPORT:

For Adoption

FINANCIAL IMPLICATIONS:

Code to Account #:

N/A

RELATIONSHIP TO THE STRATEGIC PLAN:

- Sustainability - partnerships with Sr. Levels of Government
- Bench Marking & Best Practices

POLICY IMPLICATIONS:

Emergency Management Ontario

The Emergency Management and Civil Protection Act, 2006,

NOTICE/CONSULTATION:

Sr. Staff, Clerk & CAO

ATTACHMENTS:

[Emergency Plan Draft for 2020 final](#)

RECOMMENDATION:

THAT the Council of the Town of Petrolia, receive the report of the Director of Protective Services/Fire Chief dated 09 December 2019 regarding Review and approve the 2020 Emergency Management Plan for the Town of Petrolia;

AND THAT the by-law, listed on this agenda to approve the the 2020 Town of Petrolia Emergency Management Plan be enacted.



Town of Petrolia
Emergency Management Plan and
Operations Guide
2020

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SECTION 1

Town of Petrolia By-Law-64-2016

Emergency Response Plan

INITIAL STEPS TO USING THIS GUIDE DURING AN EMERGENCY

STEP 1

Turn to Section 3 in this guide. Ensure that all the Community Control Group (CCG) members have been notified of the emergency and instructed to gather at the Emergency Operation Centre (EOC) for an initial briefing in 30 minutes.

Primary - Petrolia Town Hall (Victoria Hall)
411 Greenfield Street, Petrolia
Ph: 519-882-2350

Secondary – Petrolia Fire Hall
370 Centre St. Petrolia
Ph.: 519-882-2020

Tertiary - Enniskillen Municipal Office
4465 Rokeby Line
Ph: 519-882-2490

STEP 2

Turn to section 5 in this guide. Use the reference guide to “set up” the EOC for use.

STEP 3

Turn to section 9 in this guide. Identify the appropriate “Hazard Information & Risk Assessment” Guide or use the general response guide if the emergency is not of a category described.

STEP 4

Conduct the initial briefing and follow the initial response guide as appropriate.

INTRODUCTION TO PETROLIA EMERGENCY MANAGEMENT PLAN

DESCRIPTION OF PLAN

The Emergency Management and Civil Protection Act, 2009, require the development and implementation of an emergency management plan by the council of the Town of Petrolia.

This Act requires the emergency management plan to conform to standards promulgated by Emergency Management Ontario (EMO) in accordance with international best practices, including the four core components of emergency management -- Mitigation/Prevention, Preparedness, Response, and Recovery. The Act makes provisions for the municipality and council to develop and implement an emergency management program to protect public safety, public health, the environment, critical infrastructure and property, and to promote economic stability and a disaster-resilient community.

<u>Personnel</u>	<u>Responsibilities</u>
Mayor/Council	Program Oversight Approve Emergency Plan as bylaw
Petrolia Emergency Management Program Committee	Maintains & evaluates the program
Petrolia EM Committee	Develops, the program
PNEFD Support Operations Team	Provides volunteer resources to the E.M. Program

The Petrolia Emergency Management Committee is responsible for the development of the program, and reports annually to EMO to verify that the Town meets Provincial EMO standards. The committee additionally reports to Town Council by either formal presentation and/or through the Mayor who is a member of the Committee.

The Petrolia Emergency Management Committee and Town Council selects the Community Emergency Management Coordinator (CEMC). The CEMC additionally is the formal focal point for the Town to EMO and the Lambton County Emergency Management Committee.

PETROLIA EMERGENCY MANAGEMENT PROGRAM COMMITTEE

TERMS OF REFERENCE

Members of the Petrolia Emergency Management Program Committee, or their alternates, responsibilities include:

- (a) Review the Town of Petrolia's Emergency Management Plan. Where appropriate, review other agency's emergency plan(s);
- (b) Identify and fill any gaps or discrepancies;
- (c) Amend existing plans to reflect changes;
- (d) Assist with the development of and approve the community emergency management program;
- (e) Determine if the composition of the Community Control Group (CCG) is appropriate;
- (f) Determine the need to establish advisory group(s) and/or sub-committees.

MEMBERSHIP

Petrolia Emergency Management Program Committee may be composed of:

Mayor	CAO/Treasurer	Clerk/Operations Clerk
Director of Marketing/Communications (EIO)	CEMC	Director of Operations
Director of Facilities/Community Services	FIRE Chief	OPP
Lambton EMS	County of Lambton	CEE Hospital
County of Lambton Social Services	Local School Boards & Principals	PNEFD Support Operations Team
Lambton Elderly Outreach	Salvation Army Sarnia Corps. Services	Victim Services (Counseling and Social Services Reference
Sarnia-Lambton Red Cross (Registration & Family Reunification)	Amateur Emergency Radio Services (A.R.E.S.)	Sarnia Transit /City Works etc.

INTRODUCTION

An emergency is 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. These situations could threaten public safety, public health, the environment, property, critical infrastructure, and economic stability.

Emergency management consists of organized programs and activities taken to deal with actual or potential emergencies or disasters. It is based on a risk management approach and includes the following four components:

Prevention refers to the actions taken to prevent the emergency itself and can greatly diminish the response and recovery activities required for certain emergencies. It may result in a long-term, cost-effective reduction of risk. Prevention measures are broadly classified as either structural or non-structural and include capital improvements, regulations, building codes and public education programs.

Preparedness refers to those measures taken prior to the emergency or disaster to ensure an effective response. Preparedness measures include plans, training, exercises, public education, alerting and notification systems, procedures, organization, infrastructure protection, and standards.

Response refers to measures taken to respond to an emergency. The aim of these measures is to ensure that a controlled, coordinated, and effective response is quickly undertaken at the outset of the emergency to minimize its impact on public safety. When an emergency occurs, the immediate focus of operations is on meeting the emergency needs of people, saving lives, and protecting property and the environment. This effort may last from a few hours to several days or longer, depending on the situation. As response activities begin to taper off, the operational focus begins to shift from response to recovery. The transition from response to recovery must be as smooth and as seamless as possible.

Recovery refers to those measures taken to recover from an emergency or disaster. The aim of these measures is to assist individuals, businesses, and communities to return to a state of normalcy. Recovery measures include environmental clean-up, return of evacuees, emergency financial assistance, and critical incident stress counseling. Recovery activities usually begin almost as soon as the response begins and continue after the response activities cease.

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

The Town of Petrolia Emergency Management Committee developed this emergency response plan. Every official, municipal department, and agency must be prepared to carry out assigned responsibilities in an emergency. The response plan has been prepared to provide key officials, agencies and departments of the Town of Petrolia important emergency response information related to arrangements, services and equipment, and roles and responsibilities during an emergency.

In addition, it is important that residents, businesses and interested visitors be aware of its provisions. Copies of the Town of Petrolia Emergency Response Plan may be viewed at the Town Municipal Office or on the town website. For more information, please contact:

Clerk/Operations Clerk
Town of Petrolia
411 Greenfield Street, Petrolia, ON N0N 1R0
Phone: 519-882-2350 Fax: 519-882-3373

AIM

The aim of this plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare, environment, and economic health of the residents, businesses, and visitors of the Town of Petrolia.

It enables a centralized controlled and coordinated response to emergencies in the Town of Petrolia, and meets the legislated requirements of the Emergency Management Act. The hazard and risk assessment identify the following 11 events.

Flood	Winter Storm	Energy Emergency
Fire Explosion	Extreme Temperatures	HAZMAT-Transport
Transportation Accident	Summer Storm	Building Collapse
Human Health		Tornado

AUTHORITY

The Emergency Management and Civil Protection Act is the legal authority for this Emergency Response plan in Ontario. The Emergency Management and Civil Protection 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.”

As enabled by the Emergency Management and Civil Protection Act, 2006, this emergency response plan and its' elements have been: Issued under the authority of the Town of Petrolia By-Law No.04 of 2012 and filed with Emergency Management Ontario, Ministry of Community Safety and Correctional Services.

The Emergency Operations Centre (EOC) can be activated for any emergency for the purposes of managing an emergency, by maintaining services to the community and supporting the emergency site.

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

EMERGENCY NOTIFICATION PROCEDURES

Assistance may be requested from the Province of Ontario at any time without any loss of control or authority. Such request can be made by contacting the local office of the Emergency Management Ontario at:

Emergency Management Ontario
77 Wellesley Street W., Box 222
Toronto, Ontario M7A 1N3
Phone: 416-314-3723 Fax: 519-314-3758 (during working hours)

Assistance may also be requested from the County of Lambton at any time by contacting the County Warden.

TO REPORT AN EMERGENCY

Contact the Emergency Management Officer (EMO) Duty Officer (24/7) at: 416-314-0472 or 416-314-0473

Toll Free: 1-866-314-0472
Fax: 416-314-0474
or by email: operations.emo@jus.gov.on.ca

Upon being notified, it is the responsibility of all Community Control Group (CCG) officials to notify their staff and volunteer organizations.

Where a threat of an impending emergency exists, the CCG will be notified and placed on standby.

TO DECLARE A MUNICIPAL EMERGENCY

The Mayor or Acting Mayor of the Town of Petrolia, as the Head of Council, is responsible for declaring an emergency. This decision may be made in consultation with or without the other members of the Community Control Group (CCG). Upon declaring an emergency, the Mayor will notify:

- Emergency Management Ontario, Ministry of Public Safety and Security;
- Town of Petrolia Council;
- County Warden, if appropriate;
- Public;
- Neighbouring Community Officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP);
- Ministry of Municipal Affairs & Housing (London Office).

A Municipal Emergency may be terminated at any time by:

- Mayor or Acting Mayor
- Town of Petrolia Council
- Premier of Ontario

When terminating a municipal emergency, the Mayor will notify the same list initially notified.

MUNICIPAL EMERGENCY OPERATION CENTRE (EOC)

The CCG will report to the Emergency Operations Centre:

Town of Petrolia Town Hall (Victoria Hall)

411 Greenfield Street

Petrolia, ON N0N 1R0

In the event this operation centre cannot be used, the secondary location will be the:

Petrolia Fire Hall

370 Centre Street

Petrolia, Ontario

The tertiary location will be the:

Enniskillen Municipal Office

4465 Rokeby Line, RR 1, Petrolia, ON

COMMUNITY CONTROL GROUP (CCG)

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.

COMPOSITION

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

Mayor	CAO/Treasurer	Clerk/Operations Clerk
Director of Operations	Director of Facilities/Community Services	Director of Marketing/Communications
CEMC	Fire Chief/Director of Protective Services	Executive Assistant (Scribe)

If necessary – Additional Members: Alternate CCG members

OPP	Lambton EMS	Local School Boards & Principals
PNEFD	CEE Hospital	Fire Department
Bluewater Health – CEE Site – Administrator	Greenwood Recreation Centre – Manager	
Medical Officer of Health or alternate	St. Clair Conservation Authority	PNEFD Support Ops Coordinator
Lambton County Social Services		

COMMUNITY CONTROL GROUP (CCG) RESPONSIBILITIES

The role of the Community Control Group (CCG) is that of long term contingency planning, policymaking 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 CCG;
- g) Ordering, co-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, and closing down shopping;
- j) Arranging for services and equipment from local agencies not under municipal control i.e. private contractors, volunteer agencies, and 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 decision made and actions taken, and submitting a summary of the log to the Clerk/Operations Clerk within one week of the termination of the emergency, as required;
- t) Participating in the debriefing following the emergency.

INDIVIDUAL RESPONSIBILITIES OF 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.

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, Toll Free: 1-866-314-0472 , Fax: 416-314-0474 or by email: operations.emo@jus.gov.on.ca;**
- 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 are notified of the Community emergency being terminated.

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 staff to provide assistance, as required;
- i) Once the emergency has been terminated, ensure that all prescribed parties have been notified.

COMMUNITY EMERGENCY MANAGEMENT COORDONATOR (CEMC) OR ALTERNATE

Upon learning of a declared Community emergency, the Community Emergency Management Coordinator (CEMC) shall report to the Emergency Operations Centre (EOC) to sit as a member of the Community Control Group (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.

FIRE CHIEF OR ALTERNATE

Upon learning of a declared emergency, the 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 firefighting 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-firefighting operations if necessary, e.g. rescue first aid, casualty collection, evacuation, etc.;
- f) Provide an Emergency Site Manager, if required.

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 Mayor or Alternate;
- 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.

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 or Alternate;
- 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.

GENERAL MANAGER SOCIAL SERVICES DIVISION (COUNTY EMPLOYEE)

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, Salvation Army and Victim Services;
- c) Provide staff at local reception centres to process applications for temporary financial aid;
- d) Arrange for the provision of outreach and counseling services to those affected by the emergency;

MANAGER OF EMERGENCY MEDICAL SERVICES - EMS (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.

COMMUNITY MEDICAL OFFICER OF HEALTH OR ALTERNATE (LAMBTON BOARD OF HEALTH)

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 Mayor or alternate 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.

OTHER RESPONSE INFORMATION

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.

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 is to be reviewed and **updated 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, as well as ensure that the appropriate Town officials are listed as contacts in this plan.

COUNTY OF LAMBTON EMERGENCY ASSISTANCE

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.

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.

INFORMAL ASSISTANCE

If the need for assistance is relatively small, the local municipality may contact the appropriate member of the County's Community Control Group (CCG) directly. The local municipality will have the authority under its own plan to contact the County of Lambton General Manager of Infrastructure & Development to ask for assistance. The General Manager of Infrastructure & Development will assess the situation to determine if the request is minor or major in nature. If the request is considered minor, the General Manager is authorized by this Plan to provide the necessary resources to the local municipality.

At this level of response, it is not likely that the County CCG would be assembled. The assistance is provided under the direction of the appropriate County CCG member. If a request is received that is not considered to be minor, or if the County CCG member feels that the request may require the involvement of more than one County department, a greater response can be provided through the County CCG.

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 CCG be assembled.

A local municipality may contact the Lambton County CEMC, who will then contact the County CCG.

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.

SECTION 2

Evacuation Centre Information

Evacuation Centre Information Sheet			
YMCA- Petrolia			
<i>Date of Inquiry:</i>	<i>May 2 2019</i>		
<i>Contact Person:</i>	<i>Tracey Taylor</i>		
<i>Phone Number:</i>	<i>519-882-2232</i>		
<i>Address:</i>	<i>360 Tank St. Petrolia ON</i>		
<i>What type of Facility? Community Centre</i>			
<i>Describe the Building and Layout: Single Story, ground level, 25,000 sq. ft. Centre with program rooms, gym, wellness and pool</i>			
<i>Washrooms: Yes 16 stalls</i>	<i>Showers/Bath: Yes 10 showers</i>		
<i>Sleeping Facilities: Yes</i>	<i>For how many: 150</i>		
<i>Describe sleeping Facilities: Gym</i>			
<i>Water/Sewers: Yes, Town</i>	<i>Type of Heat/AC: Roof Top Units</i>		
<i>Communications: Radio, TV/Satellite/WiFi/ Cellular Phones</i>	<i>Telephone Lines: 4</i>		
<i>Kitchen: Yes</i>	<i>Fridge: Yes 3</i>	<i>Stove: Yes 1</i>	<i>Dishes: Assortment</i>
<i>Electrical Service: 660 V</i>		<i>Generator(s): No</i>	
<i>Number of Parking Spots: 70</i>			
<i>Childcare Facilities: Play Care</i>		<i>Wheelchair Facilities: Fully Equipped</i>	
<i>Print Name: SORT Member Amber Smith</i>			

Evacuation Centre Information Sheet			
CENTRE – GREENWOOD RECREATION CENTRE			
<i>Date of Inquiry:</i>		<i>May 2, 2019</i>	
<i>Contact Person:</i>		<i>Dave Menzies</i>	
<i>Phone Number:</i>		<i>Day time: 519-882-2350 Cell: 519-490-5955</i>	
<i>Address:</i>		<i>4065 Dufferin Ave. Petrolia ON N0N 1R0</i>	
<i>What type of Facility? Arena</i>			
<i>Describe the Building and Layout: Ice Pad, Mezzanine, Administration Office, banquet room (84'X 24') meeting room</i>			
<i>Washrooms: 22</i>		<i>Showers/Bath: 23</i>	
<i>Sleeping Facilities: Yes</i>		<i>For how many: 100</i>	
<i>Describe sleeping Facilities:</i>			
<i>Water/Sewers: Yes Town</i>		<i>Type of Heat/AC: Gas forced air, boiler, AC upstairs</i>	
<i>Communications: TV/ WiFi/ Cellular phones</i>		<i>Telephone Lines: 2 lines</i>	
<i>Kitchen: Yes</i>	<i>Fridge: 2 small, 2 commercial</i>	<i>Stove: 2 commercial, 2 fryers</i>	<i>Dishes: Yes</i>
<i>Electrical Service: 100 Amps +</i>		<i>Generator(s): No</i>	
<i>Number of Parking Spots: 100 +</i>			
<i>Childcare Facilities: No</i>		<i>Wheelchair Facilities: Yes- 2 bathroom stalls, elevator, fully equipped</i>	
<i>Print Name: SORT Member Amber Smith</i>			

Evacuation Centre Information Sheet			
CENTRE – LAMBTON COUNTY DEVELOPMENTAL SERVICES			
<i>Date of Inquiry:</i>		<i>May 2, 2019</i>	
<i>Contact Person:</i>		<i>Nick Salaris</i>	
<i>Phone Number:</i>		<i>Daytime: 519-882-0933 Cell: 519-331-0991</i>	
<i>Address:</i>		<i>339 Centre Street Petrolia ON N0N 1R0</i>	
<i>What type of Facility? Hall</i>			
<i>Describe the Building and Layout: C.S.D. and Admin have 2 levels and a community skills development area in the back. There are 3 assistive lifts throughout and an adult change room. There are 2 kitchens, a computer room, and other various rooms.</i>			
<i>Washrooms: 13 toilets, 9 sinks</i>		Showers/Bath: <i>Tub/shower (with lift) walk-in shower</i>	
<i>Sleeping Facilities: Yes</i>		For how many: <i>85-115</i>	
<i>Describe sleeping Facilities: Up to 115 cots could be set up. The building is very suitable for those with special medical and physical needs.</i>			
<i>Water/Sewers: Yes, Town</i>		Type of Heat/AC: <i>Forced Air/AC</i>	
<i>Communications: Radio, Cellular phones, Internet</i>		Telephone Lines: <i>4 lines/ 2 fax land lines</i>	
<i>Kitchen: 3</i>	Fridge: <i>2 Regular 1 pop Fridge 1 Industrial Fridge</i>	Stove: <i>2 stove tops 2 ovens</i>	Dishes: <i>Many 2 Regular dishwashers Industrial Dishwasher</i>
<i>Enterprise</i>	<i>2 Fridge</i>	<i>1 Stove</i>	<i>Many dishes with dishwasher</i>
<i>Electrical Service: 600 Amp, 208/400 Amp</i>		Generator(s): <i>No- looking into one</i>	

<i>Number of Parking Spots: 80-100</i>	
<i>Childcare Facilities: minimal</i>	<i>Wheelchair Facilities: Fully Equipped</i>
<i>Print Name: SORT Members Hollie Bezair and Kaylee Demerai</i>	

Evacuation Centre Information Sheet			
CENTRE- LAMBTON CENTRAL COLLEGIATE VOCATIONAL INSTITUTE (HIGH SCHOOL)			
<i>Date of Inquiry:</i>	<i>May 2, 2019</i>		
<i>Contact Person:</i>	<i>Mr. Greg Nemcek</i>		
<i>Phone Number:</i>	<i>Daytime: 519-882-1910</i>		
<i>Address:</i>	<i>4141 Dufferin Ave. Petrolia ON N0N 1R0</i>		
<i>What type of Facility? School</i>			
<i>Describe the Building and Layout: Three story school. Consists of approximately 900 students and a working staff of approx. 80. There are elevators on site which enable the handling of all traffic. There are three gyms, (one approx. 8500 sq. ft., one approx. 7071 sq. ft.)</i>			
<i>Washrooms: 35 toilets, 17 sinks</i>	<i>Showers/Bath:</i> 30 showers		
<i>Sleeping Facilities: Yes</i>	<i>For how many:</i> Gym A & B -128 / Gym C -77 <i>Other areas: Approx. 300 more people</i>		
<i>Describe Sleeping Facilities: Each cot requires an area of 4' X 10'</i>			
<i>Water/Sewers: Yes, Town</i>	<i>Type of Heat/AC:</i> Part of the building has AC but not the gym		
<i>Communications: Radio/TV/Cellular phones</i>	<i>Telephone Lines:</i> No standard landlines – internet-based phone system		
<i>Kitchen: 3+</i>	<i>Fridge:</i> 8	<i>Stove:</i> 6 (2 ALLP	<i>Dishes:</i> Yes

<i>Cafeteria</i> Freezers: 2 (ALLP, foods)	Laundry: 3 sets washer & dryer	<i>class, 4-foods)</i>	Dishwasher: Industrial Water: 4 bottle filling stations
CAFETERIA (Chartwell)- 1-888-717-8777 (Crisis Line)	Fridge: 3 Door Industrial Freezer: Industrial Standup, 3 chest freezers Stove: 2 Gas, 1 Forced Air Staff: 2 Certified Food Handlers on Staff		
<i>Electrical Service: 400 Amp +</i>		Generator(s): No	
<i>Number of Parking Spots: limited</i>			
<i>Childcare Facilities: Minimal</i>		Wheelchair Facilities: Fully Equipped	
<i>Print Name:</i>			
<ul style="list-style-type: none"> • <i>Willing to allow volunteers to use the kitchen for cooking and taking food out of facility. Kitchens are Inspected and Approved by Public Health</i> 			

Evacuation Centre Information Sheet			
CENTRE- QUEEN ELIZABETH II PUBLIC SCHOOL			
<i>Date of Inquiry:</i>		<i>December 2, 2019</i>	
<i>Contact Person:</i>		<i>Kevin Chambers</i>	
<i>Phone Number:</i>		<i>Daytime: 519-882-2123 FAX: 519-882-2595</i>	
<i>Address:</i>		<i>4079 Maple Str. Petrolia ON N0N 1R0</i>	
<i>What type of Facility: School</i>			
<i>Describe the Building and Layout: 1-gym 50' X 80' , 1 library, staff room, 18 classrooms, 1 office</i>			
<i>Washrooms: 37 toilets/8 urinals</i>		<i>Showers/Bath: No</i>	
<i>Sleeping Facilities: Yes</i>		<i>For how many: 200</i>	
<i>Describe sleeping Facilities: 100 in the gym, 100 throughout the rest of the school</i>			
<i>Water/Sewers: Yes -Town</i>		<i>Type of Heat/AC: Forced air/AC, library and office</i>	
<i>Communications: Internet/cellular phone/ TV</i>		<i>Telephone Lines: 2 line and 1 fax</i>	
<i>Kitchen: Yes 2</i>	<i>Fridge: 4</i>	<i>Stove: 1</i>	<i>Dishes: Yes</i>
<i>Electrical Service: 800 Amps</i>		<i>Generator(s): No</i>	
<i>Number of Parking Spots: 50</i>			
<i>Childcare Facilities: play area and large outdoor space</i>		<i>Wheelchair Facilities: Fully Equipped</i>	
<i>Print Name: SORT Member Amber Smith</i>			

Evacuation Centre Information Sheet			
CENTRE- ECOLE HILLCREST			
<i>Date of Inquiry:</i>		<i>May 2, 2019</i>	
<i>Contact Person:</i>		<i>Mme Marie Noel</i>	
<i>Phone Number:</i>		<i>Daytime: 519-882-2260</i>	
<i>Address:</i>		<i>433 First Ave. Petrolia ON N0N 1R0</i>	
<i>What type of Facility: School</i>			
<i>Describe the Building and Layout: 1 Gym-45' X 68' 1-Library -26' X 32' approx. The school is one story, with a large field out back. And a small administration office</i>			
<i>Washrooms: 6 toilets, 5 urinals, 9 sinks</i>		<i>Showers/Bath: No</i>	
<i>Sleeping Facilities: Yes</i>		<i>For how many: 150</i>	
<i>Describe sleeping Facilities: 70 in the gym, 20 in the library, and 60 in the classrooms</i>			
<i>Water/Sewers: Yes -Town</i>		<i>Type of Heat/AC: Forced air/AC</i>	
<i>Communications: Radio/cellular phone/ TV</i>		<i>Telephone Lines: 1 line and 1 fax</i>	
<i>Kitchen: Yes 2</i>	<i>Fridge: 4</i>	<i>Stove: 2</i>	<i>Dishes: Minimal</i>
<i>Electrical Service: 3 phase 600 Amps</i>		<i>Generator(s): No</i>	
<i>Number of Parking Spots: 80</i>			
<i>Childcare Facilities: 4 Kindergarten rooms</i>		<i>Wheelchair Facilities: Fully Equipped</i>	
<i>Print Name: SORT Member Amber Smith</i>			

Evacuation Centre Information Sheet			
CENTRE- NEW LIFE ASSEMBLY CHURCH (<i>PRIVATELY OWNED</i>)			
<i>Date of Inquiry:</i>		<i>May 2, 2019</i>	
<i>Contact Person:</i>		<i>Sam Welten (Senior Pastor)</i>	
<i>Phone Number:</i>		<i>519-882-1600</i>	
<i>Address:</i>		<i>421 Oozloffsky Str. Petrolia ON N0N 1R0</i>	
<i>What type of Facility; Church</i>			
<i>Describe the Building and Layout: One story school</i>			
<i>Washrooms: 12</i>		<i>Showers/Bath: 3</i>	
<i>Sleeping Facilities: Yes</i>		<i>For how many: 80-100</i>	
<i>Describe sleeping Facilities: 30 in church(A/C), 30 in fellowship hall (No A/C), and 30-40 cots throughout building</i>			
<i>Water/Sewers: Yes-Town</i>		<i>Type of Heat/AC: Forced Air/Central Air in parts of the building</i>	
<i>Communications:</i>		<i>Telephone Lines: 1 land line, 4 lines</i>	
<i>Kitchen: Yes</i>	<i>Fridge: 4</i>	<i>Stove: 2</i>	<i>Dishes: Yes</i>
<i>Electrical Service: Kitchen 125 Amps, 400 Amp for emergency service</i>		<i>Generator(s): No</i>	
<i>Number of Parking Spots: 100</i>			
<i>Childcare Facilities: 2 rooms, cribs, toys</i>		<i>Wheelchair Facilities: Fully Equipped</i>	
<i>Print Name: SORT Member Amber Smith</i>			

Evacuation Centre Information Sheet

CENTRE – ROYAL CANADIAN LEGION (PRIVATELY OWNED)

Date of Inquiry:	December, 2019		
Contact Person:	Kerry Horan		
Phone Number:	Day 519-882-1557		
Address:	4129 Glenview Rd., Petrolia, Ontario, N0N 1R0		
What type of Facility? (Arena, Gym, Hall etc.): Hall			
Describe the Building and Layout: Building contains rec room 35' x 40', Banquet Hall 100' x 35', bar, 2 pool tables, meeting room 25' x 20'. No cots on site			
Washrooms: 17		Showers/Bath: No	
Sleeping Facilities: Yes		For how many: 60-75	
Describe sleeping Facilities: No cots on site			
Water/Sewers: Yes, Town		Type of Heat/AC: Gas forced air/AC	
Communications: TV/Cable/Cellular Phones		Telephone Lines: 1 main line	
Kitchen: Yes	Fridge: 3 beer fridges, 1 walk in, 2 fridges	Stove: 1 commercial gas stove	Dishes: Many
Electrical Services: 400 AMPS		Generator(s): No	
Number of Parking Spots: 200+			
Childcare Facilities: No		Wheelchair Facilities: Main floor accessible	
Signature:			
Print Name:			

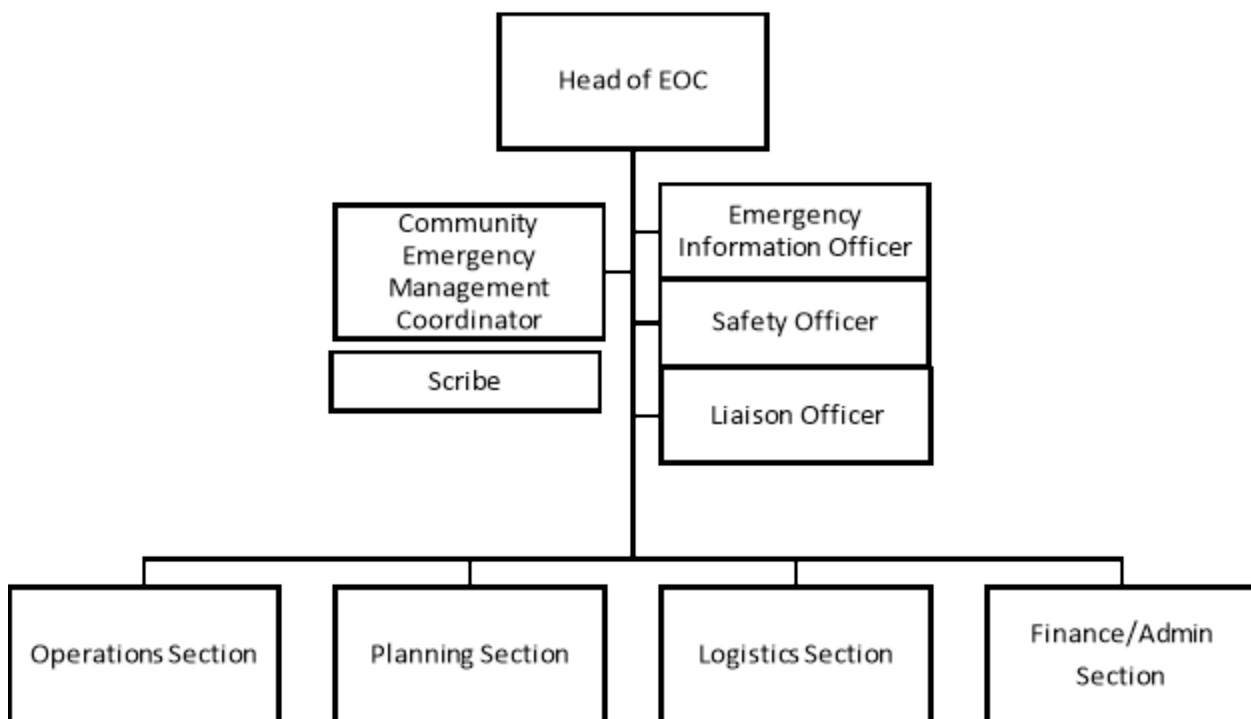
SECTION 3

Community Control Group

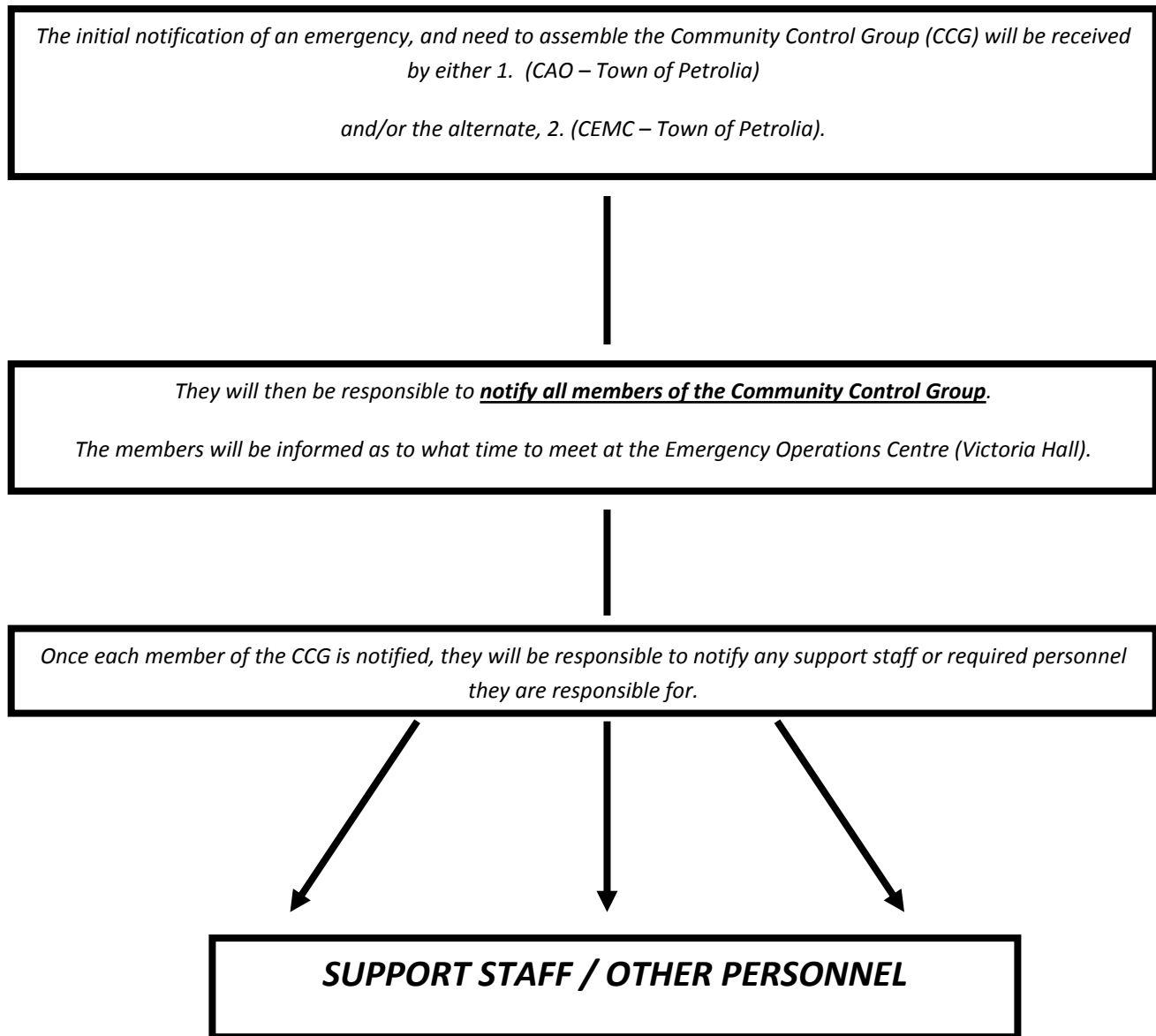
COMMUNITY CONTROL GROUP (CCG)

- Section 1 Structure of the CCG
- Section 2 Notification Procedures of the CCG
- Section 3 Responsibilities of CCG members during an emergency

STRUCTURE OF THE COMMUNITY CONTROL GROUP (CCG)



NOTIFICATION PROCEDURES



RESPONSIBILITIES OF THE COMMUNITY CONTROL GROUP (CCG)

The Head-CCG, or alternate, shall be responsible for the efficient implementation of the municipal plan and an effective municipal response to the emergency. In discharging this responsibility, the Head-CCG shall carry out the following specific functions:

- (a) Ensure that the proper level of municipal response has been initiated;
- (b) Ensure that the activation of the public alerting system via PNEFD has been carried out if this measure is required;
- (c) Declare that an emergency exists in the municipality, if appropriate. The Solicitor General must be notified when such a declaration or termination is made;
- (d) Attend CCG updates;
- (e) Provide direction to the Emergency Information Officer;
- (f) Act as a municipal spokesperson to the media and the public, if necessary;
- (g) If necessary, order the implementation of any action recommended by the CCG to mitigate the effects of the emergency and ensure that such actions are implemented in a coordinated manner;
- (h) Keep members of Municipal Council informed of the status of the emergency and actions being undertaken.

RESPONSIBILITIES OF ALL MEMBERS OF THE COMMUNITY CONTROL GROUP (CCG)

Members of the CCG, or their alternates, shall carry out the following functions:

- (a) Advise and assist the Head-CCG and other members of the CCG in carrying out their functions. In particular, individual members should be prepared to advise on matters related to their areas or responsibility or expertise;
- (b) Call out and mobilize the organization under their jurisdiction when the emergency response organization is fully activated;
- (c) Direct the organization under their jurisdiction to undertake any actions necessary for the mitigation of the emergency provided they are not contrary to law;
- (d) Advise the Head-CCG as to whether a declaration of an emergency is necessary;
- (e) Advise the Head-CCG on the need to designate all or part of the municipality as an emergency area;
- (f) Determine the need to appoint an Emergency Site Manager for any emergency requiring it;
- (g) Order, coordinate, and oversee the evacuation of inhabitants considered to be in danger;
- (h) Discontinue utilities or services provided by public or private concerns, i.e. hydro, water, gas, closing down a shopping plaza/mall, etc.;
- (i) Remain informed about the situation and the actions of their respective organizations, and share this information with the rest of the CCG;
- (j) Keep their respective organizations informed about decisions taken or actions ordered by the CCG;
- (k) Determine if additional volunteers are required and if appeals for volunteers are warranted;
- (l) Determine if additional transport is required for evacuation or transport of persons and/or supplies;
- (m) Determine if the composition of the CCG is appropriate;
- (n) Arrange for required services and equipment from local agencies not under municipal control i.e. private contractors, volunteer agencies, service clubs, etc.;
- (o) Authorize the expenditure of money required to deal with the emergency;
- (p) Ensure that pertinent information regarding the information is promptly forwarded to the Emergency Information Officer for dissemination to the media and public;
- (q) Determine the need to establish advisory group(s) and/or sub-committees;

- (r) Maintain a log of decisions made and actions taken during the emergency response.

RESPONSIBILITIES OF THE OPERATIONS OFFICER COMMUNITY CONTROL GROUP (CCG)

The Operations Officer-CCG (CAO), or alternate, is responsible for the efficient functioning of the *Emergency Operations Centre (EOC)* and shall perform the following functions:

- (a) Ensure that the EOC and all its equipment, facilities, supplies, maps, status boards, telecommunications, etc. are maintained in a suitable state of readiness, so that the EOC can be activated on short notice at any time;
- (b) Chair frequent updates of the CCG to ensure a controlled and coordinated response;
- (c) Monitor the implementation of the municipal plan and, where necessary, issue directions to ensure actions have been carried out;
- (d) Where necessary, order the implementation of any action recommended by the CCG to mitigate the effects of the emergency and ensure that such actions are implemented in a coordinated manner;
- (e) Designate the support staff required for the EOC and ensure that arrangements for calling them in at short notice are in place;
- (f) Make available and supervise administrative and clerical support for the EOC when it is functioning, e.g. typing, map and board marking, provision of office supplies, meals, coffee etc.;
- (g) Ensure the availability and functioning of EOC telecommunications as well as maintain liaison with the telephone company and the local amateur radio organizations;
- (h) Maintain, or have maintained, a log of major events, and files of all incoming and outgoing messages;
- (i) Ensure that all incoming written/photocopied/radio messages are directed to the appropriate person in the CCG and check that necessary action is taken;
- (j) Assist the Head-CCG in his/her functions.

RESPONSIBILITIES OF THE EMERGENCY OPERATION CENTRE (EOC) COORDINATOR

This position will be filled by the CEMC of the Town of Petrolia or his/her alternate. The EOC Coordinator is responsible for ensuring that the Municipal Plan is implemented as required and that the members of the CCG are performing the duties and functions as specified. The EOC Coordinator shall carry out the following functions:

- (a) Contact the County Emergency Management Coordinator to request their involvement and assistance in the Petrolia Emergency Operations Centre (EOC) if necessary;
- (b) Remain informed about the emergency situation and the actions of the individual organizations;
- (c) Advise the Operations Manager and other Community Control Group members on the details of the emergency plan and its procedures to assist them in carrying out their functions;
- (d) Assist the CCG in implementing a business cycle, which allows for regular, coordinated, and definitive decision-making;
- (e) Act as a link to the County Emergency Management Organization and County resources if the County Emergency Management Coordinator is not present in the EOC;
- (f) Maintain a log of decisions made and actions taken during the emergency response.

RESPONSIBILITIES OF THE EMERGENCY INFORMATION OFFICER (EIO)

The Emergency Information Officer (EIO), or alternate, assists the Head-CCG in providing public direction and dissemination of emergency information to the public and the media.

She/he shall perform the following functions:

- (a) Assist the CCG in providing public direction on the measures that should be taken by the public to ensure their safety and welfare;
- (b) Disseminate news and information to the media and the public regarding the emergency situation and the Municipality's involvement under the direction of the Head-CCG;
- (c) Establish a Local Information Centre at the request of the Head-CCG and provide direction to the personnel assembled at the Centre;
- (d) Provide news releases and public announcements for approval by the Head-CCG.

RESPONSIBILITIES OF THE COUNTY OF LAMBTON

The County of Lambton shall:

- (a) Be prepared during an emergency to deploy County resources to assist the Town of Petrolia or other municipalities, at their request or at the direction of the Province;
- (b) Direct the designated County representative (County Emergency Management Coordinator) or alternate to report to the Emergency Operations Centre to participate and assist the Town of Petrolia Centre Coordinator during an emergency;
- (c) Be prepared to implement the County of Lambton Emergency Response Plan during the emergency to ensure a coordinated County response;
- (d) Provide assistance and support to the Town of Petrolia regarding emergency coordination services through the County Emergency Measures Planner.

The County Emergency Management Coordinator, or alternate, will make every attempt to:

- (a) Ensure that a County representative and alternate is designated to participate and assist the Emergency Operations Centre Coordinator on the Community Control Group;
- (b) Regularly assist the Town of Petrolia with the review of this Emergency Plan and the associated procedures to ensure that they are up to date and in conformity with generally accepted emergency management practices;
- (c) Assist the Town of Petrolia with ensuring that staff required for the EOC are nominated, with their alternates and relief, and that suitable arrangements are in place for them;
- (d) Assist the Town of Petrolia with ensuring that the participating organizations (including the County) have plans, procedures, and internal notification procedures in place and that they are updated regularly;
- (e) Assist, participate in and attend the meetings of the Town of Petrolia Emergency Management Committee and ensure that the decisions taken are implemented by the appropriate organizations;
- (f) Organize and assist with the coordination of municipal training and exercises.

RESPONSIBILITIES OF THE TOWN OF PETROLIA

The Municipality of the Town of Petrolia, through its Council, shall:

- (a) Ensure that a high level of emergency preparedness and coordination is maintained at all times. This shall include overseeing the work and activities of the Petrolia Emergency Management Committee;
- (b) Ensure that an Operations Officer and an Emergency Information Officer (EIO), as well as their alternates, are designated and trained;
- (c) Ensure support staff and alternates that are to assist in the operation of the Emergency Operations Centre (EOC) have been designated and trained;
- (d) Ensure that special care facilities within the Town of Petrolia have plans/procedures in place to carry out sheltering evacuation of staff and residents;
- (e) Ensure that appropriate plans/procedures for carrying out their assigned tasks are in place;
- (f) Ensure that internal notification lists are maintained and regularly updated;
- (g) Ensure that all personnel **(including those elected)** with duties under this municipal plan are trained and that appropriate personnel participate in drills and exercises;
- (h) Direct the municipal corporation or any part thereof to fully implement measures ordered by the Community Control Group (CCG) to mitigate the effects of an emergency.

RESPONSIBILITIES OF THE LAMBTON COUNTY COMMUNITY HEALTH SERVICES DEPARTMENT

The Lambton County Medical Officer of Health shall:

- (a) Advise the Community Control Group on public health and medical matters;
- (b) Provide staff, materials, supplies, and equipment for emergency purposes as requested;
- (c) Provide special instruction to the public on health matters with the assistance of the Emergency Information Officer;
- (d) Coordinate the response to disease-related emergencies or anticipated emergencies, such as epidemics;
- (e) Assist in the coordination of care for bedridden, disabled or convalescing citizens at home and/or in evacuation centers during an emergency;
- (f) Liaise with private agencies as required for augmenting and coordinating public health resources;
- (g) Liaise with the Provincial Ministry of Health and the Public Health Branch;
- (h) Advise the municipality of their responsibility regarding the need for potable water supplies and sanitation facilities;
- (i) Ensure that arrangements are in place to establish a public health team at any Reception/Evacuee Centre set up. This team shall assist the Centre Manager in public health matters;
- (j) Ensure that an alternate for the Community Control Group has been designated and trained;
- (k) Ensure that appropriate plans/procedures for carrying out assigned tasks are in place;
- (l) Ensure that internal notification lists are maintained and regularly updated;
- (m) Ensure that all personnel, with duties under this municipal plan, are trained and that appropriate personnel participate in drills and exercises.

RESPONSIBILITIES OF THE LAMBTON COUNTY SOCIAL SERVICES DIVISION (LCSSD)

The LCSSD shall:

- 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;
- Coordinate the provision of emergency financial aid with social service agencies such as Red Cross, Salvation Army and Victim Services;
- Provide staff to local reception centers for processing applications for temporary financial aid;
- Arrange for the provision of outreach and counseling services to those affected by the emergency;

RESPONSIBILITIES OF THE LAMBTON KENT DISTRICT SCHOOL BOARD

The Lambton Kent District School Board shall:

- (a) Ensure that all schools in the Municipality of the Town of Petrolia have evacuation plans, and that there is sufficient transportation available to carry them out;
- (b) Ensure that schools in the County maintain a record of students who live in the Municipality of the Town of Petrolia. These students shall not be allowed to return home if sheltering or evacuation has been ordered in their response area;
- (c) Arrangements shall be made to care for these students until they are collected and re-united with a parent or guardian;
- (d) Ensure that a designated representative, upon notification of activation of the municipal emergency response organization, notifies the following;
 - All schools in the Municipality of the Town of Petrolia
 - All schools chosen for use as Reception/Evacuee Centres
 - All schools having students living in the Municipality of the Town of Petrolia
- (e) Ensure that appropriate members of the School Board are notified of any emergency;
- (f) Ensure that its representative on the Emergency Operations Centre keeps the public informed regarding the status of schools through the Emergency Information Officer;
- (g) Direct the Transportation Manager to coordinate emergency transportation routes for school buses normally traveling through the Municipality of the Town of Petrolia. These buses shall not normally be allowed to enter areas where sheltering or evacuation has been imposed. The Manager shall also arrange transportation for any school being evacuated;
- (h) Ensure that a representative and alternate for the Community Control Group are designated, trained and report to the Emergency Operations Centre during an emergency;
- (i) Ensure that appropriate plans/procedures for carrying out assigned tasks are in place;
- (j) Ensure that internal notification lists are maintained and regularly updated;
- (k) Ensure that all personnel with duties under this municipal plan are trained and that appropriate personnel participate in drills and exercises.

RESPONSIBILITIES OF THE ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD

The St. Clair Catholic District School Board shall:

- a) Ensure that all schools in the Municipality of the Town of Petrolia have evacuation plans, and that there is sufficient transportation available to carry these out;
- b) Ensure that schools in the county maintain a record of students who live in the Municipality of the Town of Petrolia. These students shall not be allowed to return home if sheltering or evacuation has been ordered in their response area;
- c) Arrangements shall be made to care for these students until they are collected and reunited with a parent or guardian;
- d) Ensure that a designated representative, upon notification of activation of the municipal emergency response organization, notifies the following;
 - All schools in the Municipality of the Town of Petrolia
 - All schools chosen for use as Reception/Evacuee Centres
 - All schools having students living in the Municipality of the Town of Petrolia
- e) Ensure that appropriate members of the School Board are notified of any emergency;
- f) Ensure that its representative on the Emergency Operations Centre keeps the public informed regarding the status of schools through the Emergency Information Officer;
- g) Direct the Transportation Manager to coordinate emergency transportation routes for school buses normally traveling through the Municipality of Petrolia. These buses shall not normally be allowed to enter areas where sheltering or evacuation has been imposed. The Manager shall also arrange transportation for any school being evacuated;
- h) Ensure that a representative and alternate for the Community Control Group are designated, trained and report to the Emergency Operations Centre during an emergency;
- i) Ensure that appropriate plans/procedures for carrying out assigned tasks are in place;
- j) Ensure that internal notification lists are maintained and regularly updated;
- k) Ensure that all personnel with duties under this municipal plan are trained and that appropriate personnel participate in drills and exercises.

RESPONSIBILITIES OF THE OPP SERVICES

The OPP will coordinate the police response under this municipal plan.

The OPP shall:

- (a) Provide advice to the ***Community Control Group (CCG)*** on law enforcement matters;
- (b) Provide staff, materials, supplies, and equipment for emergency purposes as requested;
- (c) Provide special instructions to the public on public safety matters with the assistance of the ***Emergency Operations Centre (EOC)***;
- (d) Provide assistance in search and rescue operations;
- (e) Recommend to the CCG on the necessity of undertaking evacuations;
- (f) Liaise with other Police Services to ensure coordination of police activities;
- (g) Provide an Emergency Site Manager, if requested;
- (h) Provide security to evacuated areas and Reception/Evacuee centres;
- (i) Notify the coroner of fatalities and assist as required;
- (j) Establish a site command post with communications to the EOC, if required;
- (k) Recommend to the CCG on the advisability of undertaking public alerting;
- (l) Liaise with Social Services regarding the establishment and operation of Reception/Evacuee Centres;
- (m) Ensure that EOC representatives and alternates have been designated and trained;
- (n) Ensure that internal and external notification lists are maintained and regularly updated;
- (o) Ensure that appropriate plans/procedures for carrying out assigned tasks are in place;
- (p) Ensure that all personnel with duties under this plan are trained and that the appropriate personnel participate in drills and exercises.

RESPONSIBILITIES OF THE PETROLIA NORTH ENNISKILLEN FIRE DEPARTMENT

The Petrolia Fire Services shall:

- (a) Advise the Community Control Group on firefighting and rescue matters;
- (b) Provide staff, materials, supplies, and equipment for emergency purposes as requested;
- (c) Provide special instructions to the public on public safety matters with the assistance of the Emergency Information Officer;
- (d) Provide an Emergency Site Manager if requested;
- (e) Establish a site command post with communication to the Emergency Operations Centre, if required;
- (f) Determine if additional or special equipment is needed and recommend possible sources of supply (e.g. breathing apparatus, protective clothing, etc.);
- (g) Co-ordinate all firefighting and search and rescue operations;
- (h) Provide assistance to other community agencies and be prepared to take charge or contribute to non-firefighting operations if necessary (e.g. rescue, first aid, casualty collection, evacuation etc.);
- (i) Notify the County Fire Coordinator if assistance is required from other fire departments;
- (j) Ensure that a representative and alternate for the Community Control Centre are designated and trained;
- (k) Ensure that appropriate plans/procedures to carry out and assigned responsibilities are in place;
- (l) Ensure that internal and external notification lists are maintained and regularly updated;
- (m) Ensure that all personnel with duties under this plan are trained and that appropriate personnel participate in drills and exercises.

RESPONSIBILITIES OF THE LAMBTON COUNTY EMERGENCY MEDICAL SERVICES - LCEMS

The local LCEMS shall:

- (a) Advise the *Community Control Group (CCG)* on emergency health matters;
- (b) Provide staff, materials, supplies, and equipment for emergency purposes, as requested;
- (c) Ensure that emergency site medical teams are available at the emergency site. These teams shall ensure that triage and treatment are provided at the site;
- (d) Coordinate the provision of ambulance services to assist in the evacuation of those requiring special transportation;
- (e) Notify the Ontario Ministry of Health, Emergency Health Services Branch of the emergency and request their assistance, if required;
- (f) Liaise with local hospitals for the efficient distribution of casualties;
- (g) Assist with the organization and transport of persons in health care facilities. Homes for the Aged, Nursing Homes, Charitable Homes, Retirement Homes and Rest Homes to ensure that they are evacuated as required;
- (h) Liaise with the Medical Officer of Health on emergency health matters;
- (i) Designate a representative and alternate for the CCG;
- (j) Ensure that internal and external notification lists are maintained and regularly updated;
- (k) Ensure that plans/procedures are in place to carry out their responsibilities as outlined in this municipal plan;
- (l) Ensure that all personnel with duties under this plan are trained and that appropriate personnel participate in drills and exercises.

SECTION 4

PNEFD SUPPORT OPERATIONS TEAM

TERMS OF REFERENCE

PNEFD SUPPORT OPERATIONS TEAM will:

- Address public safety risks in Petrolia by promoting individual and community awareness and action through a training program that prepares residents to take an active role in the emergency management concept: mitigation, preparation, response, and recovery;
- Help enhance emergency management at the grassroots level effectively and efficiently;
- Operate in support of and in liaison/supervision with local front-line response services;
- Be built on proven experience (the US-based CERT program) and observations about human nature, most notably;
- Experience shows that, in a crisis, people will take action to protect themselves, their families and their communities;
- Therefore, they should be given access to information and training that enables them to act as safely and effectively as possible;
- Be coordinated by local Community Emergency Management Co-coordinators;
- Be delivered by appropriate instructors with expertise in their fields;
- Address local concerns, hazards, and risks;
- Emphasize that volunteer safety is paramount;
- Consist of units covering the following topics;
 - emergency management principles and practices
 - fire safety
 - basic emergency first aid
 - basic search and rescue
 - teamwork and morale
 - Review and practical exercise.
 - Provide annual update sessions and exercises for incumbent volunteers, to both maintain their interest and renew their qualifications as volunteers.

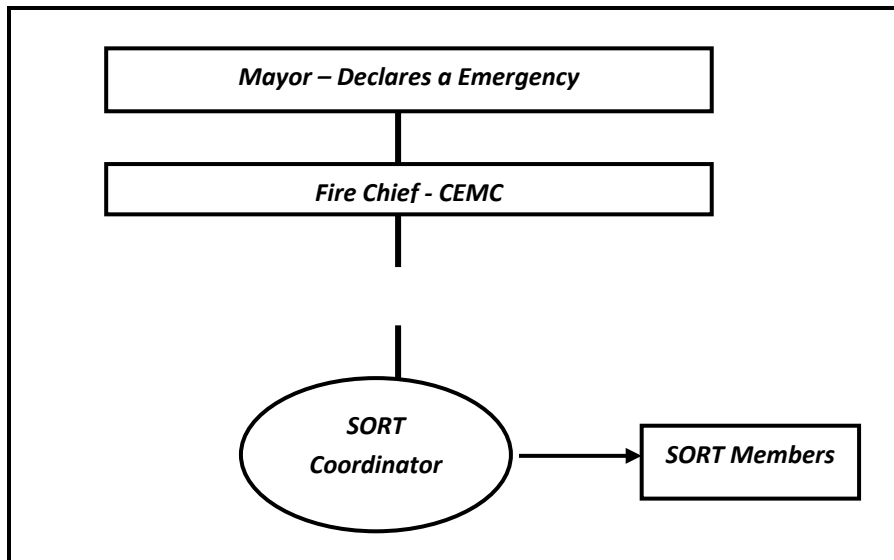
PNEFD SUPPORT OPERATIONS TEAM WILL:

- Participate in follow-up activities, updates and exercise;
- Abide by Policies and Guidelines of the Town of Petrolia & PNEFD;
- Be mindful of personal safety issues and aware of their limitations;
- Be aware of situational dangers and always error on the side of caution when determining whether or not they should become involved in a potentially dangerous situation;
- Consider the well-being and rights of all persons;
- Will safe guard confidences and privacy within the constraints of the law;
- Consider the proximity of professional responders before taking any action;
- Immediately relinquish any role assumed in an emergency upon the arrival of professional responders;
- Co-operate fully with trainers, officials, and professional responders;
- Act in support of or under the direction of professional responders upon request.

PNEFD Support Operations Team will **not**:

- Attempt to deal with situations that are beyond their training, skills or abilities;
- Engage in any activity that could increase the risk of danger to themselves or others;
- Present themselves or have any real or implied status as anything other than conscientious local residents with basic training in emergency management;
- Be called out, deploy or be deployed or utilized as PNEFD Support Operations in any way outside their immediate area or their limited mandate;
- Dispute or take any issue with the judgment, direction or authority of professional responders in an emergency situation.
- Self-deploy to any location until appropriate call-out procedures have been followed.

ORGANIZATIONAL CHART



Activation of PNEFD SUPPORT OPERATIONS

PNEFD Support Operations Team is activated through the fire departments page out system. Activation of the Team has to be approved by the Fire Chief or Deputy Fire Chief. Resource requirement will be determined based upon incident commander on scene.

SECTION 5

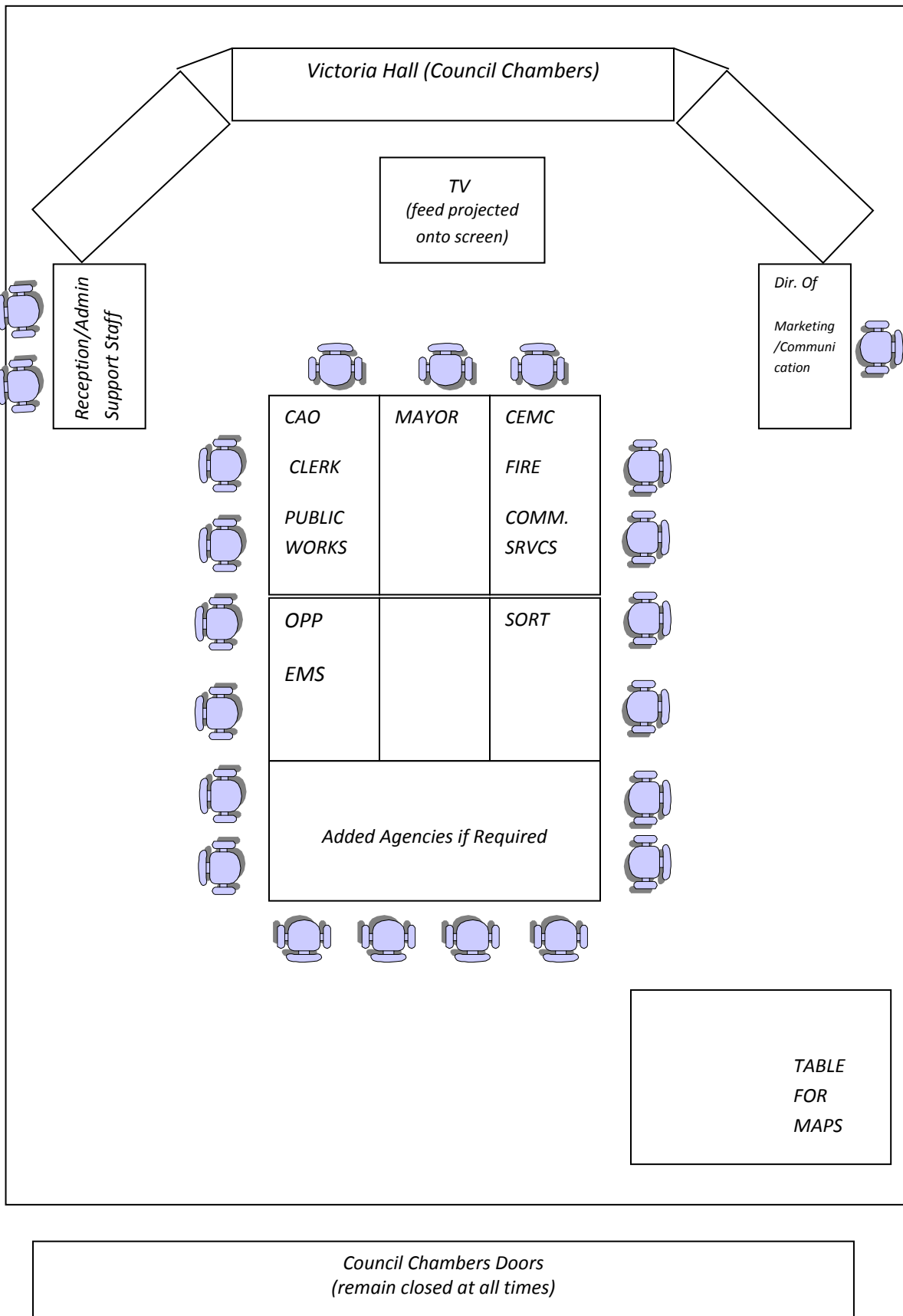
Petrolia Emergency Operations Centre Plan

THE EMERGENCY OPERATIONS CENTRE (EOC) PLAN

SETTING UP THE EOC

Once an emergency has been declared the EOC will have to be set up and prepared for the EOC personnel. Follow these steps to set up the EOC.

- The first person to arrive at the EOC will have to begin by physically setting up the EOC area by using the layout plan for small emergencies.
- Make sure that access to the EOC is only granted to members of the CCG.
- Next arrange the tables and chairs according to the drawing provided.
- Ensure each seat has a pen, pencil, paper and other supplies provided for the person who will be sitting there.
- There is a file containing important maps of the town that should be available for review, (see Director of Operations or Clerk/Operations Clerk).
- It is important to remember that members of the committee will begin to arrive and that they should be made aware of where they are going to sit. If they arrive before their area is available, then they can assist.
- Completion of setting up the Small Emergency EOC.
- Access to the Town Hall will be through main entrance door only.
- Set up media area in the Victoria Hall Lobby (Bar), complete with podium for updates & announcements



EMERGENCY OPERATION CENTRE (EOC) OPERATION – GENERAL OPERATION

The primary function of the EOC is the management of information as well as providing the availability of administrative assistance for the CCG members and EOC. Logs, notes, and other written forms of record keeping are critical to maintaining the continuity of the operations and in review and support of actions taken, as well as timing of responses, in the event of legal proceedings. Distractions, meeting preparation, and concentration on a wide range of initiatives are routine for EOC members during an emergency. The administrative assistant will help to ensure accurate records and correspondences are maintained.

Special Advisors and agencies will be used to offer expertise and advice in specific areas, especially pertaining to the particular nature of the emergency. It is important to use these keys advisors from the community to offer a local point of view as well as familiarity with the area.

Security must be considered to help create and maintain a steady and undistruptive environment for the CCG. Although the CCG operates under the assumption that time critical decision making will be involved and that disruptions will occur, these disruptions should be limited to the people at the EOC; for this reason, attendees at the EOC will be the CCG and appropriate other critical staff such as security, admin staff and advisors.

For emergencies that continue over a long period of time, a shift system for staff may be necessary. In such circumstances provisions should be made for the successful transfer of information between shifts. Where emergency impacts transportation in the community, provisions may need to be made for sleeping quarters and meal service in the EOC.

COMMUNICATIONS

Communications is vital to the operation of the EOC. Information is fed into the EOC and the EOC responds accordingly. A secure telecommunication line between the EOC, the Fire Service Communication Center, and the emergency site is critical. This must be a two-way link so that information can be relayed not only to the EOC but to all the members of the CCG and their support groups and agencies.

SECTION 6

On-site Incident Command

INCIDENT COMMAND

The Incident Commander is the individual responsible to co-ordinate the operation at the site or sites of an emergency. The Incident Commander's purpose is to coordinate and oversee the response to an emergency. The initial Incident Commander is usually the Police Supervisor or the Senior Fire Official at the scene, and these persons are also the most likely to assume this position on a longer-term basis.

RELATIONSHIP BETWEEN INCIDENT COMMANDER AND COMMUNITY CONTROL GROUP (CCG)

There is a very important relationship between the Incident Commander and the Community Control Group. The role of the CCG is that of long term contingency planning, policy making, and most importantly, support for the emergency site team. It is therefore essential that factual and timely information be passed between these two groups.

The Incident Commander and the CCG must always be working towards a common goal, which is doing everything in their power to mitigate the effects of the emergency.

DUTIES OF THE INCIDENT COMMANDER

The following are among the duties which the Site Coordinator may be required to perform when directing the actions of the emergency response team in the course of an emergency:

- 1) Establish a command post as soon as possible from which all information shall be disseminated from the emergency site;
- 2) Maintain a thorough knowledge of available resources, both human and material;
- 3) Manage the personnel, maintain the morale, and provide for the needs of those involved in the emergency response at the site, such as providing meals, fuel, special equipment etc.;
- 4) Obtain vital information about the situation at hand;
- 5) Maintain good communication among those on the site and between the site and external links such as the Emergency Operations Centre;
- 6) Plan in advance in order to anticipate the next stage in an operation;
- 7) Establish a recognized line of authority early at the emergency site;
- 8) Be aware of the legal authority of the various authorities to undertake actions and avoid jurisdictional disputes;
- 9) Conserve resources and use only those necessary to accomplish a task;
- 10) Promote co-operation and co-ordination among all responding agencies;
- 11) Act in concert with the incident commanders of the first response agencies to determine the aim and establish priorities, as well as develop a site layout and plan of action.

SECTION 7

Petrolia Emergency Reception Centre Plan

PETROLIA EMERGENCY RECEPTION CENTRE PLAN

INTRODUCTION

PETROLIA EMERGENCY RESPONSE PLAN

Emergencies are defined as situations abnormally affecting the lives and property of our society which, by their nature and magnitude, require a controlled and coordinated response by a number of agencies, both Governmental and private, under the direction of the Mayor or Alternate, as distinct from routine operations carried out by an agency or agencies, e.g. firefighting, police activities, normal hospital routines, etc.

DECLARATION OF EMERGENCY

The Mayor or Alternate will be responsible to declare the emergency, and request the establishment of a Reception Centre (if required).

CALL OUT

The CEMC and Director of Facilities/Community Services will be responsible for the call out.

DEFINITIONS

The “RECEPTION CENTRE” is a facility located in a safe area, and is used to register persons and pets evacuated from their homes resulting from the declaration of emergency by the Mayor or Alternate.

ESTABLISHING A RECEPTION CENTRE

The SORT Coordinator and Director of Facilities/Community Services are responsible for the planning and implementation of the Reception Centre. PNEFD Support Operations Team will be responsible to provide the overall coordination of other volunteer service clubs, churches, and other organizations such as the Red Cross who have critical roles at a reception centre.

RECEPTION CENTRE: ACTIVATION LEVELS: 1-4

There are four (4) Emergency Reception Centre Activation Levels, which can be implemented:

LEVEL ONE (1)

Number of Evacuees:

- **1-20** evacuees.

Time Frame:

- **1-2 hours** are required.

Registration:

- A formal registration is required.
- All evacuees to sign in on Town registration form (See registration forms).

Requirements:

- Town owned and operated facilities such as the Community Centre meeting rooms should be used as temporary shelters.

Location & Contact:

- PNEFD Support Operations Team transports evacuees, Town owned vehicles or other first responder utility vehicles.

Directing Agency:

- PNEFD Support Operations Team and or Director of Facilities/Community Services

LEVEL TWO (2)

Number of Evacuees:

- **20-50** evacuees.

Time Frame:

- **2-3 hours** are required.

Registration:

- A formal registration is required.
- All evacuees to sign in on Town registration form (See registration forms)

Requirements:

- Only shelter is required.
- Refreshments (coffee, water) may be required.
- Town owned and operated facilities such as the Community Centre meeting rooms and gymnasium should be used as temporary shelters.

Transportation:

- PNEFD Support Operations Team may transport evacuees, Town owned vehicles, or other first responder utility vehicles.
- Lambton Elderly Outreach as well as school bus lines may be called in by the responding emergency agency to transport evacuees to a Town owned facility.
- Buses may additionally be used for temporary lodging at the scene/reception area.

Directing Agency:

- PNEFD Support Operations Team and or Director of Facilities/Community Services– with limited assistance from service groups etc.

LEVEL THREE (3)

Number of Evacuees:

- **50-300** evacuees.

Time Frame:

- **1-4 hours** are required.

Registration:

- A formal registration and inquiry from Red Cross is required. (Family Reunification for the Emergency may also be required.) **(Provincial Assistance may be required for coordination.)**
- All evacuees to sign in on Town registration form (See registration forms).

Requirements:

- Multiple facilities in Town may be required.
- Longer term need such as food/clothing/medication/cots may need to be considered.

Transportation:

- Lambton Elderly Outreach and school bus lines will be required.
- Buses may also be used for temporary lodging at the scene/reception area.

Directing Agency:

- PNEFD Support Operations Team /Director of Facilities/Community Services—with support from other volunteer/County organizations

Available Resources:

- Lambton Elderly Outreach
- Salvation Army Sarnia Corps. Services
- Public Works/ Administrative Staff
- Victim Services (Counseling and Social Services Reference)
- Amateur Emergency Radio Services (ARES)
- Sarnia-Lambton Red Cross (Registration & Family Reunification)
- School bus lines
- Shelters – Section 4 – Evacuation Centre Information

LEVEL FOUR (4)

Number of Evacuees:

- **Over 300** evacuees.
- **Or, if Evacuation Centers in Petrolia are not accessible due to the scope and location of the emergency, the Town as a whole has to be evacuated outside of the Town limits.**

Time Frame:

- **5-24 hours or more** are required.

Registration:

- A formal registration and inquiry from Red Cross is required. (Family Reunification for the Emergency may also be required.) **(Provincial Assistance may be required for coordination.)**
- All evacuees to sign in on Town registration form (See registration forms)

Requirements:

- Contact Sarnia Community Services staff and the Salvation Army to attend for **Emergency Reception Centre Management** and to start preparing for Lodging (cots & beds as well as food preparation). **RESOURCE LISTS will have to be called.**
- Multiple facilities in Town may be required. Consideration should be given for the decision to evacuate to another community with the necessary infrastructure (Sarnia).

Transportation:

- Lambton Elderly Outreach and L.C.D.S. are required for special needs.
- School Bus Lines and Sarnia Transit for other evacuees.

Directing Agency:

- PNEFD Support Operations Team to have “unified command” with partner agencies (i.e. City of Sarnia)

Available Resources:

- Public Works/Administrative Staff
- Lambton Elderly Outreach
- Salvation Army Sarnia Corps. Services.
- Community Services **(Lodging for 72 hours)**
- Amateur Emergency Radio Services (A.R.E.S.)
- Victim Services (Counseling and Social Services Reference)
- Sarnia-Lambton Red Cross (Registration & Family Reunification - **Required**)

- Sarnia Transit /City Works etc.
- May want to call a local security company in to provide security
- Lambton County Community Health Services Department (**Food Inspection - Required**)
- County of Lambton Social Services
- The City of Sarnia should be looking at additional outside resources – Provincial, Federal and Private.

EVACUATION CENTRE INFORMATION

WESTERN AREA

Greenwood Recreation Centre 4065 Dufferin St.	519-882-1570
Queen Elizabeth II School 4104 Kerby St.	519-882-2123
New Life Assembly Church 421 Oozloffsky St.	519-882-1600

SOUTHERN AREA

St. Philip School 420 Queen St.	519-882-1520
Lambton Central Collegiate Vocational Institute 4141 Dufferin Ave.	519-882-1910
Royal Canadian Legion 4129 Glenview Rd.	519-882-1557

EASTERN AREA

École Hillcrest 433 First Ave.	519-882-2260
Centennial School 3823 Oil Heritage Rd.	519-882-0138

NORTHERN AREA

Lambton County Developmental Services (L.C.D.S.) 339 Centre St.	519-882-0933
Oil Heritage District Community Centre (O.H.D.C.C.) 360 Tank St.	519-882-2232

EMERGENCY OPERATIONS CENTRE

Primary – Petrolia Town Hall (Victoria Hall)
411 Greenfield Street, Petrolia
Ph.: 519-882-2350

Secondary - Petrolia Fire Hall
370 Centre Street, Petrolia
519-882-2020

MANAGEMENT OF A RECEPTION CENTRE

The “Director of Facilities/Community Services” will be the **Reception Centre Manager** to oversee the management of the Reception Centre. He / She shall be responsible for directing SORT which shall appoint one or more “Reception Centre Manager(s)”.

SORT must ensure that during an emergency, the Reception Centre Manager has the responsibility for coordination and overall control of SORT and other work groups.

During an emergency, the Reception Centre Manager has the responsibility for implementation and overall control of all work groups involved in the Reception Centre.

In the event more than one Reception Centre is established, the Reception Centre Manager shall appoint one or more (Community Services Staff) or other SORT to be Reception Centre Manager(s) of such other Reception Centre(s).

ORGANIZATION OF THE RECEPTION CENTRE

Under the management of the RECEPTION CENTRE MANAGER, the Reception Centre shall be organized as follows:

REGISTRATIONS AND INQUIRY

The Canadian Red Cross Society (Sarnia Lambton Branch) shall appoint someone as the Manager of Registration and Family Reunification (as per Province of Ontario Agreement/Health Canada), to register all evacuees and to provide inquiry service on request, under the direction of the Reception Centre Manager.

CLOTHING

PNEFD Support Operations Team will coordinate with the **Salvation Army Sarnia Corps.** of Sarnia who shall appoint a staff member or other volunteer as the “**Clothing Supervisor**”, and staff members or other volunteers as committee members. The Clothing Supervisor’s purpose is to create and update a plan to provide clothing to evacuees as necessary as well as work with the Lodging Supervisor to provide bedding needs under the direction of the Reception Centre Manager.

LODGING

PNEFD Support Operations Team will coordinate with the **County Community Service Staff** who shall appoint a staff member or other volunteer as the “**Lodging Supervisor**”, and staff members or other volunteers as committee members. The Lodging Supervisor’s purpose is to create and update a plan to provide lodging to evacuees and their pets, as necessary, inside and outside the Reception Centre, under the direction of the Reception Centre Manager.

FOOD

PNEFD Support Operations Team will coordinate with other volunteer agencies to appoint a volunteer as the “**Food Supervisor**”. The Food Supervisor’s purpose is to create and update a plan to feed evacuees and on-site volunteer staff, working in co-operation with the Food Services Group of any facility housing the Reception Centre (e.g. at Legion). The Food Supervisor and committee shall determine food requirements on regular basis, and work closely with the Reception and Inquiry Supervisor to assess special food needs or diets.

PERSONAL NEEDS/SPECIAL SERVICES

PNEFD Support Operations Team will coordinate with the “**Salvation Army Sarnia Corps.**” of Sarnia and shall appoint a staff member or other volunteer as the “**Personal Needs/Special Services Supervisor**”, and staff or other volunteers as committee members. The Personal Needs/Special Services Supervisor’s purpose is to create and update a plan to provide for the needs of the handicapped, personal hygiene, entertainment of adults and children, people with special languages and arrange for first aid, and attend to the medical and psychological needs of evacuees. The Supervisor will work closely with the Registration and Family Reunification Supervisor of **Sarnia Lambton Red Cross** and with **Sarnia Victim Services**.

NOTE: Expert Resources For:

- | | | |
|---------------------------------|-----|--|
| • Psychological & Special Needs | See | Sarnia Victim Service (100 Volunteers) |
| • Handicapped Needs | See | Sarnia Red Cross |
| • Pastoral Care | See | Salvation Army |
| • First Aid | See | PNEFD Support Operations Team |

- | | | |
|----------------------------------|------------|--|
| • Personal Hygiene | See | (see resource lists) |
| • Health Inspection | See | Community Health Services Facility Inspections |
| • Emergency Financial Assistance | See | County of Lambton Social Services |

SECURITY

HIGH/ELEMENTARY SCHOOL FACILITY CO-ORDINATOR

EVACUATION CENTRE MANAGER - KEY DUTIES

- (a) Maintain a record of all activities and expenditures;
- (b) Report to the Community Control Group (CCG) and maintain a communications link between the evacuation centre and the CCG with respect to the needs of the evacuation centre;
- (c) Receive and co-ordinate information from evacuation centre coordinators and ensure that coordinators have identification;
- (d) Provide information to the evacuees and to the media;
- (e) Make arrangements with outside agencies such as the Red Cross, PNEFD Support Operations Team, amateur radio groups and others, and ensure that provision is made for them at the evacuation centre;

- (f) Set up signs and clear directions for evacuees and ensure that someone welcomes evacuees at all entrance doors.

FOOD COORDINATOR – KEY DUTIES

The Food Coordinator will report to the Evacuation Centre Manager and may be required to do the following:

- (a) keep a record of all actions and expenditures;
- (b) call upon local groups and businesses to provide food and beverages (local providers will be named in a resource list maintained in the Town plan);
- (c) monitor ongoing food needs and assess special needs for those persons requiring special diets (children, nursing mothers, diabetics, etc.) and report to the Evacuation Centre Manager;
- (d) ensure that there is provision for food related needs such as utensils, cups, plates, refrigeration, stoves, microwaves, etc.;
- (e) ensure that food is available for onsite personnel.

CLOTHING COORDINATOR – KEY DUTIES

The Clothing Coordinator will report to the Evacuation Centre Manager and may be required to do the following:

- (a) keep a record of all actions and expenditures;
- (b) contract local groups and businesses to provide clothing and bedding needs (local providers will be named in a resource list maintained by the Evacuation Centre Manager);
- (c) assess the clothing needs of evacuees along with a list of sizes required;
- (d) plan for the collection, storage and distribution of clothing.

LODGING COORDINATOR – KEY DUTIES

The Lodging Coordinator will report to the Evacuation Centre Manager and may be required to do the following:

- (a) keep a record of all actions and expenditures;
- (b) make provisions for lodging within the evacuation centre, which may require obtaining cots or beds;

- (c) contract local motels, hotels, bed and breakfast establishments, tourist homes, and individuals to provide for lodging outside of the evacuation centre (local providers will be named in a resource list maintained by the Evacuation Centre Manager);
- (d) make provisions for the needs of pets, including an area in or near the evacuation centre where pets could be kept. In addition, contact local dog and cat boarding facilities that could provide temporary lodging for pets (local providers will be named in a resource list maintained by the Evacuation Centre Manager).

PERSONAL NEEDS COORDINATOR – KEY DUTIES

The Personal Needs Coordinator will report to the Evacuation Centre Manager and may be required to do the following:

- (a) keep a record of all actions and expenditures;
- (b) provide for the needs of the physically challenged and other individuals with special needs including those with routine medical needs;
- (c) provide for personal hygiene needs and baby needs;
- (d) liaise with various health services regarding first aid and psychological needs e.g. SORT, local medical doctors, etc.;
- (e) provide for various forms of entertainment for adults and children such as televisions, DVD players and DVD's, cards, games, and toys;
- (f) provide for the needs of people with special languages.

REGISTRATION AND INQUIRY COORDINATOR – KEY DUTIES

The Registration and Inquiry Coordinator will report to the Evacuation Centre Manager and may be required to do the following:

- (a) keep a record of all actions and expenditures;
- (b) Contact the Red Cross Society and provide for the manual registration of evacuees until Red Cross personnel arrive with computer equipment used for registration and inquiry purposes;
- (c) Make provisions to have trained people available to assist in the registration of evacuees, preferably persons with computer capabilities;
- (d) Make provision for special identification for those evacuees with special requirements such as diabetic, etc.;
- (e) Provide assistance for people with special languages.

SECTION 8

Emergency Information (EI) Plan

EMERGENCY INFORMATION PLAN

RESPONSIBILITIES OF THE EMERGENCY INFORMATION OFFICER (EIO):

The Emergency Information Officer (EIO), or alternate, assists the CEMC Coordinator to perform the following functions:

- (a) Provide direction regarding measures to be taken by the public in order to ensure their safety and welfare.
- (b) Disseminate news and information to the media and the public regarding the emergency situation and the Municipality's involvement under the direction of the CEMC Coordinator.
- (c) Establish a Local Information Centre at the request of the CEMC and provide direction to the personnel assembled at the centre. This responsibility shall include overseeing the activities of Citizen Inquiries.
- (d) Prepare news releases and public announcements for approval by the Head-CEMC

WHO IS THE EIO FOR PETROLIA?

The Director of Marketing and Communications will assist in this role, and will be present in the EOC.

WHERE WILL THE EIO INFORM THE MEDIA?

In the case of an emergency in Petrolia, the EIO will address the media in the Media Reception Area, located at Victoria Hall Lobby (located in Town Hall) , 411 Greenfield Street, Petrolia, ON.

EMERGENCY INFORMATION OFFICER/EMERGENCY MANAGEMENT PUBLIC AWARENESS PROGRAM

EMERGENCY INFORMATION OFFICER

Responsibilities of the Emergency Information Officer (EIO):

The Emergency Information Officer (EIO), or alternate, assists the CEMC Coordinator in providing public direction and in disseminating emergency information to the public and the media.

She/he shall perform the following functions:

- (a) Assist the CEMC Coordinator in providing public direction on the measures that should be taken by the public to ensure their safety and welfare.
- (b) Disseminate news and information to the media and the public regarding the emergency situation and the Municipality's involvement under the direction of the CEMC Coordinator.
- (c) Establish a Local Information Centre and provide direction to the personnel assembled at the Centre. This responsibility shall include overseeing the activities of Citizen Inquiries.
- (d) Provide news releases and public announcements for approval by the Director of EOC

PUBLIC/EMERGENCY INFORMATION

INTRODUCTION

The Public Awareness Program is focused on ensuring that the populous of Petrolia take precautions in preventing emergencies and are aware of the potential for an emergency to occur. The program will additionally provide information, so the general public can assess their individual and family situation and/or requirements during an emergency. Information will be distributed through a variety of means, including the Town's newsletter and website.

OBJECTIVES:

- 1.1 Provide information to the public on how to prepare themselves to respond to emergencies and to be self-sufficient in their own homes for up to three days. Provide details on how the public can prepare their own home emergency plans and prepare a three-day emergency supplies kit.
- 1.2 Provide information to the public about National Emergency Preparedness Week.
- 1.3 Provide information to the public about how they can find information on community and individual emergency preparedness at the municipal, county, provincial and federal levels of government.

- 1.4 Provide information to the public on where to find information during an emergency (i.e. which radio stations to listen to).
- 1.5 Provide information to the public on the proper use of 9-1-1 during emergencies.
- 1.6 Provide information to the public of the County's emergency planning efforts and provide contacts where the public can obtain further information regarding the County Emergency Response Plan.

MY COMMUNITY NOTIFICATION NETWORK

MyCNN Activation Guidelines for Local Emergencies

My Community Notification Network (MyCNN) is the local alerting system that can contact residents through multiple communications methods.

Lambton residents can subscribe to MyCNN at no cost, and choose how they wish to be notified: by telephone, cell phone, email and/or text messaging. The local CAER organization pays the annual subscription fee for the notification service, owned by Everbridge Inc.

Residents who do not subscribe to MyCNN may receive alerts via land-line telephone, if their telephone number is listed in a public directory. Residents who have not subscribed to MyCNN, or who are not listed in a telephone directory, will not receive MyCNN alerts.

MyCNN will typically be used to alert residents of the following incidents:

- Tornado Warnings issued by Environment Canada
- Drinking Water Emergencies
- Shelter-in-place Advisories
- Evacuation Advisories
- Missing Child

Sarnia Police Service issues the above alerts, with the exception of Drinking Water notices, which are sent by Lambton Public Health. Tornado Warnings and Missing Child alerts are typically sent to all Lambton residents. Drinking Water alerts will typically only be sent to residents in the affected area. Sarnia Police Service will send Shelter-in-place and Evacuation alerts to residents of Sarnia, Aamjiwnaang, St. Clair Township and the Village of Point Edward.

Municipal Access to MyCNN

For local emergencies or incidents not described above, but which threaten or impact public safety or essential services, municipal CEMCs may contact the Lambton CEMC (or alternate), to request that MyCNN be used to issue a local emergency alert.

Notification maps have been created for each municipality and the larger communities in the County. Customized notification maps can also be created "on-the-fly" when necessary. Municipalities are encouraged however, to identify fixed hazards such as chemical storage facilities or flood zones, and provide that information to the County CEMC, so that customized alert maps can be created ahead of time.

NOTE: The County of Lambton will not be responsible for any technical issues affecting the Everbridge system that might prevent or delay an alert from being sent. Also, note that time is needed to log into the Everbridge system, create an alert message and send an alert.

Activation Procedure

- Municipal CEMCs may contact the County CEMC (or alternate), or Emergency Information Officer to request local activation of MyCNN.
- The Municipal CEMC will provide a concise explanation of the threat to the public or significant disruption to public services (i.e. unexpected major road closure, bridge outage, sewer or waterline break, etc.), recommended safety actions or instructions, boundaries of the affected area (use road names or landmarks, if possible) and information about how residents can obtain additional information.
- The County CEMC (or alternate) will create an alert message based on the information provided by the Municipal CEMC. If there is sufficient time, the draft alert message will be sent to the Municipal CEMC to review and approve. If the situation is urgent, there may not be time for secondary review.
- Alert messages will be send on behalf of the requesting municipality, which will be responsible for providing updates on the situation and issuing the "all clear".
- The South West Region 211 Ontario Call Centre should be advised of any MyCNN activations and provided with any media releases that are issued, so that 211 can prepare to handle potential public inquiries.

"MyCNN" Alert Message Form

The following information must be provided when requesting local activation of MyCNN. If time permits, this form may be completed and emailed to the County CEMC, who must also be contacted by telephone to discuss the activation request. If however, the situation is urgent and time does not allow, the form may be used as a guide for making a verbal request. When time permits, this form must be emailed to the County CEMC.

NOTE: The County of Lambton is not responsible for any potential technical issues affecting the Everbridge system that might prevent or delay an alert from being sent. Also, note that time must be allotted for logging into the Everbridge system, creating an alert message and sending the MyCNN alert.

Municipality requesting activation of MyCNN: _____

Describe the incident that is occurring or about to occur, that may impact public safety or essential services:

Identify the area affected - Use boundaries such as roads, rivers, etc. to describe the area to be alerted:

North: _____

South: _____

East: _____

West: _____

Explain any protective actions residents in the affected area should take:

Additional details:

Draft Alert Message If Time Permits (keep message simple and direct):

Signed: _____
Title: _____
Dated: _____
Time: _____

INDEX FOR PUBLIC ACTION DIRECTIVES (PADS)

PART 1

Schedule 1	Declaration of Municipal Emergency
Schedule 2	Termination of Emergency

PART 2

Standard Announcement No. 1	Initial Public Announcement
Standard Announcement No. 2	Precautionary Measures Announcement
Standard Announcement No. 3	Sheltering Announcement
Standard Announcement No. 4	Evacuation Announcement
Standard Announcement No. 5	All Clear Announcement

Radio Stations

Radio Sarnia Lambton	519-542-5500 news.sarnia@blackburnradio.com
CHOK Sarnia	519-541-6397 519-336-8581 (H) 519-333-1731 (P)
CFPL	519-931-6000

Television Stations

COGECO Sarnia	519-336-6200
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Police Department

Lambton OPP	519-882-1011
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*****Note: Sarnia Police Service (344-8861) has the ability to interrupt local radio stations and community cable broadcasts in order to provide information to the public during an emergency situation. *****

DECLARATION OF A MUNICIPAL EMERGENCY

Fax to Emergency Management Ontario

Phone: 416-314-3723 Fax: 519-314-3758

Ministry of Municipal Affairs & Housing

Phone: 519-873-4020 Fax: 519-873-4018

DECLARATION

WHEREAS, I _____, Mayor and Head of Council of the Town of Petrolia, believe that circumstances make it necessary to declare an emergency under Section 4 of the Emergency Management Act, R.S.O., 1990 E.9.;

NOW THEREFORE, in exercise of the powers conferred upon me under Section 4 (1) of the said Act, I do hereby declare that an emergency exists in the Town of Petrolia.

Signed at _____ (place) on the _____ day of _____, 20____ at

_____ (time)

Town of Petrolia contact during this emergency:

Mandi Pearson, Clerk/Operations Clerk

Ph: 519-490-8042

Email: mpearson@petrolia.ca

Fax: 519-882-3373

Land Line: 519-882-2350

Mayor of the Town of Petrolia

TERMINATION OF EMERGENCY

Fax to Emergency Management Ontario

Phone: 416-314-3723 Fax: 519-314-3758

Ministry of Municipal Affairs & Housing

Phone: 519-873-4020 Fax: 519-873-4018

DATE: _____

I, _____, Mayor of the Town of Petrolia, hereby terminate the state of emergency effective immediately.

TIME: _____

Mayor of the Town of Petrolia

INITIAL PUBLIC ANNOUNCEMENT

DATE: _____

TIME: _____

RELEASED BY: _____

BROADCAST TIME: _____

TEXT:

This is an official emergency announcement for the residents of the TOWN OF PETROLIA... (in the area bounded by...)*

Reports of a _____ problem have been received.

The emergency is being carefully monitored by the municipality.

Remain calm. Further instructions will be given as necessary.

Stay tuned to this station for further information. You will be advised if protective action is required.

Do not pick up your children from school.

Do not use the telephone unless absolutely necessary. All telephone lines are needed by the emergency organization.

*Use as appropriate

PRECAUTIONARY MEASURES ANNOUNCEMENT

DATE: _____

TIME: _____

RELEASED BY: _____

BROADCAST TIME: _____

TEXT:

This is an official emergency announcement for the residents of the TOWN OF PETROLIA (in the area bounded by...)*

Because of a problem reported at _____, you are advised to take the following precautionary measures.

Vacate all parks, camping grounds, and other recreation areas within the area of...

Close all businesses, shops and offices within the area of... and return to your home.

Remain calm. There is no immediate danger to the public.

The situation is being carefully monitored by the municipality.

Do not use the telephone unless absolutely necessary. All telephone lines are needed by the emergency organization.

Stay tuned to this station for further information. You will be advised if additional actions are required.

*Use as appropriate

SHELTERING ANNOUNCEMENT

DATE: _____

TIME: _____

RELEASED BY: _____

BROADCAST TIME: _____

TEXT:

This is an official emergency announcement for the residents of the TOWN OF PETROLIA.

The public in the area bounded by _____ are advised to remain indoors.
Close all windows and outside doors. Turn down the furnace/shut off the air conditioner.

People who live outside this area are asked to stay away.

Do not pick up your children from school, the schools are looking after them.*

Remain calm.

Do not use the telephone unless absolutely necessary. All telephone lines are needed by the emergency organization.

Stay tuned to this station for further information.

*Use as appropriate

EVACUATION ANNOUNCEMENT

DATE: _____

TIME: _____

RELEASED BY: _____

BROADCAST TIME: _____

TEXT:

This is an official emergency announcement for the residents of the TOWN OF PETROLIA.

Residents in the area bounded by _____ are advised to leave their homes and proceed to (name Reception/Evacuee Centre). You should use the following route: _____.

Do not panic. Proceed with caution.

Pack a suitcase with a complete change of clothing, toiletry needs, and medication for the next 24 hours. Take some blankets with you. Leave your pets at home with a supply of food. Farmers - move your livestock indoors and feed them from covered food and stored water.

Before leaving, turn off furnaces/air conditioners, close all windows and lock outside doors.

If you need transportation or other assistance, place a white towel or sheet outside your front door. Make sure it is visible from the street.

Report to the Reception/Evacuee Centre where you will be registered and given accommodation, if this is required.

If members of your household are not at home, they will be advised where you are so that they may join you.

If your children are at school, arrangements have been made to care for them. You will be advised at the Reception/Evacuation Centre where you pick them up. Remain calm.

ALL CLEAR ANNOUNCEMENT

DATE: _____

TIME: _____

RELEASED BY: _____

BROADCAST TIME: _____

TEXT:

This is an official emergency announcement for the residents of the TOWN OF PETROLIA.

The emergency situation announced at _____ a.m. /p.m. is now under control and it is no longer a threat to the community. It is now safe to resume normal activities.

The Petrolia Emergency Response Organization thanks you for your co-operation.

SECTION 9

Petrolia Hazard Identification & Risk Assessment (HIRA)

PETROLIA HAZARD IDENTIFICATION AND RISK ASSESSMENT (HIRA)

HAZARDS

Flood	Winter Storm	Energy Emergency
Fire Explosion	Extreme Temperatures	HAZMAT-Transport
Transportation Accident	Summer Storm	Building Collapse
Human Health		Tornado

GUIDELINES (BEST PRACTICES)

The following guidelines are intended to provide the CCG initial best practices for the early response for the emergencies identified in the Town Hazard Identification and Risk Assessment. Specific circumstances of the emergency will dictate the course of action that may or may not align with the guidelines below.

Type of Hazard:	Transportation Accidents (Fog)
Specific Hazard:	Distribution of solid or liquid particles in the surface layers of the atmosphere, which renders surrounding objects notably indistinct or altogether invisible according to their distance. Viewing distance 3-4 feet maximum. Major roadway and/or railway accident involving tractor-trailers and/or automobiles due to heavy fog.
Facility / Area:	General Hazard (affecting both agricultural/residential)
Lead Time:	Although emergency Fire/EMS/Police personnel are on standby, 30 minutes to 1 hour notice is typical due to the nature of the occurrence. On scene arrival time of emergency personnel will be affected by the fog, causing further delay. Tracking fog is difficult because it has to visualize before it can be confirmed.
Probability and Score (4):	Heavy fog is a common occurrence happening approx. ten times a year in the Petrolia area. Mainly during the fall, spring, and summer. Having said this, the probability of accidents in fog will continue due to the unknown severity of the fog before it occurs. Severity of traffic collisions will be determined on speed and volume, but with proper warning from local weather/news traffic collisions should be minimized. Transportation accidents are common but do not affect the community as a whole generally. If accident contains hazardous materials, refer to hazardous materials transportation incident for more info. Air accidents are unlikely. Rail would not affect the town, unless a chemical emergency arose, since the nearest rail station is in Wyoming.
Consequence and Score (2):	Vulnerable population would include any commuters at the time of the occurrence; for example if it occurs at 3-4 PM, school traffic will be affected. Early a.m. hours would include work traffic as well as an increased volume of traffic due to the time of day. Critical infrastructure will not be affected. Response time will be delayed due to the fog and driving ability. Schools are closed 4-5 days a year due to fog. Overall effect on the community is minimal with traffic being affected. Transportation of Hazardous Materials not included; consequences would be minimized to the area of the accident. If multiple car accident occurs, disruption of traffic flow and reaction time of emergency vehicles may be delayed. Injuries or fatalities may occur at the scene but are minimized to that area.

Initial Response	
Warning	Warning of the public is critical for this hazard. Environment Canada will place areas under a specific watch when conditions are particularly favorable for fog. Television and radio are sources of information for the public. Provision for the jurisdiction's central warning point to obtain timely fog warning information.
Damage & Assessment	Immediate surveys using first responders and SORT to determine the extent of damage/casualties and the status of key facilities.
Damage Control	It is essential for emergency response personnel to take immediate action as soon as conditions permit to gather initial damage assessment information. This information is needed to determine the severity and extent of injuries and damages.
Response Actions	Response is initiated when an accident report is received by a member of an emergency service organization. Provisions should be made as appropriate to describe the on-scene management structure and address planning considerations. Notify response organizations, public officials, and appropriate local organizations that are directly involved in the response.
Access Control & Re-Entry	Access to the area severely affected should be controlled until the area is safe. Only those directly involved in emergency response should be allowed to enter.
Emergency Public Information	The flow of accurate and timely information is critical to warn commuters to take alternate routes or to be cautious of poor visibility conditions on roads.
Debris Clearance	Actions must be taken to identify, remove and dispose of rubble, wreckage and other material which blocks or hampers the performance of emergency response functions. Activities may include: Demolition and other action to clear obstructed road; Construction of emergency detours and access roads.

Type of Hazard:	Flood
Specific Hazard:	Flooding of sewers, residential, and commercial areas. “Boil Water” advisories or “Contaminated Water” emergencies, and shortages.
Facility / Area:	Flooding has occurred numerous times in the Petrolia area due to heavy rainfall. Could be considered a general hazard.
Lead Time:	Contaminated water – No Lead Time
Water Shortages:	Several Hours
Probability and Score (4):	Three instances of major flooding, i.e. basements etc., have been recorded in the last 10 years. Most damage occurred in the low-lying areas of Petrolia, which contained poor drainage. Flooding occurs in the low – lying areas of Petrolia during heavy rainstorms. Extreme flooding occurs regularly in the low – lying area near Black Creek following rainfalls.
Consequence and Score (2):	Vulnerable population would be those living in low – lying areas and sections of town with poor sewer system drains. Critical infrastructure could be damaged due to flooding and affect the Town’s vital services such as power, gas, and phone lines. Transportation could become a problem if streets become flooded. Fire Department may not have access to water.

Initial Response	
Warning	<p>Water emergencies generally occur without warning and the speed at which events develop and effects spread varies. This requires timely notification to the public. Public notification may be door to door (SORT) or public alerting systems (radio, television etc.).</p> <p>The following planning considerations should be addressed: Provisions for notifying institutions and facilities (ex. schools, hospitals, nursing homes and special care facilities) that a water emergency would affect. Provisions for activating the jurisdiction-wide warning system to disseminate timely warning to the public and emergency response organizations.</p>
Evacuation	<p>Evacuation may become necessary if living conditions become unsafe. Contacting appropriate shelters (designated in the emergency plan) may be necessary. The following planning considerations should be addressed: Pick up points provided to transport evacuees. Provisions for moving special needs population. (E.g. residents of hospitals, mental and physical health facilities, nursing and retirement homes etc.) Tracking the extent of evacuations during response actions.</p>
Damage Control	<p>It is essential for emergency response personnel to take immediate action as soon as conditions permit to gather initial damage assessment information. This information is needed to determine the severity and extent of injuries and damages.</p>
Response Actions	<p>Response is initiated when an accident report is received by a member of an emergency service organization. Provisions should be made as appropriate to describe the on-scene management structure and address planning considerations. Notify response organizations, public officials, and appropriate local organizations that are directly involved in the response.</p>
Access Control & Re-Entry	<p>Access to the area severely affected should be controlled until the area is safe. Only those directly involved in emergency response should be allowed to enter.</p>
Mass Care	<p>Immediate actions should be taken as soon as conditions permit in the area that was severely impacted. Residents may be persuaded to seek temporary shelter.</p>
Emergency Public Information	<p>The flow of accurate and timely information is critical for the protection of public health. Survival tips for the public on what to do during and immediately after a water emergency should be disseminated (e.g. boil water advisories, etc.).</p>
Debris Clearance	<p>Actions must be taken to identify, remove and dispose of rubble, wreckage and other material which blocks or hampers the performance of emergency response functions. Activities</p>

	may include: Demolition and other action to clear obstructed roads; Construction of emergency detours and access roads.
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Type of Hazard:	Extreme Temperatures
Specific Hazard:	A period of extremely hot weather – mid / late July/August for Petrolia. A period of dryness, especially when prolonged, that causes extensive damage to crops or prevents their successful growth. The large number of older adults in the community, in residential sets, apartments, and nursing homes.
Facility / Area:	Apartments, homes, and nursing homes
Lead Time:	2-3 days
Probability and Score (3):	Possibility of extreme cold during the winter months and extreme heat during the summer months. Drought can occur yearly in the Petrolia but rarely to a point where the emergency plan needs to intervene. Crops and farms will be affected. Multiple days of high humidity and temperatures during the summer months. Roughly 7-10 days of extremely unbearable days.
Consequence & Score (2):	Extreme cold could affect critical infrastructure, pipes freezing or flooding. Extreme heat could cause power failure. Heat exhaustion or frostbite can occur if power is lost. Lack of A/C and heat. Traffic accidents could occur due to black ice, freezing road conditions. School closures and bus cancellations. In case of power loss, the schools may be required to use generators to run heat or A/C to house people. Water shortage can occur; water may need to be brought in from other communities. Crops may be affected but the town's critical infrastructure will be generally unaffected unless the drought lasts for an extended period of time and covers a large area. If this is the case, water will need to be brought in from other parts of the County/Province. Exhaustion and heat stroke may become common if drinking water is low and if drought occurs during heat wave. The affected population should be advised to remain inside air-conditioned buildings and if they do not have access to find a cool place. The population is affected and needs to conserve water usage, avoiding watering lawns or wasting water. Amplified health conditions, heat stroke, heat exhaustion may occur in heat or hypothermia may occur in cold. Residents without heat/air conditioning are the main concern. Secondary concerns are the system failure.

Initial Response	
Warning	<p>Warning of the public of a heat/drought/cold emergency is only predictable when conditions are favorable. Environment Canada will pick up heat/drought on radar and notify the public via local radio and television.</p> <p>The following planning considerations should be addressed:</p> <p>Provisions for notifying institutions and facilities (ex. schools, hospitals, nursing homes and special care facilities) that a heat/drought/cold emergency would affect.</p> <p>Provisions for central warning point to obtain timely information (direct link to Environment Canada and area weather stations and continue to monitor). See Schedule C – List of Contacts or Section 14 – Websites and Other Links.</p>
Evacuation	<p>Evacuation may become necessary if living conditions become unsafe. Contacting appropriate shelters (designated in the emergency plan) may be necessary. The following planning considerations should be addressed:</p> <p>Pick up points provided to transport evacuees.</p> <p>Provisions for moving special needs population. (E.g. residents of hospitals, mental and physical health facilities, nursing and retirement homes etc.)</p> <p>Tracking the extent of evacuations during response actions.</p>
Response Actions	<p>Provisions should be made to notify response organizations, public officials, and appropriate local organizations that are directly involved in the response.</p>
Mass Care	<p>Immediate actions should be taken as soon as possible by opening Warming/Cooling Stations to the public.</p> <p>Warming/Cooling Centres are set up in the Oil Heritage District Community Centre and the Town Library.</p>
Emergency Public Information	<p>The flow of accurate and timely information is critical for the protection of public health. Survival tips for the public on what to do during a heat/drought/cold emergency should be disseminated (e.g. boil water, conserve water, and remain in a/c or heat, etc.).</p>

Type of Hazard:	Winter Storms
Specific Hazard:	A shower of partly frozen rain, hail or snow. Communication, transportation problems, and infrastructure issue.
Facility / Area:	General Hazard
Lead Time:	One to two days, weather tracking.
Probability and Score (4):	One major incident in December 2011. Minor storms affect smaller areas of the county every winter.
Consequence and Score (2):	Electrical power outages, telecommunications issues, transportation problems, lack of heat for residents, and need for shelters. Municipality also has nursing homes that would require assistance in the case of an emergency. Critical infrastructure could be affected if freezing temperatures occur, i.e. frozen pipe or water lines / fallen hydro lines, loss of power. Flooding may occur as a secondary incident. Traffic accidents due to poor road conditions. School closures may occur due to weather conditions. Frostbite and other health concerns due to outside exposure.

Initial Response	
Warning	<p>Warning of the public is critical for this hazard. Environment Canada will place areas under warnings when conditions are particularly favorable for winter storms, ice, sleet or hail. Television, radio, and internet are sources of information to the public. The following planning considerations should be addressed:</p> <p>Provision for the jurisdiction's central warning point to obtain timely storm warning information (direct link to area weather station, continuously monitoring Environment Canada and other sources).</p> <p>Provision for notifying institutions and facilities (ex. schools, hospitals, nursing homes and special care facilities) that a winter emergency would affect.</p>
Evacuation	<p>Evacuation may become necessary if living conditions become unsafe. Contacting appropriate shelters (designated in the emergency plan) may be necessary. The following planning considerations should be addressed:</p> <p>Pick up points provided to transport evacuees.</p> <p>Provisions for moving special needs population (E.g. residents of hospitals, mental and physical health facilities, nursing and retirement homes etc.)</p> <p>Tracking the extent of evacuations during response actions.</p>
Damage Control	<p>It is essential for emergency response personnel to take immediate action as soon as conditions permit to gather initial damage assessment information. This information is needed to determine the severity and extent of damages.</p> <p>This data gathering effort should provide much of the information decision makers will need to implement and prioritize response actions for restoration of utilities and lifeline repairs as well as the inspection and condemnation of buildings and other structures.</p>
Response Actions	<p>Provisions should be made as appropriate to describe the on-scene management structure and address planning considerations. Notify response organizations, public officials and appropriate local organizations that are directly involved in the response.</p>
Access Control & Re-Entry	<p>Access to the area severely affected should be controlled until the area is safe. Only those directly involved in emergency response should be allowed to enter.</p>
Mass Care	<p>Immediate actions should be taken as soon as conditions permit in the area that was severely impacted. Residents may be persuaded to seek temporary shelter.</p>

Emergency Public Information	The flow of accurate and timely information is critical for the protection of public health. Survival tips for the public on what to do during and immediately after a winter storm should be disseminated (e.g. candles, food and water supplies, blankets).
Debris Clearance	Demolition and other action to clear obstructed roads. Construction of emergency detours and access roads.

Type of Hazard:	Energy Emergency
Specific Hazard:	Power is lost for an extended period of time.
Facility / Area:	Petrolia – Lambton – Ontario
Lead Time:	No Lead Time Available.
Probability and Score (3):	Ontario blackout occurred Summer 2003 for 20-48 hours depending on the area; Petrolia lost power for approx. 24hrs. Power is lost 2-4 times a year but rarely for any extended period of time.
Consequence and Score (2):	Depending on the time of year, extreme heat or cold during power loss may affect critical infrastructure of the town by resources being shut down. Town population may need to be directed to a specific area to avoid the elements heat/cold. Extreme heat can cause heat stroke or exhaustion in people – a safe zone building would be needed (Oil Heritage District Community Centre/Greenwood Arena etc.). Extreme cold can cause frostbite or other illnesses linked to the cold– a safe zone building would be needed (Oil Heritage District Community Centre/Greenwood Arena etc.). Perishable food could cause a food emergency. Looting of stores or businesses could occur, police may need to intervene.

Initial Response	
Warning	<p>Energy emergencies generally occur without warning and the speed at which events develop and effects spread varies. This requires timely notification to the public. Public notification may be door to door (SORT).</p> <p>The following planning considerations should be addressed:</p> <p>Provisions for notifying institutions and facilities (ex. schools, hospitals, nursing homes and special care facilities) that an energy emergency would affect.</p> <p>Provisions for activating the jurisdiction-wide warning system to disseminate timely warning to the public and emergency response organizations.</p>
Evacuation	<p>Evacuation may become necessary if living conditions become unsafe. Contacting appropriate shelters (designated in the emergency plan) may be necessary. The following planning considerations should be addressed:</p>

	<p>Pick up points provided to transport evacuees.</p> <p>Provisions for moving special needs population (E.g. residents of hospitals, mental and physical health facilities, nursing and retirement homes etc.).</p> <p>Tracking the extent of evacuations during response actions.</p>
Response Actions	<p>Response is initiated when an accident report is received by a member of an emergency service organization. Provisions should be made as appropriate to describe the on-scene management structure and address planning considerations.</p> <p>Notify response organizations, public officials, and appropriate local organizations that are directly involved in the response.</p>
Mass Care	<p>Immediate actions should be taken as soon as conditions permit in the area that was severely impacted. Residents may be persuaded to seek temporary shelter.</p>
Emergency Public Information	<p>The flow of accurate and timely information is critical for the protection of lives and property. Survival tips for the public on what to do during and immediately after an energy emergency should be disseminated (ex. candles, blankets (if necessary), food storage information, etc.).</p>

Type of Hazard:	Floods
Specific Hazard:	Floods begin when soil and vegetation cannot absorb excess rain or snow. Water then runs off the land in quantities that cannot be carried in stream channels or retained in natural ponds or manmade reservoirs.
Facility / Area:	Low lying areas of Petrolia especially Bear Creek.
Lead Time:	Lead-time with floods is dependent on the amount of rain or snow in the forecast. Also warmer temperatures after a snowfall can provide a limited lead-time for flooding.
Probability and Score (3):	The possibility of floods is high in the Petrolia area all year round. In the last ten years, incidents of flooding have occurred following heavy rainstorms, damaging several residential basements.
Consequence and Score (2):	Most damage occurred to residential homes. Critical infrastructure could be damaged and some resources shut down due to flooding or sewer backups. Transportation of emergency personnel could be delayed due to flooded roads.

Initial Response	
Warning	<p>Warning of the public of a flood emergency is only predictable when conditions are favorable. Environment Canada will pick up heavy rains on radar and notify the public via local radio and television.</p> <p>The following planning considerations should be addressed: Provisions for notifying institutions and facilities (ex. schools, hospitals, nursing homes and special care facilities) that a flood emergency would affect.</p>
Evacuation	<p>Evacuation may become necessary if living conditions become unsafe. Contacting appropriate shelters (designated in the emergency plan) may be necessary. Alternate traffic routes should be considered when evacuating during a flood, as well as the location of centres. The following planning considerations should be addressed:</p> <p>Maps that identify primary and alternate evacuation routes for risk zones around locations that present a significant threat to the public.</p> <p>Pick up points provided to transport evacuees.</p> <p>Provisions for moving special needs population (E.g. residents of hospitals, mental and physical health facilities, nursing and retirement homes etc.).</p>

	Tracking the extent of evacuations during response actions.
Damage Control	<p>It is essential for emergency response personnel to take immediate action as soon as conditions permit to gather initial damage assessment information. This information is needed to determine the severity and extent of damages.</p> <p>This data gathering effort should provide much of the information decision makers will need to implement and prioritize response actions for restoration of utilities and lifeline repairs as well as the inspection and condemnation of buildings and other structures.</p>
Search and Rescue	<p>Use of damage assessment information to identify the facilities and areas where rescue operations may need to be conducted and to establish a priority for conduct of these operations.</p> <p>Planning should focus on removing trapped persons from homes and buildings, and assisting in transporting individuals to shelters or medical facilities.</p>
Access Control & Re-Entry	Access to the area severely affected should be controlled until the area is safe. Only those directly involved in emergency response should be allowed to enter.
Mass Care	Damaged houses may not be habitable, and residents should be dissuaded from entering unsafe buildings and persuaded instead to take temporary shelter. Immediate actions should be taken as soon as possible by opening shelters to the public.
Emergency Public Information	The flow of accurate and timely information is critical for the protection of public health, lives & property. Survival tips for the public on what to do during a flood emergency should be disseminated (e.g. boil water order, stay away from storm sewers and roadways, turning off critical power to prevent electrical shock, etc.).

Type of Hazard:	Summer Storms
Specific Hazard:	Tornado - An elongated area of low-pressure whirling wind of exceptional violence, accompanied by a pendulous funnel shaped cloud marking the narrow path. Hurricane - A severe tropical cyclone originating in the equatorial regions of the Atlantic Ocean, Caribbean Sea or eastern regions of the Pacific Ocean, traveling from its point of origin and usually involving heavy rain. Windstorm - A wind that can be in excess of 75 miles per hour. Lightning – Can cause downed power lines, trees and fires.
Facility / Area:	General Hazard
Lead Time:	2-3 Hours using weather tracking through Environment Canada
Probability and Score (4):	Possibility of tornado during spring, summer, and fall months. One recorded incident of tornado in 1983 touching down at Reece's Corners and another in 2011 in Lambton County Area. Hurricanes are not common in Petrolia. Severe weather more common in areas that surround water.
Consequence and Score (1):	Power outages, fires – businesses and homes. Downed power lines, trees, and fires. Widespread wind damage, structural and infrastructure damage possible. Minor to major damage depending on the severity of the storm and the number of homes that were involved. Possible damage to infrastructure.

Initial Response	
Warning	<p>Warning of the public is critical for this hazard. Environment Canada will place areas under a specific watch when conditions are particularly favorable for tornadoes and severe storms. Environment Canada will issue a Tornado/Storm Warning when a tornado/storm has been visually spotted or picked up on radar. Television and radio are sources of information for the public. The following planning considerations should be addressed:</p> <p>Provisions for central warning point to obtain timely information.</p> <p>Provisions for notifying institutions and facilities (e.g., schools, hospitals nursing homes, major factories, special care facilities</p>

	<p>and sporting events) that a Watch or Warning has been issued. Provisions for activating the jurisdiction-wide (if available) warning system to disseminate timely warning to the public and emergency response organization members that a tornado has touched down in the jurisdiction.</p>
Evacuation	<p>Evacuation is not a practical option for this hazard since the point of touchdown and the track of a tornado are unpredictable. The typical protective action option for a tornado/storm is shelter-in-place.</p>
Damage Control	<p>It is essential for emergency response personnel to take immediate action as soon as conditions permit to gather initial damage assessment information. This information is needed to determine the severity and extent of damages. This data gathering effort should provide much of the information decision makers will need to implement and prioritize response actions for restoration of utilities and lifeline repairs as well as the inspection, and condemnation of buildings and other structures.</p>
Search and Rescue	<p>Use of damage assessment information to identify the facilities and areas where rescue operations may need to be conducted and to establish a priority for conduct of these operations. Planning should focus on removing trapped and injured persons from homes, building collapses and other structural collapses, administering first aid, and assisting in transporting the seriously injured to medical facilities.</p>
Access Control & Re-Entry	<p>Access to the area severely affected should be controlled until the area is safe. Only those directly involved in emergency response should be allowed to enter.</p>
Mass Care	<p>Damaged houses may not be habitable, and residents should be dissuaded from entering unsafe buildings and persuaded instead to take temporary shelter. Immediate actions should be taken as soon as possible by opening shelters to the public.</p>
Emergency Public Information	<p>The flow of accurate and timely information is critical for the protection of public health, lives & property. Survival tips for the public on what to do during a severe weather emergency should be disseminated (e.g., encourage people without underground shelter to seek out an interior room or hallway on the lowest floor and there to seek cover under something sturdy, like a table, etc.). Warnings and advice on the continuing threat of storms, unsafe areas, buildings and structures and other hazards should be announced.</p>
Debris Clearance	<p>Actions must be taken to identify, remove and dispose of rubble, wreckage and other material which blocks or hampers</p>

	<p>the performance of emergency response functions. Activities may include:</p> <p>Demolition and other action to clear obstructed roads.</p> <p>Construction of emergency detours and access roads.</p>
Inspection, Condemnation & Demolition	<p>Actions taken to inspect buildings and other structures to determine whether it is safe to inhabit or use them after a tornado/storm have occurred. Activities may include:</p> <p>Inspection of buildings and structures that may threaten public safety.</p> <p>Inspection of less critically damaged structures. Designate those that may be occupied and identify/mark those that are to be condemned.</p> <p>Arrangements for the demolition of condemned structures.</p>

Type of Hazard	Fires/Explosion
Specific Hazard:	<p>A large fire can be defined as the consumption of a large area by fire. This area can include agricultural, residential or business.</p> <p>Hazardous Material (fires, spills, explosions, and releases). Any material that, because of its quantity, concentration or physical or chemical characteristics, may pose a real hazard to human health or the environment. Hazardous materials include the following categories: Aerosols, compressed gases, oxidizing materials, toxic or poisonous materials, flammable and combustible materials such as strong acids and alkaline.</p>
Facility / Area:	<p>General Hazard- Petrolia and surrounding area.</p> <p>Cash and Carry Feed Bin (Petrolia Line) - Fertilizer</p> <p>Lakeside Grain and Feed (Petrolia Line) - Fertilizer</p> <p>Greenwood Recreation Centre (Dufferin St.) - Ammonia</p> <p>Vulcan Containers (Centre St.)</p> <p>Soft Surfaces (Blind Line)</p> <p>Phillip Environmental (Progress Dr.)</p> <p>Container Design Services (Centre St.)</p> <p>Dust Stop Filters (Centre St.)</p> <p>Bakor Inc. (Tank St.)</p> <p>Canflow (Tank St.)</p> <p>Charlotte Eleanor Hospital (Dufferin St.) - Oxygen, Radioactive Materials</p> <p>OWS Railroad Construction and Maintenance Inc. Warehousing</p> <p>Oil Tank Supply</p> <p>Landfill – Oil Heritage Road</p>
Lead Time:	None, although preparedness is ongoing.
Probability and Score (1):	Depending on many variations in the type of chemical and the impact that it will have on the surrounding areas.
Consequence and Score (2):	Depending on the nature of the chemical and the setting of the industry, whether the route is in the urban or rural area.

Initial Response	
Warning	<p>Warning of the public is critical for this hazard. Timely notification that a release has occurred depends on facilities making immediate notification to local authorities. Hazardous accidents generally occur without warning and the speed at which events develop and effects spread varies from incident to incident. For small-scale occurrences, public notification may be made door to door (with assistance of SORT). For larger-scale occurrences, a jurisdiction-wide warning system should be used.</p> <p>If used, description of and responsibility for activating a warning system and its mode of operation (how it is activated, where located, number of warning devices in the systems.).</p> <p>How timely warning information will be disseminated to the public, including immediate notification to local authorities.</p>
Evacuation	<p>Hazardous materials evacuation planning should consider movements be made crosswind. Also some evacuation may only involve a small area.</p> <p>The following planning considerations should be addressed:</p> <p>Maps that identify primary and alternate evacuation routes for risk zones around locations that present a significant threat to the public.</p> <p>Pick up points provided to transport evacuees.</p> <p>Provisions for moving special needs population, (E.g. residents of hospitals, mental and physical health facilities, nursing and retirement homes etc.).</p> <p>Tracking the extent of evacuations during response actions.</p> <p>Evacuation may not always be necessary or advisable; In which case in-place protection may be the preferred option.</p> <p>For some chemical hazards, using wet towels and shutting off air circulation systems may be advised. In some instances the cloud may move past more quickly than the evacuation can be effected.</p> <p>Factors to be considered regarding in place protection:</p> <p>Health risks (respiratory and skin) associated with duration of exposure.</p> <p>Speed of onset and persistence of the accident or incident.</p> <p>Use of barriers (overhead protection, closing window and doors, seeking shelter in home basements etc.) to reduce exposure.</p>
Damage Control	<p>It is essential for emergency response personnel to take immediate action as soon as conditions permit to gather initial damage/injury assessment information. This information is needed to determine the severity and extent of</p>

	damages/injuries.
Access Control & Re-Entry	Access to the area severely affected should be controlled until the area is safe. Only those directly involved in emergency response should be allowed to enter.
Response Actions	<p>Response is initiated when an incident or accident report is received from an operations centre in a facility that stores, manufactures or used hazardous materials or when a police officer, fireman or member of an emergency services organization is informed of an emergency situation. Provisions should be made as appropriate to describe the on-scene management structure and address planning considerations. Notify response organizations, public officials, and appropriate local organizations that are directly involved in the response. Identify and designate special technical experts (chemicals, toxicologists, occupational health physicians, etc.), to augment the response organization. Where appropriate, private sector response organizations (chemical manufacturers, commercial cleanup contractors, etc.) should be part of the response organization.</p> <p>From the initial incident report disseminate as much information as possible. If possible, identify the hazardous material involved and the severity (degree of threat to people, property, environment, etc.) of the accident before exposing response personnel to possible health hazards</p> <p>Initiate a response to the situation by notifying CANUTEC or Spill Action Centre. Critical actions to address include:</p> <p>Notifying the EOC of the identity of the incident and location upon arrival at the accident site. Ensuring response personnel have and don the appropriate protective gear (clothing and breathing apparatus).</p> <p>Ensuring response personnel approach the incident site from upwind and obtain the following information, if not already known: The time of release, the quantity released, characteristics of the immediately endangered area (e.g. body of water or dense residential/commercial district nearby), color and odor of vapors (if readily noticeable), any health effects, direction and height of any vapor cloud or plume (observed and computer-projected), weather and terrain conditions, entry of material into the environment (water, drains, soils), action already initiated by personnel at the scene, ensuring unnecessary people at the site are moved away (in a crosswind direction) and denied entry. Establishing a Protective Action Zone if necessary. This is an area in which people can be assumed to be at risk of harmful exposure and in need of either in-place protective shelter or evacuation. Containing the</p>

	hazardous material for liquids, it may be necessary to use ditches or dikes to contain spread, so that removal may take place later. It also may be necessary to cover some materials with tarps to prevent vapors from rising.
Decontamination and Cleanup	Relevant actions to be addressed are: Establish “zones” for controlling contamination (hot zone, transition zone, and clean zone). Provide for handling and disposal of: Contaminated soil, water and other items that could not be adequately decontaminated, contaminated clothing.
Emergency Public Information	The flow of accurate and timely information is critical for the protection of public health, lives & property. Survival tips for the public on what to do during an emergency should be disseminated
Mass Care	Any mass care should address the location of shelter to be upwind and/or out of range of the release (In-place protective actions might be taken).
Inspection, Condemnation & Demolition	Actions taken to inspect buildings and other structures to determine whether it is safe to inhabit or use them after a tornado/storm have occurred. Activities may include: Inspection of buildings and structures that may threaten public safety. Inspection of less critically damaged structures. Designate those that may be occupied and identify/mark those that are to be condemned. Arrangements for the demolition of condemned structures.
	Provisions for keeping the public informed of the health risks created by a release. Designation of medical facilities that: Have the capability to decontaminate and medically treat exposed person. Dispose of contaminated items (clothing, medical supplies and other waste material). Monitoring of water quality and sanitary conditions in the areas affected by the release. Provisions for continued medical surveillance of personnel performing decontamination tasks (including radiological monitoring if appropriate).

Type of Hazard:	Hazardous Material Transport
Specific Hazard:	Any material that because of its quantity, concentration or physical or chemical characteristics, may pose a real hazard to human health or the environment contained on a mode of transportation and moving in the vicinity of Petrolia. Hazardous Material (fires, spills, explosions, and releases).
Facility / Area:	Petrolia and its surrounding areas, specifically the main corridor through town en route to facilities and areas.
Lead Time:	None, although preparedness is ongoing, schedule of all hazardous goods moving through the town when/where/what, should be provided to MTO, OPP, CCPA and TRANCAER.
Probability and Score (1):	Depending on many variations in the type of chemical and the impact that it will have on the surrounding areas.
Consequence and Score (2):	Depending on the nature of the chemical and the setting of the industry, whether the route is in the urban or rural area. The Town by-law states that hazardous material should not be transported through the town.

Initial Response	
Warning	<p>Warning of the public is critical for this hazard. Timely notification that a release has occurred depends on facilities making immediate notification to local authorities. Hazardous accidents generally occur without warning and the speed at which events develop and effects spread varies from incident to incident. For small-scale occurrences, public notification may be made door to door (with assistance of SORT). For larger-scale occurrences, a jurisdiction-wide warning system should be used.</p> <p>If used, description of and responsibility for activating a warning system and its mode of operation (how it is activated, where located, number of warning devices in the systems.). How timely warning information will be disseminated to the public, including immediate notification to local authorities.</p>
Evacuation	<p>Hazardous materials evacuation planning should consider movements be made crosswind. Also some evacuation may only involve a small area.</p> <p>The following planning considerations should be addressed: Maps that identify primary and alternate evacuation routes for risk zones around locations that present a significant threat to the public.</p>

	<p>Pick up points provided to transport evacuees.</p> <p>Provisions for moving special needs population (E.g. residents of hospitals, mental and physical health facilities, nursing and retirement homes etc.)</p> <p>Tracking the extent of evacuations during response actions.</p> <p>Evacuation may not always be necessary or advisable; In which case in-place protection may be the preferred option.</p> <p>For some chemical hazards, using wet towels and shutting off air circulation systems may be advised. In some instances the cloud may move past more quickly than the evacuation can be effected.</p> <p>Factors to be considered regarding in place protection:</p> <p>Health risks (respiratory and skin) associated with duration of exposure.</p> <p>Speed of onset and persistence of the accident or incident.</p> <p>Use of barriers (overhead protection, closing window and doors, seeking shelter in home basements, etc.) to reduce exposure.</p>
Damage Control	<p>It is essential for emergency response personnel to take immediate action as soon as conditions permit to gather initial damage/injury assessment information. This information is needed to determine the severity and extent of damages/injuries.</p>
Access Control & Re-Entry	<p>Access to the area severely affected should be controlled until the area is safe. Only those directly involved in emergency response should be allowed to enter.</p>
Response Actions	<p>Response is initiated when an incident or accident report is received from an operations centre in a facility that stores, manufactures or used hazardous materials or when a police officer, fireman or member of an emergency services organization is informed of an emergency situation.</p> <p>Provisions should be made as appropriate to describe the on-scene management structure and address planning considerations. Notify response organizations, public officials, and appropriate local organizations that are directly involved in the response. Identify and designate special technical experts (chemical toxicologists, occupational health physicians, etc.), to augment the response organization. Where appropriate, private sector response organizations (chemical manufacturers, commercial cleanup contractors, etc.) should be part of the response organization.</p> <p>From the initial incident report disseminate as much information as possible. If possible identify the hazardous material involved and the severity (degree of threat to people property, environment, etc.) of the accident before exposing response personnel to possible health hazards</p> <p>Initiate a response to the situation by notifying CANUTEC or</p>

	<p>Spill Action Centre. Critical actions to address include: Notifying the EOC of the identity of the incident and location upon arrival at the accident site. Ensuring response personnel have and don the appropriate protective gear (clothing and breathing apparatus). Ensuring response personnel approach the incident site from upwind and obtain the following information, if not already known: The time of release, the quantity released, characteristics of the immediately endangered area (e.g. body of water or dense residential/commercial district nearby), color and odor of vapors (if readily noticeable), any health effects, direction and height of any vapor cloud or plume (observed and computer-projected), weather and terrain conditions, entry of material into the environment (water, drains, soils), action already initiated by personnel at the scene, ensuring unnecessary people at the site are moved away (in a crosswind direction) and denied entry. Establishing a Protective Action Zone if necessary. This is an area in which people can be assumed to be at risk of harmful exposure and in need of either in-place protective shelter or evacuation. Containing the hazardous material for liquids, it may be necessary to use ditches or dikes to contain spread, so that removal may take place later. It also may be necessary to cover some materials with tarps to prevent vapors from rising.</p>
Decontamination and Cleanup	<p>Relevant actions to be addressed are: Establish “zones” for controlling contamination (hot zone, transition zone, and clean zone). Provide for handling and disposal of: Contaminated soil, water and other items that could not be adequately decontaminated, contaminated clothing.</p>
Emergency Public Information	<p>The flow of accurate and timely information is critical for the protection of public health, lives & property. Survival tips for the public on what to do during an emergency should be disseminated</p>
Mass Care	<p>Any mass care should address the location of shelter to be upwind and/or out of range of the release (In-place protective actions might be taken).</p>
Inspection, Condemnation & Demolition	<p>Actions taken to inspect buildings and other structures to determine whether it is safe to inhabit or use them after a hazardous material release have occurred. Activities may include: Inspection of buildings and structures that may threaten public safety. Designate those that may be occupied and identify/mark those that are to be condemned. Arrangements for the demolition of condemned structures.</p>

Medical and Health Information	<p>Provisions for keeping the public informed of the health risks created by a release. Designation of medical facilities that:</p> <ul style="list-style-type: none"> Have the capability to decontaminate and medically treat exposed person. Dispose of contaminated items (clothing, medical supplies and other waste material). Monitoring of water quality and sanitary conditions in the areas affected by the release. Provisions for continued medical surveillance of personnel performing decontamination tasks (including radiological monitoring if appropriate).
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Type of Hazard:	Human Health
Specific Hazard:	Spreading rapidly and extensively by infection and affecting many individuals in an area or population at the same time.
Facility / Area:	General Hazard – Town of Petrolia and surrounding area.
Lead Time:	Very little. Once a case of infection has been identified, emergency procedures must immediately be enacted to control the spread and risk of further outbreak.
Probability and Score (1):	Chance of a critical epidemic is small, but can happen with increased travel around the world. Cases of SARS and West Nile have been reported in the past in the Ontario region. Health practices today also help keep the risk to a minimum.
Consequence and Score (2):	Wide spread epidemic consequence is unlikely but would have a large effect on the Petrolia region. This would result in quarantines of mainly hospitals, schools, and public facilities.

Initial Response	
Warning	<p>Warning of the public is critical for this hazard. The County Health Department will issue warnings regarding spread of infection. Television and radio are sources of information for the public. The following planning considerations should be addressed:</p> <p>Provisions for central warning point to obtain timely information. Provisions for notifying institutions and facilities (e.g., schools, hospitals nursing homes, major factories, special care facilities etc.).</p> <p>Provisions for activating the jurisdiction-wide (if available) warning system to disseminate timely warning to the public and emergency response organization members that an epidemic is spreading.</p>
Evacuation	Evacuation is not a practical option for this hazard since it will facilitate the spread of infection. The typical protective action option for an epidemic is shelter-in-place for the uninfected, and transporting the infected to the nearest medical centre.
Damage Control	It is essential for emergency response personnel to take immediate action as soon as conditions permit to gather initial damage assessment information. This information is needed to

	determine the severity and extent of damages. This data gathering effort should provide much of the information decision makers will need to implement and prioritize response actions.
Access Control & Re-Entry	Access to the area severely affected should be controlled until the area is safe. Only those directly involved in emergency response should be allowed to enter.
Mass Care	Hospitals and medical centres should be designated and prepared to be mass care facilities.
Emergency Public Information	The flow of accurate and timely information is critical for the protection of public health. Survival tips for the public on what to do during an epidemic emergency should be disseminated (e.g., sanitize everything, use face masks, avoid contact with affected people, etc.). County of Lambton and CEE Hospital to be notified.

Type of Hazard:	Building Collapse
Specific Hazard:	Spreading rapidly and extensively by infection and affecting many individuals in an area or population at the same time.
Facility / Area:	General Hazard – Town of Petrolia and surrounding area.
Lead Time:	None
Probability and Score (1):	Chance of a building collapse is small, but can happen with increased amounts of snow/freezing rain as well as with strong winds or severe weather.
Consequence and Score (2):	Most damage occurred to residential homes. Critical infrastructure could be damaged and some resources shut down due to destruction of buildings. Transportation of emergency personnel could be delayed due to debris blocking roads.

Initial Response	
Warning	Building collapses occur without warning. Timely notification to the public is essential for the safety of the public (securing the area) by using local television and radio.
Evacuation	Evacuation may become necessary. Contacting appropriate shelters (designated in the emergency plan) may be necessary. The following planning considerations should be addressed: Pick up points provided to transport evacuees. Provisions for moving special needs population (E.g. residents of hospitals, mental and physical health facilities, nursing and retirement homes etc.). Tracking the extent of evacuations during response actions.
Damage Control	It is essential for emergency response personnel to take immediate action as soon as conditions permit to gather initial damage/injury assessment information. This information is needed to determine the severity and extent of damages/injuries. The data gathering effort should provide much of the information decision makers will need to implement and prioritize response actions for: search and rescue activities, restoration of utilities and lifeline repairs, and the inspection, condemnation and/or demolition of building and other structures.
Response Actions	Response is initiated when an accident report is received by a member of an emergency service organization. Provisions should be made as appropriate to describe the on-scene

	<p>management structure and address planning considerations. Notify public works to ensure all utilities are disconnected, if required.</p> <p>List of available contractors in Schedule C – List of Contacts.</p> <p>Engineers to be called in if required.</p>
Search and Rescue	<p>Use of damage assessment information to identify the facilities and areas where rescue operations may need to be conducted and to establish a priority for conduct of these operations. Planning should focus on removing trapped persons from homes and buildings and assisting in transporting individuals to shelters or medical facilities.</p>
Access Control & Re-Entry	<p>Access to the area severely affected should be controlled until the area is safe. Only those directly involved in emergency response should be allowed to enter.</p>
Mass Care	<p>Immediate actions should be taken as soon as conditions permit in the area that was severely impacted. Residents may be persuaded to seek temporary shelter.</p>
Debris Clearance	<p>Actions must be taken to identify, remove and dispose of rubble, wreckage and other material which blocks or hampers the performance of emergency response functions. Activities may include:</p> <p>Demolition and other action to clear obstructed roads.</p> <p>Construction of emergency detours and access roads.</p>
Inspection, Condemnation & Demolition	<p>Actions taken to inspect buildings and other structures to determine whether it is safe to inhabit or use them. Activities may include:</p> <p>Inspection of buildings and structures that may threaten public safety.</p> <p>Inspection of less critically damaged structures. Designate those that may be occupied and identify/mark those that are to be condemned.</p> <p>Arrangements for the demolition of condemned structures.</p>

Section 11

Training Plan – Emergency Plan Maintenance

COMMUNITY TRAINING PLAN

INTRODUCTION

Regular training activities ensure operational readiness of all involved in the management of emergencies. This said, the Town of Petrolia Emergency Management will conduct training aimed primarily at the members of the:

- Petrolia Emergency Management Program Committee,
- Community Control Group,
- New members volunteering for PNEFD Support Operations Team.

TRAINING PLANS

PETROLIA COMMUNITY EMERGENCY MANAGEMENT COMMITTEE:

- The Town of Petrolia Emergency Management Committee will develop an annual training plan for both the CCG and PNEFD Support Operations Team members. This plan will be provided to the Program Committee annually for comment and review.

PLAN MAINTENANCE AND REVISION

In order to ensure the development and implementation of a community emergency management program, each municipality in Ontario must designate a Community Emergency Management Coordinator (CEMC). The CEMC is responsible and accountable for the development, implementation, and maintenance of the community's emergency management program.

The status of each community's emergency management program will be determined by Emergency Management Ontario, based on documentation submitted by the municipality.

To ensure the plan maintenance and revision of the Town of Petrolia Emergency Management Program guide, the Community Emergency Management Program Committee along with the designated CEMC will:

- Annually update to be completed and sent to Ontario Emergency Management.
- Review the Town of Petrolia Emergency Program Guide and update changes accordingly.

Section 12

Commonly Used Acronyms & Glossary of Terms

Commonly Used Acronyms

AANDC	Aboriginal Affairs & Northern Development Canada (Formerly INAC)
ABC	Agencies, boards, commissions
ACC	Adult Community Corrections
ADM	Assistant Deputy Minister
AED	Automated External Defibrillator
AIS	Adult Institutional Services
ARES	Amateur Radio Emergency Service
ASDL	Alternate Service Delivery Location
BCP	Business Continuity Planning
CACC	Central Ambulance Communications Centre
CAO	Chief Administrative Officer
CBRN	Chemical Biological, Radiological, Nuclear
CBRN Team	Chemical – Biological – Radioactive – Nuclear – (Explosive) Team
CCG	Community Control Group
CEM	Commissioner of Emergency Management
CEMC	Community Emergency Management Coordinator
CEOC	Community Emergency Operation Centre
SORT	Support Operations Response Team
CFIA	Canadian Food Inspection Agency
CFS	Centre of Forensic Sciences
CI	Critical Infrastructure
CISM	Critical Incident Stress Management
CISO	Criminal Intelligence Service Ontario
CN (CNR)	Canadian National Railway
CO	Community Officer (EMO)
COOP	Continuity of Operations
CPR	Cardiopulmonary Resuscitation
CRC	Corporate Response Centre
CRIB	Central Registration & Inquiry Bureau (hub of R&I Service)
CRT	Crisis Response Team
DM	Deputy Minister
DND	Department of National Defense
DO	Duty Officer
EI	Emergency Information
EIC	Emergency Information Centre
EIO	Emergency Information Officer
EIS	Emergency Information Section
EMCC	Emergency Management Coordination Committee
EMCPA	Emergency Management and Civil Protection Act
EMO	Emergency Management Ontario
EMS	Emergency Medical Service
EMST	Emergency Management Support Team
ENERGY	Ministry of Energy
EOC	Emergency Operations Centre
ESM	Emergency Site Manager

ESS	Emergency Social Services
FCO	Federal Coordination Officer
FN	First Nations
FOI	Freedom of Information
HIRA	Hazard Identification and Risk Assessment
HR	Human Resources
HRSDC	Human Resources & Social Development Canada
HUSAR	Heavy Urban Search and Rescue
IAP	Incident Action Plan
IC	Incident Commander
IESO	Independent Electricity System Operator
IMS	Incident Management System
JTCC	Joint Traffic Control Centre
JTS	Justice Technology Services
LFCA	Land Forces Central Area
LKDSB	Lambton Kent District School Board
MAG	Ministry Action Group
MAG	Ministry of the Attorney General
MCSCS	Ministry of Community Safety and Correctional Services
MCSS	Ministry of Community and Social Services
MECG	Municipal Emergency Control Group
MEOC	Ministry Emergency Operations Centre
MEOC	Municipal Emergency Operations Centre
MERP	Ministry Emergency Response Plan
MGS	Ministry of Government Services
MIPP	Ministry Influenza Pandemic Plan
MMAH	Ministry of Municipal Affairs and Housing
MNDM	Ministry of Northern Development and Mines
MNR	Ministry of Natural Resources
MOE	Ministry of the Environment
MOH	Medical Officer of Health
MOHLTC	Ministry of Health and Long Term Care
MOL	Ministry of Labour
MOU	Memorandum of Understanding
MTO	Ministry of Transportation
OCC	Office of the Chief Coroner
ODRAP	Ontario Disaster Relief Assistance Program (through MMAH)
OEC	Operations Executive Committee
OED	Organizational Effectiveness Division
OERT	Ontario Emergency Response Team
OFC	Ontario Fire College
OFM	Ontario Fire Marshal
OHIP	Ontario Health Insurance Program
OHPIP	Ontario Health Plan for an Influenza Pandemic
OIC	Order in Council
OMAFRA	Ontario Ministry of Agriculture, Food and Rural Affairs
OPC	Ontario Police College

OPP	Ontario Provincial Police
OPPPS	Ontario Provincial Police Protective Services
OPS	Ontario Public Service
OSPCA	Ontario Society for the Prevention of Cruelty to Animals
P&P	Office – Probation and Parole Office
PAD	Public Action Directive or Priority Access Dialing or Public Access Defibrillator (AED)
PCPIP	Provincial Coordination Plan for an Influenza Pandemic
PCTP	Provincial Counter-Terrorism Plan
PEMAC	Provincial Emergency Management Advisory Council
PEOC	Provincial Emergency Operations Centre
PERP	Provincial Emergency Response Plan
PERT	Provincial Emergency Response Team
PNERP	Provincial Nuclear Emergency Response Plan
PPE	Personal Protective Equipment
PRT	Program Recovery Team
PSEPC	Public Safety and Emergency Preparedness Canada
R&I	Registration & Inquiry Service
RCMP	Royal Canadian Mounted Police
REOC	Region Emergency Operation Centre
RTO	Recovery Time Objective
SAC	Spills Action Centre (MOE)
SCDSB	St. Clair Catholic District School Board
SORT	Support Operations Response Team
WSIB	Workplace Safety & Insurance Board

PROVINCIAL GLOSSARY OF TERMS

The use of common terminology that would be jointly understood by the public and private sectors is recommended. The following definitions and explanations will be helpful in this respect. The definitions found below come from various sources including the Canadian Oxford Dictionary, the Emergency Management Act, the National Fire Protection Association and others.

Acceptable Down Time - The period of time a function or activity can be disrupted without significant impact to essential services, production, customer service, revenue, or public confidence. Each business activity should determine its individual Maximum Allowable Down Time. Also referred to as Maximum Allowable Recovery Time.

Activation – Actions taken to implement a plan or a procedure.

Approved – Acceptable to the authority having jurisdiction.

Authority Having Jurisdiction - The organization (political or private), office, or individual responsible for approving a procedure or having ownership of equipment, materials, or a facility.

Biological Agents - These are living organisms that cause disease, sickness, and mortality in humans. Anthrax and Ebola are examples of biological agents.

Buffer Zones – In a planning context these zones are intended to separate the public and other facilities from the consequences of an incident involving hazardous materials. These zones describe the allowable land uses around a hazardous facility. The exclusion zone designates that no other land use is allowed adjacent to the facility. The extent of the exclusion zone is determined by the chemical and physical properties of the hazardous materials and the inventory quantities present in the facility. The next zone would allow for manufacturing, warehouses, and open space (parkland, golf courses, etc.). Then there would be a zone allowing for commercial offices, and low-density residential. The final zone, farthest from the facility, would carry the designation of unrestricted land use and would allow all other uses including institutions and high-density residential.

Business Continuity Program - An ongoing process supported by senior management and funded to ensure that necessary steps are taken to identify the impact of potential losses, maintain viable recovery strategies and recovery plans, and ensure continuity of services through staff training, plan testing, and maintenance.

Business Resumption - See Recovery.

Catastrophic – A momentous, destructive and/or tragic event, usually sudden and widespread.

(CBRN) - Chemical, Biological, Radiological and Nuclear

Community - A political body/organization, within a defined boundary, having authority to adopt and enforce laws and provide services and leadership to its residents. This term includes upper and lower tier municipalities and First Nations.

Community Emergency Management Coordinator (CEMC) – An individual officially designated by a community who is responsible and accountable for the community’s emergency management program. The Community Emergency Management Coordinator must be, by definition, a municipal employee, as per the Municipal Act.

Community Emergency Management Program Committee (CEMPC) - The critical management team that oversees the development, implementation, and maintenance of a community emergency management program.

Communications – Advisories, directives, information, and messages that are transmitted.

Continuity of Operations Program - In government, an ongoing process supported by senior management and funded to ensure that necessary steps are taken to identify the impact of potential losses, maintain viable recovery strategies and recovery plans, and ensure continuity of services through staff training, plan testing, and maintenance.

Consequence – The outcome of an event or situation expressed qualitatively or quantitatively, being a loss, injury, disadvantage or gain.

Critical Incident – A situation which causes individuals to experience strong emotional reactions, which have the potential to interfere with their ability to function either at the scene or later (Jeffrey T. Mitchell).

Critical Incident Stress Management – A comprehensive, systematic and multi-component approach for the reduction and control of harmful aspects of stress.

Critical Infrastructure - Interdependent, interactive, interconnected networks of institutions, services, systems and processes that meet vital human needs, sustain the economy, protect public safety and security, and maintain continuity of and confidence in government.

Damage Assessment - An appraisal or determination of the effects of a disaster on human, physical, economic, and natural resources.

Declared Emergency - A signed declaration made in writing by the Head of Council or the Premier of Ontario in accordance with the Emergency Management Act. This declaration is usually based on a situation or an impending situation that threatens public safety, public health, the environment, critical infrastructure, property, and/or economic stability and exceeds the scope of routine community activity.

Disaster – A widespread or severe emergency that seriously incapacitates a community.

Disaster Area - A geographic area within which a disaster has occurred.

Donations Management - The management of donations (funds, material goods and volunteers) during an emergency by any level of government whose aim is to provide victims of disasters with as much support as possible by effective and efficient channeling of offers from the public.

Emergency - A situation or an impending situation caused by the forces of nature, an accident, and an intentional act or otherwise that constitutes a danger of major proportions to life or property. These situations could threaten public safety, public health, the environment, property, critical infrastructure, and economic stability. Three categories of emergencies: Human-Caused, Natural, and Technological.

Emergency Area - A geographic area within which an emergency has occurred or is about to occur, and which has been identified, delineated, and designated to receive emergency response actions.

Emergency Information - Information about an emergency, which is communicated broadly to the community and other stakeholders.

Emergency Management - Organized and comprehensive programs and activities undertaken to deal with actual or potential emergencies or disasters. These include prevention of, mitigation against, preparedness for, response to, and recovery from emergencies or disasters.

Emergency Management Coordinating Committee (EMCC) - Established to provide advice and assistance to the Chief, Emergency Management Ontario for the promotion, development, implementation, and maintenance of emergency management programs in Ontario and to ensure the overall coordination of provincial emergency management programs.

Emergency Management Ontario (EMO) – An organization within the Ministry of Community Safety and Correctional Services, government of the Province of Ontario. EMO is responsible for monitoring, coordinating, and assisting in the development and implementation of emergency management programs in Ontario.

Emergency Management Program – A comprehensive program that is based on a hazard identification and risk assessment process (HIRA) and includes the five core components of prevention, mitigation, preparedness, response, and recovery.

Emergency Management Program Committee – A management team to oversee the development, implementation, and maintenance of an emergency management program.

Emergency Management Program Standards – Common criteria used to develop, implement, and maintain an emergency management program in accordance with the recommended best practices.

Emergency Operations Centre (EOC) - A facility where the Control Group assembles to manage an emergency.

Emergency Response Plan - A risk-based plan developed and maintained to respond to an emergency.

Emergency Response Organization – A group or organization (public, private or volunteer) with staff trained in emergency response that are prepared and may be called upon to respond as part of the coordinated response to an emergency situation.

Emergency Site Manager/Incident Commander - Public sector official (usually fire, police, ambulance or public works) at the site, in charge of coordinating resources and developing actions to resolve the emergency situation.

Emergency Response - Coordinated public and private response to an emergency.

Epidemic – A widespread occurrence of a disease at a particular time.

Evacuee Centre – A facility to provide shelter, food, and other services to a group of people who have been evacuated from an area.

Evacuee Registration – A process to account for displaced persons, (See reception centre).

Executive Authority - The Premier or a Minister, designated by the Premier, who exercises the emergency powers available under the Emergency Management Act, R.S.O. 1990, c.E.9. for emergency management activities.

Exercise – A simulated drill or sequence of events to evaluate plans and procedures. There are 4 main types of exercises and various sub-types. An exercise is a focused practice activity that places participants in a simulated situation requiring them to function in the capacity that would be expected of them in a real event.

Types of Exercises

Drill: A drill is a coordinated, supervised exercise activity, normally used to evaluate a specific operation or function (can include notification, telecommunications, etc.).

Tabletop Exercise: A tabletop exercise is a facilitated analysis of an emergency situation in an informal, stress-free environment (can include Case Study and Paper Exercise).

Functional Exercise: A functional exercise is a fully simulated interactive exercise that evaluates capability of organization(s) to respond to a simulated event (can include computer simulation exercises).

Full-Scale or Field Exercise: A full-scale exercise simulates a real event and is designed to evaluate the operational capability of emergency management systems in a highly stressful environment that simulates actual response conditions.

Framework – The “Framework for Community Emergency Management Programs” and “The Framework for Provincial Emergency Management Programs”.

Hazard (1) - A risk that is a threat.

Hazard (2) – An event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural loss, damage to the environment, interruption of business, or other types of harm or loss.

Hazard Identification - The process of defining and describing a hazard, including its physical characteristics, magnitude and severity, probability and frequency, causative factors, and locations/areas affected.

Hazardous Material - A substance (gas, liquid or solid) capable of creating harm to people, property and the environment, e.g. materials which are flammable, toxic, etc.

Heavy Urban Search and Rescue (HUSAR)

Incident Management System - The combination of facilities, equipment, staff, operating procedures, and communications operating within a common organizational structure with responsibility for the management of assigned resources to effectively respond to an incident or emergency/disaster.

Joint Information Centre (JIC) - A provincial centre where information is disseminated to the news media during an emergency, supported by the affected municipality or municipalities, and where applicable, by any federal or other organization or facility involved with the emergency situation.

Lower tier municipality - for the purposes of the Provincial Emergency Response Plan (PERP), a lower tier municipality will refer to the most basic unit of organized government provided to the citizens of a given area and would include townships, towns, and cities within a county or region, but exclude single tier municipalities.

Maximum Allowable Recovery Time - See Acceptable Down Time.

Ministry Action Group (MAG) – The group mandated pursuant to Ontario Regulation 380/04, section 3, as a designated group notified to assemble when an emergency occurs to plan, direct and coordinate a ministry response. A MAG is an extension of the Provincial Emergency Operations Centre. MAGs are internal to each ministry and should be prepared to coordinate the responses of other ministries as well if the emergency falls within their special responsibility area. A MAG may also be required to act on the direction of another ministry or in accordance with the provisions of the PERP.

Mitigation - Actions taken to reduce the effects of an emergency or disaster.

Mitigation Plan - Based on the community risk assessment, each jurisdiction should implement a strategy and plan to eliminate the impact of hazards or mitigate the effects of hazards that cannot be eliminated. A mitigation plan should contain details on activities planned to eliminate or reduce the degree of risk to life, property, and environment from the identified hazards.

Municipality – A Town, town or district having local government (Oxford).

Municipal Emergency Control Group (MECG) - The Municipal Emergency Control Group operating from the municipal Emergency Operations Centre is responsible for coordinating municipal emergency response and recovery activities. The Municipal Emergency Control Group usually includes leading community officials, emergency management representatives and other relevant staff.

Municipal Emergency Management Program Coordinator (MEMPC) – An individual officially designated by a municipality who is responsible and accountable for the municipality's emergency management program. The Municipal Emergency Management Program Coordinator must be, by definition, a municipal employee, as per regulations.

Mutual Aid Agreements - An agreement developed between two or more emergency services to render aid to the parties of the agreement. These types of agreements can include private sector emergency services when appropriate.

Mutual Assistance Agreement - An agreement developed between two or more jurisdictions to render assistance to the parties of the agreement. Jurisdictions covered with these types of agreements could include neighboring cities, regions, provinces or nations.

Ontario Disaster Relief Assistance Program (ODRAP) – A provincial financial assistance program intended to alleviate the hardship suffered by private homeowners, farmers, small business enterprises and non-profit organizations, whose essential property has been damaged in a sudden and unexpected natural disaster, such as a severe windstorm, tornado, flood, forest fire or ice storm.

Ontario Emergency Response Team (OERT) – An emergency response team that is dispatched by the province of Ontario to a contiguous state or province to coordinate emergency response and mutual assistance.

Partnerships Toward Safer Communities (PTSC) Program – A program developed and implemented by Emergency Management Ontario and the Canadian Association of Fire Chiefs for joint community/industry emergency management program cooperation and integration where hazardous facilities exist.

Preparedness - Actions taken prior to an emergency or disaster to ensure an effective response. These actions include the formulation of an emergency response plan, a business continuity/continuity of operations plan, training, exercises, and public awareness and education

Prevention - Actions taken to prevent an emergency or disaster.

Private Sector - A business or industry not owned or managed by any level of government.

Probability – The likelihood of something happening.

Provincial Disaster Assessment Team (PDAT) – A recovery response team that is dispatched to a community to assess damage following a disaster event and to recommend on a financial disaster assistance program for recovery.

Provincial Emergency - An emergency occurring in a province if the province or a local authority in the province, as distinct from the federal government, has the primary responsibility for dealing with the emergency. It also means an emergency that is beyond the capabilities of a municipality to manage, even with mutual aid & assistance. Additionally, it becomes a ‘provincial emergency’ once the premier makes a declaration to that effect.

Provincial Emergency Operations Centre (PEOC) - A fully equipped facility maintained by Emergency Management Ontario that can be activated in response to, or in anticipation of emergencies. The PEOC is staffed with appropriate representatives from ministries that have been delegated responsibilities for those emergencies as well as EMO staff. It serves as an initial point-of-contact for the affected municipality and federal interests.

Provincial Emergency Response Team (PERT) – An emergency response team that is dispatched to a community to coordinate provincial emergency response.

Provincial Nuclear Emergency

Public Awareness Program - Provides generic information to the broader public to raise awareness about emergency management and suggests ways to reduce the risk of loss of life and property damage in the event of an emergency.

Public Education Program - Provides focused information to a target audience to educate about protective actions to reduce the risk of life and property damage, in the event of an emergency. For example, for communities located in a high-risk flood area, the public should know what measures should be taken in the event of a flood.

Public Sector - A particular element or component of government, i.e. police, fire, public works, of a municipal, provincial or federal government.

Reception Centre – Usually located outside the impact zone of the emergency, the reception centre is a place to which evacuees can go to register, receive assistance for basic needs, information, and referral to a shelter if required.

Recovery - Actions taken to recover from an emergency or disaster.

Recovery Plan – A risk-based emergency plan that is developed and maintained to recover from an emergency or disaster.

Response - Actions taken to respond to an emergency or disaster.

Risk - A chance or possibility of danger, loss, injury, or other adverse consequences.

Risk Assessment - Identification of risks to public safety, public health, the environment, property, critical infrastructure, and economic stability from natural, human-caused, and technological sources/activities, and evaluation of the importance of the activity to the continued operation of the community. The vulnerability of the community to each activity should also be evaluated.

Shall - Indicates a mandatory requirement.

Should - Indicates a recommendation or that which is advised but not required.

Single-tier municipality - includes a separated municipality that is geographically located within a county / region but is not a part of the county / region for municipal purposes. Single-tier municipalities also include all northern municipalities where there is no upper-tier governance at the District level. A single-tier municipality has responsibilities for all local services to their residents.

Standard - Common criteria used to measure performance.

Telecommunications - The transmission or reception of signs, images, sound or intelligence of any kind over wires by radio waves or other technical systems (Industry Canada).

Terrorism – The unlawful and intentional use of force against persons or property to intimidate or coerce a government, a civilian population or any segment thereof, in the furtherance of political or social objectives.

Threat – A person, thing or event regarded as a likely cause of harm or damage.

Twinning (or Partnership): The process by which communities enter into arrangements or ‘twin’ with communities well outside their own geographic area in order to provide resources to assist in an emergency response effort.

Unorganized territory - A geographic area without municipal organization.

Upper tier municipality: For the purposes of this plan, an upper tier municipality will refer to counties and regions.

Widespread Emergency - An emergency that impacts a large geographic area and affects a large number of jurisdictions simultaneously.

Vulnerability – The degree of susceptibility and resilience of the community and environment to hazards, the characteristics of a community or system in terms of its capability to anticipate, cope with, and recover from events.

Appendix A

Emergency Contacts - Confidential

COMMUNITY CONTROL GROUP MEMBERS

CEMC/FIRE DEPARTMENT	Jay Arns jarns@petrolia.ca	519-312-1238
Alternate CEMC	Steve McLaughlin Hiliare Hudson	
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C.E.E. HOSPITAL Site Director	LAURIE ZIMMER LZimmer@bluewaterhealth.ca	
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CLERK/OPERATIONS CLERK	MANDI PEARSON mpearson@petrolia.ca	519-490-8042
DIRECTOR OF OPERATIONS	MIKE THOMPSON mthompson@petrolia.ca	519-331-1536
DIRECTOR OF FACILITIES/ COMMUNITY SERVICES	DAVID MENZIES dmenzies@petrolia.ca	519-490-5955

DIRECTOR OF MARKETING/ COMMUNICATIONS	LAURISSA ELLSWORTH lellsworth@petrolia.ca	519-381-0832
ECOLE HILLCREST	MARIE NOEL marie.noel@lkdsb.net	519-882-2260
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LAMBTON CENTENNIAL	TODD HAYWARD todd.hayward@lkdsb.net	
QUEEN ELIZABETH	Kevin Chambers Joanna.Catterson@lkdsb.net	519-882-2123
LAMBTON KENT DISTRICT SCHOOL BOARD	Bob Murphy bob.murphy@lkdsb.net	519-677-1963
ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD	PAUL WUBBEN paul.wubben@st-clair.net	

CONTACTS TO REQUEST ACTIVATION OF MYCNN

Lambton County Emergency Management Coordinator

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David Larkin, Public Health Inspector, Lambton Public Health Services
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Lambton County Emergency Information Officer

Lisa Brown, Communications & Marketing Coordinator

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Appendix B

ANIMAL CARE EMERGENCY RESPONSE PLAN

AIM

The purpose of this plan is to control and support the humane care and treatment of companion animals and livestock during an emergency situation in the **Town of Petrolia**. It will describe policies and procedures for evacuation, care, and control of animals during a disaster, as well as the related roles and responsibilities of participating **Town of Petrolia** agencies and external partners.

SCOPE

1. Animals Included Under this Plan:
 - dogs
 - cats
2. **Owners** are responsible for the sheltering and protection of domestic and non-domestic animals (including livestock) and any costs incurred for shelter of their animals. During an emergency, the **Town of Petrolia** and stakeholders will endeavor to:
 - Provide effective, safe handling of displaced animals.
 - Relieve suffering amongst animals.
 - Effectively coordinate first aid and veterinary care needed by animals.
 - Provide assistance to veterinary practices directly affected by the disaster.
 - Assist and/or arrange for the transport of animals.
 - Where resources exist and agreements are in place, coordinate support and management of evacuated animals in existing or temporary shelters.

Domestic and non-domestic animals that are lost, strayed, incapable of being cared for by their owners, and/or in danger to themselves or the public will be the responsibility of the Municipality or Ontario Society for the Prevention of Cruelty to Animals officials. These animals will be sheltered, fed, and, when/where possible, returned to their owners. Animals that cannot be returned to their owners will be disposed of in accordance with established animal control procedures.

Wild animals should be left to their own survival instincts. Wild animals out of their natural habitats that are in danger either to themselves or the public will be the responsibility of the **Ministry of Natural Resources**, in cooperation with local animal control officials, and returned to their natural habitat when practical.

DEMOGRAPHICS AND ANIMAL POPULATION ESTIMATES

The **Town of Petrolia** has over an estimated **5500 residents** and an estimated of **1950 households**. Using the formula developed by the Humane Society of the United States of America, the following is an estimate of the number of households owning animals in the **Town of Petrolia**.

Number of Households Owning Animals

- Dogs – # households x 36.5% = [711.75 x 1.52 = [1082]
- Cats – # households x 30.9 % = [602.5 x 1.95 = [1175]

LEGISLATIVE AUTHORITY

The Animal Care Emergency Response Plan has been developed pursuant to:

- 1) Emergency Management and Civil Protection Act, R.S.O 1990
- 2) Regulation 380/04
- 3) Town of Petrolia Emergency Management Operations Guide

PLAN MAINTENANCE

The Plan will be reviewed and updated annually or when required to reflect changes in legislation, policy, resources, personnel or any other changes deemed necessary.

PLANNING ASSUMPTIONS

Town of Petrolia will coordinate local animal protection activities, with the leadership and support of the Ontario Society for the Prevention of Cruelty to Animals, Sarnia Humane Society & Glencoe Animal Shelter. These agencies will use established animal protection and support organizations, processes, and procedures. Responsibility for situation assessment and determination of Municipal resource needs in the event of a large-scale emergency lies primarily with the Ontario Society for the Prevention of Cruelty to Animals, Sarnia Humane Society, Glencoe Animal Shelter and the **Town of Petrolia**.

Any emergency resulting in evacuation of residents to a shelter will result in companion animal issues.

People are encouraged to evacuate with their animals and travel to their predetermined evacuation site. The only time this is not recommended is when there is a physical danger to humans and animals if evacuating with animals will endanger the lives of people.

LIVESTOCK

It is expected that owners will generally look after their livestock. The Ontario Society for the Prevention of Cruelty to Animals, Sarnia Humane Society & Glencoe Animal Shelter will make every effort to ensure and coordinate necessary aid to feed, transport, shelter, and provide veterinary care to the animals.

The **Town of Petrolia** will liaise with organizations responsible for the wellbeing of livestock and provide support if requested and where practical.

REQUESTS FOR ASSISTANCE

As evacuations begin, **Town of Petrolia** may be requested to house animals from shelters or from other animal control agencies located in the evacuation zone. In addition, assistance may be required for special needs populations that cannot evacuate their animals effectively. It is up to the **Town of Petrolia** to determine their response to each request for assistance based on its available resources and cage space. However, priority will be given to groups with existing memorandums of understanding or agreement.

Individual citizens will be encouraged to take their animals with them when they evacuate. Requests from outside agencies for assistance with evacuation and temporary housing should be forwarded to the **Town of Petrolia** Emergency Operations Centre.

FEDERAL GOVERNMENT – CANADIAN FOOD INSPECTION AGENCY

CONTAGIOUS DISEASE

The Canadian Food Inspection Agency (CFIA) is the lead agency responsible for coordinating a disease outbreak situation, with support from Ontario Ministry of Agriculture Food and Rural Affairs and Emergency Management Ontario as required.

There is always a possibility of a contagious disease outbreak especially in emergency situations that if not controlled can significantly affect the economy of the province resulting in multi-million dollar losses to Ontario's farming communities.

Treatment for the Disease Requires:

- Isolating people in affected areas;
- Quarantining until everything, including pets, are disinfected;
- Destroying contaminated products and diseased animals

NOTIFICATION AND ACTIVATION PROCEDURES

NOTIFICATION PROTOCOL

If the **Town of Petrolia** and/or the Municipal Control Group and/or their designate determine or are considering that the **Town of Petrolia** Animal Care Emergency Response Plan should be activated, he/she will advise:

- The Ontario Society for the Prevention of Cruelty to Animals, Sarnia Humane Society & Glencoe Animal Shelter
- **Town of Petrolia**, Manager of the Reception Centre to alert him/her of animal care needs.

The Ontario Society for the Prevention of Cruelty to Animals, Sarnia Humane Society & Glencoe Animal Shelter will review the situation and if deemed appropriate, will follow the Activation Procedure outlined in the Emergency Animal Welfare Plan in support to the municipality. When the **Town of Petrolia** has declared a local emergency, and/or requires assistance in support of this plan, requests are directed to the Provincial Emergency Operations Centre Duty Officer. The Provincial Emergency Operations Centre Duty Officer will transmit all requests for animal welfare requirements beyond local municipal capacity to the Ministry of Community Safety and Correctional Services, Emergency Management and Security Unit. All Federal Department requests for assistance are directed to the Provincial Emergency Operations Centre, Duty Officer using established lines of communication.

ACTIVATION PROCEDURE

When an emergency event is imminent, the **Town of Petrolia** will determine the level of response required. This may include the activation of the **Town of Petrolia** Emergency Response Plan in whole or in part and may or may not activate the EOC. The **Town of Petrolia** will review the animal care needs and if deemed necessary will activate the **Town of Petrolia** Animal Care Emergency Response Plan.

EMERGENCY RESPONSE

COORDINATION OF OPERATIONS

The **Town of Petrolia** is responsible for liaising with organizations responsible for the wellbeing of pets and livestock during an emergency. The **Town of Petrolia**, with the leadership and assistance of the Ontario Society for the Prevention of Cruelty to Animals, Sarnia Humane Society & Glencoe Animal Shelter, will be responsible for planning, deploying the resources, and managing the activities from the Animal Care Emergency Preparedness Plan. During a large evacuation and/or when resources are limited, the focus of the assistance will be to:

- Liaise with appropriate organizations to provide emergency medical care when possible for domestic pets
- Coordinate with local and volunteer agencies for personnel and resources to fill shortages
- Provide accurate information on animal issues before, during, and after the emergency/evacuation and coordinate messaging with partners.
- Coordinate with the Ontario Society for the Prevention of Cruelty to Animals, Sarnia Humane Society or Glencoe Animal Shelter to establish a system of identification in order to reunite animals with their owners.
- Coordinate with the County of Lambton Department of Public Health for the identification, prevention, and control of communicable disease of animals, which have public health importance.

AGENCY ROLES AND RESPONSIBILITIES (GENERAL)

Primary Agencies:

- **Town of Petrolia** Municipal Control Group / Community Emergency Management Coordinator – request additional provincial/federal resources in supporting the site and preserving and protecting the balance of the community in relation to animal care needs.
- Sarnia Humane Society & Glencoe Animal Shelter - The purpose of the Sarnia Humane Society & Glencoe Animal Shelter is to provide service to **Town of Petrolia** and the surrounding communities by caring for injured, abused, and homeless animals.

- **Ontario Society for the Prevention of Cruelty to Animals** - The Ontario Society for the Prevention of Cruelty to Animals is a non-profit charitable organization dedicated to the protection and welfare of all animals. The branches and affiliates provide care and shelter to tens of thousands of animals every year. The Ontario SPCA is mandated under the Ontario SPCA Act to enforce animal cruelty laws.

SUPPORT AGENCIES:

- **Town of Petrolia Animal Control** – Town department designated to carry out the roles, responsibilities, administration, and enforcement of the By-law to regulate animals.
- **Ontario Provincial Police**
- **Petrolia & Enniskillen Fire Department**
- **Town Emergency Information Officer** – Communicate with the public and media on emergencies including animal care information and emergency actions as they relate to animals.
- **Town Public Works Department** – Responsible for setting up barricades, equipment, pick up of waste products and disposal of dead animals.

ONTARIO PROVINCIAL GOVERNMENT

- **Ministry of Community Safety and Correctional Services**
 - **Emergency Management Ontario** – Provides assistance to municipalities before, during, and after an emergency and coordinates provincial ministries in response to emergencies from the Provincial Emergency Operations Centre. The Provincial Emergency Operations Centre Duty Officer is the point of contact during an emergency.
 - **Emergency Management and Security Unit** – Provides coordination of Ministry assets including policing services, Ontario Provincial Police, Ontario Fire Marshal, and other internal components through the Ministry Emergency Operations Centre during an emergency response. The Ministry (Policing Services) is also responsible for coordination with the Ontario Society for the Prevention of Cruelty to Animals for animal welfare issues.
- **Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA)** – Provides emergency support to farming community related to livestock issues. They may also assist in the provision of resources and supplies/equipment and information.
- **Ontario Ministry of Natural Resources** – Provides personnel and equipment for the care of wild animals.

OTHER AGENCIES

- **Canadian Food & Inspection Agency (CFIA)** – The lead agency responsible for the control and elimination of contagious diseases such as “foot and mouth disease”. As the “lead” agency responsible for dealing with such an outbreak, the Canadian Food Inspection Agency will designate control zones and direct all other agencies in combating the outbreak. The CFIA Department will request the cooperation of municipal agencies, through the **Town of Petrolia** Municipal Control Group, the **Town of Petrolia** Group, and the Ontario Society for the Prevention of Cruelty to Animals, Sarnia Humane Society or Glencoe Animal Shelter.
- **Petrolia Veterinary – Blue Cross** – Mobilize and support emergency effort in providing veterinary assistance to animals in crisis
- **Ontario Association of Veterinary Technicians** – Supports humane medical care of animals
- **County of Lambton - Local Public Health Unit**

AGENCY ROLES AND RESPONSIBILITIES (ANIMAL-SPECIFIC)

The owners of pets and/or livestock, when notified of an emergency, will take all reasonable steps to shelter and provide for animals under their control.

SEARCH AND RESCUE

Domestic Pets:

- Domestic pets loose or in need of assistance due to the emergency or to the death or evacuation of their owners will be the responsibility of Municipal and Ontario Society for the Prevention of Cruelty to Animals, **Sarnia Humane Society or Glencoe Animal Shelter** officials.

Livestock:

- Livestock loose or in need of assistance due to the emergency or to the death or evacuation of their owners will be the responsibility of Municipal and Ontario Society for the Prevention of Cruelty to Animals, **Sarnia Humane Society or Glencoe Animal Shelter** officials.

Wild Animals:

- Wild animals out of their natural habitat that are endangering either themselves or the human population will be the responsibility of the Ministry of Natural Resources personnel in cooperation with municipal and Ontario Society for the Prevention of Cruelty to Animals, **Sarnia Humane Society or Glencoe Animal Shelter** officials.

Stranded Animals:

- In the event that animals cannot be rescued due to the emergency, food and medical assistance may be delivered to the animals by the appropriate agency.

SHELTERS OVERVIEW

The following is a brief summary of animal sheltering considerations.

EVACUATED DOMESTIC PETS:

Private Resources:

- Domestic pets from evacuated citizens will be sheltered at the facilities (local humane society, private boarding kennels and veterinarian hospitals) as close to the evacuation shelters as possible.
- Each of the citizens' evacuation shelters will endeavor to have an available veterinarian volunteer on the premises to evaluate the pets of evacuated citizens. Pets with significant injuries or illnesses will be transported to an animal hospital designated for the medical treatment of animals. A representative of the Ontario Society for the Prevention of Cruelty to Animals, **Sarnia Humane Society or Glencoe Animal Shelter** will be responsible, when practicable, for ensuring the transportation of evacuated pets to either the shelter facility or hospital and ensuring that a tracking system is in place to reunite sheltered pets with their rightful owners.

ANIMAL EVACUATION SHELTER:

- If the need arises, the Municipality/Ontario Society for the Prevention of Cruelty to Animals, **Sarnia Humane Society or Glencoe Animal Shelter** may open an evacuation pet shelter. Pets of evacuated citizens will be transported to this shelter as citizens arrive with their pets at the designated evacuation shelters or reception centre.

EVACUATED CITIZENS WITH SPECIAL NEEDS:

- Citizens with special needs (individuals with mental or physical challenges who require evacuation assistance) may require assistance in evacuating their pets. If special needs individuals are unwilling or unable to make special arrangements for the sheltering of their pets, then the individuals and their pets will be transported to the evacuation shelter. Upon arrival at the shelter, pets not trained specifically to assist the individual (e.g. Seeing Eye dogs) will be transported to a private boarding facility or other appropriate facility. In the event that the individual and the pet cannot be separated due to the individual's infirmity, the pet will be sheltered in the same facility in a separate room or area.

STRAY/LOST DOMESTIC PETS:

- All stray/lost domestic pets recovered by Animal Control will be sheltered at facilities slated as animal care shelters as determined by the **Town of Petrolia** and the Ontario Society for the Prevention of Cruelty to Animals, **Sarnia Humane Society or Glencoe Animal Shelter**. Any pets whose owners cannot care for their pets or domestic pets found by citizens will also be sheltered at these locations. Private boarding kennels and veterinarian shelters will serve as overflow shelters and will be requested to open through the Ontario Society for the Prevention of Cruelty to Animals, **Sarnia Humane Society or Glencoe Animal Shelter** representative as necessary. Unclaimed animals will be disposed of according to approved procedures.

WILD ANIMALS:

- When possible, wild animals outside of their natural habitat endangering the public will be transported back to their natural habitat. If the responsible agencies are unable to transport the animal back to its natural habitat due to the nature of the emergency or to injuries, the animal sustained, the animals will be transported either to the animal shelter or to Ontario College of Veterinary Medicine for shelter or medical treatment or disposal in accordance with established animal control procedures.

VETERINARY MEDICAL CARE:

- Normally, private practitioners provide veterinary medical care in a community and in clinics throughout the area. The majority of veterinary medical care provided by area shelters is made available for animals in their care but is not provided for non-shelter animals.
- During a disaster, area veterinary medical care may become compromised. The local veterinarian community and **Town of Petrolia** must determine the extent of disruption of vet services and a potential need for local, provincial and federal assistance.

INCAPAITATION OF SHELTERS:

- In the event that established shelters are destroyed or incapable of functioning due to the nature of the emergency, private boarding kennels, stables, veterinarian hospitals, and other facilities may be requested to open as boarding and/or medical facilities.

REGISTRATION OF ANIMALS:

- In order to return animals to their owners following an emergency or disaster, a system or registration and inquiry is required. Before an animal is transported to any location, it must be tagged and registered.
- Central Registry – As soon as possible, a central registry should be established, preferably at **the Municipal Office**, so that residents seeking information about their pets' location can be informed.

STAFF/SUPPLIES:

- Staff: Private boarding kennels and veterinarian hospitals are responsible for the staffing of their own boarding facilities and will be compensated by the citizens who use the animal shelter according to the established policies of the animal shelter unless other arrangements have been made.
- Remaining animal shelters and hospitals will be staffed with available personnel from the Ontario Society for the Prevention of Cruelty to Animals, **Sarnia Humane Society or Glencoe Animal Shelter** and the **Town of Petrolia**, and with volunteer veterinarians and veterinarian assistants and technicians.
- If the need arises, resource agencies (e.g. kennel clubs) may be requested to donate cages and other various shelter supplies.

MEDICAL CONSIDERATIONS

INJURED ANIMALS:

- The Ontario Society for the Prevention of Cruelty to Animals, **Sarnia Humane Society or Glencoe Animal Shelter** may contact the **Blue Cross Animal Clinic – Petrolia** and the Ontario Veterinary Medical Association or others to coordinate assistance of volunteer Veterinarians and/or other animal professionals.

SICK ANIMALS:

- Licensed veterinarians will treat all refugee animals if their condition requires it. The staff and volunteers will need to refer an animal to the veterinarian service if the following signs are present:
 - Lethargy
 - Hair loss
 - Vomiting
 - Ocular and nasal discharge
 - Presence of chemical or biological contaminants on the animal
 - Physical injury
 - Neurological symptoms
 - Difficulty while moving

BITES/DISEASE CONTROL:

The Ontario Society for the Prevention of Cruelty to Animals, **Sarnia Humane Society or Glencoe Animal Shelter** will make no-cost vaccinations available to rescue and shelter personnel and will insure that treatment of bites and injuries is available to affected persons. Outbreaks of rabies are a serious threat during an emergency. Appropriate steps to control that threat will be implemented by the Ontario

Society for the Prevention of Cruelty to Animals, **Sarnia Humane Society or Glencoe Animal Shelter** and the **Town of Petrolia**.

RELEASE/DESTRUCTION PROTOCOL

DOMESTIC PETS/LIVESTOCK:

- The Ontario Society for the Prevention of Cruelty to Animals, **Sarnia Humane Society or Glencoe Animal Shelter** will support efforts to identify owners of stray/lost animals. If owners cannot be found, Animal Control and the Ontario Society for the Prevention of Cruelty to Animals, **Sarnia Humane Society or Glencoe Animal Shelter** representatives will attempt to adopt or sell the animals according to established procedures.
- Animals for which no owners can be found and which cannot be placed in adoptive care or sold will be disposed of in accordance with established animal control procedures.

WILD ANIMALS:

- The Ontario Society for the Prevention of Cruelty to Animals, **Sarnia Humane Society or Glencoe Animal Shelter** in cooperation with the Ministry of Natural Resources will support efforts to reintroduce wild animals back to their natural habitats.

DISPOSAL OF ANIMAL CARCASSES:

- The **Town of Petrolia** Public Works Department will remove and dispose of dead animals at the request of the Ontario Society for the Prevention of Cruelty to Animals, **Sarnia Humane Society or Glencoe Animal Shelter** and/or the **Town of Petrolia** Public Works Department. If the required response is greater than the **Town of Petrolia's** ability to deploy staff and resources, a request for assistance can be sent to the province (EMO) at the request of the **Town of Petrolia** Municipal Control Group. They will attempt to arrange for assistance in the disposal of:
 - Euthanized animals
 - Animals killed as a result of the emergency situation.

EMERGENCY MANAGEMENT PROGRAM OVERVIEW

This describes the five phases of the overall emergency management program. The **Town of Petrolia** will be responsible for maintaining this appendix that addresses the activities to be undertaken before, during and after a disaster.

PHASES OF MANAGEMENT

PHASE 1 – **PREVENTION** – Those actions taken to eliminate the effects of an emergency event.

PHASE 2 - **MITIGATION** – Actions taken to reduce or limit the effects of an emergency event. By employing risk management techniques, the impact of an emergency can be reduced or deflected. Mitigation involves activities that protect critical infrastructure, facilities, and service delivery functions.

PHASE 3 – PREPARAREDNESS – Actions taken prior to an emergency or disaster to ensure an effective response. These actions include the formulation of an emergency response plan, a business continuity plan, training, exercises, and public awareness and education:

- Determine the appropriate response during a disaster.
- Establish roles and responsibilities and meet participating agencies on a periodic basis to review and modify plans as necessary.
- Develop memorandum of understandings with support agencies.
- Identify available abilities, equipment, and resources.
- Identify potential locations for animal shelters/mass care facilities.
- Develop an annual exercise program (tabletop and/or full scale) to train staff and volunteers on the plan.
- Confirm supply chain management.

Ensure the public is informed about methods to ensure the safety, care, and control of animals during a disaster. Such information must be communicated to the public prior to a disaster in order to ensure maximum preparation. **It is critical that residents of Town of Petrolia receive a unified message regarding animal issues.** During the Preparation phase, the key message for individual pet owners is to make disaster plans that include their animals. Further, the public needs to know there will be limited space at shelters, area veterinary clinics, and boarding facilities for animals, so pet owners should ensure that their personal evacuation plans include their animals. Messages should clearly challenge pet owners to take responsibility for planning for their pets in the case of disaster.

PHASE 4 – RESPONSE - Actions taken to respond to an emergency or disaster. (The response phase will usually overlap the recovery phase):

- Open and staff animal shelters/mass care facilities.
- Provide food as needed.
- Establish distribution centre for emergency supplies and equipment.
- Register evacuees' animals.
- Provide public information.
- Maintain communications between facilities.
- Coordinate medical care.
- Coordinate rescue efforts.

PHASE 5 – RECOVERY – Actions taken to recovery from an emergency or disaster. (The response phase will usually overlap the recovery phase):

- Deactivate shelters/mass care facilities as necessary.
- Assess continuing needs of evacuees' animals.
- Inform the public of extended care availability.

DETERMINING THE SCOPE OF AN EMERGENCY

In the Ontario Society for the Prevention of Cruelty to Animals Emergency Animal Welfare Plan, the level of emergency is defined as outlined below and the corresponding response of the Branch Manager articulated in the Ontario Society for the Prevention of Cruelty to Animals Animal Welfare Plan

<p>MINOR EMERGENCY</p> <p>As soon as the Branch Manager has determined that the emergency:</p> <ul style="list-style-type: none"> • Occurs solely within the boundaries of the Town of Petrolia • Involves fewer than 50 animals, • Does not endanger the Town of Petrolia animal shelter. 	<p>MEDIUM EMERGENCY</p> <p>As soon as the Branch Manager has determined that the emergency:</p> <ul style="list-style-type: none"> • Occurs solely within the boundaries of Town of Petrolia • Involves more than 50 and less than 300 animals; or • The Town of Petrolia animal shelter is endangered.
<p>MAJOR EMERGENCY</p> <p>As soon as the Branch Manager has determined that the emergency:</p> <ul style="list-style-type: none"> • Occurs solely within the Town of Petrolia, and • Involves more than 300 animals. 	<p>DISASTER</p> <p>As soon as the Branch Manager has determined that the emergency:</p> <ul style="list-style-type: none"> • Is of catastrophic magnitude; or • Occurs simultaneously in other municipalities as well as Town of Petrolia, and • Involves more than 300 animals.

SHELTER SELECTION CONSIDERATIONS

When temporary animal housing facilities are required, the **Town of Petrolia** and the Ontario Society for the Prevention of Cruelty to Animals, **Sarnia Humane Society or Glencoe Animal Shelter** will decide the best location to open these animal care shelters.

On behalf of the **Town of Petrolia**, the Ontario Society for the Prevention of Cruelty to Animals (as per the Ontario Society for the Prevention of Cruelty to Animals Emergency Animal Welfare Plan) will conduct an annual resource inventory among participating agencies to define and quantify available resources and identify resource needs.

LOCATION AND SET UP OF PET/PEOPLESHELTERS AT SAME FACILITY OR CLOSE BY PREMISES

In selecting a shelter that may potentially house both people and animals, priority should be given to any options that allow for persons with pets to be housed in an area with ventilation systems that are separate from persons without pets. This is recommended for the safety of non-pet owners, who may have allergies or animal related anxieties.

Shelters housing both people and animals should be arranged based on the following principles:

- Individuals should not be separated from their pets.
- An area for waste excretion must be designated for animals that are unable to use a litter box.
- When possible, animals should be separated by species (i.e. cats in one area or room, dogs in another, multi-pet families in yet another).
- Individuals entering the facility must be informed that there are animals on the premises.
- All animals must be restrained. Crates are the preferred method of restraint, but leashes are acceptable.
- Crates should be positioned to limit the animal's view of another animal. This is recommended to minimize the animal's stress level.
- A source of water must be available.
- Owners should arrange for their pet's food. It is not recommended that the Town be responsible for the provision of animal food.
- Access to areas of the shelter housing animals should be limited to pet owners and their family members.
- The shelter should have adequate access to first aid, including provisions for responding to anaphylactic shock. A crash kit or EMS unit should be positioned at the shelter.

SHELTER SELECTION

These suggested locations should be considered when selecting a site for a temporary shelter:

Agriculture Centre	Animals can also be housed at this type of facility.
Existing Animal Shelter	This is the best possible location since the community already knows it exists. This reduces the efforts to educate the public as to where they can take their animals.
Fairgrounds	This is an excellent location. It is well adapted to house almost any kind of animal. The livestock pens can be reinforced to cage dogs. The cages used

	to house rabbits and poultry can be used to house cats.
Field	An empty field can be adapted to house almost any kind of animal. It is best if the field has a sturdy perimeter fence for security reasons and to prevent animals from escaping from the facility.
Park	This type of location works as well as an empty field. There is a greater chance though that there will be more people from the public curious about the facility.
Pet Day Care Center	This type of facility may already be in use as a site for displaced animals, but if not, could be utilized to house primarily dogs and some cats or other small caged animals.
School	There are usually grassy areas at a school that can be used, but since schools are often used as human evacuation centers, the space for animals may not be available.
Tennis Courts	Tennis courts should not be used, even though they are usually completely enclosed with a chain link fence. The resulting wear and tear on the court surface would result in the need to repair damage.

SHELTER SELECTION LOCATION CONSIDERATIONS

Bathrooms	Purpose: The area is essential for human comfort. Location: There may already be bathrooms within the facility or on the property, but if they are not working or none exist, port-a-johns will need to be ordered for the shelter. These should be placed in an area away from any type of food, volunteer rest or housing areas, and places where people are working.
Cage Cleaning	Purpose: This is the area where all portable cages are cleaned and disinfected. Location: This area should be close to the shelter and have access to water and a good drainage system.
Command Center	Purpose: This is the area where staff and coordinators manage the response to the disaster. Location: Secure area with no public access.

Communications	<p>Purpose: This is where all types of communications are coordinated. This includes telephones (cell, land line, and satellite), ham radios, two-way hand held radios, emails, faxes, and printing of information flyers.</p> <p>Location: Secure area with no public access.</p>
Dead Animal Holding	<p>Purpose: This is where dead animals are stored until they can be properly disposed.</p> <p>Disposal Location: This area needs to be in a secure part of the shelter away from public view, any food areas, the shelter, triage, quarantine, and other areas where people are working.</p>
Dog Exercise and Walk Area	<p>Purpose: This is the area where dogs are walked and exercised. Location: This area needs to be close to the shelter but away from any area where food is stored and people will be working.</p>
Food Preparation for Animals	<p>Purpose: This is where the food is prepared for the animals in the shelter.</p> <p>Location: This area should be close to the shelter and have access to water.</p>
Animals Food Storage & Distribution	<p>Purpose: This is where all the food needed to feed animals is stored and distributed.</p> <p>Location: This area should be located near the General Information area so that the public has easy access to it.</p>
Garbage	<p>Purpose: This is where all the garbage collected from the different areas of the facility is stored until it can be picked up or taken to a proper disposal location.</p> <p>Location: This area needs to be in a secure part of the shelter away from public view, any food areas, the shelter, triage, quarantine, and other areas where people are working.</p>

General Information	<p>Purpose: This is where the public is given information to assist them in getting help for their animals. The following banners are hung in this area: Adoption Information (if needed in a Response Shelter)</p> <p>Animal Food and Supplies Animal Intake or Animal Reclaims (if needed in a Response Shelter) Donations or Lost and Found Animal Information Media Check-In Rescue Requests Veterinary Care Volunteer Information</p>
Grooming	<p>Purpose: This area is set up to bathe animals that come into the shelter.</p> <p>Location: This area should be located close to the kennel and have access to water.</p>
Human First Aid	<p>Purpose: This area is set up to take care for minor injuries affecting anyone within the shelter.</p> <p>Location: It should be in a quiet section of the shelter with access to electricity/portable generator.</p>
Intake and Reclaim	<p>Purpose: This is where all animals coming into and leaving the shelter are processed.</p> <p>Location: This area should be located close to the General Information area as the public will need to be able to access it.</p>
Kennels	<p>Purpose: This is where all the evacuated animals are sheltered. Location: This area should be located out of public view and access needs to be closely controlled. It is important to not have people freely roaming through this area.</p>
Lost and Found Animals	<p>Purpose: This is where all information pertaining to lost and found animals is posted/provided.</p> <p>As animals are collected, volunteers work to reunite them with owners.</p> <p>Location: This area should be located close to the General Information area, as the public will need access to access it.</p>

Parking	<p>Purpose: The parking area is divided into three areas, which include:</p> <p><u>Public parking</u></p> <p>The public parking area should be most conveniently located to the shelter.</p> <p><u>Volunteer parking</u></p> <p>The volunteer parking may need to be off-site and shuttle service arranged between there and the shelter.</p> <p><u>Rescue vehicle parking</u></p> <p>Rescue vehicles need a separate area where they will not be blocked from responding. This area should be clearly marked with signs and caution tape.</p>
Quarantine	<p>Purpose: Area where sick or aggressive animals are sheltered.</p> <p>Location: This area must be located out of public view and it is imperative that access to this area be controlled at all times.</p>
Rescue Equipment Storage	<p>Purpose: This is the area where all the rescue equipment is stored.</p> <p>Location: This area should be in a secure part of the facility where access can be controlled.</p>
Rescue Staging	<p>Purpose: This is the area where the search and rescue teams meet and receive a daily briefing and their field assignments.</p> <p>Location: This area should be located adjacent to the Rescue Equipment Storage.</p>
Security	<p>Purpose: For the safety of volunteers and animals at the shelter.</p> <p>Location: There is no set area for security. The people who support this part of the operation are mobile.</p>
Staff & Volunteer Food & Rest Area	<p>Purpose: This area is set up to provide staff and volunteers with an area where they can eat and rest.</p> <p>Location: A quiet section of the shelter with access to electricity and water.</p>
Staff & Volunteer Housing	<p>Purpose: This is where staff and volunteers, who are unable to return home daily, will sleep.</p>

	<p>Location: This area may be on or off site. If on-site, it should be in the quietest part of the shelter.</p>
<p>Supply Storage & Distribution for Animals</p>	<p>Purpose: This is where all the supplies needed to care for animals are stored and distributed.</p> <p>Location: This area should be located near the General Information area so that the public has easy access to it.</p>
<p>Triage</p>	<p>Purpose: This is where the medical condition of all incoming animals is assessed and treatment is provided.</p> <p>Location: This area should be close to Intake, with no public access.</p>
<p>Trained Volunteer Sign-In</p>	<p>Purpose: This is where volunteers sign-in every time they come to the shelter to work.</p> <p>Location: Away from public access areas.</p>
<p>Water Storage</p>	<p>Purpose: This is where water for drinking and cleaning is stored.</p> <p>Location: This area should be set up so that the water is not stored in direct sunlight when the weather is hot. If stored in direct sunlight bacteria can grow in the water.</p>

TEMPORARY ANIMAL HOUSING AREAS

If temporary animal housing areas cannot be set up near a human shelter, **Town of Petrolia** will determine and set up a staging area of cages near the human shelter locations. These will be used to temporarily place animals owned by evacuees staying at the shelter until they can be transported in an appropriate animal transport vehicle to a pre-determined housing area.

A volunteer or staff member from the **Town of Petrolia** or Animal Control Officer should be present at these check-in areas to receive the animals, give them an identification number and have the appropriate form signed (**Appendix 13**).

The forms will be used for releasing the animal to the control of the **Town of Petrolia** (or other authority depending on who is taking responsibility for housing these owned animals) and notifying the owner that he/she has a set amount of time (i.e. 3 days) to reclaim the animal. At the end of this period, the animal will become property of the **Town of Petrolia** as per established protocols. A unique record, identification number, and digital photo of each animal are obtained and this information is maintained in a database.

When animals are evacuated from multiple jurisdictions, it is recommended to work within those jurisdictions' animal infrastructure (i.e., animal control, humane societies, etc.) to house animals in the jurisdiction they came from. This should allow the owners to re-claim their animals after the event.

SITE SELECTION FOR ANIMAL SHELTERS

1. Glencoe Animal Shelter
2. Sarnia Humane Society

NUMBER OF PETS NEEDING TEMPORARY HOUSING

It is difficult to estimate the number of people who would bring animals with them to a shelter during an evacuation even if they knew there were facilities available for animals. The following table estimates the number of pets in the **Town of Petrolia** needing temporary housing during an evacuation based on the number of people needing temporary housing.

The temporary housing and care of pets is based on a planning assumption that approximately 20% of the population being evacuated will be requiring emergency lodging and 30% of evacuees will be bringing a pet with them when they present themselves at a reception centre.

ESTIMATED NUMBER OF PETS NEEDING TEMPORARY HOUSING BASED ON THE NUMBER OF PEOPLE NEEDING TEMPORARY HOUSING

Percent bringing pets	Numbers of people needing temporary housing			
	250	1,000	2,000	5,000
0.5%	2	5	10	25
1%	3	10	20	50
2%	5	20	40	100
5%	13	50	100	250
10%	25	100	200	500
20%	50	200	400	1,000

The space required will be based on the number of medium and large carriers provided by owners to temporarily house their evacuated pets. A rough estimate for the amount of space needed per large cage is 10 square feet for one large carrier. Smaller carriers can be stacked on the larger carriers to house more animals in the same space. The table below shows an estimate for the required space.

ESTIMATED REQUIRED SPACE

Carriers	10 large	40 large	100 large	250 large
Estimated Space Needed	300 sq. feet	500 sq. feet	1000 sq. feet	2000 sq. feet

SHELTER CLEANING OPERATIONS

The main purpose of cleaning animal areas is prevention of infectious disease spread. Because of its importance for animal health, cleaning should be approached systematically. Germs are tracked by

human and animal traffic throughout any shelter. Additionally, germs are spread by hands, on doorknobs, clothing, carriers, exam tables, instruments, animal transport vehicles, and so on.

If the shelter is operated up to four (4) days, the staff will do only necessary, “spot” cleaning. If the shelter is operated longer than four (4) days, staff will do general cleaning of the whole sheltering area as described below.

LIST OF AREAS TO BE CLEANED

Different protocols and products may be needed for different areas. Following is a list of some areas and items to consider:

- Office areas (lower priority if shelter animals are not allowed in offices, but employees will still track germs in and out from animal areas).
- Main lobbies and hallways.
- Dog runs, including central walkways, walls, doors, gates, etc.
- Cat rooms, including floors, walls, doorknobs, etc. as well as cages (if applicable).
- Quarantine areas.
- Isolation areas.
- Medical/surgical areas, including instruments and equipment.
- Other indoor animal areas, such as grooming, treatment rooms, intake rooms, visiting rooms, training areas, etc.
- Exercise yards or other outside animal areas.
- Vehicles.
- Carriers and transport cages.
- Hand washing.
- Employee clothing (separate clothing should be worn while doing heavy cleaning or handling infectious animals).
- Bedding.
- Dishes.
- Toys.
- Tools, such as poop scoopers and mops.
- Ventilation and heating ducts.
- Storage areas (especially food storage).
- Entire building, especially door knobs, phones, keyboards, and other frequently handled items.

CLEANING PROTOCOLS OUTLINE

PRODUCTS FOR CLEANING

Three types of product are generally used for environmental cleaning:

- **Soap/detergent:** Cleaning agent which works by suspending dirt and grease. Does **not** kill harmful microorganisms.
- **Disinfectant:** Chemical agent which kills harmful microorganisms. Does **not** necessarily remove dirt or grease.
- **Degreaser:** More powerful soap/detergent specially formulated to penetrate layers of dried on body oils and other greasy debris.

Effective sanitation requires applying a germicidal agent to a basically clean surface. This requires use of both detergent and disinfectant products. Detergents in themselves do nothing to kill germs. Although some disinfectants can also act as detergents, many (such as bleach) do not. Virtually all disinfectants used in shelters are inactivated by organic material (such as feces, kitty litter, saliva, sneeze marks and plain old dirt) to some extent, so if they are not applied to a clean surface, they will not work. Periodically, a stronger degreaser should be used to deal with body oils and other grunge that builds up in kennels over time and can render disinfectants ineffective.

CLOSURE OF SHELTERS

As soon as possible, the temporary shelters will be closed and the remaining animals transferred to the appropriate animal control authority or humane organizations to complete their hold period. After the hold period is over, it is up to the discretion of the holding agency to determine how to handle the unclaimed animals based on established protocols and input from the local and state health authorities. It is the responsibility of each agency in charge of temporary animal housing area to demobilize and remove supplies from the shelter location in a timely manner as possible.

HEALTH CONSIDERATIONS

RISK TO HUMAN HEALTH

During the response and recovery, responders and general population may come in contact with animals that are placed in unfamiliar situations and behave unpredictably. This presents several risks to human health:

1. There is the risk for an animal to respond to unfamiliar people or animals by biting or scratching. In addition to the potential for physical trauma from these attacks, there is the potential for secondary infections such as rabies.
2. The animal may carry other zoonotic agents such as *Campylobacter*, *Giardia*, *Leptospira*, *Toxocara*, etc.
3. There is the potential for the animals to act as fomites and carry on their skin and coats any chemicals they might have been exposed to during the disaster.

PREVENTIVE MEASURES

The following are key steps that should be taken to protect staff members and volunteers:

1. Any agency or group involved in the rescue and evacuation efforts must be approved by **Town of Petrolia** and the Ontario Society for the Prevention of Cruelty to Animals, and ensure that disease and bite prevention methods are exercised. Personal protective equipment (PPE) needs to be made available as recommended by the local health authority. It is up to each animal control authority and humane organization to determine the appropriate PPE for its officers, employees or volunteers.
2. Bite cases should be reported to the animal control authority in the jurisdiction where they occur. It is up to that animal control authority to investigate and determine who is responsible for each bite case.
3. Each animal control authority should contact their registered “Dangerous Wild Animal” and “Dangerous Dog” facilities to determine if the facilities where the animals are housed still comply with regulations.
4. All animals collected from the disaster areas where they may have been exposed to unknown chemicals or agents should be examined, and based on the event, the Ontario Society for the Prevention of Cruelty to Animals, **Sarnia Humane Society or Glencoe Animal Shelter** in consultation with the **Town of Petrolia** will determine right course of actions.
5. These animals might need to be thoroughly bathed with a basic non-irritating, oil-stripping detergent (such as dish soap). This should be done in an area with good drainage so the animal can be rinsed completely and the waste water will not contaminate other people or animals. Staff and volunteers who are bathing animals should wear personal protective equipment (PPE) that is recommended by the local health authority. Such personal protective equipment may include rubber boots, large plastic aprons, rubber gloves, eye protection and masks. The local health authority is responsible for monitoring and investigating outbreaks of zoonotic disease.

RECOMMENDED VACCINATION PRACTICES FOR EMERGENCY SHELTERS

Transmission of infectious disease is a serious concern at shelters caring for refugee animals. Many of these animals will be arriving unvaccinated, some inevitably incubating serious disease such as parvovirus and canine distemper in dogs, and panleukopenia in cats. Large shelters create difficulties for meaningful isolation and effective disinfection, and the overwhelming volume of animals coming in and out of these shelters exacerbates the problem. For these reasons, it is particularly urgent that vaccination practices be optimized in order to provide maximum protection for vaccine-able conditions.

All incoming animals should be assessed. The **Town of Petrolia** and the Ontario Society for the Prevention of Cruelty to Animals or his/her designee will determine whether these animals need to be immediately vaccinated upon intake with modified live or recombinant vaccines for core shelter diseases. If reliable vaccination records exist, the vaccination requirement can be waived.

Animals that will be housed in temporary human/animal shelters for only three to five days will not need to be vaccinated given the limited contact with other animals and humans. However, if animals become

the **Town of Petrolia** property (due to abandonment, etc.) they will be vaccinated according to current protocols.

SERVICE ANIMALS

Service animals (most commonly dogs) provide 24 hour a day support to people living with a disability. These animals provide the specialized assistance their handlers need to carry out their daily tasks to live independently. These hard working animals also provide close companionship.

PROTECTION FOR GUIDE DOG USERS: BLIND PERSONS' RIGHTS ACT

People who are blind and rely on guide dogs have clear legal protections. The Blind Persons' Rights Act (the BPRA) protects a blind person accompanied by a guide dog from the denial of or discrimination in the provision of, accommodation, services or facilities available in any place to which the public is customarily admitted. This includes restaurants, hotels, and taxis, none of which may refuse service to a blind person with a guide dog. The blind person's rights act, also specifically prohibits discrimination in relation to a housing unit against someone who is blind and uses a guide dog. .

The **Ontario Human Rights Code** offers broad protections to service animal users. The Code provides that people with disabilities have a right to be free from discrimination because of their disabilities. More specifically, individuals and organizations have a legal obligation not to refuse entry or access to a building, premise, good or service because of a person's disability. Individuals and organizations are required to accommodate people with disabilities up to the point of undue hardship.

If a person is accompanied by a service animal for reasons related to their disability, to deny access to the service animal would be discrimination on the basis of disability. Case law shows that the service animal user will have to prove that they have a disability within the meaning of the Code, and that the animal is necessary for reasons related to the disability. This typically requires some form of medical documentation. The definition of disability in the Code includes physical reliance on a guide dog or other animal.

The Health Protection and Promotion Act provides a specific exception for service dogs in the Regulations regarding food premises, which otherwise exclude animals in places where food is served, offered for sale or sold. This means that service dogs are allowed into restaurants and food stores. Unfortunately, this exception is limited to dogs and does not apply to other kinds of service animals. Similarly, the Food Safety and Quality Regulations exclude animals in any area of a meat plant, but make an exception for service dogs in certain areas of meat plants. For example, if a meat processing factory had a store on the premises that sold their products, service dogs would be allowed in the store. This law is also limited to service dogs, rather than applying to all service animals.