



The Corporation of the Township of Billings

EMERGENCY RESPONSE PLAN

November 2019

Table of Contents

1. Introduction	3
2. Aim	3
3. Authority.....	4
4. Action Prior to Declaration	4
5. Emergency Notification Procedures.....	4
5.1 Requests for Assistance	5
5.2 A Declared Emergency	5
6. Municipal Emergency Control Group	6
6.1 Emergency Operations Centre.....	6
6.2 Municipal Emergency Control Group (MECG)	6
6.3 Operating Cycle	7
6.4 MECG Responsibilities	7
6.5 Individual Responsibilities of the MECG.....	8
Mayor.....	8
CAO/Clerk	8
Fire Chief	9
CEMC.....	9
Public Works Superintendent	10
Administrative Assistant	10
Senior Member of the Fire Department	10
6.6 Responsibilities of Outside Agencies	12
Police	12
District Social Services	12
Medical Officer of Health	12
Emergency Medical Services (EMS).....	14
Rainbow District Board of Education	14
Hydro One	14
Manitoulin Health Centre Administration.....	14
Other Agencies.....	15
7. Incident Command.....	15
8. Emergency Telecommunications Plan	15
9. Distribution List	16
10. Revisions	16

1. Introduction

Emergencies are defined as situations or impending situations that constitute a danger of major proportions that could result in serious harm to persons or substantial damage to property and that are caused by the forces of nature, a disease or other health risk, an accident, or an act whether intentional or otherwise.

The Township of Billings has a year-round population of 504 residents that increases drastically in the warmer months with seasonal residents and tourists. Situated approximately 50 km west of Little Current and 20 km east of Gore Bay in north-central Manitoulin, Billings encompasses the hamlet of Kagawong, includes extensive shoreline areas of Lake Kagawong, Lake Mindemoya, Lake Manitou, Otter Lake and Lake Huron, and completely surrounds the M'Chigeeng First Nation Reserve. Bridal Veil Falls, Manitoulin's most popular tourist attraction, is situated within Kagawong.

In order to protect residents, visitors, properties, businesses, critical infrastructure and economic stability, the Township of Billings has created a detailed emergency response plan designed to mitigate the damages created by an emergency and facilitate recovery following an emergency.

The Township of Billings takes an all-hazards approach to emergency planning that takes into account a broad spectrum of potential hazards. Having undertaken a comprehensive hazard identification and risk assessment, the following situations have been deemed to pose the greatest risk of creating an emergency situation within the Township of Billings:

- Wildland fire
- Winter weather
- Flood

The hazard identification and risk assessment processes are continuous ones, and the above list is not intended to be exclusive. Hazards and risks are reviewed annually by the township's Emergency Management Program Committee.

2. 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, business and visitors in Billings when faced with an emergency. It enables a centralized, controlled and coordinated response to emergencies and meets the legislated requirements of the *Emergency Management and Civil Protection Act*.

For more information, contact the Township of Billings Community Emergency Management Coordinator:

Megan Bonenfant
mbonenfant@billingstwp.ca
705-282-2611 ext. 225

3. Authority

The *Emergency Management and Civil Protection Act (EMPCA)* is the legal authority governing emergency response plans in Ontario. The *EMPCA* states that:

“Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan.” [*EMPCA*, s. 3(1)].

“[The] emergency response plan shall,
(a) assign responsibilities to municipal employees, by position, respecting implementation of the emergency response plan; and
(b) set out the procedures for notifying the members of the municipal emergency control group of the emergency” [*O. Reg. 380/04*, s. 15.(2)].

“The head of the council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and makes such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and the protect property and the health, safety and welfare of the inhabitants of the emergency area.” [*EMPCA*, s. 4(1)].

Pursuant to the *EMPCA*, the emergency plan and its elements have been:

- issued under the authority of Township of Billings By-law #2019-49; and,
- filed with the Office of the Fire Marshal and Emergency Management, Ministry of Community Safety and Correctional Services.

4. Action Prior to Declaration

When an emergency exists but has not yet been declared to exist, municipal employees may take such actions(s) under this emergency plan as may be required to protect property and the health, safety and welfare of the inhabitants of the Township of Billings. Any subordinate plans incorporated into this plan in the form of annexes may also be implemented, in whole or in part, in the absence of a formal declaration of emergency.

5. Emergency Notification Procedures

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

The contact list of phone numbers and addresses of the MECG members is kept on file with the CEMC, at the Emergency Operations Centre (EOC), and with each member of the MECG.

When a member of the MECG receives a warning of a real or potential emergency, that member will immediately contact the CAO/Clerk, who will notify the MECG to be on 'standby' and, if deemed prudent, initiate the activation of the EOC. If necessary, individual MECG members may be directed by the CAO/Clerk to initiate their own internal notification procedures for their organizations (*e.g.* Fire Department).

Once notified to be on standby, each MECG member must remain available to attend the EOC until such times as the EOC is activated or they are notified by the CAO/Clerk to stand down.

The CAO/Clerk will record the date and time each MECG member is contacted in relation to a real or potential emergency.

If the CAO/Clerk is unavailable or unable to complete the notification procedures outlined above, the CEMC shall take over those duties.

5.1 Requests for Assistance

Assistance may be requested from the province at any time without loss of control or authority over the emergency. A request for assistance shall be made by contacting the Office of the Fire Marshal and Emergency Management. Federal assistance may only be requested through the Office of the Fire Marshal and Emergency Management.

Mutual Aid agreements are in place with neighbouring communities for fire services. The emergency notification contact list, including contact numbers for requesting assistance, is kept on file with the CEMC, at the Emergency Operations Centre (EOC), and with each member of the MECG.

5.2 A Declared Emergency

The Mayor, or Deputy Mayor in the Mayor's absence, as the Head of Council, is responsible for declaring an emergency. This decision is usually made in consultation with the MECG.

Upon declaring an emergency, the Mayor shall notify or ensure that the following are notified:

- the MECG
- the Office of the Fire Marshal and Emergency Management
- all members of Council
- the public
- neighbouring community officials, as required
- local member of provincial parliament (MPP)
- local member of parliament (MP)

An emergency may be terminated at any time by:

- Mayor
- Council
- Premier of Ontario

When terminating an emergency, the Mayor shall notify or ensure that the following are notified:

- the MECG
- the Office of the Fire Marshal and Emergency Management
- all members of Council
- the public
- neighbouring community officials, as required
- local member of provincial parliament (MPP)
- local member of parliament (MP)

6. Municipal Emergency Control Group

6.1 Emergency Operations Centre

Once activated, the MECG shall convene at the Emergency Operations Centre, or as otherwise directed by the CAO/Clerk or CEMC.

6.2 Municipal Emergency Control Group (MECG)

The Municipal Emergency Control Group (MECG) is responsible for directing the municipal response during an emergency, including implementation of the municipal emergency plan, and are responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the community.

The MECG is NOT responsible for directing the actions of emergency responders on-scene – the Incident Commander in charge of the scene holds that responsibility. The MECG provides logistical support and coordination of resources for the Incident Commander.

The MECG members shall be appointed by Council through by-law and may be municipal officials or employees. The Township of Billings Municipal Emergency Control Group consists of:

- Mayor
- CAO/Clerk
- Fire Chief
- CEMC
- Public Works Superintendent
- Administrative Assistant
- A Senior Billings Fire Department Member
- Deputy Mayor

The MECG may function with only a limited number of persons depending upon the emergency, however, all members must be kept notified pursuant to the emergency notification procedures outlined in section 5.

6.3 Operating Cycle

Once activated, the MECG shall convene at regular intervals to inform each other of actions taken and problems encountered. The CAO/Clerk shall establish the frequency of meeting and agenda items. Meetings will be kept as brief as possible to allow members to carry out their individual responsibilities.

The Administrative Assistant shall maintain a status board and maps which will be prominently displayed and kept up to date throughout the duration of the emergency.

6.4 MECG Responsibilities

The MECG is responsible for the following actions and decisions:

- Calling out and mobilizing their emergency services, agencies and equipment;
- Coordinating and directing their services and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law
- Determining if the location and composition of the MECG are appropriate;
- Advising the Mayor as to whether the declaration of an emergency is recommended;
- Advising the Mayor on the need to designate all or part of the municipality as an emergency area;
- Ensuring that an Incident Commander is appointed;
- Ensuring support to the emergency site(s) by offering equipment, staff and resources, as required;
- Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger;
- Discontinuing utilities or services provided by the private or public sector as necessary (*e.g.*, hydro, water);
- Arranging for services and equipment from local agencies not under municipal control (*e.g.*, private contractors, industry, volunteer agencies, service clubs, *etc.*);
- Notifying, requesting assistance from and/or liaising with various levels of government and any public or private agencies not under municipal control, as necessary;
- Determining if additional volunteers are required and if appeals for volunteers are warranted;
- Determining if additional transport is required for evacuation or transport of persons and/or supplies;
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer for dissemination to the media and public;

- Determining the need to establish advisory groups and/or subcommittees/ working groups for any aspect of the emergency, including recovery;
- Authorizing expenditure of money required for dealing with the emergency;
- Notifying the services, agencies or groups under their direction of the termination of the emergency;
- Maintaining a log outlining all decisions made and actions taken, and submitting a summary of the log to the CAO/Clerk within one week of the termination of the emergency;
- Participating in the debriefing following the emergency.

The importance of accurate and detailed records pertaining to all decisions made and actions taken by the MECG cannot be understated. While the official recording responsibility resides with the appointed individual (see individual MECG responsibilities below), all members of the MECG shall keep notes detailing their actions during an emergency.

6.5 Individual Responsibilities of the MECG

Mayor

The Mayor is responsible for:

- Providing overall leadership in responding to an emergency;
- Declaring an emergency within the designated area;
- Declaring that the emergency has terminated (NOTE: Council may also terminate an emergency);
- Notifying the Office of the Fire Marshal and Emergency Management of the declaration and termination of an emergency;
- Ensuring that members of Council are advised of the declaration and termination of an emergency and are kept informed during an emergency;
- Carrying out the duties of the Community Spokesperson as outlined in the township's Emergency Information Plan;
- Maintaining a personal log of all actions taken.

CAO/Clerk

The CAO/Clerk becomes the Operations Officer for the Township of Billings and is responsible for:

- Chairing the MECG
- Activating the emergency notification system and ensuring all members of the MECG are notified;
- Ensuring liaison with the Ontario Provincial Police regarding security arrangements for the EOC;
- Coordinating all operations within the EOC, including the scheduling of regular meetings;
- Advising the Mayor or designated alternate on policies and procedures, as appropriate;

- Approving, in conjunction with the Mayor, major announcements and media releases prepared by the Emergency Information Officer in consultation with the MECG;
- Ensuring that a communication link is established between the MECG and the Incident Commander;
- Calling out additional municipal staff and volunteers to provide assistance, as required;
- Maintaining a personal log of all actions taken.

Fire Chief

The Fire Chief is responsible for:

- Providing the MECG with information and advice on firefighting and rescue matters;
- Establishing an ongoing communications link with the senior fire official at the scene of the emergency;
- Informing the Mutual Aid Fire Coordinators and/or initiating mutual aid arrangements for the provision of additional firefighters and equipment, if needed;
- Determining if additional or special equipment is needed and recommending possible sources of supply (*e.g.*, breathing apparatus, protective clothing);
- Providing assistance to other departments and agencies and being prepared to take charge of or contribute to non-firefighting operations if necessary (*e.g.*, rescue, first aid, casualty collection, evacuation)
- Providing an Incident Commander, if required;
- Maintaining a personal log of all actions taken.

CEMC

The CEMC is responsible for:

- Activating and arranging the EOC;
- Ensuring that security is in place for the EOC and registration of MECG members;
- Ensuring that all members of the MECG have necessary plans, resources, supplies, maps and equipment;
- Providing advice and clarifications about the implementation details of the Emergency Response Plan;
- Ensuring liaison with community support agencies (St. John Ambulance, Red Cross, *etc.*);
- Ensuring that the operating cycle is met by the MECG and related documentation is maintained and kept for future reference;
- Addressing any action items that may result from the activation of the Emergency Response Plan and keep MECG informed of implementation needs;
- Maintaining records and logs for the purpose of debriefing and post-emergency reporting that will be prepared;
- Maintaining a personal log of all actions taken.

Public Works Superintendent

The Public Works Superintendent is responsible for:

- Providing the C.C.G. with information and advice on engineering and public works matters;
- Depending on the nature of the emergency, assigning the Incident Commander and informing the MECG;
- Establishing an ongoing communications link with the senior public works official at the scene of the emergency;
- Ensuring liaison with the public works representative from the neighboring community to ensure a coordinated response;
- Ensuring provision of engineering assistance;
- Ensuring construction, maintenance and repair of town roads;
- Ensuring the maintenance of sanitary sewage and water systems;
- Providing equipment for emergency pumping operations;
- Ensuring liaison with the Fire Chief concerning emergency water supplies for firefighting purposes;
- Providing emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health;
- Discontinuing any public works service to any resident, as required, and restoring these services when appropriate;
- Ensuring liaison with utilities companies to disconnect any service representing a hazard and /or to arrange for the provision of alternate services or functions;
- Providing public works vehicles and equipment as required by any other emergency services;
- Maintaining a personal log of all actions taken.

Administrative Assistant

The Administrative Assistant is responsible for:

- Maintaining a status board and maps which will be prominently displayed and kept up to date throughout the duration of the emergency;
- Making arrangements for meals for the staff/volunteers at the EOC and the Incident Command;
- Providing information and advice on financial matters as they relate to the emergency;
- Ensuring liaison, if necessary, with the treasurers of neighbouring communities;
- Ensuring that records of expenses are maintained for future claim purposes;
- Ensuring the prompt payment and settlement of all legitimate invoices and claims incurred during an emergency;
- Maintaining a personal log of all actions taken.

Senior Member of the Fire Department

The Senior member of the Fire Department is responsible for:

- Assisting the Fire Chief;
- Providing the MECG with information and advice on firefighting and rescue matters;

- Activating and supervising the Telecommunications Coordinator;
- Maintaining a personal log of all actions taken.

The Telecommunications Coordinator is not an appointed member of the MECG; they are a member of the Amateur Radio Emergency Service (ARES). The ARES is a volunteer group which coordinates amateur radio in the Manitoulin area. They are prepared to establish emergency radio communications between Manitoulin hospitals, and to supplement municipal communications resources. An ARES control station will be activated at the Manitoulin OPP headquarters in a major emergency at their request. The Telecommunications Coordinator is responsible for:

- Activating the Emergency Notification System of the local amateur radio operators' group;
- Initiating the necessary action to ensure the telephone system at the community offices functions as effectively as possible, as the situation dictates;
- Ensuring that the EOC is properly equipped and staffed, and working to correct any problems which may arise;
- Maintaining an inventory of community and private sector communications equipment and facilities within the community, which could in an emergency, be used to augment existing communications systems;
- Making arrangements to acquire additional communications resources during an emergency.

Deputy Mayor

The Deputy Mayor is responsible for carrying out the duties of the Emergency Information Officer (EIO), namely:

- Establishing a communication link with the Community Spokesperson and any other media coordinator(s) (i.e. Provincial, Federal, private industry, etc.) involved in the emergency, ensuring that all information released to the media and public is timely, full and accurate;
- Ensuring that the Emergency Information Centre (EIC) is set up and staffed and a site EIC is established, if required;
- Ensuring coordination with the MECG to obtain up-to-date information for media releases, coordinate individual interviews and organize press conferences;
- Ensuring that the following are advised of the telephone number of the media centre:
 - Media
 - MECG
 - Switchboard (Town and Emergency Services)
 - Community Spokesperson
 - Police Public Relations Officer
 - Neighbouring Communities
 - Any other appropriate persons, agencies or businesses;
- Providing direction and regular updates to the Community Spokesperson to ensure that the most accurate and up-to-date information is disseminated to the public;
- Ensuring that the media releases are approved by the Operations Officer (in consultation with the Mayor) prior to dissemination;
- Distribution of hard copies of media releases to the EIC, the MECG, Community Spokesperson and other key persons handling inquiries from the media;

- Monitoring news coverage, and correcting any erroneous information;
- Maintaining copies of media releases and newspaper articles pertaining to the emergency;
- Maintaining a personal log of all actions taken.

6.6 Responsibilities of Outside Agencies

Police

The Ontario Provincial Police are responsible for:

- Depending on the emergency, establishing an Incident Command post with communications to the EOC and assigning an Incident Commander;
- Providing a representative for the EOC, evacuee centers and other facilities, as required;
- Establishing the inner perimeter within the emergency area;
- Establishing the outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles, and restrict access to all but essential emergency personnel;
- Providing traffic control staff to facilitate the movement of emergency vehicles;
- Alerting persons endangered by the emergency and coordinating evacuation procedures;
- Ensuring the protection of life and property and the provision of law and order;
- Notifying the coroner of fatalities;
- Ensuring liaison with other community, provincial and federal police agencies, as required.

District Social Services

Manitoulin-Sudbury District Services are responsible for:

- Ensuring the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, and registration and inquires and personal services;
- Supervising the opening and operation of temporary and/or long-term evacuee centers and ensuring they are adequately staffed;
- Ensuring liaison with the police with respect to the pre-designation of evacuee centers which can be opened on short notice;
- Liaising with Medical Officer of Health on areas of mutual concern regarding operations in evacuee centers;
- Ensuring that a representative of the Rainbow District Board of Education is notified which facilities are required as evacuee reception centers, and that staff and volunteers utilizing the school facilities take direction from Board representatives with respect to their maintenance, use and operation;
- Ensuring liaison with Manitoulin Lodge and Centennial Manor as required.

Medical Officer of Health

Medical Officer of Health is responsible for:

- Acting as a coordinating link for all emergency health services at the MECG;
- Ensuring liaison with the Ontario Ministry of Health and Long-term Care, Public Health branch;
- Depending on the nature of the emergency, assigning an Incident Commander and notifying the MECG;
- Establishing an ongoing communications link between the senior health official at the scene of the emergency and the EOC;
- Ensuring liaison with the ambulance service representatives;
- Providing advice on any matters which may adversely affect public health;
- Providing authoritative instructions on health and safety matters to the public through the Emergency Information Officer;
- Coordinating the response to disease-related emergencies or anticipated emergencies such as epidemics, according to the Ministry of Health and Long-term Care policies;
- Ensuring coordination of care of bed-ridden citizens and invalids at home and in evacuee centers during an emergency.
- Ensuring liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resource;
- Ensuring coordination of all efforts to prevent and control the spread of disease during an emergency;
- Notifying the Public Works Superintendent regarding the need for potable water supplies and sanitation facilities;
- Ensuring liaison with District Social Services representatives on areas of mutual concern regarding health services in evacuee centers;
- Providing support activities as required, such as:
 - Provide public health information, advice and direction to the community and to the MECG;
 - Institute control measures, where necessary, regarding communicable diseases including immunization, isolation and quarantine;
 - Distribute surveillance system tools for tracking cases, controls, quarantined people, *etc.*;
 - Monitor food distribution to ensure a safe food supply;
 - Monitor drinking water supplies to ensure a safe water supply;
 - Recommend specific responses to conditions that could affect the health of the community;
 - Coordinate efforts to control the spread of disease;
 - Provide direction on pest control, disinfection procedure and personal sanitation;
 - Coordinate the response to disease-related emergencies (epidemics);
 - Communicate information regarding the health effects of exposure to toxic chemicals, emerging infectious diseases, chronic diseases and environmental hazards;
 - Take the lead in communicating to the community any health-related issues with respect to the emergency or disaster;
 - Respond to health-related issues associated with acts of bioterrorism in conjunction with First Responders (fire, police, EMS);
 - Ensure the proper storage of human remains to prevent the spread of diseases;
 - Provide direction on the disposal of solid waste and sewage as required.

Emergency Medical Services (EMS)

The Emergency Medical Service is responsible for:

- Ensuring emergency medical services at the emergency site;
- Establishing an ongoing communications link between the senior EMC official at the emergency site and the EOC;
- Obtaining EMS from other municipalities for support, if required;
- Ensuring triage at the emergency site;
- Advising the MECG if other means of transportation are required for large-scale response;
- Ensuring liaison with the receiving hospitals;
- Enduring liaison with the Medical Office of Health, as required.

Rainbow District School Board

The Rainbow District School Board is responsible for:

- Providing any school for use as an evacuation or reception centre and a representative(s) to coordinate the maintenance, use and operation of the facilities being utilized as evacuation or reception centers;
- Ensuring liaison with the MECG as to protective actions for the schools (*i.e.*, implementing school stay-in-place procedures and implementing the school evacuation procedure).

Hydro One

Hydro One is responsible for:

- Monitoring the status of power outages and customers without services;
- Providing updates on power outages, as required;
- Ensuring liaison with the Public Works Superintendent;
- May provide assistance with accessing generators or other temporary power measures for essential services.

Manitoulin Health Centre Administration

Manitoulin Health Centre Administration is responsible for:

- Implementing the hospital emergency plan;
- Ensuring liaison with the Medical Officer of Health and EMS with respect to hospital and medical matters, as required;
- Evaluating requests for the provision of medical site teams and medical triage teams;
- Ensuring liaison with the Ministry of Health and Long-term Care, as required.

Other Agencies

In an emergency, many other agencies may be required to work with the MECG including Office of the Fire Marshal and Emergency Management Ontario, industry, volunteer groups, and provincial ministries.

7. Incident Command

An Incident Commander will be assigned as appropriate by the lead agency for the emergency. A Senior Representative for each emergency responder (police, fire, EMS, public works) at the site will consult with the Incident Commander to offer a coordinated and effective response. Regular briefings will be held at the site and chaired by the Incident Commander to establish the manner and process to the emergency.

8. Emergency Telecommunications Plan

Upon implementation of the Emergency Response Plan it will be important to ensure that communications are established between the emergency site and the EOC. Communications may also be required at various other locations such as evacuation centers, hospitals and other key responding agencies.

An emergency communications centre will be established within the EOC and will be equipped with the necessary equipment/personnel to communicate with police, fire, EMS and the Ontario Fire Marshall.

Primary communications shall be by telephone or cellular phone. The ARES Emergency Communications Plan Manitoulin – North Shore Area will be activated when an emergency is declared (or a potential emergency identified) as backup and supplement to primary communications.

9. Distribution List

Copy Number	Location/Recipient	Issued	Returned
1	CEMC Megan Bonenfant		
2	CAO/Clerk Kathy McDonald		
3	Mayor Ian Anderson		
4	Deputy Mayor Bryan Barker		
5	Councillor Sharon Alkenbrack		
6	Councillor Michael Hunt		
7	Councillor Sharon Jackson		
8	Public Works Superintendent Floyd Becks		
9	Fire Chief Merv Gilchrist		
10	Fireman Jim Chambers		
11	Fire Department		
12	Administrative Assistant		
13	EOC		
14	Alternate EOC		
15	ARES		
16	OPP		
17	Manitoulin-Sudbury District Services		
18	Medical Officer of Health		
19	Manitoulin Health Centre		
20	Emergency Medical Service		
21	Office of the Fire Marshall and Emergency Management Field Officer Grant Murphy		
22	Hydro One		
23	Rainbow District School Board		

10. Revisions

Updated	Comments	Updated by