THE CORPORATION OF THE TOWNSHIP OF LAURENTIAN VALLEY
BY-LAW NUMBER 02-05-140

BEING A BY-LAW TO ADOPT A PLAN FOR PEACETIME DISASTERS AND TO REPEAL
BY-LAW NUMBER 874-12-91 OF THE (FORMER) TOWNSHIP OF STAFFORD AND
BY-LAW NUMBER 647-12-91 OF THE (FORMER) TOWNSHIP OF PEMBROKE.

WHEREAS pursuant to Section 104 of the Municipal Act, R.S.O. 1980, c. 302 every Council
may pass By-Laws for the health and safety of the inhabitants of the Municipality;

AND WHEREAS pursuant to Section 3 (1) of the Emergency Plans Act, S.O. 1983, c. 30, the
Council of a Municipality may pass a By-Law formulating or providing for the formulation of an
Emergency Plan.

NOW THEREFORE the Council of the Corporation of the Township of Laurentian Valley enacts
as follows:

1. That the plan for peacetime disasters hereto attached as Schedule “A”
   and forming part of this By-Law be adopted by the Council of the
   Corporation of the Township of Laurentian Valley.

2. That By-Law Number 874-12-91 of the (former) Township of Stafford and
   By-Law Number 647-12-91 of the (former) Township of Pembroke are now
   herewith repealed.

Read a FIRST and SECOND time this 7th day of May, 2002.

[Signature]
REEVE

[Signature]
CHIEF ADMINISTRATIVE OFFICER/CLERK

Read a THIRD time and FINALLY passed this 7th day of May, 2002.

[Signature]
REEVE

[Signature]
CHIEF ADMINISTRATIVE OFFICER/CLERK
TOWNSHIP OF LAURENTIAN VALLEY
PLAN FOR PEACETIME DISASTERS

FORWARD

Peacetime disaster or emergencies are defined as situations or the threat of impending situations, abnormally affecting the lives and property of our society, which by their nature and magnitude require a controlled and co-ordinated response by a number of agencies, both governmental and private, under the direction of the appropriate elected officials, as distinct from routine operations carried out by an agency or agencies, (e.g. firefighting, police activities, normal hospital routines).

In our increasingly complex and technological society, peacetime emergencies of a man-made nature are on the increase to add to the natural disaster which man always faced.

Whenever a disaster occurs, which affects the lives and property of citizens, the initial and prime responsibility for providing immediate assistance rests with the local municipal government. This plan is designed to ensure the co-ordination of municipal, regional, and volunteer services in an emergency to bring the situation under control as quickly as possible.

All Municipal Officials of the Township of Laurentian Valley whether elected or appointed must be fully conversant with the contents of this volume and prepared at all times to carry out the duties and responsibilities allotted to them. Under authority of the Emergency Plans Act 1983 and by enactment of the Municipality of the Township of Laurentian Valley By-Law Number 02-05-140, this plan will govern the provision of necessary services during an emergency and the manner in which employees and elected officials of the Municipality and other persons will respond in an emergency.

For this plan to be effective, it is essential that it be reviewed annually.

Reeve,

Township of Laurentian Valley
THE CORPORATION OF THE TOWNSHIP OF LAURENTIAN VALLEY

PLAN FOR PEACETIME DISASTERS

AIM

To lay down a plan of action for the most efficient employment of all services required in order that the following may be assured:

1. The earliest possible response to a disaster by all services that may be required and the establishment of overall control of emergency operations.

2. An operation control facility be established at the scene and/or elsewhere according to the nature of the emergency.

3. Earliest possible control established to minimize crowd convergence, and to maintain order at the site so that emergency operations are not impeded and that additional casualties are prevented.

4. Immediate action taken to eliminate all sources of potential danger in the affected area.

5. The evacuation of any building considered to be in a hazardous situation.

6. The rescuing of all persons trapped with the minimum of delay and the provision of first aid at the site.

7. The provision of controlled evacuation.

8. The provision, where necessary, of such essential social services as may be required for persons affected by the disaster and emergency services personnel involved.

9. Factual, official information is available at the earliest possible time to:
   (a) officials involved in emergency operations;
   (b) the news media to allay public anxiety and to reduce the number of onlookers at the scene;
   (c) concerned individuals seeking personal information.

10. Restoration of normal services.
Types of Natural and Man-Made Emergencies liable to occur in the Township of Laurentian Valley.

1. Aircraft Disasters
2. Train Derailments
3. Chemical Spills
4. Natural Gas Breaks
5. Forest Fires
6. Nuclear Accidents
7. Tornadoes
8. Earthquakes
9. Bridge Collapse
10. Floods
MUNICIPAL EMERGENCY CONTROL GROUP

COMPOSITION

1. A Municipal Emergency Control Group (MECG), headed by the Reeve or alternate responsible for taking the necessary actions to control the disaster or emergency will normally assemble at the Township of Laurentian Valley and may if circumstances dictate, assemble at an alternate site close to the scene depending on the nature of the emergency.

2. The Municipal Emergency Control Group will consist of the following persons designates:

   (a) Reeve or alternate
   (b) Clerk or alternate
   (c) Fire Chief or alternate
   (d) Works Superintendent or alternate
   (e) Building Inspector
   (f) Emergency Planning Co-ordinator

3. The Municipal Emergency Control Group may request support and assistance from any other group or organizations as required.

AUTHORITY

1. The Emergency Plans Act 1983 states a "Head of Council 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 considers necessary and are not contrary to the law to implement the emergency plan of the Municipality and to protect the property and the health, safety and welfare of the inhabitants of the emergency area".

Accordingly, it is clear that the principal function of the Municipal Emergency Control Group is to assist the Head of Council in making and placing in effect any decisions and orders that are made to control the emergency.

IMPLEMENTATION

1. This plan shall be implemented in whole or in part as soon as a disaster occurs or is expected to occur which is considered to be of such magnitude as to warrant its implementation.

2. An emergency will usually be reported or discovered by either the police or fire services who would, in any event, be among the first to be called to the scene of a potential emergency. The police or fire representative or other member of the Municipal Emergency Control Group should personally assume control of the situation or arrange for an on-site co-ordinator to take charge immediately and then, depending upon the situation, he may make a decision to alert and assemble the Municipal Emergency Control Group. The procedure for alerting and assembling the Municipal Emergency Control Group is outlined in detail as Appendix 1.
MUNICIPAL EMERGENCY CONTROL GROUP OPERATIONS

Upon assembly, the Head of Council, based upon the advice of the members of the Municipal Emergency Control Group, may make a decision to declare an emergency and invoke the provisions of this emergency plan.

1. **General** The role of the Municipal Emergency Control Group can best be rould-table assessment of events as they occur. An agreed course of action will be implemented by Municipal Departments functioning primarily within their own spheres. It may become necessary to adopt and implement a joint plan of action which could involve two or more Departments operating in unison. In this situation, it would be necessary to determine which Department will have the greater commitment and to appoint an on-site co-ordinator accordingly.

Therefore, until emergency operations conclude, other Departments should act in support of whichever Department is exercising on-site co-ordination of operations. It may be necessary for the Municipal Emergency Control Group to function in concert with neighbouring Municipalities, for example during a nuclear emergency. A joint Municipal Emergency Control Group may be formed and requests for action will be directed from the Head of the Townships’ Council to the Municipal Emergency Control Group or the Municipal Emergency Control Group members.

2. **Communications and Co-ordination** An important function of every Department is to provide timely information for the benefit of the Municipal Emergency Control Group decision-making process. This will necessitate reliable systems of communications between the emergency site and the Municipal Emergency Control Group operations centre. Radios are least susceptible to damage or interruption in times of emergency. However, if telephones are to provide this vital medium of communication, the operations centre must have a multiplicity of lines and instruments. Additionally, the operations centre must be sufficiently large to accommodate both information gathering and display activities and provide room for the Municipal Emergency Control Group to deliberate and function.

Once decisions have been taken by the Municipal Emergency Control Group, it is essential they be quickly and accurately disseminated to every response agency and, where necessary, to the public. This vital function will fall to the Official who will act as Operations Officer.

3. **Responsibilities** Some or all of the following actions/decisions may have to be considered and dealt with by the Municipal Emergency Control Group:

(a) declaring an “emergency” to exist;

(b) designating any area in the Municipality as an “emergency area”;

(c) “authorizing expenditures” of funds for implementing the emergency plan;

(d) “evacuating” those buildings or sections within an emergency area which are themselves considered to be dangerous or in which the occupants are considered to be in danger from some other source;

(e) “dispersing people” not directly connected with the operations who by their presence are considered to be in danger or whose presence hinders in any way the efficient functioning of emergency operation;
(f) "discontinuing utilities" or services provided by public or private concerns without reference to any consumers in the Municipality, when continuation of such utilities or services constitute a hazard to public safety within an emergency area;

(g) "arranging for accommodation and welfare", on a temporary basis, of any residents who are in need of assistance due to displacement as a result of the emergency;

(h) "calling in and employment of any Municipal personnel and equipment" which is required in the emergency;

(i) "arranging assistance" from senior levels of government and of other personnel and equipment of volunteer and other agencies not under Municipal control as may be required by the emergency;

(j) "establishing an information centre" for the issuance of accurate releases to the news media and for the issuance of authoritative Instructions to the general public; and

(k) "establishing a reporting and inquiry centre" to handle individual requests for information concerning any aspect of the emergency.

HEAD OF COUNCIL

Head of Council or alternate will perform the following responsibilities:

(a) Chair meetings of the Municipal Emergency Control Group;

(b) Declare an emergency to exist;

(c) Ensure that the Solicitor General of Ontario has been notified of the declaration of an emergency;

(d) Make decision, determine priorities and issue operational direction through the Operations Officer and other members of the Municipal Emergency Control Group;

(e) Approve news release and public announcements;

(f) Terminate the emergency at the appropriate time and ensure all concerned have been notified; and

(g) Sit on the joint Municipal Emergency Control Group and pass directives to the Townships' Municipal Emergency Control Group or Municipal Emergency Control Group members.

OPERATIONS OFFICER (CLERK)

The Operations Officer will perform duties and responsibilities assigned to him by the Head of Council and will be responsible for co-ordinating the activities of the Operations Centre and for ensuring good communication between all agencies involved in the emergency response. The following are some of his responsibilities:

(a) Organize and supervise the Emergency Operations Centre and in particular make arrangements for obtaining and displaying up-to-date information at all times;

(b) Advise the Head of Council on administrative matters;
(c) Be responsible for media arrangements and assist in the preparation and issue of press and public announcements;

(d) Record minutes of Municipal Emergency Control Group meetings;

(e) Maintain a log of events and actions taken by the Municipal Emergency Control Group during the emergency; and

(f) Provide advice to the Head of Council and other members of the Municipal Emergency Control Group.

THE EMERGENCY PLANNING CO-ORDINATOR

The Co-ordinator will perform the following responsibilities:

(a) Record problems with implementation of the emergency plan for correction with the next revision;

(b) Conduct a review of the emergency actions after the emergency has been terminated;

(c) Recommend revisions to the emergency plan;

(d) Recommend training at least annually and for each revision;

(e) Keep abreast of emergency plans within the Municipality and in the adjacent Municipalities and industries.

COMMUNITY OPP LIAISON OFFICER

Upon learning of a potential emergency, the police representative or alternate will consider the possible need for activation of the emergency plan and if warranted, he will trigger the alert system outlined in Appendix 1. Thereupon, he will report to the Emergency Operations Centre to sit as a member of the Municipal Emergency Control Group and to perform the following additional functions and responsibilities:

(a) Provide the Head of Council with information and advice on law enforcement matters;

(b) If appropriate, appoint an On-Site Co-ordinator to exercise overall control of emergency operations;

(c) Seal off the area of concern;

(d) Control, and if necessary, disperse people who are not directly connected with operations within the "emergency area";

(e) Control the movement of emergency vehicles to and from the site of the emergency;

(f) Co-ordinate police operations with Municipal Departments, Provincial Ministries and Federal Agencies and Departments and arrange for additional supplies and equipment when needed, (e.g. barriers and flashers, etc.);

(g) Conduct evacuation of buildings or areas when ordered by the Head of Council;
(h) Arrange for maintenance of law and order in temporary facilities (e.g. evacuation centres);

(i) Protect property in the emergency area;

(j) Arrange for additional police assistance, if required;

(k) Advise the Coroner in the event of fatalities and perform whatever additional responsibilities may be necessary under the Coroner’s Act; and

(l) Maintain a log of events and actions taken by or on behalf of the police during the emergency

**FIRE CHIEF OR ALTERNATE**

Upon learning of a potential emergency, the Fire Chief or alternate will consider the possible need for activation of the emergency plan and, if warranted, he shall trigger the alert system outlined in Appendix 1. Thereupon he will report to the Emergency Operations Centre to sit as a member of the Municipal Emergency Control Group and to perform the following additional functions and responsibilities:

(a) Provide the Head of Council with information and advice on firefighting matters;

(b) If appropriate, appoint an On-Site Co-ordinator to exercise overall control of emergency operation;

(c) Alert the County Mutual Aid Fire Co-ordinator and then trigger any necessary mutual aid arrangements for the provision of additional firefighting manpower and equipment;

(d) Determine if additional or special equipment is needed and recommend possible sources of supply (e.g. breathing apparatus, protective clothing, etc.);

(e) Provide assistance to other Municipal Departments, Provincial Ministries and Federal Departments and Agencies and be prepared to take charge or contribute to non-firefighting operations if necessary (e.g. rescue, first aid, casualty collections, etc.);

(f) Maintain a log of events and actions taken by or on behalf of the Fire Department during the emergency.

**WORKS SUPERINTENDENT**

Upon being alerted, the Road Superintendent will report to the Emergency Operations Centre to sit as a member of the Municipal Emergency Control Group and to perform the following additional functions and responsibilities:

(a) Provide the Head of Council with information and advice on engineering matters;

(b) If appropriate, appoint an On-Site Co-ordinator to exercise overall control of emergency operations;

(c) Maintain liaison with flood control, conservation and environmental agencies and be prepared to conduct relief or preventative operations;
(d) Provide engineering materials, supplies and equipment and if not otherwise available, make arrangements for sources of supply from neighbouring Municipalities, private contractors, etc.;

(e) Assist traffic control, evacuations, etc. by clearing emergency routes, marking obstacles, providing road roads, etc.;

(f) Maintain liaison with private utility companies (gas, telephone, etc.) and make recommendations for discontinuation of any utility, public or private, where necessary in the interest of public safety;

(g) Re-establish essential services at the conclusion of an emergency;

(h) Maintain a log of events and actions taken by or on behalf of the Road Superintendent during the emergency.

BUILDING INSPECTOR

Upon being alerted, the Building Inspector will report to the Emergency Operations Centre to sit as a member of the Municipal Emergency Control Group and to perform the following additional functions and responsibilities:

(a) Provide the Head of Council with information and advice on engineering matters;

(b) Make recommendations and demolish unsafe structures if ordered by the Head of Council;

(c) Maintain a log of events and actions taken by or on behalf of the Building Inspector during the emergency.

ADDITIONAL PERSONNEL AND SERVICES

MEDICAL OFFICER OF HEALTH

In an emergency situation, the Municipal Emergency Control Group will request the M.O.H. to sit as a member and provide the following services:

(a) Advice on public health matters to the Municipal Emergency Control Group;

(b) Arrange for the 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 where warranted make recommendations for arranging alternate supplies;

(e) Notify other agencies and senior levels of government about health related matters.
AMBULANCE SERVICES

Ambulance services are available by contacting Renfrew County Emergency Medical Services at 732-3675.

Responsibilities and functions:

(a) Conduct triage, treatment and transportation of injured patients, enlisting other agencies assistance when available and required;

(b) Establish an on-site medical command post in order to:

- provide a communications network, via established central dispatch links with area hospitals

- request on-site medical teams and co-ordinate their activity when required

- co-ordinate ambulance and auxiliary vehicle transport of injured patients on a priority basis to the appropriate medical facility

(c) Arrange for the supply of first aid and resuscitation equipment, stretchers and blanketing materials at the incident site;

(d) Provide on-site standby coverage of ambulance personnel at hazardous situations in order to provide a quicker medical response in the event of injuries occurring.

MASS CASUALTIES

Arrangements for coping with mass casualties are made jointly by the hospitals and the ambulance service which serve the local area. Such arrangements have been worked out beforehand to provide for bringing casualties to the central point, for triage and afterwards, arranging a balanced distribution of casualties to area hospitals.
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1. OPP REP – 911 735-0188 / 1-888-310-1122
2. R.C. HEALTH UNIT – Dr. Corriveau
3. AMB SVCS -- 911
4. CDN FORCES -- Base Operations Officer, Capt. Joe Gootz
   687-5511 - 6762 (office hours) - 5611 (after hours)
5. RAILWAY
6. RADIO AMATEURS OF CANADA
7. COUNTY OF RENFREW, SOCIAL SERVICES
8. COUNCIL