

SCHEDULE A TO BYLAW # 63-2017

EMERGENCY RESPONSE PLAN 2019 THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR





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EXECUTIVE SUMMARY

1. Disclaimer

The Township of Armour Emergency Response Plan has been formulated to contain information pertinent to the Township. However, it is not intended to fulfill the needs of every community in Ontario. The Township of Armour does not, in any way guarantee or warrant the accuracy, completeness or usefulness of any information, product or process disclosed or recommended in this document, or that the procedures laid out herein will be a perfect response to any emergency situation.

2. Introduction

The Township of Armour Emergency Management Program Committee developed this emergency response plan in order to provide key officials, agencies, departments and municipal support staff with a general guideline to the expected initial response to an emergency as well as a synopsis of the roles and responsibilities during an emergency.

Municipal departments routinely respond to situations requiring fire, police and ambulance and public works services; however, some situations may escalate beyond the scope of normal operations. These situations need to be dealt with via an emergency plan. The Township of Armour's Emergency Response Plan is a generic and flexible document, adaptable to any emergency.

In order for this plan to be effective it is vital that all concerned be made aware of its provisions and that every official, agency and department be prepared to carry out their assigned functions and responsibilities in an emergency. Equally important, all permanent and/or seasonal residents and business owners be aware of the Emergency Response Plan, thus the public version of the Emergency Response Plan is available for viewing on the Township of Armour's website. For further information please contact your Community Emergency Management Coordinator (CEMC);

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3. Definitions

Community Emergency Management Coordinator (CEMC)

The CEMC is responsible and accountable for coordinating the development and implementation of the municipality's emergency management program in accordance with the standards set out in the Emergency Management and Civil Protection Act and Ontario Regulation 380/04

Emergency

Emergencies are defined as situations or impending situations caused by forces of nature, accident or an intentional act that constitutes a danger of major proportions to life and property. They affect public safety, meaning the health, welfare and property, as well as the environment and economic health of the Townships of Armour. By their nature or magnitude, these situations may require municipal expenditures, requests for additional resources, provisions for emergency shelter, or evacuation. These situations are distinct from normal operations where coordinated activities among agencies are adequate to resolve the situation.

Emergency Information Officer (EIO)

The emergency information officer is responsible for implementing the municipality's emergency information arrangements.

Emergency Management Program Committee (EMPC)

The committee advises Council on the emergency management program, reviews the emergency management program annually and;

- Identifies gaps in resource capability and recommend approaches to fill the gaps
- Amends existing plan to reflect changes
- Submits proposed amendments to council for approval
- Advices the OFMEM Field officer of committee membership and meeting dates.

"Emergency Operations Centre" EOC

Every municipality shall establish an emergency operations centre to be used by the municipal emergency control group in an emergency. The emergency operations centre must have appropriate technological and telecommunications systems to ensure effective communication in an emergency.

"Emergency Site Manager"

The person at the Emergency Site who is designated to coordinate and manage the response to the Emergency. The Emergency Site Manager is appointed by the MECG and reports to the MECG.



“Incident Commander”	The person(s) designated by each agency responding to the Emergency who is responsible for managing the agency’s on-scene response operations at the ICP, in consultation and co-ordination with the MECG.
“Incident Command Post” ICP	The location from which the Incident Commander oversees incident management. A vehicle, trailer, tent or a building may serve as the ICP, according to what is available and appropriate.
“Mitigation”	Action taken to reduce the adverse impacts of an emergency or disaster.
“Municipal Emergency Control Group” MECG	The MECG is a group of individuals which are responsible for directing and controlling all Emergency operations and providing the personnel and resources needed by the Incident Commander to effectively manage the Emergency.
“Support Group”	Agencies or individuals in which may be called upon to attend the EOC depending on the nature of an Emergency.

4. Protection from Liability for Implementation of the Plan

Section 11 of the Emergency Management and Civil Protection Act, R.S.O. 1990, c.E,9 as amended, states;

- a) No action or other proceeding lies or shall be instituted against a member of council, an employee of a municipality, an employee of a local services board, an employee of a district social services administration board, a minister of the Crown, a Crown employee or any other individual acting pursuant to this Act or an order made under this Act for any act done in good faith in the exercise or performance or the intended exercise or performance of any power or duty under this Act or an order under this Act or for neglect or default in the good faith exercise or performance of such a power or duty.
- b) Municipality not relieved of liability (3) Subsection (1) does not relieve a municipality of liability for the acts or omissions of a member of council or an employee of the municipality referred to in subsection (1), and the municipality is liable as if subsection (1) had not been enacted and, in the case of a member of council, as if the member were an employee of the municipality.
- c) Freedom of Information and Protection of Privacy - Any personal information collected under the authority of the Plan shall be used solely for the purpose of planning, preparing and responding to emergencies as defined with the Plan and the release of any information under this Plan shall be made in conformity with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, as amended.



5. Aim

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

The permanent population of the Township of Armour is 1,239 residents and there are 1,114 households (permanent and seasonal). The Plan enables a centralized and coordinated response to emergencies in the Township of Armour.

6. Emergency Management Program Committee

Legislation requires “every municipality shall have an emergency management program committee” as per 380/04 Paragraph 11, O.Reg. The committee will advise the council on the development and implementation of the municipality’s emergency management program. O. Reg. 380/04,s 11 (5)

For the purpose of this emergency response plan the committee will be comprised of the Township Clerk, CEMC, Fire Chief, Roads Supervisor and Reeve. The Community Emergency Management Coordinator shall be appointed as the Committee Chair.

7. Plan Maintenance

This Plan was written in 2015 and it is essential that it be kept current and viable by adherence to a maintenance schedule. Responsibility for the plan being kept up to date rests with the Community Emergency Management Coordinator who may delegate tasks accordingly.

The Emergency telephone numbers will be reviewed on an annual basis.

The notification system will be tested annually.

The plan will be exercised once every year as a minimum requirement, in order to test the overall effectiveness of the Emergency Plan and provide training to the MECG. Revisions to this plan should incorporate recommendations stemming from such exercises.

The Control Group (MECG) and Support Staff shall receive training and participate in an exercise, once every year as a minimum requirement.

The Vital Services and/or Local Services Directory should be updated annually.

The Community Emergency Management Coordinator will determine the schedule under which the maintenance activities will be performed.

The Community Emergency Management Coordinator may update, correct or amend the plan as part of maintenance, however composition of committees, and changes to the roles and responsibilities of said committees must be recognized by council.

8. Emergency/Hazard Analysis

The Emergency Response Plan identifies the various emergencies the community will be most likely to experience as follows;

- Energy Emergency (winter)
- Energy Emergency (summer)
- Hazards Materials (fixed site/transportation)
- Flooding
- Snowstorms/Blizzards
- Forest Fires
- Windstorm
- Transportation Emergencies (road/rail/marine)
- Human Health Emergencies
- Civil Disorder

9. Declaration of an Emergency

a) Authority to Declare;

The Emergency Management and Civil Protection Act, R.S.O. 1990, c.E. 9 as amended, Section 4. (1) states;

“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”

b) Declaration Requirements

- **Annex A** - Declaration of Emergency document must be completed, signed by the head of council or alternate and faxed to the Duty Officer in the Provincial Emergency Operations Centre of Emergency Management Ontario.
- **Annex B** – Checklist in Consideration of a Declaration of Emergency document as a reference too.

c) Action Prior to a Declaration

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

d) Emergency Notification Procedures

Upon receipt of a warning of a real or potential emergency, the responding department will immediately contact their municipalities CEMC or alternate CEMC, the respective Clerk or Reeve to request the notification system be activated.

With receipt of the emergency warning the CEMC or alternate will notify all members of the Municipal Emergency Control Group and will place MECG group on standby. Members of the MECG appointed by council will receive a Resource Binder with contact information. This resource will not be available as a public document.

Upon receipt of a warning of a real or potential emergency any member of the MECG may activate the EOC.



Upon declaration by the Reeve or alternate, the MECG shall activate the Plan and become responsible for directing and controlling all emergency operations and for providing the necessary personnel and resources.

e) Emergency Alert Levels

Due to the threat of an emergency situation developing or the potential for an emergency situation to change over time, there are two different levels at which emergency personnel can be alerted. The emergency levels are as follows:

Full Alert – Under a “Full Alert” either all or selected members of the MECG, the Support Group and the advisory staff, are contacted and are instructed to respond to the EOC at a given time or as soon as possible. The balance of the members of the groups will be advised to “Stand by”.

Stand by Alert -- Under a “Standby Alert” either all or selected members of the MECG, Support Group and the advisory staff are contacted and asked to “Stand by” for further information. This alert level may be used if there is an emergency situation developing or the threat of an emergency occurring which does not merit assembling the members of the above groups.

f) Requests for Assistance

Mutual Assistance from Municipalities;

Mutual Assistance Agreements enable Municipalities, in advance of an Emergency, to set the terms and conditions of the assistance which may be requested or provided. Municipalities requesting and providing assistance are therefore not required to negotiate the basic terms and conditions under stressful conditions and may request, offer and receive assistance according to predetermined and mutually agreeable relationships. Mutual Aid agreements may be enacted at the authority and direction of the head of council or the alternate.

Provincial Assistance;

Assistance may be requested from Emergency Management Ontario at any time. Emergency Management Ontario maintains a 24-hour duty roster and can co-ordinate assistance from a number of Provincial agencies and the Federal Government, including Military Aid to the Civil Authority. When requested by the Township of Armour or the Village of Burk’s Falls, Emergency Management Ontario will send a staff member(s) to the Township of Armour to provide Provincial liaison and advice on Provincial matters.

Assistance may be requested from the Province of Ontario at any time without any loss of control or authority. Such a request shall be made to the Ministry of Community Safety and Correctional Services, Emergency Management Ontario.

Mutual Aid agreements may be enacted at the authority and direction of the head of council or the alternate.



In the event of a disease outbreak, the Medical Officer of Health can notify the Rapid Response Team of the Ministry of Health and Long Term Care for assistance. This can be done by contacting the Spills Action Centre at 1-800-268-6060 and requesting assistance from the Medical Specialist.

g) Termination of a State of Emergency

A Municipal Emergency may be terminated at any time by:

- The Reeve or Alternate Reeve,
- The Municipal Council as a whole
- The Premier of Ontario.

Upon termination of a Municipal Emergency the Reeve will notify:

- Local Member of Provincial Parliament (MPP);
- Local Member of Parliament (MP);
- Emergency Management Ontario, and the Ministry of Community Safety and Correctional Services through the Provincial Operations Centre Duty Officer;
- The Municipal Council, and;
- Public and neighbouring community officials, as required.
- **Annex C -- Termination of Emergency**

10. Emergency Operations Centre & the Operating Cycle

In the event of an Emergency, the EOC will be activated. The MECG and support groups will congregate and work together at the EOC to make decisions, share information and provide support as required to mitigate the effects of the emergency. The location for the EOC will be dependent on the type of emergency and severity of the events.

Operating Cycle

An operations cycle is how the Municipal Emergency Control Group (MECG) manages overall emergency operations. MECG-members will come together usually around a planning board or map at which time they will in turn report their agencies' status to the Reeve or Alternate. It is essential that every member, covering each area of responsibility, be heard from during this process. The MECG is a team, and the actions taken by one, or the lack of action by one, may have a significant impact upon operations.

The round table discussion should include problems, questions, resources requests and any other relevant information so that timely informed decisions can be made as a group. Once the meeting is completed, the members should contact their agencies' and pass on any relevant information or directives that come out of the MECG meeting. The frequency of the meetings are determined by the Reeve, but should reflect the pace of the emergency and occur on a scheduled basis which may be adjusted accordingly.

11. Municipal Emergency Control Group

a) Composition

Emergency response operations will be directed and controlled by the following officials or their alternates at the EOC. The representatives requested to attend the EOC will be



dependent of the type and severity of the emergency. Although not all members may be required to attend the EOC, all members of the MCEG must be notified.

a) Primary MCEG

- Reeve of the Township of Armour, or alternate
- Clerk of the Township of Armour, or alternate
- CEMC for the Township of Armour, or alternate
- Township of Armour Road Department representative, or alternate
- Fire Chief or BFFD, or alternate
- Emergency Information Officer
- Municipal Administrative Staff

b) Support Agencies

- Emergency Management Ontario Representative
- Hydro One and/or Lake Land Power Representative
- Union Gas Representative
- Trans Canada Pipeline Representative
- CN Representative
- Ontario Clean Water Agency
- Liaison staff from provincial ministries
- Ontario Provincial Police representative
- Medical Officer of Health
- Emergency Medical Services Representative
- Red Cross Representative

Any other officials, experts or representatives from the public or private sector as deemed necessary by the MCEG

b) Roles and Responsibilities of the Municipal Emergency Control Group

- 1) Advise the Reeve as to whether the declaration of an emergency is recommended;
- 2) Designate any area(s) in the municipality as an emergency site(s);
- 3) Determine the requirement to call or establish advisory sub-groups as may be required to support implementation of emergency operations;
- 4) Determining if the composition of the MCEG is appropriate;
- 5) Direct and coordinate the responding service and agencies to ensure that all action necessary for the mitigation of the emergency are taken expeditiously and are in accordance with the law;
- 6) Provide recommendations on the spending of public funds for the implementation of the Plan;
- 7) Appoint, or confirm the appointment of an Emergency Site Manager(s) who will be the Emergency Control Group's representative on site and will be responsible for the organization and coordination of all emergency response agencies at the emergency site;
- 8) Develop and implement aims, priorities, and strategies in consultation with the Emergency Site Manager;
- 9) Approve or endorse the proposed courses of action for the resolution of the emergency;



- 10) Direct the evacuation of buildings, or areas within the emergency site(s), if necessary;
- 11) Direct the dispersal or removal of person from the emergency site(s) who are in danger, or whose presence hinders emergency operations;
- 12) Direct the discontinuation of public/private utilities or services due to safety or the efficient functioning of emergency operations, if required;
- 13) Direct the activation and operation of reception centre to provide temporary accommodation to all residents who are in need of assistance due to displacement as a result of an emergency;
- 14) 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;
- 15) Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer for dissemination to the media and public;
- 16) Maintaining a log outlining decisions made and actions taken and submitting a summary of the log to the Clerk(s) within one week of the termination of emergency, as required, and;
- 17) Participate in the debriefing following the emergency.

c) Individual Responsibilities of MECG members

i. Reeve or Alternate

The Reeve is ultimately responsible for the response to the emergency. The Reeve (or Alternate Reeve), and with the advice from the MECG is responsible for:

- 1) Ordering the activation of the Emergency Response Plan;
- 2) Declaring an emergency to exist and where practical, identifying the area or location of the emergency within the Township of Armour or the Village of Burk's Falls;
- 3) Declaring an emergency to be terminated;
- 4) Notifying the Ministry of Community Safety and Correctional Services of the declaration of an emergency and termination of declaration of an emergency;
- 5) Ensuring that Town Councillors are advised of the declaration and termination of the declaration of the emergency, and are kept apprised of the emergency situation;
- 6) Ensuring that the public, the media, neighboring Municipal officials, if required, are also advised of both the declaration and termination of the emergency;
- 7) In consultation with the Emergency Information Officer approve news releases and public announcements;
- 8) Formally requesting Provincial or Federal government assistance through the Provincial Ministry of Community Safety and Correctional Services, Emergency Management Ontario;
- 9) Participate in an after action report and a corrective action report;
- 10) Maintaining a personal log of all actions taken, and;
- 11) Conducting and taking part in post-emergency debriefing.

ii. Clerk or Alternate

- 1) Activating the emergency notification system;
- 2) As the Emergency Site Manager, coordinate all operations within the Emergency Operations Centre, including the scheduling of regular meetings;
- 3) Advising the Reeve or alternate on policies and procedures, as appropriate;



- 4) Approving in coordination with the Reeve or alternate, major announcements and media releases;
- 5) Ensuring a communication link is established between the MCEG and Incident Command;
- 6) Calling out additional township staff to provide assistance, as required;
- 7) Overseeing the issuance of all purchase orders required to support the emergency response, and tracking of all expenditures;
- 8) Ensuring that adequate insurance coverage is in place to cover staff, volunteers and rented/leased equipment;
- 9) Coordinating the provision of transportation when requested by other departments Emergency Site Manager;
- 10) Maintaining a personal log of all actions taken, and;
- 11) Participate in an after action report and a corrective action report.

iii. CEMC or Alternate

- 1) Activating and arranging the EOC;
- 2) Ensuring that security is in place for the EOC and registration of MCEG members;
- 3) Ensuring all members of MCEG have necessary plans, resources, supplies, maps and equipment;
- 4) Provide advice and clarification about the implementation details of the Emergency Response Plan;
- 5) Acting as a liaison with community support agencies, e.g Canadian Red Cross, 211;
- 6) Ensure that maps and status boards are kept up to date;
- 7) Ensuring compliance with Act;
- 8) Maintaining a personal log of all actions taken;
- 9) Creating an After Action Report in conjunction with MCEG, and;
- 10) Creating a Corrective Action Report in conjunction with MCEG;

iv. Fire Chief or Alternate

- 1) Providing the MCEG with information and advice on firefighting and rescue matters;
- 2) Depending on the nature of the emergency assign the Incident Commander and inform the MCEG;
- 3) Establishing an ongoing communication link between the senior fire official at the Incident Command;
- 4) Determining if additional or special equipment is needed and recommending possible sources of supply, e.g. breathing apparatus, protective clothing;
- 5) Provide assistance to other community departments and agencies if necessary;
- 6) Maintaining a personal log of all actions taken, and;
- 7) Participate in an after action report and a corrective action report.

v. Roads Department Representative or Alternate

- 1) Provide the MCEG with information regarding infrastructure;
- 2) Establish communications with the senior road/public works department official that is on scene;
- 3) Liaise with neighboring communities to ensure a coordinated response which is supported by road/public works departments;
- 4) Liaison with public utility companies to ensure proper disconnect of services, if required;
- 5) Facilitate and assist with emergency potable water, supplies and sanitation facilities



to the requirements of the Medical Officer of Health;

- 6) Provide road department vehicles and equipment as required by any other emergency service;
- 7) Maintaining a personal log of all actions taken, and;
- 8) Participate in an after action report and a corrective action report.

vi. Emergency Information Officer

- 1) Advise the EMCG on matters pertaining to public information, public affairs, and media relations;
- 2) Gather, process and disseminate information for use by the MECG
- 3) Formulate public information and media releases for review by the Reeve or alternate
- 4) Upon approval of the Reeve/alternate release information to the public and media;
- 5) Direct the establishment and operation of a Media centre
- 6) Prepare and distribute public announcements, instructions, or warnings as directed by the Reeve or alternate;
- 7) Provide public relations support as required;
- 8) Coordinate all media request, including arrangements for supervised tours near the emergency site(s);
- 9) Maintain a detailed log of all actions taken by the Emergency Information Officer
- 10) Participate in a post-emergency debriefing

vii. Almaguin Highlands Division of the Ontario Provincial Police Representative

- 1) Notifying necessary emergency and community services, as required;
- 2) Establishing an ongoing communications link with the senior police official at the scene of the emergency;
- 3) Establishing the inner perimeter within the emergency area;
- 4) 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;
- 5) Providing traffic control staff to facilitate the movement of emergency vehicles;
- 6) Alerting persons endangered by the emergency and coordinating evacuation procedures;
- 7) Ensuring the protection of life and property and the provision of law and order;
- 8) Providing police service in EOC, evacuee centers, morgues, and other facilities, as required;
- 9) Notifying the coroner of fatalities;
- 10) Liaise with media when necessary;
- 11) Implement Continuity of Operations Plan in the event of internal failure of our infrastructure, and;
- 12) Maintaining a personal log of all actions taken.

viii. Medical Officer of Health or Alternate

- 1) Coordinates public health services with various Emergency Control Group members and related agencies in the Emergency Operations Centre;
- 2) Provides advice to the public and local health care professionals on matters which may adversely affect public health within North Bay and Parry Sound District. (e.g toxic spills, water quality, air quality);



- 3) Liaises with Ontario Ministry of Health and Long-Term Care, Public Health Division and area Medical Officers of Health as required to augment and coordinate a public health response as required;
- 4) Coordinates the surveillance and response to communicate disease-related emergencies or anticipated epidemics according to Ministry of Health and Long-Term Care directives;
- 5) Ensure the coordination of vaccine/antiviral storage, handling and distribution across North Bay and Parry Sound District;
- 6) Initiates and implements mass vaccination clinics during outbreaks of disease within affected municipalities in North Bay and Parry Sound District;
- 7) Liaises with Director of Public Utilities or alternate within affected municipalities to ensure the provision of potable water, community sanitation, maintenance and sanitary facilities;
- 8) Provides inspection of evacuation centers, makes recommendations and initiates; remedial action in areas of accommodations standards related to;
 - a. Overcrowding, sewage and waste disposal;
 - b. Monitoring of water supply, air quality, sanitation;
 - c. Food handling, storage, preparation, distribution and service;
- 9) Liaises with local social service agencies on areas of mutual concern regarding evacuation centers related to public health information;
- 10) Advises on or orders any necessary evacuation, isolation or quarantine measures;
- 11) Provides instruction and health information through public service announcements and information networks;
- 12) Issues orders if necessary, to mitigate or eliminate health hazards as per the Health Protection and Promotion Act;
- 13) In the event of mass casualties, the Health Unit will monitor the situation to ensure early and sanitary disposition of human remains in order to minimize the spread of disease, and;
- 14) Liaises with the District Coroner to coordinate the activities of the mortuary within the community and provide assistance when necessary.

ix. Emergency Medical Services (EMS) Representative

- 1) Ensuring emergency medical services at the emergency site;
- 2) Establishing an ongoing communications link with the senior EMS official at the scene of the emergency;
- 3) Obtaining EMS from other municipalities for support, if required;
- 4) Ensuring triage at the site;
- 5) Advising the MCEG if other means of transportation is required for large scale response;
- 6) Liaising with the Ministry of Health and Long Term Care Central Ambulance Communications Centre to ensure balanced emergency coverage is available at all times throughout the community;
- 7) Ensuring liaison with the receiving hospitals;
- 8) Ensuring liaison with the Medical Officer of Health, as required, and;
- 9) Maintaining a personal log of all actions taken.

x. Red Cross

- 1) **Shelter &/or Reception Centre Management Services** – The Shelter and Reception Centre Management Services is to set up and operate a Shelter, a safe



and temporary facility where evacuees receive basic services and a Reception Centre, a one-step service site, where evacuees are received and in which the six Emergency Social Services are provided: clothing, lodging, food, family reunification services and inquiry, reception and information and personal services. CRCS will provide support for the use of the shelter facility. Procure, store and distribute supplies and equipment to the lodging facility. Work with the representative of the facility to ensure that the building is used properly.

- a. **CRCS/MECG:** Contract out some specialized logistics services i.e. security and sanitation, to ensure the safety, security and sanitation for the lodging facility
- b. **MECG:** Designation, evaluation as per the guidelines established by Health Canada, set up and a space utilization plan for each temporary shelter is the responsibility of MECG and/or the Emergency Management Program Committee.
- 2) **Family Reunification Services** – The purpose of the Family Reunification Services is to reunite family members separated in a disaster and to collect information and answer inquiries concerning the condition and whereabouts of missing persons.
- 3) **Emergency Lodging Services** – The purpose of the Emergency Lodgings Services is to provide, as quickly as possible, safe, temporary lodging to persons in need of this service in a disaster. Set up sleeping areas. Assign residents to sleeping areas. Coordinate with logistics staff for cots, blankets and comfort kits if available.
- 4) **Reception and Information Services** – Maintain a system for checking occupants in and out when they leave for any period of time. Manage the system of record keeping for registrations. The purpose of the reception and information services is to greet evacuees, provide information regarding services provided within the centre and provide access control to the facility.
- 5) **Emergency Food Services** – The purpose of the emergency food services is to provide food to evacuees, emergency workers and disaster volunteers. Ensure that the food ordering system is established and implemented. Keep accurate records of food and supplies received and expended. Prepare and monitor the food service staff work schedule. Record the hours of personnel.
- 6) **Personal Services** – The purpose of Personal Services is to provide for the initial reception of persons affected by disaster arriving at Emergency sites; inform them of immediate emergency help available; offer temporary care for unattended children and dependent elderly; assist with the temporary care of residents from special care facilities and offer emotional care and comfort.
 - a. **CRCS/MECG:** Organize and administer recreation, transportation, first aid, pet care and other services as needed. Identify residents needing additional services and collaborate with appropriate sources to meet such needs.
 - b. **MECG:** Particular personal services may be coordinated through the MECG and contracted with local service providers to meet special needs of disaster victims.
- 7) **Emergency Clothing** – The purpose of emergency clothing services is to provide clothing to persons in need in a disaster to prevent loss of life from exposure and to meet clothing needs until normal sources of supply are available.
- 8) **Additional Items – Volunteer/Staff Recruitment, Training and Placement**
 - a. **MECG** – Recruit, place and support staff assigned to the lodging facility. Provide opportunities to residents to serve as volunteers in the facility. Manage other local volunteer organizations.
 - b. **CRCS** – Will provide trained volunteers to deliver Red Cross agreed upon services listed above.
- 9) **CRCS** - Maintaining a personal log of all actions taken.



12. 211 Notification and Communication

Municipal Responsibilities

- 1) Notify 211 when an event has occurred.
- 2) Maintain a line of communication with 211 throughout the event providing authoritative, accurate information that can be relayed to the public
- 3) Inform residents that they can call 211 for non-emergency information. This can be done through street signs, press releases, the media and other sources.
- 4) Inform 211 when the emergency event ends.

Responsibilities of 211 Representative

- 1) The 211 staff person who receives notification of an emergency event will document the information using a format that captures what, where, who, when etc. and the name and contact information of the person providing the information.
- 2) Answer non-emergency calls from the public 24/7/365. Ensure the network of 211 service providers in Ontario is notified, can access the most current information about the event and is available to provide support if needed.



ANNEX A - DECLARATION FORM

Municipality: _____ District of: _____

I, _____, (Reeve or Alternate), hereby declare a state of local
Emergency in accordance with the Emergency Management and Civil Protection Act, , R.S.O. 1990, c.E.9,
as amended, due to the emergency described herein;

For the Emergency Area or part thereof described as (geographic area);

Signed _____

Title _____

This _____ day of _____ 201__ at _____ A.M/PM

In the Municipality of _____

(Note: Fax to EMO Duty Officer @ 416-314-0474)



ANNEX B - CHECKLIST IN CONSIDERATION OF A DECLARATION OF EMERGENCY

(Note: All references in this document refer to the *Emergency Management and Civil Protection Act*, R.S.O. 1990, Chapter E.9, as amended 2006)

** This checklist is for use by municipal heads of council considering the declaration of an emergency within their municipality. This checklist is not intended to provide any sort of legal advice – it is merely a reference tool.*

An emergency is defined under the *Emergency Management and Civil Protection Act* as “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” [Section 1, definition of an emergency].

Under the *Emergency Management and Civil Protection Act*, only the head of council of a municipality (or his or her designate) and the Lieutenant Governor in Council or the Premier have the authority to declare an emergency. The Premier, the head of council, as well as a municipal council, have the authority to terminate an emergency declaration [Sections 4 (1), (2), (4)].

An emergency declaration may extend to all, or any part of the geographical area under the jurisdiction of the municipality [Section 4 (1)].

If the decision is made to declare an emergency, the municipality must notify Emergency Management Ontario (on behalf of the Minister of Community Safety and Correctional Services) as soon as possible [Section 4 (3)]. Although a verbal declaration of emergency is permitted, all declarations should ultimately be made in writing to ensure proper documentation is maintained. Written declarations should be made on municipal letterhead, using the template provided by Emergency Management Ontario, and should be faxed to (416) 314-0474. When declaring an emergency, please notify the Provincial Emergency Operations Centre at 1-866-314-0472.

When considering whether to declare an emergency, a positive response to one or more of the following criteria **may** indicate that a situation, whether actual or anticipated, warrants the declaration of an emergency:

General and Government:

- ☐ **Is the situation an extraordinary event requiring extraordinary measures?** Section 4 (1) permits a head of council to “take such action and make such orders as he or she considers necessary and are not contrary to law” during an emergency.
- ☐ **Does the situation pose a danger of major proportions to life or property?** Section 1, definition of an emergency.
- ☐ **Does the situation pose a threat to the provision of essential services (e.g., energy, potable water, sewage treatment/containment, supply of goods or medical care)?** Some situations may require extraordinary measures be taken or expenditures be made to maintain or restore essential services. A declaration of emergency may allow a head of council to expend funds outside of his or her spending resolutions and/or the regular approval process of the municipality.



- ☐ Does the situation threaten social order and the ability to govern? **Whether due to a loss of infrastructure or social unrest (e.g., a riot), a crisis situation has the potential to threaten a council's ability to govern. In such cases, extraordinary measures may need to be taken. Section 4 (1) provides for extraordinary measures, not contrary to law. Section 55 (1) of the *Police Services Act* provides for the creation of special policing arrangements during an emergency.**
- ☐ Is the event attracting significant media and/or public interest? **Experience demonstrates that the media and public often view the declaration of an emergency as a decisive action toward addressing a crisis. It must be made clear that an "emergency" is a legal declaration and does not indicate that the municipality has lost control. An emergency declaration provides an opportunity to highlight action being taken under your municipal emergency response plan.**
- ☐ Has there been a declaration of emergency by another level of government? **[A declaration of emergency on the part of another level of government (e.g., lower-tier, upper-tier, provincial, federal) may indicate that you should declare an emergency within your municipality. For example, in the event of a widespread disaster affecting numerous lower-tier municipalities within a county, the county will likely need to enact its emergency response plan and should strongly consider the declaration of an emergency. In some cases, however, a declaration of emergency by a higher level of government may provide sufficient authorities to the lower-tier communities involved (e.g., municipalities operating under the authority of a provincial or federal declaration).]**

Legal:

- ☐ Might legal action be taken against municipal employees or councillors related to their actions during the current crisis? **Section 11 (1) states that "no action or other proceeding lies or shall be instituted against a member of council, an employee of a municipality, an employee of a local services board, an employee of a district social services administration board, a minister of the Crown, a Crown employee or any other individual acting pursuant to this Act or an order made under this Act for any act done in good faith in the exercise or performance or the intended exercise or performance of any power or duty under this Act or an order under this Act or for neglect or default in the good faith exercise or performance of such a power or duty." Section 11 (3), however, states "subsection (1) does not relieve a municipality of liability for the acts or omissions of a member of council or an employee of the municipality...."**
- ☐ **Are volunteers assisting?** The *Workplace Safety and Insurance Act* provides that persons who assist in connection with a declared emergency are considered "workers" under the Act and are eligible for benefits if they become injured or ill as a result of the assistance they are providing. This is in addition to workers already covered by the Act.

Operational:

- ☐ **Does the situation require a response that exceeds, or threatens to exceed the capabilities of the municipality for either resources or deployment of personnel?** Section 4 (1) permits the head of council to "take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan." Section 13 (3) empowers a municipal council to "make an agreement with the council of any other municipality or with any person for the provision of any personnel, service, equipment or material during an emergency."



- ☐ **Does the situation create sufficient strain on the municipal response capability that areas within the municipality may be impacted by a lack of services, thereby further endangering life and property outside areas directly affected by the current crisis?** Some situations may require the creation of special response agreements between the municipality and other jurisdictions, private industry, non-government organizations, etc. Section 13 (3) states that the “council of a municipality may make an agreement with the council of any other municipality or with any person for the provision of personnel, service, equipment or material during an emergency.”
- ☐ **Is it a consideration that the municipal response may be of such duration that additional personnel and resources may be required to maintain the continuity of operations?** In the event of a large-scale crisis, such as an epidemic or prolonged natural disaster, municipal resources may not be able to sustain an increased operational tempo for more than a few days. This is particularly true if emergency workers are injured or become ill as a result of the crisis. In such a case, the municipality may need to utilize outside emergency response personnel. Section 13 (3) provides for mutual assistance agreements between municipalities.
- ☐ **Does, or might, the situation require provincial support or resources?** Provincial response (e.g., air quality monitoring, scientific advice, airlift capabilities, material resources, etc.) may involve numerous ministries and personnel. Activation of the municipal emergency response plan, including the opening of the Emergency Operations Centre and meeting of the Community Control Group, can greatly facilitate multi-agency and multi- government response.
- ☐ **Does, or might, the situation require assistance from the federal government (e.g., military equipment)?** Section 13 (2) authorizes the Solicitor General, with the approval of the Lieutenant Governor in Council, to make agreements with the federal government. In Canada, federal emergency assistance is accessed through, and coordinated by, the province. The declaration of an emergency may assist a municipality in obtaining federal assistance.
- ☐ **Does the situation involve a structural collapse? Structural collapses involving the entrapment of persons *may* require the deployment of one or more Heavy Urban Search and Rescue (HUSAR) teams. Ontario has a HUSAR team. This team is specially equipped and trained to rescue persons trapped as a result of a structural collapse. Any municipality in the province can request a HUSAR deployment to a declared emergency. Requests for HUSAR resources should be made through your local mutual aid fire coordinator. Approval for the dispatch of the HUSAR team comes from the Commissioner of Emergency Management.**
- ☐ **Is the situation a large-scale or complex chemical, biological, radiological, or nuclear (CBRN) incident?** Response to CBRN incidents requires specialized resources and training. Ontario is developing three CBRN teams to respond to incidents throughout the province. CBRN teams are only dispatched to declared emergencies. Requests for a CBRN deployment should be made through your local mutual aid fire coordinator. Approval for the dispatch of CBRN teams comes from the Commissioner of Emergency Management.
- ☐ **Does the situation require, or have the potential to require the evacuation and/or shelter of people or animals [livestock] from your municipality?** Evacuee and reception centres often use volunteers as staff. As noted above, the declaration of an emergency enacts certain parts of the *Workplace Insurance and Safety Act* related to volunteer workers. Secondly, an evacuation or sheltering of citizens has the potential to generate issues pertaining to liability. Section 11 of the *Emergency Management and Civil Protection Act* may provide municipal councillors and employees with certain protections against personal liability.



- ☐ **Will your municipality be receiving evacuees from another community?** The issues discussed in the previous bullet may apply equally to municipalities accepting evacuees.

Economic and Financial:

- ☐ **Does the situation pose a large-scale disruption to routine patterns of transportation, or re-routing of large numbers of people and vehicles?** The rerouting of people and vehicles poses a potential liability risk. Keeping persons from their homes and delaying commercial traffic are both sensitive issues. Section 11 of the Act may provide certain protection from liability. Section 4 (1) allows for extraordinary measures to be taken, providing they are not contrary to law.
- ☐ **Is an event likely to have a long term negative impact on a community's economic viability/sustainability, including resulting unemployment, lack of available banking services and restorative measures necessary to re-establish commercial activity?** The declaration of an emergency may facilitate the ability of the municipality to respond to economic losses.
- ☐ **Is it possible that a specific person, corporation, or other party has caused the situation?** Section 12 states that "where money is expended or cost is incurred by a municipality or the Crown in the implementation of an emergency plan or in connection with an emergency, the municipality or the Crown, as the case may be, has a right of action against any person who caused the emergency for the recovery of such money or cost...."



ANNEX C - TERMINATION FORM

I, _____ (Reeve or Alternate) hereby declare that the
emergency related to _____ is terminated in accordance with the
(State the general description of the declared emergency)
Emergency Management and Civil Protection Act, R.S.O. 1990.

Signed _____

Title _____

This ____ day of _____ 201__ at _____ A.M/PM

In the Municipality of _____

Fax to Provincial Emergency Operations Centre Duty Officer @ 416-314-0474



ANNEX D - DISTRIBUTION LIST

COPY NUMBER	LOCATION	ISSUED DD/MM/YYYY
1	CEMC Binder	28/10/2015
2	Armour Office – Health & Safety Binder	28/10/2015
3.	MECG Binders – EOC – Armour Office	28/02/2019
4.	MECG Binders – EOC – K.C.C	28/02/2019

ANNEX E - AMENDMENTS

UPDATED DD/MM/YYYY	COMMENTS	UPDATED BY
06/07/2016	Removing the Village of Burk's Falls making a stand-alone plan for Armour Township	Amy Tilley
15/11/2017	Revised in conjunction with EMO Compliance Guide	Amy Tilley
17/01/2019	Update to Alternate CEMC	Amy Tilley
26/02/2019	Adding Annex I –Katrine Community Centre Comfort Station Policy	Amy Tilley



ANNEX F -- FLOOD MANAGEMENT PLAN

1. PURPOSE

- 1.1.** The purpose of the Flood Management Plan is to prepare for the most efficient deployment of resources to achieve the following:
- To provide effective cooperation and communication before, during and after a flood event.
 - A coordinated response consistent with prevailing conditions and information provided by external agencies, such as Ministry of Natural Resources & Forestry's Water Management Department, and Environment Canada's Flood Forecasting and Warning System.
 - To define the roles and responsibilities of the Township Departments and supporting agencies involved in a flood emergency.
 - To define the procedures to be utilized in minimizing the effects of a flood emergency in the Township of Armour.

2. SCOPE

- 2.1.** The Flood Management Plan outlines the assistance that will be provided to the municipality and its residents during flood emergencies. The Corporation of the Township of Armour will work with residents to help prepare for, prevent and/or mitigate where possible, and coordinate a response to flood emergencies.

3. ROLES & RESPONSIBILITIES

3.1. Ministry of Natural Resources & Forestry (MNR)

- Responsible for Provincial flood emergency management (Provincial Order in Council No. 1157/2009).
- Maintain a Provincial Flood Warning System to provide Conservation Authorities and Municipalities with early alerts of major precipitation events.
- In partnership with Environment Canada, maintain a network of hydrometric stations under a Federal/Provincial Agreement that ensures all water level/flow data is collected in such a way as to conform to national standards.
- Conduct flood damage estimation and assessment after the flood.

3.2. Emergency Management Ontario (EMO)

- Provide appropriate provincial assistance as required.



- Determine provincial funding as appropriate.
- Assist with the identification of potential liability issues and possible solutions.
- Liaise with other municipalities as required.
- Liaise with federal government agencies as required.
- Assist with emergency information and communication
- Assist with the identification and implementation of short and long term recovery strategies.

3.3. Municipal Corporation of the Township of Armour

3.3.1. Prevention/Mitigation

The municipality is responsible for developing and implementing mitigation strategies to prevent or lessen the occurrence and/or severity of flooding. These Strategies include:

- Control development in and around flood zones using Zoning by-laws, Official Plan and Site Plan Development
- Work with the MNRF to map the flood areas and the impact on critical infrastructure.
- Develop and circulate public education material concerning flood prevention and clean-up.

3.3.2. Response/Recovery

As with any emergency, the first priority is responder and public safety. The second priority is the protection and maintenance of public critical infrastructure in order to maintain basic services, such as hydro, gas, and telecommunications systems. When flood conditions are present the Municipal Corporation of the Township of Armour will:

- Activate the Flood Management Plan.
- Determine the Emergency Alert Level and notify the Municipal Emergency Control Group (MECG).
 - **Full Alert** – Under a “Full Alert” either all or selected members of the MECG, the Support Group and the advisory staff, are contacted and are instructed to respond to the EOC at a given time or as soon as possible. The balance of the members of the groups will be advised to “Stand by”.
 - **Stand by Alert** -- Under a “Standby Alert” either all or selected members of the MECG, Support Group and the advisory staff are contacted and asked to “Stand by” for further information. This alert level may be used if there is an emergency situation



developing or the threat of an emergency occurring which does not merit assembling the members of the above groups.

- Review the Declaration of Emergency Checklist.
- Direct and control all flood response operations in the Municipality.
- Coordinate the acquisition of emergency response equipment, personnel and other resources required at the incident site.
- Provide assistance to residents displaced by flooding. Communicate evacuation messages and direct to the Armour, Ryerson and Burk's Falls Memorial Arena and Community Centre as arrangements are made to open the comfort station.
- Disseminate vital emergency information to staff, the media and citizens using appropriate channels.
- Provide information to the public concerning water supply safety, alternative sources of water and protective actions to be taken.
- Request assistance from agencies not under Municipal control, as required, such as Mutual Assistance Agreements, Red Cross and/or local industry.
- Provide residents and businesses with information on safe handling of items damaged by water/sewage.
- Explore mitigation and prevention strategies to reduce the impact of future flood events.

3.4. Site Operations Public Works Department

The Head of the Public Works Department assumes responsibility for the overall coordination of all operations at the emergency site and is the point of contact between the MECG and site operations.

- Identify the flood risk areas and monitor during periods of spring runoff and as determined by the Watershed Statements issued by the MNRF.
- Prioritize response activities.
- Evaluate and identify equipment and resources needed.
- Report broken or damaged utility lines to the proper agency.
- Communicate with municipal administration to coordinate road closures.
- Secure the affected areas based on need and availability of staff.



- Request the disconnection or discontinuance of any service that may constitute a public hazard.
- Communicate with the MCEG for assistance with additional resources.
- Maintain and distribute a supply of sand for sandbagging operations.

3.5. Community Emergency Management Coordinator

The Community Emergency Management Coordinator with the assistance of the Emergency Municipal Program Committee will review the policy and determine the amendments as required.

- Monitor Watershed Statements issued by the MNRF and liaise with the Public Works Department to ensure supplies and resources are available if needed.
- Maintain inventory of supplies such as sandbags and public information packages.
- Train the MCEG in preparation of the activation of the Emergency Response Plan and Program.
- Train the administrative staff on this plan, road closure forms, information packages, and social media messaging.

3.6. Municipal Administrative Staff

The municipal administration will be responsible for assisting the Public Works department to inform residents and answer questions that may arise. During regular office hours administration will:

- Disseminate Watershed Statements, public awareness packages and advise the MCEG of public requests for information.
- Post information on social media to advise residents as conditions change.
- Complete road closure forms and distribute to applicable agencies.
- Distribute sand bags and locations of available sand to affected residents.

4. COMMUNICATION – Municipal Public Warning Strategy

As there is no audible warning system located within the Township of Armour, the public will be alerted to flooding conditions through local media and social media. Warnings will also be posted on the Township's website. In extreme circumstances, public warning may also be done through vehicle public address systems and/or door-to door contact by municipal services and/or volunteers.



Flood Message Definitions

Provincial Flood Messages

There are 2 types of **provincial** flood messages:

- **Provincial Flood Watch**, which provides consistent and timely technical information about the potential for flooding
- **Provincial Watershed Conditions Statement**, which provides information on provincial watershed conditions as they relate to flood potential, and an outlook on expected spring flood conditions

Local Flood Messages

There are 3 types of **local** flood messages:

- **flood warning:** flooding is imminent or already occurring
- **flood watch:** there is the potential for flooding
- **watershed conditions statements:** an early notice of the potential for flooding based on heavy rain, snow melt etc., and water safety information.

5. PUBLIC INFORMATION SHARING

The Municipal Corporation of the Township of Armour has compiled information for residents on what to do before, during and after a flood. This information is available on the Township's website.

After a flooding event, the Township will circulate information to affected residents to assist them in accessing services and recovering from the event. Information will be disseminated through local media, social media, and on the township website.



ANNEX G -- SANDBAG DISTRIBUTION

1. PURPOSE

1.1. To provide residents with sandbags to protect their property from potential widespread flooding as a result of high levels of spring snow melt and/or heavy rainfall.

2. SCOPE

2.1. The sole responsibility for protection of private property in the event of a flood lies with individual property owners and not with the Municipal Corporation of the Township of Armour. The Township of Armour will only provide sandbags in anticipation of severe, widespread flooding. The Township will not provide sandbags during most short duration or routine storm events typically experienced in the area.

2.2. If your property has a history of flooding or recurring standing water each year, such as water building up at the garage or back patio, you are encouraged to get sandbags in advance of the rainy season and have them on hand throughout the winter. Sandbags are available through the township's municipal office. Sand will be made available to residents in affected areas.

3. STANDARDS/PROCEDURES

3.1. In the event of an emergency, Township crews and staff will establish locations to furnish sand and sandbags to the public. Residents should bring their own gloves and shovels to fill the bags they need.

3.2. It should be noted that in the event of large scale flooding the Township cannot guarantee the availability of sandbags and sand to private property owners. Reliance on the Township to provide sandbags should not be considered as the primary means of protections.

Distribution of sandbags will be based on the following priorities:

- a) To prevent serious injury or loss of life
- b) Maintaining access to emergency services
- c) Protecting vital infrastructure and community facilities
- d) Protection of privately owned property

3.3. Owners of properties at risk of flooding are therefore encouraged to keep, where possible, their own stock of empty sandbags together with sufficient stocks of sand to fill bags at times of potential flooding.

3.4. Sandbags distributed by the Township during an emergency must be used to protect primary residences, small businesses, small farms, charitable organizations and must be used to protect buildings not land.



3.5. Large agriculture and commercial operations are responsible for obtaining and storing enough sand and sandbags for their own needs.

4. COMMUNICATION

4.1. Sandbag distribution will be initiated when a “Flood Watch” is issued by the Ministry of Natural Resources and Forestry (MNRF). The Township’s will post notices issued by the Ministry of Natural Resources and Forestry on the website. The Public Works Manager will monitor areas identified as locations of regulatory flood elevations on the Magnetawan River, as well as flood plain areas designated in the Official Plan.

4.2. Residents within the affected areas will be notified of sandbag distribution and the location of available sand for the purpose of filling bags.

5. STOCK & SUPPLIES

5.1. The Municipal Corporation of the Township of Armour will keep 1,500 sandbags in serviceable condition and 3 tonnes of sand at all times for use during an event. This supply will be increased when high water in the Magnetawan River is expected as a result of the spring freshet based on a formula provided by the Ministry of the Environment.

Bags Required for 30 metres of Dyke	
Height	# of Bags
1/3 metre	600
2/3 metre	2,000
1 metre	3,400

5.2. The Municipal Corporation of the Township of Armour will provide fifteen (15) unfilled sandbags, free of charge, to residents in affected areas. Residents may purchase additional sandbags at the Home Building Centre, Home Depot and Canadian Tire store.

5.3. Disable and elderly residents should contact 211 for assistance with sandbagging.

5.4. Non-residents of the Township of Armour may request to purchase sandbags for \$1.00/bag should the need arise.



HOW TO USE SANDBAGS

Sandbags are one of the most well-known means of keeping floodwater out of a property during flood events. However, sandbag construction does not guarantee a water-tight seal, but is satisfactory for use in most situations. Their performance is improved when used in conjunction with a de-watering pump.

Untied sandbags are recommended for most situations. Tied sandbags should be used only for special situations when pre-filling and stockpiling may be required, or for specific purposes such as filling holes, holding objects in position, or to form barriers backed by supportive planks. Tied sandbags are generally easier to handle and stockpile. However, sandbag filling operations can generally be best accomplished at or near the placement site, and tying of the bags would be a waste of valuable time and effort. If the bags are to be pre-filled at a distant location, due consideration must be given to transportation vehicles and placement site access.

The most commonly used bags are untreated burlap sacks available at feed or hardware stores. Empty bags can be stockpiled for emergency use, and will be serviceable for several years, if properly stored. Filled bags of earth material will deteriorate quickly.

Commercial plastic sandbags, made from polypropylene, are also available from most bag suppliers. These will store for a long time with minimum care, but are not biodegradable. Thus, they have to be disposed of, or will remain around for a long time. Do not use garbage bags, as they are too slick to stack. Do not use feed sacks, as they are too large to handle. Use bags about 14-18" wide, and 30-36" deep.

A heavy bodied or sandy soil is most desirable for filling sandbags, but any usable material at or near the site has definite advantages. Coarse sand could leak out through the weave in the bag. To prevent this, double bag the material. Gravelly or rocky soils are generally poor choices because of their permeability.

Sandbag barriers can easily be constructed by two people, as most individuals have the physical capability to carry or drag a sandbag weighing approximately 30 pounds.

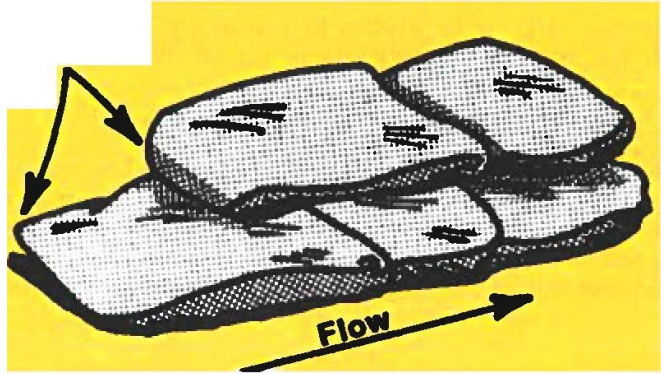
How to fill a sandbag

Filling sandbags is a two-person operation. Both people should be wearing gloves to protect their hands. One member of the team should place the empty bag between or slightly in front of widespread feet with arms extended. The throat of the bag is folded to form a collar, and held with the hands in a position that will enable the other team member to empty a rounded shovel full of material into the open end. The person holding the sack should be standing with knees slightly flexed, and head and face as far away from the shovel as possible. The shoveler should carefully release the rounded shovel full of soil into the throat of the bag. Haste in this operation can result in undue spillage and added work. The use of safety



goggles and gloves is desirable and sometimes necessary.

Bags should be filled between one-third ($1/3$) to one-half ($1/2$) of their capacity. This keeps the bag from getting too heavy, and permits the bags to be stacked with a good seal.



How to Place Sandbags

Fold the open end of the unfilled portion of the bag to form a triangle. If tied bags are used, flatten or flare the tied end. When building a sandbag dyke a builder must first excavate a bonding trench by removing a strip of soil and placing sandbags one deep and two wide in the trench in order to key the dyke in. A sandbag dyke should be three times wider than it is high. For example if the dyke needs to be one metre high it should be at least three metres in width.

Place the partially filled bags lengthwise and parallel to the direction of flow, with the open end facing against the water flow. Tuck the flaps under, keeping the unfilled portion under the weight of the sack.

Place succeeding bags on top offsetting by one-half ($1/2$) filled length of the previous bag, and stamp into place to eliminate voids, and form a tight seal. Stagger the joint connections when multiple layers are necessary. For unsupported layers over three (3) courses high, use the pyramid placement method.



ANNEX H – MUTUAL ASSISTANCE PLAN

1. PURPOSE

- 1.1. To provide direction to the external departments of the Municipal Corporation of the Township of Armour in regard to the Mutual Assistance Agreement Bylaw # 69- 2017.

2. SCOPE

- 2.1. Whereas Section 13.(3) of the Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9 provides that the Council of a municipality may make an agreement with another municipality for the provision of any personnel, service, equipment or material during an Emergency;
- 2.2. During an emergency, any party may request assistance from any of the other parties and such request may include specialized personnel, service, equipment and/or material.

3. STANDARDS/PROCEDURES

- 3.1. In the event of an emergency, Township crews and staff may be requested to assist a partnering municipality as outlined in the Mutual Assistance Agreement.
- 3.2. At least annually, the department heads will review and amend the list of personnel, services, equipment and material that may be available to a requesting municipality. This list will be maintained within the Resource Binder for the Emergency Response Plan and Program.
- 3.3. The Community Emergency Management Coordinator will be responsible to ensure the annual review is completed and amendments to the listing is current.

4. COMMUNICATION

- 4.1. All members of the Municipal Emergency Control Group will review the requirements of the Mutual Assistance Agreement and be aware of the existence of available resources within the departments of the township as part of the annual training requirements.
- 4.2. Administrative staff will review this plan and be aware of the existence of available resources within the departments of the township.



ANNEX H – MUTUAL ASSISTANCE PLAN

MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

PUBLIC WORKS & WASTE MANAGEMENT EQUIPMENT LIST

MOBILE EQUIPMENT	DEPARTMENT
TCM Forklift	Waste
John Deere Skid Steer	Waste
CAT Landfill Compactor	Waste
CASE 580Super M Backhoe	Roads
Western Star 4864FX	Roads
Western Star 4700 SB	Roads
Ford Super Duty	Roads
Freightliner M2	Roads
Sterling 8500	Roads
Volvo Grader	Roads
Liebherr – Wheeled Excavator	Roads
John Deere – 544 Front End Loader	Roads
CASE 485 Loader	Roads
Thompson Steamer	Roads
Pro Mac – Brusher	Roads
RAM 2500	Roads



ANNEX I – COMFORT STATION POLICY AND PROCEDURE

1. Purpose and Scope

The intent of a Comfort Station is to provide a temporary, safe and comfortable environment to the community in the event that residents are displaced or evacuated from their usual place of residence. Events which may lead to residents being displaced from their home may include, but are not limited to: severe weather, fire, power outages, building collapse, and temperatures which may cause discomfort.

Given the range of circumstances that define a minor event and a declared emergency, this guideline should not be viewed as a stringent set of rules, but rather a working document used to provide assistance when responding to unforeseen human-caused or environmental circumstances.

A Comfort Station is *not* intended to replace a resident's ability to manage during extraordinary circumstances. Residents are strongly encouraged to BE AWARE, BE PREPARED. All residents are advised to prepare a 72 HOUR KIT in order to manage personal needs during extraordinary circumstances.

Experience shows that during such circumstances it is the most vulnerable persons who require a comfort station: persons with disabilities, the elderly, persons reliant on medical devices and the very young.

2. Definitions

- i. Comfort Station: A facility whereby citizens can find respite from adverse weather conditions in the event of a power outage or other minor event that requires residents to find temporary shelter. The Katrine Community Centre is only suitable to provide basic comfort: warmth or cooling, and rest rooms. Basic comfort does not include full food service, shower services, or sleeping facilities.
- ii. Emergency Displacement (Declared Emergency): The displacement of residents (either through voluntary evacuation or a required evacuation procedure) resulting from an incident that is declared an emergency by the Municipality. Incidents may include infrastructure failures, hazardous material spills, or fires (structural or forest fire) outside the response capability of regular service operations. If an emergency is declared, the Emergency Operations Center (EOC) will be activated, and the Municipal Emergency Control Group (MECG) will meet to ensure a coordinated response. A Comfort Station may be activated to provide temporary basic comfort for those displaced.
- iii. Emergency Displacement (Non-Declared Emergency): The displacement of residents (voluntary evacuation) resulting from an incident that is not declared an emergency by the Municipality, but in which parts of the Emergency Response Plan are activated. This could result from a volunteer evacuation by the Fire Department or OPP or prolonged power outages (**more than 8 hours**)



- with extreme weather temperatures. A Comfort Station may be activated to provide temporary basic comfort for those displaced according to the policy.
- iv. Reception Centre: A location that provides food and shelter for evacuees displaced from their homes as the result of an emergency or disaster. The Katrine Community Centre is not suitably equipped for use as a reception centre.
 - v. Shelter-in-Place: A precautionary measure in which residents seek safety within the building they already occupy, rather than evacuating. This is the most appropriate strategy if the risk to health is low, the situation is dissipating, the situation can be controlled before an evacuation would be completed, or an evacuation would expose people to more risk.
 - vi. Temporary, Minor Event: An incident resulting in the potential displacement or discomfort of citizens for **less than 8 hours**. Typically, in these circumstances, a Comfort Station will *not* be activated since residents are able to address their needs by relying on neighbours, friends, family, insurance provider and/or a 72 hour kit.

3. Key Principles

If an emergency incident in Armour necessitates a Comfort Station, the Clerk (or designate) may approve the activation of the Comfort Station. The nature and potential impact of the event, as well as if it is a *declared* emergency, will determine the level of support available. The respective Community Emergency Management Coordinator (CEMC) will coordinate resources accordingly based on the response as outlined in the respective Municipality's Emergency Response Plan. Refer to the Armour Township Emergency Response Plan for more information about MCEC roles, responsibilities, and possible responding agencies.

4. Location

The Katrine Community Centre is designated as a Comfort Station which will serve all residents of the Township of Armour. Located at 6 Brown's Drive within the Village of Katrine, the facility is compliant with the Accessibility for Ontarians with Disabilities Act 2005.

5. Activation

The Clerk (or designate) determines the level of response to an incident or emergency. Based on the nature of the event, the Head of Council may declare an emergency or may activate part of the Emergency Response Plan without declaring an emergency. In either circumstance, the Comfort Station may be activated as necessary (in part or as a whole), to coordinate and deliver services to those requiring assistance. The Comfort Station is only intended to provide a temporary respite for individuals displaced under specific circumstances.



- i. Notification Plan: The Katrine Community Centre operated by the Katrine Community Centre Club and owned by the Township of Armour. The Comfort Station may be activated by the Clerk (or designate).
 - Request initiated by first responders or a Municipal contact (This could be the OPP, Fire, EMS, Municipal Staff or a Member of Council)
 - It is the Clerk's responsibility to arrange for the Katrine Community Centre to be opened and contact additional staff as required.
 - The Clerk (or designate) will also notify additional support agencies (emergency responders as required for service or as a courtesy)
- ii. Levels of Activation
 - Partial Activation: Partial activation will be used for situations in which residents are temporarily displaced as the result of an incident that is not declared an emergency by the Municipality but for which respite from extreme weather conditions is required. For example this includes warming/cooling needs during power outages lasting more than 8 hours.
 - Full Activation: Full activation is required when residents are displaced and an emergency is declared as a result of infrastructure failures, hazardous material spills, or fires (structural or forest fire) outside the response capability of regular service operations. The incidents will also include activation of the EOC and a coordinated effort from the MCEG.
 - De-activation: The Comfort Station is a temporary respite location that is not equipped to accommodate overnight food or shelter. Therefore, it will be at the discretion of the Clerk (or designate) to determine a de-activation time-line. Comfort Station use will adhere to a 12 hour operating schedule. If an incident requires the prolonged activation of the Comfort Station over several days, the Clerk or designate must make the necessary arrangements to ensure the facility is activated each day it is required.
- iii. Alternatives to Activation
 - No Activation: The Comfort Station will not be activated in situations where individuals can adequately address their own personal needs by relying on a neighbour, friends, family, insurance provider and/or a 72 Hour Kit. In such cases the normal operations of EMS service providers may be sufficient to deal with the incident.
 - Shelter-in-Place: An order to Shelter-in-Place will be issued by public health or first responders when a resident's present location affords adequate protection against the particular incident. This may apply when there is not time for an



evacuation (during extreme weather events such as a tornado), or in the event of a hazardous waste spill (gas or vapour). In the latter, people are directed to shelter-in-place by going to an interior room of their house (not the basement), shutting off heating, cooling, and air ventilation systems, and blocking cracks in doors with fabric. The Emergency Management Program Committee should seek the assistance of the Health Unit and First Responders when issuing public information statements related to sheltering-in-place.

6. Operations

- i. Management: Depending on the nature of the event, when the Comfort Station is activated, the Township of Armour will provide supervision of the facility in person. If supporting agencies, such as the Red Cross are deployed, the management of the comfort station will be transferred to the support agency.
- ii. Hours of Operation: The Comfort Station is only intended to provide temporary respite, and is not equipped to offer overnight shelter. When activated as a Comfort Station, the Community Centre will adhere to a 12 hour operating schedule.
- iii. Registration: Each individual entering or leaving the Comfort Station must sign in and out. Only names and addresses will be collected (no personal or medical information). Registration is used to assist with re-unification, inquiries, and communication; to account for those identified as part of the vulnerable sector; and to assign emergency resources. The person designated by the Clerk will be responsible for registration until which time the role is delegated to the CEMC, or suitable volunteer.

7. Public Notification

If a situation occurs that requires the activation of the Comfort Station, a comprehensive and rapid approach to public notification is vital. In order to mitigate risk to residents affected by the incident (especially those in the vulnerable sector), the availability of the Comfort Station and services must be disseminated widely.

- i. Methods of Notification
 - 211
 - Municipal Websites
 - Code Red Notification System
 - Social Media (Facebook, Twitter)
 - Print Posters (placed in key locations: convenience stores, coffee shops, hardware store, grocery store, banking institutions, and the post office)