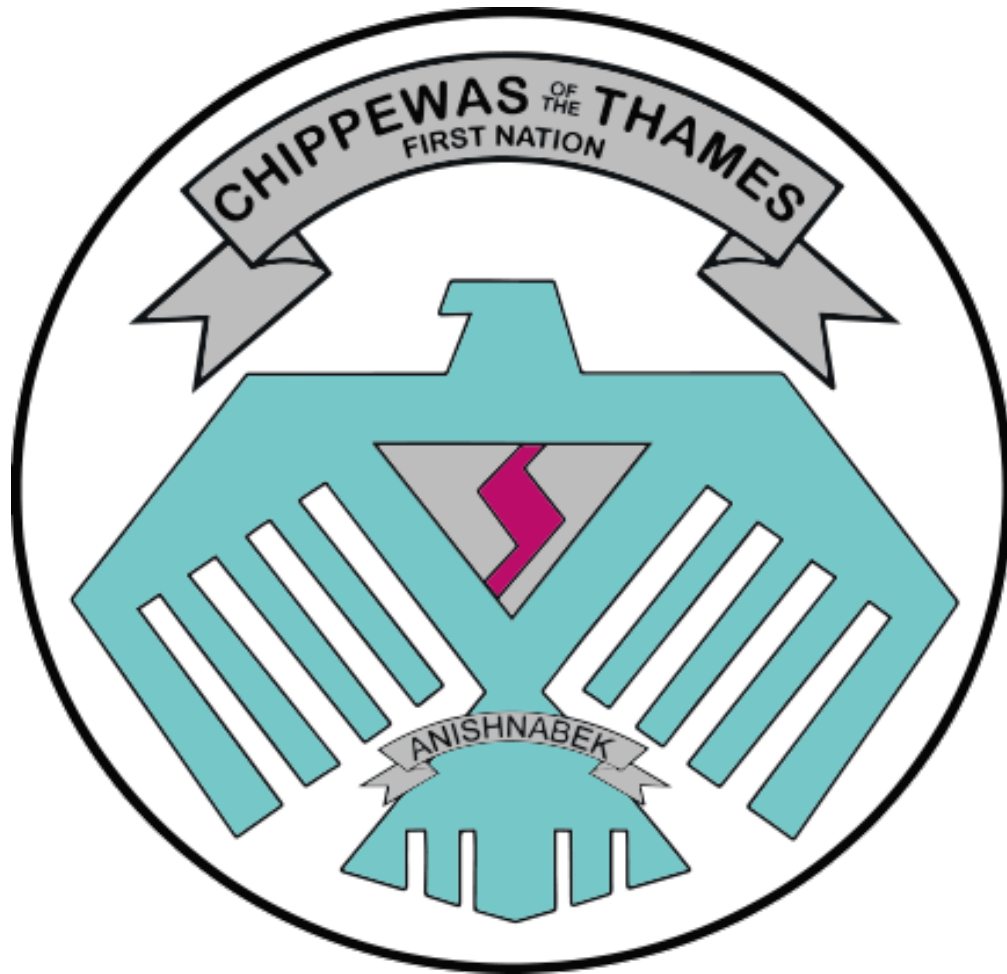


# Deshkaan Ziibiing Emergency Response Plan



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## PART 1 – INTRODUCTION

### OVERVIEW

The intent of the Emergency Response Plan is to provide guidance and direction regarding the emergency response within the Nation, inter-agency interaction during an emergency, and the plan for actions to be taken to facilitate emergency mitigation and recovery efforts.

For the plan to be successful, Chippewa of the Thames First Nation departments, chief, council and response partner agencies must be aware of their emergency roles and responsibilities.

Emergencies are defined as *“those situations or an impending situations 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, disease or other health risks, an accident or an act whether intentional or otherwise. They affect the public safety, meaning the health, welfare and property, as well as the environment and economic health of the community.”*

In order to protect the residents, businesses and visitors, Chippewas of the Thames First Nation requires a coordinated emergency response effort by a number of different departments, agencies, organizations under the direction of the Community Control Group. These are distinct arrangements and procedures from the normal day-to-day operations carried out by the Nation and its partner organizations/agencies.

The Nations Community Continuity Group has developed, reviewed and revised this plan. All departments and partner agencies must be prepared to carry out their assigned roles and responsibilities in an emergency in accordance with this plan. The emergency response plan has been prepared to provide key officials and departments of the Nation with important emergency response information and guidance regarding the arrangements, services and equipment, duties and responsibilities during a major emergency.

The Chippewas of the Thames First Nation has a population that approximates 1,010 and covers a land area of 10,800 acres. The Nation operates its own Fire and Police services and contracts out Emergency Medical Services (EMS). Hydro One is the designated electrical utility provider and union gas provides some natural gas services.

It is important that the Chippewas of the Thames First Nation community be familiar with the provisions of this plan. Copies of the Emergency Response Plan can be viewed on the Nations website.

## ACRONYMS

ASC – Administration Section Chief

CBRNE - Chemical, Biological, Radiological, Nuclear and Explosive

CCG – Community Control Group

ECC – Emergency Communications Centre

EIO – Emergency Information Officer

EMCPA – Emergency Management and Civil Protection Act

EMS – Emergency Medical Services

EMC – Emergency Management Coordinator

EOC - Emergency Operations Centre

ERP – Emergency Response Plan

FSC – Finance Section Chief

HIRA – Hazard Identification and Risk Assessment

HUSAR – Heavy Urban Search and Rescue

IAP – Incident Action Plan

IC – Incident Commander

IMS – Incident Management System

ISO – Incident Safety Officer

LSC – Logistics Section Chief

MCG – Municipal Control Group

NTSB – National Transportation Safety Board

OFMEM – Office of the Fire Marshal and Emergency Management

OSC – Operations Section Chief

PEOC - Provincial Emergency Operations Centre

PFD – Personal Floation Device

PIA – Post Incident Analysis

PSC - Planning Section Chief

UC – Unified Command

VS – Victim Services



## PART 2 – AIM, SCOPE, ACTIVATION

### SCOPE

The scope of this plan includes all the provisions necessary for the Chippewa of the Thames First Nation to effectively respond to a major emergency. It does not include the normal day to day emergency responses and operations provided by Police, Fire, EMS, Public Works, Health and other public service organizations.

### AIM

The aim of the 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 community, businesses and visitors of Chippewa of the Thames First Nation when faced with an emergency.

It is essential that Chippewas of the Thames First Nation can rapidly assemble an emergency response and have the structure necessary to address a major emergency. It is also vital that the necessary resources be coordinated/deployed quickly and effectively to begin mitigation and recovery efforts.

Chippewa of the Thames First Nation not only has the responsibility for providing the initial response to all major emergencies, but also to provide longer emergency response resiliency and recovery operations that can be sustained over many operational periods (perhaps days, weeks, or months).

This plan is also designed to be flexible in nature (can be scaled up or down depending on the need), to provide an efficient method for staff notification, to identify members of the Community Control Group and to provide all staff with guidelines on what to do in the event of an emergency. The plan must be reviewed annually by the Community Control Group or Emergency Management Coordinator.

A Hazard Identification Risk Assessment (HIRA) must also be reviewed annually. The HIRA provides a list of potential hazards that are prioritized in order of probability, consequence and the largest number of people affected.

Any emergency can occur within the Nation, however the types of emergencies that have a highest probability of occurring or the most significant consequences to the Nation if they do occur, are listed as follows:

- Floods, Snow/Ice, Tornadoes and other Severe Weather Events,
- Major Structural Fires,
- Road and Rail Transportation Incidents/Hazardous Materials,
- Major Electrical Power Outages or Emergency Utility Events,
- Disease related emergencies including pandemics, potable water emergencies, etc.

## ACTIVATION

The Emergency Response Plan is intended to be activated when:

1. There is a significant potential threat to the health, safety and wellness of persons within the Nation that is beyond the ability of first responders to adequately address.
2. There is the potential need to evacuate community members.
3. The incident requires more resources than are available locally or through mutual aid or other resource sharing agreements.
4. There is the potential of significant damage to property, the environment or the economy.
5. Department specific emergency plans have been activated.
6. The emergency event may require the dispersal of important information to the public.
7. The immediate activation of the Community Control Group is required for public safety.
8. There is a real or potential threat that key services and/or utilities will be disrupted or there is a threat to critical infrastructure.

Any member of the Community Control Group or their designate is authorized to initiate the Emergency Response Plan notification procedure when, in their judgement, it is required.

## PART 3 – AUTHORITY

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

### PURCHASING

Any funds necessary to facilitate the timely procurement of materials, supplies and equipment during an emergency are to be secured with the assistance of the Senior Finance Clerk and Comptroller.

### ACTION PRIOR TO DECLARATION

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

## PART 4 – EMERGENCY NOTIFICATION PROCEDURES

Any member of the Community Control Group may be contacted and consulted regarding an emergency without formally activating the Emergency Operations Centre and the entire CCG.

In addition, the Community Control Group may be partially activated at the discretion of any of its members, the Executive Administrator or designate, or the Emergency Management Coordinator to assist in determining whether or not the entire Emergency Operations Centre should be activated.

To activate the Emergency Operations Centre and to notify the Community Control Group, the Emergency Management Coordinator shall be contacted by the Community Control Group member or designate.

The Chief or alternate, Executive Administrator or alternate, or any other member of the Community Control Group, or their alternate, may initiate the notification procedure.

When one of the designated members of the Community Control Group receives a warning of a real or potential emergency, the member will immediately contact the Emergency Management Coordinator and direct that the notification protocol for the Community Control Group activation be implemented. The member initiating the call must work with the Emergency Management Coordinator to provide pertinent details (e.g. time and place for the CCG to meet) as part of the notification procedure.

If deemed applicable, the individual Continuity Control Group members will initiate internal departmental notification procedures for their staff, associated volunteers and other stakeholders.

### REQUEST FOR ASSISTANCE

Assistance may also be requested from Emergency Management Ontario at any time without any loss of control or authority. A request for assistance should be made by contacting the Provincial Emergency Operations Centre directly, 24/7 at 1-866-314-0472.

The Emergency Notification Contact List, including contact numbers for requesting assistance, is attached as in the Appendix.

### DRILLS

In the case of drills or exercises, all call-in messaging shall be prefixed with the phrase “this is a drill” Should an actual emergency occur during a drill or exercise, all initial messaging shall be prefixed with the phrase “no duff”.

## PART 5 – DECLARATION/TERMINATION OF AN EMERGENCY

### GENERAL

Prior to an official declaration of a “Local State of Emergency”, administrative staff members are authorized to take whatever reasonable actions are necessary, as provide for in this Emergency Response Plan, to protect lives, property, and the environment. Such actions may include the following:

- Pre-notification of Community Control Group members and mobilizing the Emergency Operations Centre,
- Evacuating and isolating the emergency,
- Developing and implementing initial action plans and mitigation strategies and tactics,
- Utilizing/deploying resources,
- Acquiring resources,
- Liaising with other organizations and/or levels of government,
- Advising the public through the use of various traditional and social media platforms.

The provisions provided for in this Emergency Response Plan must be implemented when managing a bona-fide emergency as herein described.

The Chief or alternate, Executive Administrator or alternate is responsible for declaring a “Local State of Emergency.” This decision shall be made in consultation with, and upon advice from the Community Control Group.

Upon declaring a local state of emergency, The Chief or alternate shall ensure that the following persons or agencies are notified:

- Emergency Management Ontario
- Members of Council and the Public
- Neighbouring Nations and Communities, as necessary.

A Local State of Emergency may be terminated at any time by:

- Chief or alternate,
- A vote of Council.

When terminating an emergency, the Chief or alternate shall ensure that the aforementioned persons or agencies are notified.

## EVACUATION

The Community Control Group, in coordination with the Incident Commander or Unified Command Team, may issue evacuation notices to any portion of the Nation as may be required. The Notification Protocol for evacuation shall be issued by the Executive Administrator or alternate and communicated to the public through the Emergency Information Officer.

## DETERMINATION OF A LOCAL STATE OF EMERGENCY

The following list is intended as a guide for decisions-makers when contemplating whether to declare a Local State of Emergency. Any one factor may be cause for “declaring” the emergency:

1. Is the situation an extraordinary event that requires extraordinary measures?
2. Does the situation pose a danger of major proportions to life and property?
3. Does the situation pose a threat to the provision of essential services?
4. Does the situation threaten social order and the ability to govern?
5. Has another government declared an emergency?
6. Is there potential for legal action to be taken against employees or members of Council as a result of actions taken during the emergency?
7. Are volunteers assisting in either the response or the recovery phases of the emergency?
8. Does the situation require a response that exceeds the Nation’s response capability, or does it impact certain areas of the Nation where a lack of services endangers life and/or property?
9. Will the Nation’s response to the situation take place over multiple operational periods?
10. Has there been a structural collapse?
11. Is the situation a large-scale or complex Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) event, requiring specialized teams?
12. Does the situation require the evacuation and sheltering of people or animals?
13. Will the Nation be receiving evacuees from another territory?
14. Does the situation pose the potential for a large-scale disruption to routine patterns of transportation or the re-routing of large numbers of people and vehicles?
15. Is the event likely to have long-term negative impact on the Nation’s economic viability/sustainability, including unemployment or the lack of available banking services?
16. Are restorative measures necessary to re-establish commercial activity?
17. Will it be necessary to apply for funding to assist with the recovery after the emergency?

## PART 6 – PROVINCIAL/FEDERAL ASSISTANCE

### REQUEST PROCEDURE

All requests for provincial assistance (resources, advice, materials) during a defined emergency shall be made through the Emergency Operations Centre to the Provincial Emergency Operations Centre. A request for provincial assistance shall not be construed as the Chippewa of the Thames First Nation relinquishing their authority for the management of the emergency.

### THE ROLE OF THE PROVINCE

The role of Emergency Management Ontario is to monitor and provide guidance in the event of a major emergency. They are also responsible for enforcing the provisions of the Emergency Management and Civil Protection Act. During a major emergency they are likely to provide a field officer to attend at the Emergency Operations Centre to advise the Community Control Group and to liaison with the Province. The OFMEM shall always be advised of the declaration of a Local State of Emergency.

### REQUEST FOR FEDERAL ASSISTANCE

All requests for federal government assistance shall be made through the Provincial Emergency Operations Centre and must be made after the declaration of a Local State of Emergency.

### DECLARATION OF A MULTI STATE OF EMERGENCY

If an emergency extends beyond the Nation's border and into neighbouring Nations or County, a Joint Community Control Group may be created. The Joint Community Control Group shall include the following positions:

- Chief(s) and County Mayor/Warden(s),
- Community Emergency Management Coordinators from each affected area,
- County Chief Administration Officer and Band Manager,
- Appointed Emergency Information Officer,
- Fire Chiefs from affected areas,
- Police representatives from affected areas,
- EMS representatives from affected areas,
- Social Services representatives,
- Environmental Services Agencies representatives,
- Utility representatives,
- Additional personnel as required.

## PART 7 – COMMUNITY CONTROL GROUP

### OPERATIONS CENTRE (EOC)

The location of the community's primary and alternate Emergency Operations centres are detailed in the Appendix.

### COMMUNITY CONTROL GROUP (CCG)

The emergency response will be directed and controlled by the Community Control Group. The CCG is a group of officials who are responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the community. The CCG consists of the following officials:

- Chippewa of the Thames First Nation Chief, or their alternate.
- Executive Director, or alternate, who becomes the Operations Officer in the EOC;
- Emergency Management Coordinator, or alternate;
- First Nations Police representative, or alternate;
- Fire Chief, or alternate;
- Public Works representative, or alternate
- Medical/Health, representative, or alternate;
- Social Services, representative, or alternate;
- Emergency Medical Services, representative, or alternate;
- Emergency Information Coordinator;
- Telecommunications Coordinator;

Additional personnel called or added to the CCG include:

- OFMEM Representative;
- Indigenous and Northern Affairs Canada (INAC);
- Ontario Provincial Police Representative
- Liaison staff from provincial ministries;
- Other officials, experts or representatives from the public or private sector as deemed necessary by the CCG.

The Community Control Group may function with only a limited number of persons depending upon the emergency. While the CCG may not require the presence of all the people listed as members of the control group, all members of the CCG must be notified.



## OPERATING CYCLE

Members of the CCG will gather at regular intervals to inform each other of actions taken and problems encountered. The Emergency Management Coordinator will establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities.

## COMMUNITY CONTROL GROUP RESPONSIBILITIES

The members of the Community Control Group (CCG) are responsible for the following actions and decisions:

- Activating and mobilizing their emergency service, agency and equipment;
- 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;
- Determining if the location and composition of the CCG are appropriate;
- Advising the Chief as to whether the declaration of an emergency is recommended;
- Advising the Chief on the need to designate all or portions of the First Nation as an emergency area;
- Ensuring the Emergency Site Manager (ESM) is appointed, if required;
- Ensuring support to the ESM by offering equipment, staff and resources, as required;
- Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger;
- Discontinuing utilities or services provided by public or private concerns;
- Arranging for services and equipment from local agencies not under community control;
- Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under community control, as considered necessary;
- Determining if additional volunteers are required and if appeals for volunteers are warranted;
- Determining if additional transport is required for evacuation or transport of persons and/or supplies;
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Coordinator, for dissemination to the media and public;
- Determining the need to establish advisory groups and/or sub-committees/working groups for any aspect of the emergency including recovery;
- Authorizing expenditure of money required to deal with the emergency;

- Notifying the service, agency or group under their direction, of the termination of the emergency.
- Maintaining a log outlining decision made and actions taken and submitting a summary of the log to the Executive Administrator within one week of the termination of the emergency, as required.
- Participating in the debriefing following the emergency.

## PART 8 – EMERGENCY RESPONSE SYSTEM

### INDIVIDUAL RESPONSIBILITIES OF THE COMMUNITY CONTROL GROUP

#### **Chief or Alternate**

The Chief or their Alternate shall be responsible for the following:

- Activating the Emergency Notification System through the Emergency Management Coordinator if required,
- Declaring a Local State of Emergency upon advice from the Community Control Group,
- Declaring the termination of a Local State of Emergency,
- Ensuring that Council members are kept informed,
- Liaising with Chiefs from neighbouring nation's,
- Working with the Emergency Information Officer to prepare and make announcements to the public,
- Terminating the declared emergency upon advice from the Community Control Group,
- Participating in debriefings following the emergency,
- Participating in training, drills and exercises,
- Maintaining a position log and record all decisions and relevant actions.

## **Executive Administrator or Alternate**

The Executive Administrator becomes the Operations Officer and is responsible for:

- Activating the emergency notification system through the Emergency Management Coordinator as required;
- Ensuring liaison with Police representative regarding security arrangements for the EOC;
- As the Operations Officer, coordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings;
- Advising the Chief on policies and procedures, as appropriate;
- Approving, in conjunction with the Chief, major announcements and media releases prepared by the Emergency Information Coordinator, in consultation with the CCG;
- Ensuring that a communication link is established between the CCG and the emergency Site Manager (ESM);
- Calling out additional band office staff to assist, as required.

## **Chippewa Police Representative**

The First Nation Police representative is responsible for the following:

- Notifying necessary emergency and community services, as required;
- Establishing a site command post with communications to the EOC;
- Depending on the nature of the emergency, assign the site manager and inform the CCG;
- Establishing an ongoing communications link with the senior police official at the scene of the emergency;
- Establishing the inner perimeter within the emergency area;
- Establishing the outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel;
- Providing traffic control to facilitate the movement of emergency vehicles,
- Alerting persons endangered by the emergency and coordinating evacuation procedures;
- Ensuring the protection of life and property and the provision of law and order;
- Notifying the coroner of fatalities;
- Ensuring liaison with other community, provincial and federal police agencies, as required;
- Providing an Emergency Site Manager, if required,
- Providing notification to the coroner, the National Transportation Safety Board (NTSB) or other stakeholder agencies as required,
- Establishing temporary security at evacuation centres, reception or registration centres, shelters and evacuated areas upon direction from the Community Control Group.

## **Fire Chief or Alternate**

The Fire Chief is responsible for the following:

- Activating the emergency notification system through the Emergency Management Coordinator;
- Providing advice related to fire, rescue matters;
- Depending on the nature of the emergency, assign the Site Manager and inform the CCG;
- Establishing an ongoing communications link with the senior fire official at the scene of the emergency;
- Informing the Mutual Aid Fire Coordinators and/or initiating mutual aid arrangements for the provision of additional firefighters and equipment, if needed;
- Determining if additional or special equipment is needed and recommending possible sources of supplies;
- Providing assistance to other community departments and agencies and being prepared to take charge of or contribute to non-fire fighting operations if necessary;
- Providing an Emergency Site Manager, if required.

## **Public Works Representative**

The Public Works Representative is responsible for the following:

- Providing the CCG with information and advice on engineering and public works matters;
- Depending on the nature of the emergency, assign the Site Manager and inform the CCG;
- Establishing an ongoing communications link with the public works official at the scene of the emergency;
- Ensuring liaison with the public works representative from neighbouring community(s) to ensure a coordinated response;
- Ensuring the provision of engineering assistance;
- Ensuring construction, maintenance and repair of community roads;
- Ensuring the maintenance of sanitary sewage and water systems;
- Providing equipment for emergency pumping operations;
- Ensuring liaison with the Fire Chief concerning emergency water supplies for firefighting purposes;
- Providing emergency potable water, supplies and sanitation facilities to the requirements of the health officials;
- Discontinuing any public works service to any resident, as required, and restoring these services when appropriate
- Ensuring liaison with public utilities to disconnect any service representing a hazard and/or arrange for the provision of alternate services or functions;
- Providing public works vehicles and equipment required by any other emergency services.
- Ensuring liaison with the Upper and Lower Thames Conservation Authority's regarding flood control, conservation and environmental matters and being prepared to take action.

## **Medical/Health Representative**

The Medical/Health Representative is responsible for the following:

- Acting as a coordinating link for all emergency health services at the CCG;
- Ensuring liaison with Health Canada;
- Depending on the nature of the emergency, assign the Site Manager and inform the CCG;
- Establishing an ongoing communications link with the senior health official at the scene of the emergency;
- Ensuring liaison with the ambulance service representatives;
- Providing advice on any matters, which may adversely affect public health;
- Providing authoritative instructions on health and safety matters to the public through the Emergency Information Coordinator;
- Coordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to Health Canada policies;
- Ensuring coordination of care for bed-ridden community members and invalids at home and in evacuee centres during an emergency;
- Ensuring liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources;
- Ensuring coordination of all efforts to prevent and control the spread of disease during an emergency;
- Notifying the Public Works Representative regarding the need for the potable water supplies and sanitation facilities;
- Ensuring liaison with Social Services Representative on areas of mutual concern regarding health services in evacuee centres.



## **Social Services Representatives**

The Social Services Representative is responsible for the following:

- Ensuring the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services;
- Supervising the opening and operation of temporary and/or long-term evacuee centres, and ensuring they are adequately staffed;
- Ensuring liaison with the police representative with respect to the pre-designation of evacuee centres which can be opened on short notice;
- Liaison with the Medical/Health representative on areas of mutual concern regarding operations in evacuee centres;
- Ensuring that a representative of the Education Authority is notified when facilities are required as evacuee reception centres, and that staff and volunteers utilizing the school facilities take direction from the Education Authority representative(s) with respect to their maintenance, use and operation.
- Coordinate with non-government agencies regarding the provision of meals, beds, etc. at temporary shelters and other temporary facilities.
- Coordinating the operation and staffing of all shelters and reception centres in partnership with the Canadian Red Cross and other partner agencies, including the registration of evacuees and the provision of enquiry services at these facilities.

## **Emergency Medical Services Representative**

The Emergency Medical Services (EMS) Representative is responsible for the following:

- Ensuring emergency medical services at the emergency site;
- Depending on the nature of the emergency, assign the Site Manager and inform the CCG;
- Establishing an ongoing communications link with the senior EMS official at the scene of the emergency;
- Obtaining EMS from other communities for support, if required;
- Ensuring triage at the site;
- Advising the CCG if other means of transportation is required for large scale response;
- Ensuring liaison with receiving hospitals;
- Ensuring liaison with the medical/health authority as required.

## **Emergency Management Coordinator or Alternate**

The Emergency Management Coordinator is responsible for the following:

- Activating the emergency notification system, and ensuring all members of the CCG are notified;
- Activating and arranging the Emergency Operations Centre;
- Ensuring that security is in place for the EOC and registration of CCG members;
- Ensuring that all members of the CCG have necessary plans, resources, supplies, maps, and equipment;
- Providing advice and clarifications about the implementation details of the Emergency Response Plan;
- Ensuring that the operating cycle is met by the CCG and related documentation is maintained and kept for future reference;
- Addressing any action items that may result from the activation of the emergency response plan and keep the CCG informed of implementation needs;
- Maintaining the records and logs for the purpose of debriefing and post-emergency reporting that will be prepared,
- Liaising with other First Nations, Municipalities and the Province regarding Chippewa of the Thames Emergency Management Program,
- Maintaining the Nation's Emergency Response Plan,
- Coordinating emergency exercises within the nation,
- Monitoring the well-being of personnel working in the Emergency Operations Centre and ensuring that the Community Control Group arrange staff rest and/or relief as needed.
- Confirming that accurate records are being kept of all emergency activities,
- Collecting information during the emergency to prepare for the post incident analysis,
- Restoring the Emergency Operations Centre back to normal, after the emergency,
- Participate in debriefing sessions following the emergency.

## **Electrical Utility Representative**

The Utility Representative is responsible for the following:

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

## SUPPORT OF ADVISORY STAFF

The following staff may be required to provide support, logistics and advice to the CCG:

### **Executive Administrator's Assistant**

The Executive Administrator's Assistant is responsible for:

- Assisting the executive Assistant as required
- Ensuring all important decisions made and actions taken by the CCG are recorded;
- Ensuring that maps and status boards are kept up to date;
- Provide a process for registering CCG members and maintaining a CCG member list;
- Notifying the required support and advisory staff of the emergency, and the location of the Emergency Operations Centre;
- Assuming the responsibilities of the Citizen Inquiry Supervisor;
- Arranging for printing of material, as required;
- Coordinating the provision of clerical staff to assist in the Emergency Operations Centre, as required;
- Upon direction by the Chief, ensuring that all council are advised of the declaration and termination of declaration of the emergency;
- Upon direction by the Chief, arranging special meetings of council, as required, and advising members of council of the time, date and location of the meetings;
- Procuring staff to assist, as required.

### **Community Evacuation Coordinator (CEC)**

The CEC is responsible for:

- At the direction of the CCG, ensuring the well being of people who have been displaced from their homes, by arranging registration and enquiry, accommodation, lodging, feeding and personal support services;
- Supervising the evacuation centre and ensuring that it is adequately staffed;
- Liaising with the Community Health Nurse and the Community Health Representatives on areas of mutual concern;
- Ensuring that the host community is advised of the number of evacuees to be expected;
- Recording and maintaining a list of community transportation resources;
- Recording and maintaining a list of potential drivers of band vehicles;
- Maintaining a log of personal activities related to the emergency.

## **Emergency Information Coordinator**

The Community's Communications Coordinator will act as the Emergency Information Coordinator during an emergency. The Emergency Information Coordinator is responsible for the dissemination of news and information to the media for the public. A detailed Emergency Information Plan is included in the Appendix.

## **Health Care Administrator**

The Health Centre Administrator is responsible for:

- Implementing the health centre emergency plan;
- Ensuring liaison with the Medical/Health Authority and local ambulance representatives with respect to hospital and medical matters, as required;
- Evaluating requests for the provision of medical site teams/medical triage teams;
- Ensuring liaison with Canada as appropriate;

## **Evacuation Liaison**

Evacuation Liaison responsibilities include:

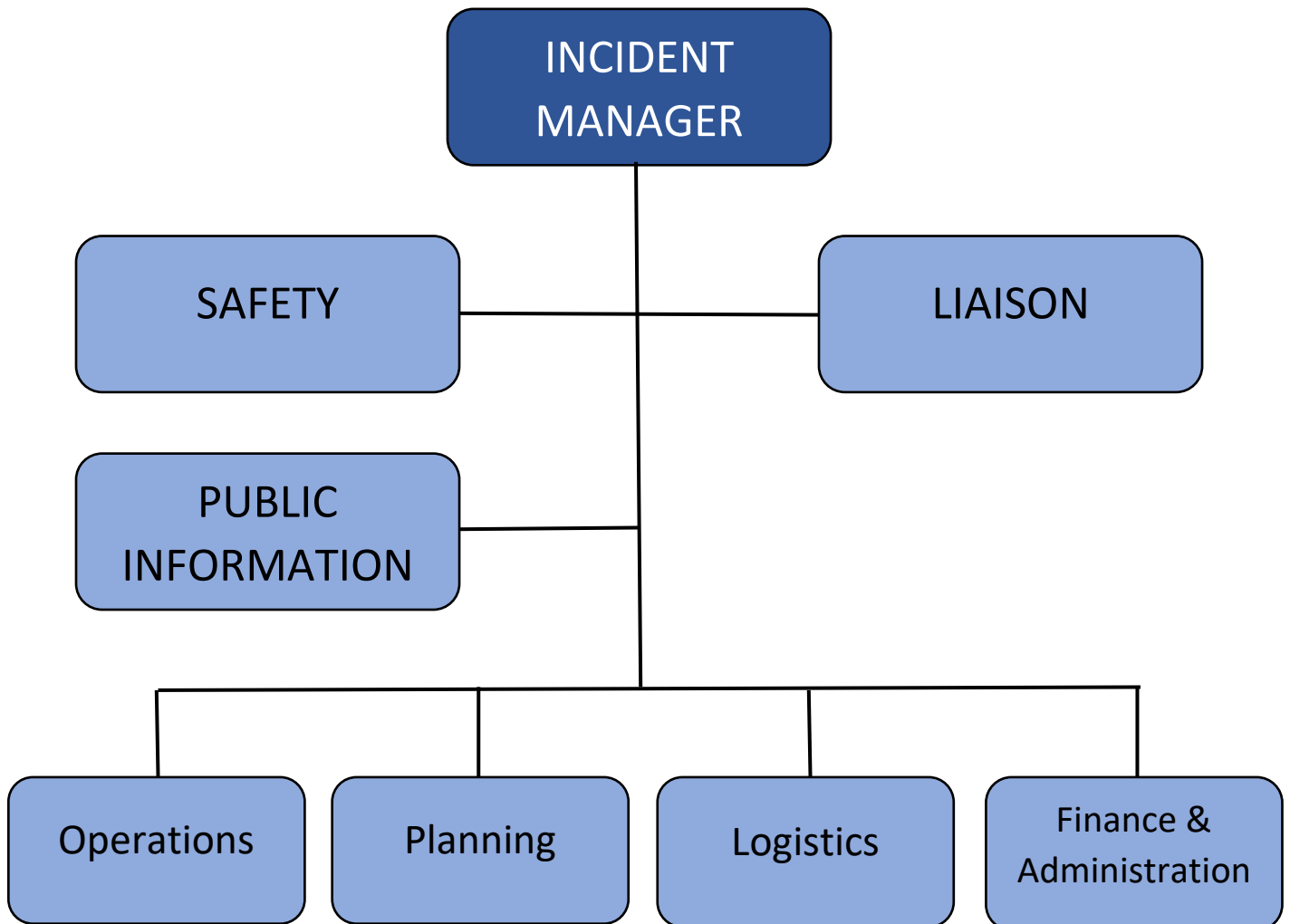
- Working with the CEC, providing all potential evacuees with a list of things to do prepare their homes before leaving the community and advising them on key personal items to take to the host community;
- Acting as the Thames First Nation's representative in the host community by working closely with their CCG through meetings and telephone conversations;
- At the outset, establishing a communication process with the evacuees, so that their needs and concerns can be forwarded to the host community as quickly as possible;
- Acting as facilitator for evacuees who may be accessing health and social services in the host community;
- Continually updating the First Nation and CCG on the situation and acting on their direction to resolve current and anticipated issues;
- Assisting the host community in tracking evacuees who have left Thames First Nation community on their own accord;

## PART 9 – INCIDENT MANAGEMENT SYSTEM CHART

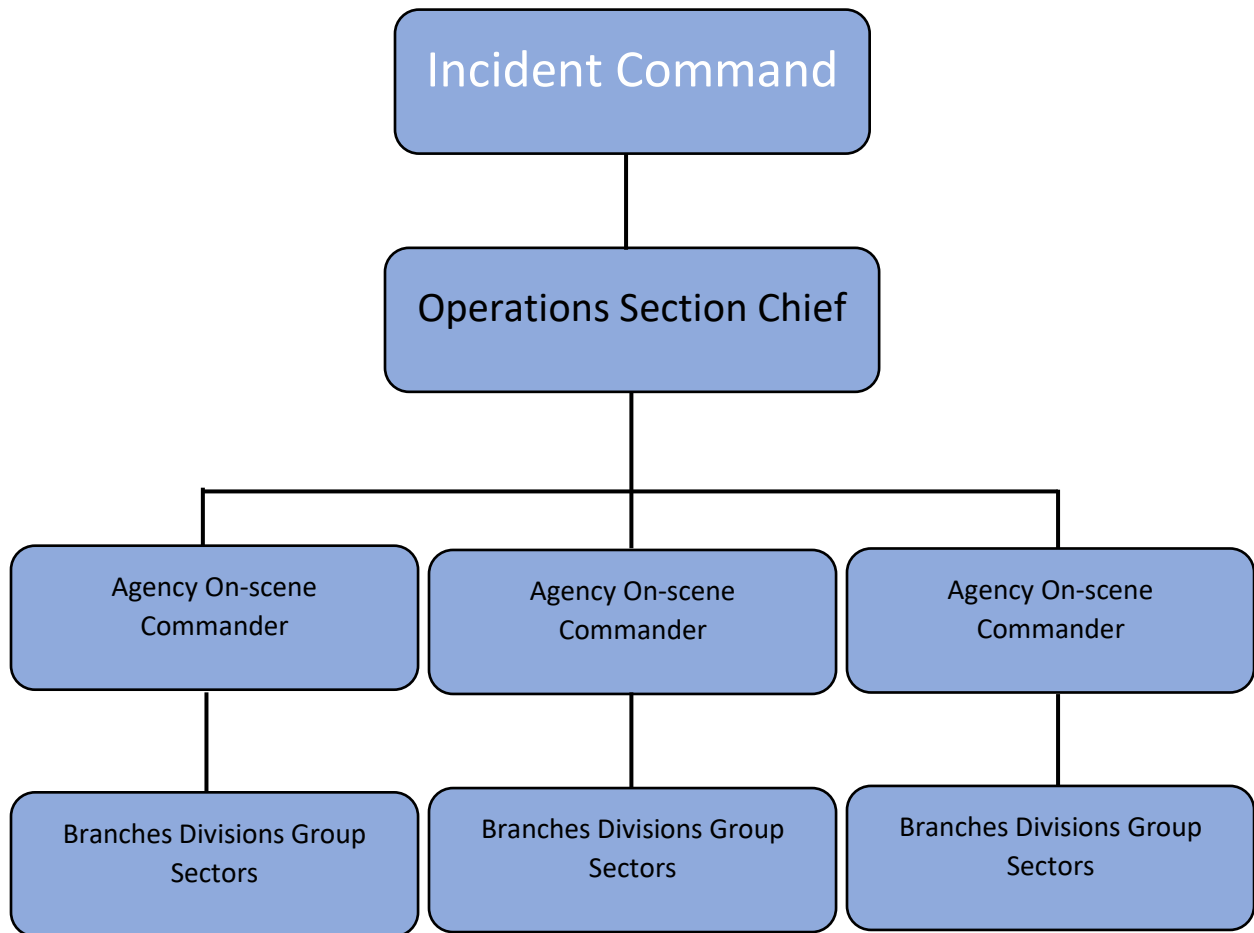
### Incident Management System

The Incident Management System (IMS) is used to manage both emergency incidents and non-emergency events. It is a standardized method of coordinating an organization's resources or those of multiple agencies into an integrated organizational structure which can respond to an incident or event effectively and efficiently.

IMS incorporates traditional business practices, applying them to emergency response and event planning. IMS is scalable and flexible to respond to all hazards or events and is based on a system of functional responsibilities with clear lines of accountability.



## Chain of Command – Emergency Site



## PART 10 – OTHER AGENCIES

### **General**

During an emergency, many agencies may be required to work with the Community Control Group to assist in the mitigation of a major emergency event. Some of these agencies are listed below. Examples of other agencies that are not listed might include: Emergency Management Ontario, the Ontario Provincial Police, Emergency Management Ontario and the Office of the Fire Marshal, the Ministry of the Environment and Climate Change, the Ministry of Natural Resources and Forestry, the Ministry of Health and Long Term Care, the Ministry of Corrections and Public Safety, the Ministry of Community and Social Services, local industry and other private sector representatives, local non-profit organizations and volunteer groups, local conservation authorities, and other agencies and organizations.

All agencies participating in assisting the Nation with mitigation and/or recovery efforts shall be required to maintain a position/activity log and record all decisions and relevant actions provided by their agency during the emergency event.

### **Canadian Red Cross Society Representative**

The Canadian Red Cross Society (CRCS) will receive requests for support from the Social Services Representative. The CRCS has the resources to assist with reception/registration centres, shelters, emergency housing, enquiry services, providing certain supplies, tracking evacuees and assisting with communication to the friends and relatives of evacuees and those others impacted by the emergency. It is anticipated that the Canadian Red Cross Representatives shall:

- Activate the CRCS emergency alert system,
- Co-ordinate the CRCS response,
- Provide registration services at reception centres if requested,
- Collect reliable information & answer enquires from the public,
- Assist with the reunification of family members,
- Set-up and operate shelters and/or evacuation centres,
- Properly register volunteers and provide instruction,
- Assist in providing temporary accommodations outside of a shelter,
- Participate in post emergency debriefing sessions,
- Keep and maintain a decision log.



## **Salvation Army Representative**

The Salvation Army (SA) will receive requests for assistance from the Community Control Group through the Social Services Representative. SA has an emergency response capability to address some social welfare issues such as short-term accommodation, clothing, food and emergency reception centre support and are prepared to respond when requested. The Salvation Army also has the capability to arrange for clergy assistance at the emergency site or at temporary reception centre(s).

The Salvation Army shall:

- Activate the organizations alert system,
- Coordinate the SA response,
- Assist with the distribution of food to emergency personnel and the public at the emergency site,
- Assist Social Services with shelter supplies and staff support,
- Provide clergy assistance as required,
- Assist with the provision of volunteers,
- Keep and maintain a decision log.

## **St. John Ambulance Representative**

St. John Ambulance (SJA) will receive requests for assistance from the Community Control Group through the Social Services Representative, EMS Representative or Health Representative. SJA has the capability to respond to a disaster site to assist with the provision of medical first aid and triage and if so requested, assist in patient transportation. SJA also will provide first aid and ancillary services.

St. John Ambulance shall:

- Activate the organizations alert system,
- Work within the current MOU established,
- Establish first aid posts as required,
- Provide assistance at the Emergency site, reception site(s) and shelter(s) as required,
- Keep and maintain a decision log.

## **Coroner**

The Chippewa of the Thames Police will act as the representative for the Office of the Chief Coroner at all emergency incidents. In the event of fatalities during an emergency, the Coroner or designates shall have the responsibilities outlined in the Ontario Coroner's Act.

## **Private Sector Incident Representatives**

When a major emergency has been caused by an industrial accident, the Community Control Group may request that private sector organizations with special expertise, provide that expertise to assist in mitigating the emergency. There may also be other occasions or circumstances where private sector resources are required by the Nation.

## **Provincial Government Representatives**

The Ontario Emergency Management field advisor shall serve as the primary initial provincial contact for the Municipal Control Group and shall facilitate contact with other provincial ministries and agencies.

## **Media**

The appointed Emergency Information Officer shall be responsible for the following:

- Providing communications with the media,
- Monitoring the media,
- Facilitating media briefings by the Head of Council,
- Developing information releases.

Communications and messaging between the Community Control Group and Incident Command operating at the emergency site shall be consistent. For the purposes of this plan, the media shall consist of both traditional media and social media.

Official releases may contain information on the following:

- Actions for the public to take during an emergency,
- Detailed information on the status of utilities and other services,
- General safety precautions,
- Social service messaging,
- Information from both Incident Command and the Community Control Group.

This information may be contained in one or more media releases. In addition, interviews, briefings and media scrums should stay “on message” and focus on important public safety information.

The Community Control Group shall make priority decisions based on facts and real-time information and not on information received through social media. The Emergency Information Officer may provide messaging to counter any misinformation discovered on social media.

## **The Boards of Education Representatives**

The respective Boards of Education may have activated their own emergency response plans for those schools affected by the emergency. During those times when the Boards of Education are called upon to assist the Nation, it is anticipated that the respective Boards, Incident Command and the Community Control Group will work together to ensure that:

- The Community Control Group is provided with information with respect to the Board's actions to ensure the safety and wellbeing of their students and staff,
- There is a liaison between the Boards of Education and the Community Control Group,
- A proper protocol is followed when resources are requested during the emergency,
- The schools continue to operate whenever possible,
- "Shelter in Place" procedures or the implementation of school lockdowns or evacuations shall be communicated between the two organizations.

## **Union Gas Representative**

Union Gas Limited may have activated its own emergency plan regarding the shut-down and/or restoration of gas services during an emergency. Union Gas or designates shall be the agency that Incident Command initially requests to address the following issues:

- Arranging to discontinue gas services to any consumer where it is considered necessary in the interests of public safety,
- Activating plans that are in place for alternative gas supplies, and for the priority restoration of natural gas services,
- Establishing procedures and maintaining plans for the emergency response to gas leaks,
- Co-ordinating response efforts with other agencies and providing expertise when requested,
- Assisting with post-disaster recovery, clean-up and restoration of natural gas services.

## **Victim Services**

Upon request, London-Middlesex (VS) has been identified as a partner agency that is affiliated with the Police Service and typically provides initial short-term crisis assistance. Trained crisis response personnel are usually available twenty-four (24) hours a day, seven (7) days per week to respond to emergency situations.

It is expected that a coordinated and systematic assistance approach will be provided to those in need during an emergency event. VS has their own plan to identify potential persons in need, provide the appropriate response, and to partner with other agencies that are most able to provide short-term, intermediate, and long-term solutions to social service needs.

## **Federal Government Agencies**

### Industry Canada

The Western Ontario District Office of Industry Canada provides advice and assistance on communications matters during an emergency. This might include authorization to temporarily acquire special emergency communications equipment; emergency actions to take in addressing portable or mobile radio interference; and other assistance as may be required to manage the emergency.

### Environment Canada

The Toronto Weather Office of Environment Canada's Atmospheric Environment Service provides information on upcoming weather conditions and how they may affect emergency operations.

### The National Transportation Safety Board of Canada

The National Transportation Safety Board has the legislated responsibility to investigate emergency incidents involving federally regulated activities such as railway and aviation related incidents. The Police Service acts as the representative for this agency in their absence.

## PART 11: RECOVERY AND DEPARTMENT PLANS

### Recovery

The Community Control Group shall initiate recovery efforts and activate a recovery plan as soon as possible during and/or after the emergency. This often occurs while the emergency continues to be ongoing and usually before the emergency declaration has been terminated. The Community Control Group shall continue to operate the Emergency Operations Centre at its discretion throughout the recovery phase of the emergency. The emergency plan must also continue to guide all operations throughout all phases of the emergency.

### Department Plans

All Chippewa of the Thames First Nation departments should prepare department specific emergency response and continuity of operations plans.

Each department specific plan may contain the following elements:

- An organizational chart that would apply during an emergency and that includes any connections to other departments,
- A list of staff duties/responsibilities that are required to be completed during an emergency,
- A staff contact and notification list,
- A resources plan that identifies back-up facilities, stand-by power sources, available equipment and the provision for maintenance,
- Upstream/downstream dependencies including cross departmental impacts and impacts on stakeholders,
- Communications/accountability – how the department will stay in contact with staff (phone, radio, SMS, social media, etc.),
- A back-up communications strategy,
- The anticipated scheduling of staff to cover a 24/7, long duration emergency,
- The required food and accommodations necessary for staff to continue in their roles,
- Check-in/check-out/tracking procedures and locations,
- Facilities that will continue to be staffed during the emergency,
- How the department intends to address staff personal family needs during the emergency,
- Record-keeping/forms – logging significant decisions, events and activities, and ensuring that all staff are trained on the use of standardized IMS forms,
- Recovery – how does the Department plan to restore services and return to normal operations?

## **Debris Removal**

The Nation may develop a plan or a systematic approach for the clearance, removal, transport, temporary storage, segregation, reduction and ultimate disposal of debris generated by the emergency.

The plan should also include plans for the management of those contractors and in-house resources designated to collect the debris.

Consideration may be given to the implementation of resource sharing agreements to assist with debris removal. Recycling should be contemplated during this process, as should a public information plan.







PART 13 – APPENDICES

EMERGENCY NOTIFICATION CONTACT LISTS

	Name	Office Phone #	Home Phone #	Cell Phone #
Chief				
Chief Alternate				
Executive Administrator				
EA Alternate				
Emergency Management Coordinator				
EMC Alternate				
Police				
Police Alternate				
Fire Chief				
Fire Chief Alternate				
Public Works				
Public Works Alternate				
Medical/Health				
Medical/Health Alternate				
Social Services				
Social Services Alternate				
EMS				
EMS Alternate				
Electrical Utility				
Electrical Utility Alternate				

The notification may be activated by any member of the CCG.

Upon activation, the notification process will be carried out at once by the EMC, who will note the detail of the message (e.g. description of the emergency, instructions to remain on standby or assemble at the EOC, etc.). This EMC will ensure this information is passed to and understood by each person called.

Persons on the notification list will be called in order, starting with the chief.

If the primary person cannot be reached at any of the listed numbers, telephone the alternate.

If neither can be reached, go on to the next appointment on the list.

Should an emergency occur or an impending emergency, contact should be made with the

OFMEM Duty Officer (24/7)

Office Phone: (226) 430-2003

Cell Phone: (519) 854-6595

Once the end of the list has been reached, try again to reach those who were not available on the first attempt.

#### Sample Script for Notifying CCG

I am *(Insert caller's name)*, and I am calling to inform you that the Emergency Operations Centre will be activated at *(insert date and time)* due to (state the nature of the emergency). As a member of the Community Continuity Group you should report to (list location: primary/alternate EOC or other location at (insert date/time) and report to the EMC or Operations Officer. Please bring the following resources with you (list any required items, including copy of the Emergency Response Plan, extra clothing, phone list).

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you

Note: The caller delivering the message MUST record the date and time that EACH member (or alternate) of the CCG was contacted.



## THE EMERGENCY OPERATIONS CENTRE

The Emergency Operations Centre is the designated facility from which the Community Control Group operates in support of the emergency site and to maintain services throughout unaffected areas of the Nation. It can be located anywhere, but usually it will be located at either the primary or back-up (secondary site).

### **The Community Control Group**

- Selects the Incident Commander or Unified Command Team and provides initial instructions,
- Ensures that critical infrastructure is protected,
- Determines if the emergency should be declared a “Local State of Emergency,”
- Maintains services outside the designated emergency site perimeter,
- Takes the lead in recovery efforts,
- Conducts regular business cycle/ information gathering meetings,
- Develops situational analysis,
- Considers the Incident Action Plan in the decision-making process,
- Provides concise and timely information to the public,
- Identifies needed resources and prioritizes needs,
- Addresses media relations and provides information to the public,
- Assists logistics in acquiring and coordinating resources,
- Is the emergency management focal point,
- Must be able to expand or contract based on current needs and circumstances of the incident,
- Is responsible with liaising with other levels of government and other agencies or organizations,
- Performs the duties of senior policy advisors for the Incident Command/Management Team,
- Makes recommendations concerning personnel and equipment deployment, staffing, safety issues, and other operational considerations such as the establishment of reception centres or shelters.

Also operating within the Emergency Operations Centre are Command Staff (Liaison, Safety, Emergency Information Officer), and General Staff (Operations, Planning, Logistics, Finance, Administration Section Chiefs) and other support staff.

With proper planning and exercises, the decisions emanating from the Community Control Group and staff operating in the Emergency Operations Centre will increase emergency survivability, enhance the continuity of operations, better protect property, places of employment and the environment, and improve post-emergency outcomes.

## **The Emergency Operations Centre**

The Emergency Operations Centre should be:

- Secure and have adequate resources and supplies for long term operations,
- Familiar to all staff,
- Equipped with the fundamental tools needed to manage complex, cascading emergency events, (computers, phones, meeting/breakout rooms, whiteboards etc.),
- Be equipped with copies of all emergency plans, mutual or automatic aid agreements, service level contracts and agreements, key personnel telephone numbers, key contact numbers for outside agencies, stakeholders, and key suppliers,
- Be equipped with internet capability,
- Have access to mapping and GIS resources,
- Have back-up power generation capability,
- Have a communications plan that includes contingencies for radio communications failures.

### **Authority**

The Chief or designated Head of Council has the authority to declare or terminate a “Local State of Emergency.” Staff on duty at the Emergency Operations Centre have the authority to carry out their delegated responsibilities. It is important that all Nation stakeholders understand this authority.

### **Sustainability of the Emergency Organization**

It is the responsibility of each department operating under the direction of the Community Control Group to ensure that there is organizational sustainability during an emergency. This is accomplished by ensuring that there are suitably trained staff members fulfilling their designated roles and areas of responsibility. There must also be a trained contingent of personnel that are able to relieve on-duty staff at the end of each operational period.

A typical operational period lasts from 8 to 12 hours, as determined by Incident Command and as documented in the Incident Action Plan.

In order to ensure that there is a smooth transition between off-going and in-coming staff members, proper briefings must take place at the beginning of each operational period. This is in addition to more formal briefings regarding the Incident Action Plan and other Operational Plans.

In-coming relief staff shall report at least thirty (30) minutes before the scheduled end of the Operational Period and off-going staff shall remain for at least (30) minutes after being relieved to ensure that there is a smooth transition of duties and responsibilities and a thorough exchange of information.

Off-going staff members will be responsible for the completion of required IMS forms, including their own activity/decision logs, prior to going off duty.

## **Logistics**

### ***Food***

The Nation is responsible for the feeding of staff who are working at the Emergency Operations Centre and at the Emergency Site(s) during a major emergency. Meals and drinks shall be arranged by the Logistics Section,

- Bottled water should always be available in the Emergency Operations Centre and at the Emergency Site,
- The Logistics Section and the Police Service shall also be responsible for the establishment of all Emergency Operations Centre security measures.

### ***Accommodation***

- The Logistics Section shall be responsible for making arrangements for all staff accommodations, including designating rooms for staff accommodation near the Emergency Operations Centre. The staff lunch area may be designated as a food preparation area or a food/supply storage area.
- Staff may choose to travel home (if possible) or to stay at arranged accommodations close to the Emergency Operations Centre. This decision should be made with safety and existing travel conditions in mind.

### ***Personal Hygiene***

- It is recommended that all staff keep a “go-bag” of personal items and work supplies in their work area that may be needed in order to self-sustain for a period of at least seventy-two (72) hours.
- The Nation does not provide personal toiletries for staff. If necessary, additional hygiene items may be obtained through the Logistics Section.
- Showers shall be made available whenever possible.
- If the Emergency Operations Centre is activated, certain areas of the Police Service’s Building shall go into a secured state where access to designated areas may be limited to approved staff members only.

***Emergency Operations Centre: Alternate Site***

If the Emergency Operations Centre must be de-activated and repositioned, the following location may be considered as the alternate site:

Veterans Building  
641 Jubilee Rd,  
Muncey, ON, N0L 1Y0

Other sites may be designated by the Executive Administrator as back-up Emergency Operations Centres.

## ANNEX A: EVACUATION PLAN

### Introduction

This plan contains two types of evacuations:

- a) *Pre-emergency*: a pre-cautionary evacuation that should occur only when “sheltering in place” is not the preferred option and the time remaining before an emergency occurs can be confidently predicted.
- b) *Post-emergency*: an evacuation that should take inhabitants out of the hazard area (if it is safe to do so). In some instances, sheltering in place - staying or going indoors and properly securing the premise can provide the best protection in the “short term.”

### Aim

The aim of the Evacuation Plan is to efficiently and effectively evacuate, transport and then shelter the inhabitants in safe designated locations.

### Procedures and Responsibilities

The responsibility for the actual evacuation and for the security and protection of the evacuated area shall usually reside with the Police Service and assisted by other agencies. This may not always be the case, as smaller areas that require immediate evacuation or areas that may be exposed to severe conditions may be evacuated immediately by the Fire Department or other designated band employees. Other band employees may also be requested to assist Police with the evacuation, as required.

There are eleven (11) considerations involved in an evacuation:

1. Threat assessment,
2. Establishment of an Outer Perimeter,
3. Traffic Control and Security,
4. Access Control,
5. Public Alerting,
6. Evacuation process,
7. Evacuation Routes,
8. Reception Centres,
9. Re-entry of Evacuees,



10. Sheltering,

11. Pets and Livestock.

### **Threat Assessment**

Incident Command is responsible for conducting a threat assessment at an emergency site and determining the need for an evacuation. The following are factors to consider prior to an evacuation:

- The protection options available, i.e. - evacuation, sheltering-in place, or other protective measures,
- Factors that may make an evacuation difficult such as; severe weather, topography, downed power lines and trees, the density of persons in evacuation area, non-ambulatory persons, a large number of inhabitants, persons who are unfamiliar with the area such as tourists, and persons with disabilities or persons who do not speak or understand the language,
- The time required to safely evacuate inhabitants,
- The availability, suitability and capacity of reception centres and shelters to handle the expected number of evacuees.

### **Establishment of the Area to be Evacuated**

When determining the area to be evacuated, the following factors should be considered:

- The estimated area of potential danger given the emergency situation and incident characteristics (factors such as materials involved, explosive/flammable characteristics, other chemical characteristics, wind direction and other weather conditions, structural characteristics of nearby buildings, traffic and transportation challenges, the vulnerability of the occupants, topography, etc.),
- The approximate number of persons to be evacuated,
- Special assistance requirements (sick, aged, infirm, hospital and special needs residents),
- Transportation assistance required (buses),
- The estimated duration of the evacuation.

Incident Command is responsible for determining the outer perimeter of the emergency site and the area to be evacuated. If necessary, outside expertise and special software may be requested to help determine the designated evacuation zone perimeter.

Evacuees shall be guided as to how, when, and by what route they shall take to evacuate and shall only be permitted to return to the evacuated area when the area is deemed to be safe by Incident Command, in consultation with experts and the Community Control Group.

## **Traffic Control and Security**

The evacuation process depends on the establishment of adequate traffic control to ensure that there is an orderly free flowing movement of pedestrian and vehicle traffic out of the affected area.

The traffic control process utilizes strategically placed:

- police and other control officers,
- road barriers,
- the emergency designation of one-way streets,
- signs and other traffic control aids at critical points.

The Operations Section Chief will oversee the coordination of traffic control operations. Police shall assume responsibility for this operation.

## **Access Control**

Unauthorized entry into the emergency scene perimeter shall not be permitted. This is in order to ensure that public safety is maintained, a safe evacuation is expedited, and individuals are not unnecessarily exposed to contaminated areas.

Access/entry control points into the hazard area for emergency responders, implemented through internal operating guidelines, ensures staff accountability, prevents unnecessary access and ensures that the personnel who are making entry are wearing the proper personal protective equipment.

Access control for the public shall be established immediately around the outer perimeter at the emergency site and is usually (but not always) established prior to the authorization of an evacuation.

Incident Command shall oversee the coordination of hazard zone access through the Operations Section Chief and the Police Service.

## **Public Alerting**

Emergency responders will alert the public, with priority given to those persons located immediately within the vicinity of the hazard, about the need to either shelter-in-place or to evacuate.

The Emergency Information Officer is responsible for alerting the public through traditional media platforms, social media, the website and other communication platforms of an existing or an impending emergency. The Emergency Information Officer will also follow-up with messaging regarding evacuations, reception and sheltering.

The emergency notification of a designated area should encompass an alert that “an emergency exists” followed by instructions on the appropriate actions to take (i.e. evacuation, sheltering,

etc.). The initial alert may advise inhabitants as to where additional information can be obtained, i.e. traditional media, social media, the administrative website, an established citizen enquiry service, etc.

### **Evacuation Process**

Private motor vehicles or walking routes are normally the primary means of initial evacuation. During the “alerting stage”, those persons with vehicles will be encouraged to provide rides to those without access to a vehicle.

For those transit-dependent evacuees who cannot arrange their own transportation or cannot arrange for ridesharing, arrangements will be made for the provision of public transportation (i.e. buses) to assist evacuees with vacating the area. The Logistics Section Chief will be responsible for making transport arrangements as follows:

- Provide a bus shuttle service from the evacuation area to evacuation reception centres/shelter, as required,
- Arrange for private transportation firms (i.e. School Board bus lines, commercial bus lines, taxis, etc.) to assist, as required, through prearranged agreements, contracts, or memoranda of understanding,
- Designate pick-up location,
- Re-route public transportation as required and re-organize the bus service in order to ensure that service to areas outside of the emergency perimeter is not interrupted, restore normal service outside of the evacuation area as soon as possible in order to minimize disruption,
- Dispatch buses to evacuation centres at the termination of the emergency in order to assist with the return of evacuees to their original pick-up locations,
- Restore normal transit service operations.

Oneida Emergency Medical Services (when available) will assist in transporting bed-ridden persons from homes and institutions. Other contracted medical transport providers and other transport providers may also be requested to provide medical transport assistance.

### **Potential Evacuation Challenges**

The following problems may be encountered during evacuation situations:

- Access and exiting challenges due to congestion in densely populated areas that may be the result of narrow or discontinuous streets, blocked streets due to debris, downed trees and power lines, and increased motor vehicle accidents,
- Transportation out of the area may be difficult for some (i.e. non-ambulatory, etc.),
- Families may be separated during the work/school day, possibly resulting in emotional trauma and/or reunification issues,
- Individuals may refuse to leave due to the following reasons:

- 1) There is failure to perceive the potential threat,
- 2) There is fear for the security of property,
- 3) There is concern for absent family members or pets.

In such instances, police or designates will instruct these individuals as to the severity of the problem and the need for evacuation. It should be stressed that emergency responders may not be able to provide timely rescue services to them if they refuse to leave.

- If inhabitants still refuse to leave, police or designates will record their essential information, including next of kin,
- Adverse weather conditions, especially in combination with rough terrain, may negatively affect evacuation procedures,
- Persons unfamiliar with the area (i.e., tourists, visitors) may have difficulty evacuating and should be provided with direction,
- Evacuated buildings may be searched for persons remaining on the premises. In addition, all potential utility hazards must be addressed by the utility agencies in the evacuated buildings (i.e. turn off gas, water and electricity).

### **Evacuation Routes**

The Police are responsible for identifying the best evacuation routes that will allow evacuees to leave the area expeditiously and safely. Methods such as use of traffic barricades and converting two-way roads into one-way roads leading out of the area may be used as required, if such changes do not increase confusion and congestion.

In selecting evacuation routes, emphasis should be placed on those routes providing the most direct removal of evacuees from the affected area. Care should be taken to direct evacuation traffic to locations that are a safe distance away and are upwind from the emergency.

Contracted tow trucks may be used to remove any disabled vehicles that may block or congest traffic. As well, specific routes should be kept clear to allow emergency vehicles access into and out of the emergency site.

### **Reception Centres**

The Director of Social Services or designate, in consultation with the Community Control Group and other partner agencies, is responsible for selecting, opening and staffing reception centres. The following activities may be performed:

- In the event of an evacuation order, gathering information from Police regarding the approximate number of evacuees.
- The appropriate reception centres shall be selected in consultation with the Community Control Group. The media and the public should be provided with information about the location of the reception centres through the Emergency Information Officer.

- The appropriate number of trained staff shall be assigned to open the facilities. In an immediate evacuation where time is of the essence, Police or Fire Services may be required to select the most suitable nearby reception centre(s). These centres shall preferably be located as close to the evacuation area as is feasibly possible, with the safety of the evacuees in mind (for example, a safe distance away from the incident that is upwind and uphill from any hazardous materials situation).
- Receive information as to any temporary emergency arrangements that have been made.

Under less time constrictive circumstances (e.g. flood warnings), Social Services will consult with Police to select the most appropriate reception centre site(s).

- Ensure that reception centres are prepared to receive evacuees. Some options for other agencies that may be able to assist include: the Canadian Red Cross Society, the Salvation Army, local city service clubs, etc.
- Arrangements for the use of outside volunteer agencies shall be made through the Administration Section Chief.
- Provisions may be made that would allow those evacuees, who are located at reception centres or temporary shelters, to contact friends or relatives.
- Whenever possible, arrangements should be facilitated with evacuees to stay with friends or relatives. Staying at an emergency shelter should be a last choice option.
- Liaise with Police and the Logistics Section Chief regarding the transportation and accommodation of evacuees. Every effort shall be made to prevent overcrowding at any one location.
- The Canadian Red Cross Society or other assisting agencies may be enlisted establish a registration service for arriving evacuees and an enquiry service where the public can obtain information on the status of family and friends affected by the emergency (i.e. information on the status of evacuees). The Police shall be responsible for informing the next-of-kin of any injuries or fatalities.
- The Public Health Unit is responsible for monitoring health-related conditions in reception/evacuation centres and shelters.
- All participating agencies operating at reception centres and at evacuation centres will assist in returning the facility to as close to pre-emergency conditions as possible upon termination of the emergency.

### **Re-entry of Evacuees**

At the termination of an emergency and where an evacuation has occurred, Incident Command shall arrange for an assessment of each evacuated building and the area surrounding the evacuated building, to determine if it is safe for the evacuees to return.

A Task force comprised of staff from Fire, Police, Building, and the servicing utilities shall be appointed to make the assessments and provide recommendations to Incident Command on the re-inhabiting of buildings.

Every effort shall be made to repatriate evacuees as quickly as possible. Once it is determined that it is safe to return, various approved methods of communications will be used to inform evacuees that they can return to their homes.

### **Repatriation of Evacuees**

- The designated employees, volunteers or the Canadian Red Cross Society shall oversee the signing-out and discharging of evacuees from reception centres.
- The Logistics Section Chief will arrange for public transportation to assist in the return of seniors, the disabled, non-ambulatory persons and those without vehicles to their homes.
- Police Services shall be responsible for securing the evacuated areas, for access control, and for ensuring that there is an orderly re-entry to the evacuated area(s).
- Only residents (upon providing proof of residency) will initially be permitted back into the evacuated area(s).
- Public enquiry services may be maintained at reception centres for a reasonable period after the emergency has ended, to provide people with information and advice regarding post-emergency impacts.
- Once evacuees have vacated the reception centres, Social Services shall arrange for the facilities to be cleaned, restored and any supplies used replenished to their pre-emergency state.

### **Sheltering**

If the evacuation of an area would expose the population to a greater safety risk, Incident Command may decide that sheltering-in-place may be the best option.

Inhabitants in the affected areas will be notified to remain in their homes or place of employment and should be instructed to carry out the following steps for sheltering-in-place:

- Close all windows and doors,
- Turn off furnaces (or the lower temperature 15oC during the winter), air-conditioning and fans,
- Ensure that occupants each have a 72 Hour Emergency Preparedness Kit,
- Close all drapes and curtains,
- Put moist towels at base of door to act as an air seal,
- Have portable lights and a battery-operated radio at hand,
- Listen to local radio stations for more information on the emergency,
- Obtain tap water for future use - fill pails, tubs, etc.,
- Move to the central basement part of the building to minimize any impacts from the emergency,
- After the danger has passed and the outside air is determined to be safe, increase the ventilation rate.

## **Pets and Livestock**

An emergency can create several challenges when pets and livestock are involved. In most cases, it is best to contain animals in a safe place (that can be sealed off from the inflow of outside air if there are airborne contaminants).

When an evacuation is ordered, pets should remain with their owners whenever possible.

Pets left in the evacuated homes should be contained within the home with enough food and water for several days unless other arrangements can be made. If possible, animal-friendly shelters, temporary holding facilities, animal transportation, and veterinary services should form part of a municipal pre-emergency animal plan drafted in consultation with local animal welfare agencies.

Where it is safe to do so, farmers may be periodically escorted back to their farms for such husbandry tasks as the milking of cattle, the feeding of chickens, hogs and other livestock, and ensuring that an adequate and accessible water supply is left for unattended animals.

## **Evacuation Zones**

Incident Command or the Community Control Group may consider dividing designated areas into a number of zones to assist with either a search or an evacuation. The criteria for zoning will be determined at the time of the emergency and may be based on population or designated area size. Considerations such as reception centre size, traffic patterns, and the ability to provide search and rescue services should all be considered. During the week, day-time populations may be less in urban areas, static in rural areas and greater in industrial/job centred areas. Incremental evacuation based on a grid or a designated area may be implemented at the discretion of Incident Command in consultation with the Community Control Group.

## ANNEX B: RESTORATION AND RECOVERY PLAN

The Community Control Group and Incident Command must shift their focus from mitigation to recovery as soon as possible. The goal of the “recovery phase” is to quickly return the Nation to as close to normal pre-emergency conditions as possible.

The Community Control Group in consultation with Incident Command will determine when the emergency has entered the recovery phase.

To facilitate a smooth transition from operations to recovery, the Community Control Group will continue to address all matters related to recovery.

An emergency declaration may or may not still be in place when recovery operations begin.

### **Organization**

Once major mitigation efforts are at or near conclusion, and at the discretion of the Community Control Group, a smooth transition to the recovery phase shall occur.

Additional positions may be added to the Community Control Group to provide expert advice and/or assistance as required. Sub-committees may be established to deal with specific areas of concern.

### **Recovery Strategy**

During its initial and subsequent meetings, the Community Control Group shall develop a strategy which includes the goals, objectives and a timeline for the recovery process. This strategy will be used to guide the work of the Community Control Group and should incorporate any specific Nation needs or identified tasks. The strategy will also need to be periodically adjusted to reflect changing/evolving concerns and issues.

### **Community Control Group Recovery Responsibilities**

The following shall be responsibilities undertaken by the Community Control Group:

- a) Ensuring that the essential services and utilities (electricity, water, sewers and wastewater) are returned to service as soon as possible.
- b) Ensuring that critical infrastructure (example- hospitals, long term care facilities etc.) are returned to normal as soon as possible.
- c) Ensuring that other essential public infrastructure, including roads, bridges, traffic lights and signs, etc. are repaired or replaced as soon as possible.
- d) Ensuring that all structures and buildings within the Nation are in a safe condition and can be re-inhabited. Those that are deemed to be unsafe, shall be secured from entry and signage posted warning of the danger.



- e) Ensuring that any remedial actions that are required are taken to rectify any unsafe building, property or environmental conditions.
- f) Ensuring that the health standards are met throughout the Nation, for example, potable water.
- g) Aiding in the relocation and establishment of temporary housing for affected persons.
- h) Providing assistance and support for the public in addressing insurance issues.
- i) Providing special clean-up and debris removal assistance.
- j) Assisting in the provision of counseling sessions (victims' counseling services, critical incident stress debriefing for emergency personnel and volunteers, as well as for the general population).
- k) Coordinating requests for funding support with other levels of government.
- l) Ensuring that information on the recovery process and support activities are disseminated in a clear and timely manner to the public.
- m) Developing damage assessment reports.
- n) Providing other services as required in order to facilitate the recovery

## ANNEX C: SEVERE WEATHER PLAN

The Chippewa of the Thames First Nation Weather Plan is designed to accompany the Chippewa of the Thames First Nation Emergency Response Plan, and the Upper/Lower Conservation Authority Plans. In the event of a weather emergency, this plan is intended to provide a guidance to departments, divisions and personnel.

The plans outline the Nations responsibility for ensuring the safety and welfare of its residents during a severe weather emergency.

The Nation will therefore be responsible for emergency operations and for the alerting and evacuation of residents from weather prone areas. In addition, it will be responsible for obtaining the equipment and supplies necessary to deal with any weather emergency.

To supplement Nation's operations, the respective conservation authorities may assist with weather forecasts, flood watches, providing flood and stream flow data and for securing additional resources through the Ministry of Natural Resources and Forestry as required.

The Province of Ontario, through the Ministry of Natural Resources and Forestry will be responsible for providing meteorological and hydro-meteorological analysis and forecasts; determining when a provincial weather emergency exists and then taking the appropriate actions.

### **Critical Weather Evacuation Strategy**

A successful weather evacuation strategy relies on six (6) key elements. These elements include but are not limited to the following:

- 1) The development of an effective and tested weather evacuation plan.
- 2) Notification of those who are at risk.
- 3) Transportation of those at risk to a safe area and the ability to effectively address the needs of those residents with mobility impairments.
- 4) Clearly identifying egress routes out of the weather affected zone and the erection of easily understood signage to direct evacuees.
- 5) The establishment of a reception centre and if necessary, an approved shelter.
- 6) A plan to deal with pets and other animals (people may decide to place their own safety in jeopardy rather than leave their animals).

### **The Plan**

The development of an effective and tested severe weather evacuation plan.

- Each department within the Nation should develop a weather contingency plan. This plan would provide specific direction to staff in the event of a weather emergency.

- Personnel should actively participate in the pre-planning of buildings, occupancies and neighbourhoods that are at risk for weather events. They should also participate in regular exercises established for the purpose of testing the weather response plan.
- The level of weather response training provided to personnel will be based on operational expectations during a weather emergency. It will be up to the individual departments to determine the type and level of training provided.
- A resource book should be developed with a list of approved suppliers that can be utilized during a weather event, for example: dewatering pumps, generators, personal floatation devices, boats and another watercraft.
- Proper mapping of weather prone areas (example flood plains) will be secured through GIS and placed at the disposal of the Community Control Group and Incident Command. These maps will include designated grids or divisions that could be utilized to organize an evacuation strategy during an emergency.
- Each department should develop operating guidelines that are specific to weather events, mitigation strategies and evacuation procedures.
- A list of volunteers and a specialized skills inventory list should be developed for those who are willing and can be placed into service during a weather emergency.
- The EIO will assist the Nation with the development and implementation of an emergency communications strategy that will include traditional media outlets as well as social media. The EIO will also assist with the development of public safety education programming and messaging that relate to flood emergencies.

### **Notification of those at risk**

- The Nation will utilize an emergency notification procedure to notify residents of a pending weather emergency. This notification procedure may include one or all the following: strategically placed electronic signs, computer-aided automatic messages, the use of media partners, social media (Twitter, Facebook) and the COTTFN administrative website.
- Upon notification that a weather emergency exists, designated personnel will take whatever steps are necessary to ensure that all department resources are secure and if necessary, are able to respond or to assist with any weather-related emergency event within the Nation.
- Consideration for the redeployment of personnel, equipment and supplies should be considered for those areas of the Nation that are considered “at risk” for the specific imminent weather event. Redeployment locations may be selected as part of the emergency continuity of operations planning process.
- Upon notification that a weather emergency is pending, members of the Community Control Group or the Emergency Management Coordinator may initiate the emergency notification system and activation of the Emergency Operations Centre. Departments shall address their own internal staff communication needs.
- Departments may also choose to establish their own department specific emergency operating centres.

- A direct communications link will be established between the Emergency Operations Centre and the Police Emergency Communications Centre.
- Once established, the Emergency Operations Centre will serve as the Coordination Centre for the weather event. Specific priority attention will focus on life safety and the protection of critical infrastructure.
- An IMS Command and Control structure may be established to directly manage the emergency and the areas affected by the weather event. The appointment of several “Area Commanders” may be required to manage multiple areas adversely affected by the weather event.
- The following issues shall be considered when formulating the Incident Action Plan:
  - The declaration of the emergency.
  - Providing important emergency related information to the public.
  - The provision for non-ambulatory members of the public (shelter-in-place, evacuation).
  - Providing important emergency related information to staff located in all city buildings.
  - Providing information to other levels of government and neighbouring municipalities.
  - Activation of department specific continuity of operations plans.
  - The notification and call-in of staff.
  - The activation of volunteers and maintaining staff/volunteer accountability (*Administration Section Chief*).
  - Activation of mutual aid or fee for service agreements.
  - Securing back-up radio communications.
  - The procurement of internal resources (*Logistics Section Chief*).
  - The procurement of resources from outside agencies (*Logistics Section Chief*).
  - The tracking of city resources (*Logistics Section Chief*).
  - First responder access to those areas that have been affected by the weather event (clear access routes of snow, ice, flood waters, debris). Assisting with the communication of alternate emergency access routing to emergency personnel, resulting from road closures due to weather.
  - The development of staff shift rotations.
  - The relocating or collocating of resources for protection and to enhance response efficiency.
  - Maintaining staff accountability.
  - Developing a damage assessment protocol for those areas adversely affected by the weather emergency.
  - The completion of the appropriate forms and the maintenance of appropriate records.
  - The provision of detailed resource status information to the Logistics Section Chief.

- The review and implementation of operating guidelines plans and procedures for specialized responses such as hazardous materials, technical rescue and search and rescue.
- Ensuring that decontamination facilities are set up for those exposed to flood waters and other contaminants resulting from the weather emergency.
- Ensuring that staff receive medical follow-up if they have been exposed to contaminants.
- The development of an Incident Action Plan for each operational period (*Planning Section Chief*).
- Initiating the Recovery Plan and consider extraordinary measures to facilitate the clearing of debris.
- Ensuring that there is access to essential operating supplies such as fuel, back-up power, generators, etc. (*Logistics Section Chief*)
- Establishing temporary reception centres or shelters (*Social Services*).
- Staying in contact and providing updates to the family members of on-duty staff and acting as an internal communications conduit.
- Band personnel may be required to assist with the public notification process, either via door to door visits, with truck PA systems or through the use of bull horns.
- It should be noted that most vehicles are not designed to withstand water intrusion into vital component areas such as: the air intake, the electrical components, the drive train etc.

### **Transportation of evacuees to a safe area and addressing the needs of citizens with mobility impairments.**

- This plan assumes that the Nation will have enough warning time to notify weather “at risk” residents and businesses to allow time for a self-evacuation. Those weather events with little or no warning time must also be considered.
- Band personnel will conduct all operations according to approved operating guidelines. At all times, the safety of personnel shall be the priority. Staff shall not be directed to engage in operations that go beyond their level of training.
- Those being transported to safe areas will be taken to the nearest reception centre to be processed, and then moved to the appropriate shelter via an approved method of transportation.

### **Clear egress routes and the erection of easily understood signage**

- Designated evacuation routes will be determined by Incident Command and then communicated to emergency responders and the Community Control Group. The Community Control Group will determine if a staggered system of evacuation is appropriate to avoid overcrowding of evacuation routes, or if an all point’s immediate evacuation is required.

- Police will ensure that the designated evacuation routes are followed. The designated evacuation routes will lead to the designated reception centre. If needed, there will be a subsequent emergency routes established to facilitate travel to the designated shelter.

### **The establishment of a reception centre and evacuation shelter**

- As determined by the Community Control Group a call-in centre may be opened to provide information to residents regarding the emergency.
- The Nation may also designate and staff a reception centre to process and to provide accountability for all evacuees. All designated evacuation routes should lead to the reception centre.
- A designated shelter may be opened to evacuees. It shall be equipped with all the required amenities, inspected by the appropriate agencies and staffed by Social Services staff or staff from other approved agencies.

### **Plan to deal with pets and other animals**

- The involvement of staff with pets and other animals shall be limited to assisting those persons trained in dealing with animals in getting to a specific site, facilitating radio communications and providing for the safety of animal rescue personnel. Band personnel who are not trained to deal with animals will not engage in direct contact with animals.

### **Other Operational Considerations**

- Water/rescue operations should be in accordance with NFPA 1952 standards and fire department operating guidelines.
- The Community Control Group will determine the priority weather affected areas that will: present a life-safety risk, require assistance with evacuation, require diking and dyke patrols (sandbagging, other containment operations).
- Priority operations will be established by Incident Command and will most likely be directed toward the following:
  - Priority #1 - occupancies with a life-safety risk or that house non-ambulatory residents.
  - Priority #2 - the protection of critical infrastructure as identified by the Community Control Group.
  - Priority #3 - the protection of other critical occupancies as determined by the Community Control Group.
  - Priority #4 - other residential occupancies based on an assigned level of risk and priority level.
- One or more Incident Command Posts may be set-up at a strategic location(s) throughout the Nation to provide site command and control.

- Incident Command will be assigned to each command post.
- One or more resource staging locations will be established at strategic locations throughout the Nation and placed under the direction of a Staging Officer.
- All Band resources assigned to a specific area shall first report to the designated staging area.
- Personnel may be assigned to assist with evacuation efforts. Evacuation operations should be conducted according to the appropriate evacuation guideline. In the absence of specific guidelines, operations shall include the following:
  - A hazard-risk analysis of each assigned evacuation area shall be conducted prior to staff entry,
  - Each evacuation group will assign a stationary accountability officer,
  - The assignment of a specific and defined search (grid) area and the use of a systematic approach for search, rescue and evacuation that shall be coordinated with other agencies,
  - A size-up of each occupancy visited shall be recorded,
  - The facilitation of utility shutdown, coordinated with the occupancy owner and the utility agency,
  - The use of the appropriate materials, equipment and protective devices and may include: boats, PFD, lights and flashlights, door chocks, electricity lockout kits, forcible entry tools, key box keys, portable radios, thermal imaging cameras, ¾ rubber boots, gas shut-off tool, voltmeter or night lights (to determine if a source is energized),
  - Boat evacuations shall be according to approved operating procedures,
  - All persons on board the boat must be assigned and must don an approved PFD,
  - Staff evacuating residents must complete the appropriate forms and records,
  - Residents who can self-evacuate will be directed to follow the designated evacuation route and report to the designated reception centre,

Occupancies shall be marked at the main entrance or on the front door with a coloured piece of plastic, based on the following colour system:

### **Sample Evacuation and Utility Shut-down Colour Marking System**

- Blue - a completed evacuation,
- Yellow - unable to contact (include a note to call the public information centre),
- Orange - refusal to evacuate,
- Green – all utilities shut-down,
- Red – unable to confirm the shutdown of utilities,
- White – only one utility shutdown (make a note of the utility that has been shut down on the plastic colour marker).
- Administration personnel shall work, whenever possible, to mitigate any hazards that develop during the emergency.

- Police will be responsible for the establishment of area security and area shutdown. Area access passes may be issued to residents.
- Police will be responsible to ensure that there is enough on-duty staff working in the Emergency Communications Centre (ECC) to address the emergency and to ensure that there is adequate technical and administrative support.
- The Logistics Section Chief will be responsible for maintaining active vehicles and ensuring that, if there is any disruption in fuel supplies that alternate fueling arrangements are made.
- The Emergency Information Officer will work to develop a communications strategy, assist with the alerting protocol, guide residents and monitor media and social outlets during the emergency. All media releases and communications will first be approved at the Community Control Group.
- A Re-inhabitation Task Force comprised of resources from Building, By-law, Fire, Planning, and Hydro One will work together to ensure the safety of all buildings during the emergency and during the recovery/energization/re-inhabitation phases. Re-inhabitation will not be permitted until this task force approves the re-entry assessment and issues a re-entry permit.
- Administrative support staff will be deployed to assist the Community Control Group and Incident Command.
- Medical triage and treatment centres may be established.

## Recovery

- Various departments may be asked to assist with the remediation and recovery efforts.
- Various departments may be requested to set-up decontamination centres for those exposed to flood waters. This should be accompanied by medical follow-up.
- Priority recovery efforts such as the establishment of safe drinking water sources, the remediation of buildings and materials exposed, will be directed through the Emergency Operations Centre. A plan for the removal and disposal of materials damaged by the flood shall be included in the recovery plan.
- A re-energization and re-inhabitation plan will be coordinated through the Emergency Operations Centre and based on successful inspections by the Re-inhabitation Task Force. Structural damage assessment and utility safety will be a part of the Task Force's assessment mandate.
- Industry and businesses that have been exposed during the severe weather event, may require additional assistance during the recovery phase.
- Various departments may be asked to assist with debris management, the pumping out basements, and providing other public assistance as required.



## **Assumptions**

- The Chippewa of the Thames First Nation's Emergency Response Plan will be implemented.
- The Community Control Group operating in the Emergency Operations Centre will be activated.
- If applicable, the local conservation authority will implement their flood emergency plans.
- There will be enough warning for most residents and businesses to evacuate weather prone areas prior to an emergency being declared.
- The Nation will look to establish one or more of: call centres, reception centres and shelters.

## ANNEX D: EMERGENCY OPERATIONS CENTRE ACTIVATION CHECKLIST

### **1. Activation Phase:**

- Upon arrival, check in with Security or Support staff. Log-in on the designated sign-in sheet.
- If you are a representative from an outside (non-government) agency: register with the person assigned to check-in.
- Report to the Emergency Management Coordinator regarding a situation update.
- Set up your workstation, review your position checklist and relevant plans.
- Establish and maintain an activity/position log.
- Determine if any additional resources are needed (stationery, phone, computer, reference documents, not already provided), and advise Support Staff.
- Consider whether relief will be needed (when, who) and then notify them well in advance of the end of the operational period.

### **2. Relief Transfer Briefing:**

- Describe the emergency and its evolution to incoming staff members.
- Review the workstation, resources available, and position log.
- Review tasks in progress, tasks pending, and upcoming priorities.
- Try to finish short-duration tasks before leaving. Document the departure of out-going staff and the arrival of incoming staff.

### **3. Demobilization Phase:**

- Deactivate your assigned position and close out the position log.
- Complete all required forms and reports and submit to the Emergency Management Coordinator prior to your departure.
- Note any supplies that need replenishing.
- Clean up the work area. Return any materials specifically issued for your use.
- Leave a forwarding number where you can be reached.
- Sign out at the Check-in/Check-out location.

ANNEX E: DECLARATION AND TERMINATION FORMS

**Declaration of a Local State of Emergency**

To: Minister of Municipal Safety and Correctional Services

Attention: Emergency Management Ontario

Fax: (416) 314-0474

Phone: (866) 314-0472 (Provincial Emergency Operations Centre)

I, \_\_\_\_\_

(Chief of Chippewa of the Thames First Nation or acting Chief)

hereby declare a state of local emergency in the Chippewa’s of the Thames First Nation, in accordance with the Emergency Management and Civil Protection Act, R.S.O. 1990, c E.9 s.4. (1) due to the emergency described herein:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

for an Emergency Area or part thereof bounded by the following location(s):

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

As of \_\_\_\_\_ am/pm, \_\_\_\_\_ (Date)

\_\_\_\_\_  
Chief or acting Chief

\_\_\_\_\_  
Head of Council

**Termination of a Local State of Emergency**

To: Minister of Municipal Safety and Correctional Services

Attention: Emergency Management Ontario

Fax: (416) 314-0474

Phone: (866) 314-0472 (Provincial Emergency Operations Centre)

I, \_\_\_\_\_

(Chief of Chippewa of the Thames First Nation or acting Chief)

hereby declare a state of local emergency terminated in the Chippewa’s of the Thames First Nation, in accordance with the Emergency Management and Civil Protection Act, R.S.O. 1990, c E.9 s.4. (1) due to the emergency described herein:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

for an Emergency Area or part thereof bounded by the following location(s):

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

As of \_\_\_\_\_ am/pm, \_\_\_\_\_ (Date)

\_\_\_\_\_  
Chief or acting Chief

\_\_\_\_\_  
Head of Council



## ANNEX G: EMERGENCY INFORMATION PLAN

Upon implementation of the Emergency Response Plan, it will be important to co-ordinate the release of accurate information to the news media, issue authoritative instructions to the public, and respond to or redirect individual requests for, or reports on, information concerning any aspect of the emergency.

In order to fulfill these functions during the emergency, the following positions will be established:

- Emergency Information Coordinator
- Community Spokesperson; and
- Citizen Inquiry Supervisor.

The local Emergency Information Centre (EIC) will be in the *Council Chambers*. If this area cannot be used, the secondary location will be the *Heritage Building*.

Depending on the nature of the emergency, it may be necessary to establish a media information area adjacent to the emergency site, as decided by the Community Control Group. This area, if established, will be staffed as determined by the community spokesperson.

### **Emergency Information Coordinator**

The Emergency Information Coordinator reports to the Executive Administrator and is responsible for:

- Establishing a communication link with the Community Spokesperson and any other media coordinator(s) (i.e. provincial, federal, private industry, etc.) involved in the incident, ensuring that all information released to the media and public is timely, full and accurate;
- Ensuring that the EIC is set up and staffed, if required;
- Ensuring liaison with the CCG to obtain up-to-date information for media releases, coordinate individual interviews and organize press conferences;
- Ensuring that the following are advised of the telephone number of the media centre:
  - Media;
  - Community Continuity Group;
  - Community Spokesperson;
  - First Nations Police Public Relations Officer;
  - Neighbouring Communities;
  - Any other appropriate persons, agencies or businesses.
- Ensuring that the media releases are approved by the Executive Administrator (in consultation with the chief) prior to dissemination, and disturbing hard copies of the media release to the EIC, the CCG, and other key persons handling inquiries from them media;

- Monitoring news coverage, and correcting any erroneous information;
- Maintaining copies of the media releases and newspaper articles pertaining to the emergency.

### **Community Spokesperson**

The community spokesperson will be appointed by the Community Control Group and is responsible for:

- Giving interviews on behalf of the Thames First Nation's Council;
- Establishing a communication link and regular liaison with the Emergency Information Coordinator at the EOC;
- Redirecting all inquiries about decisions made by the CCG and about the emergency, to the Emergency Information Coordinator;
- Coordinating media photograph sessions at the scene when necessary and appropriate;
- Coordinating on-scene interviews between the emergency services personnel and the media.

## ANNEX H: EMERGENCY COMMUNICATIONS PLAN

Upon implementation of the Emergency Response Plan, it will be necessary to effectively coordinate the release of accurate information to the public through traditional media, social media, municipal call-in centres and designated information lines. Information provided to the public must be timely, consistent and accurate.

The release of information shall be coordinated by the Emergency Information Officer (EIO) and shall be approved by either the Community Control Group Chair or Incident Command.

The Emergency Information/Media Centre (EIC) may be established near the Emergency Operations Centre. Depending on the nature of the emergency, it may be necessary to establish a media information area, both near the Emergency Operations Centre (as determined by the Community Control Group) and adjacent to the emergency site as determined by Incident Command. These areas, if established, will be staffed as determined by the Emergency Information Officer.

The Citizen Enquiry phone line will initially be located at the Administration Building and will be staffed by administration staff. Assistance and administrative support may be provided by other departments or other entities as deemed necessary. The purpose of the dedicated phone line is to answer questions from the public on the details of the emergency and how it will most likely affect them, or the businesses and services offered within the Nation.

Citizen Enquiry Services may also be established at emergency reception centres and staffed as determined by the Director of Social Services or designate to provide information to the friends and relatives of those persons who have been directly affected by the emergency and who are registering at the centre.

Social media challenges (for example Twitter limitations or inaccurate information) shall be addressed by the Emergency Information Officer.

### **Emergency Information Officer**

During an emergency, the Emergency Information Officer reports to Incident Command (regarding messaging emanating from the emergency site) and the Chair of the Municipal Control Group (regarding messaging from the Corporation). It shall be the responsibility of the EIO to coordinate all information that is provided to the media so that it is accurate, timely and consistent.

### **Citizen Enquiry Service Representatives**

The Citizen Enquiry Service shall operate as follows:

- a) Establishing a Citizen Enquiry Service, including adequate staffing, telephone lines, and administrative support/resources.



- b) Informing the Community Control Group regarding the establishment of a Citizen Enquiry Service and the designated telephone numbers.
- c) Ensuring that there is liaison with the Emergency Information Officer to obtain current information and approved messaging regarding the emergency.
- d) Responding to and redirecting enquiries and reports from the public based upon information received from the Emergency Information Officer (such as school closings, host schools, access and evacuation routes, location of reception and/or evacuation centres or shelters, etc.).
- e) Responding to and redirecting enquiries pertaining to the investigation of the emergency, deaths, injuries or matters of personnel involved with or affected by the emergency to the appropriate emergency service.
- f) Responding to and redirecting enquiries pertaining to persons who may be located within evacuation and/or reception centres to the appropriate registration and enquiry telephone numbers.
- g) The separate enquiry services offered at reception centres may be established in partnership with other agencies, for example the Canadian Red Cross Society and their staff.