

# Municipality of Calvin



## EMERGENCY PLAN



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## Acronyms

ARES Amateur Radio Emergency Services  
CAO Chief Administrative Officer  
CEMC Community Emergency Management Coordinator  
CI Critical Infrastructure  
COOP Continuity of Operations  
DRAO Disaster Recovery Assistance for Ontarians  
EIC Emergency Information Centre  
EIO Emergency Information Officer  
EMCPA Emergency Management and Civil Protection Act  
EMO Emergency Management Ontario  
EMPC Emergency Management Program Committee  
EOC Emergency Operations Centre  
EP Emergency Plan  
HIRA Hazard Identification and Risk Assessment  
HUSAR Heavy Urban Search and Rescue  
IMS Incident Management System  
MDRA Municipal Disaster Recovery Assistance  
MECG Municipal Emergency Control Group  
NGO Non-Governmental Organization  
PDAT Provincial Disaster Assessment Team  
PEOC Provincial Emergency Operations Centre  
PERT Provincial Emergency Response Team  
PERP Provincial Emergency Response Plan  
PNERP Provincial Nuclear Emergency Response Plan  
SOP Standard Operating Procedure

## Glossary of Terms

### **Consequence**

Component of a Hazard Identification and Risk Assessment. Indicates how severe the impact of a hazard could be to the community.

### **Community Emergency Management Coordinator (CEMC)**

Maintains the Emergency Response Plan for the municipality. Trains and prepares the members of the Emergency Management Program Committee (EMPC) and the Municipal Emergency Control Group (MECG). Provides information, direction, advice and assistance to members of the Municipal Emergency Control Group (MECG) during an impending or occurring emergency.

### **Disaster Resilience**

The ability of a community to withstand a significant emergency event, without suffering devastating losses or damage, and recover quickly from its impact.

### **Emergency**

Situations or the threat of impending situations abnormally affecting the lives and property of society, which by their nature and magnitude require a controlled and coordinated response, by many agencies distinct from routine operations.

### **Emergency Declaration**

A decision made by the Head of Council in conjunction with the Municipal Emergency Control Group, to declare a state of emergency. The declaration is made in writing by the Head of Council, to Emergency Management Ontario, through the Provincial Emergency Operation Centre (PEOC), in accordance with the *Emergency Management and Civil Protection Act*.

### **Emergency Information Centre (EIC)**

Location from which information, approved by the Municipal Emergency Control Group (MECG), is provided to the media.

### **Emergency Information Officer (EIO)**

A member of the Municipal Emergency Control Group responsible for disseminating information and directives, to the public, through the media, in anticipation of, or in response to an emergency.

### **Emergency Management and Civil Protection Act**

Province of Ontario legislation which requires each municipality to develop, implement and maintain mandatory Emergency Management Programs in conformity with regulations developed by Emergency Management Ontario.

### **Emergency Management Ontario (EMO)**

Emergency Management Ontario is responsible for monitoring, coordinating and assisting in the development and implementation of emergency management programs throughout Ontario. They also respond to actual emergencies, by providing advice and assistance to community officials, and coordinating the provincial and federal response.

### **Emergency Management Program Committee (EMPC)**

A committee comprised of municipal management, who work to plan, develop and deliver the Municipal Emergency Management Program.

### **Emergency Operations Centre (EOC)**

There are primary and secondary Emergency Operations Centre (EOC) locations, in which the members of the Municipal Emergency Control Group meet to coordinate the necessary actions, to bring the municipality, to a state of a non-emergency.

### **Emergency Operation Centre Commander**

Coordinates all operations within the Emergency Operations Centre (EOC).

### **Emergency Planning**

A process whereby the designations of authority, agreements regarding the use of equipment and personnel, general operational concepts and emergency policies that form the basis for a coordinated approach to emergency response are identified and developed.

### **Emergency Preparedness**

Actions taken prior to an emergency or disaster to ensure an effective response. These include developing an emergency response plan, establishing an Emergency Operations Centre, conducting training and exercises, and providing information to the public.

### **Emergency Response Plan**

A plan of action for the efficient deployment and coordination of services, agencies, and personnel to provide the earliest possible response to an emergency

### **Emergency Site**

The location where the emergency exists.

### **Emergency Termination**

A decision made by the Head of Council in conjunction with the Municipal Emergency Control Group (MECG), to end a state of emergency. The termination is made in writing, by the Head of Council, to the Provincial Emergency Operations Centre, of Emergency Management Ontario, in accordance with the *Emergency Management and Civil Protection Act*.

### **Emergency Exercise**

A simulated drill or sequence of events to evaluate plans and procedures. A focused practice activity that places participants in a simulated situation (i.e.: drill, tabletop, functional, full-scale exercise) requiring them to function in the capacity that would be expected of them in a real event.

### **External resources**

Personnel and equipment that are owned by agencies other than the municipality.

### **First Responders**

Emergency response personnel who are normally the first to respond to an emergency. First responders include Fire, Police and Paramedic Services.

### **Frequency**

Component of a Hazard Identification and Risk Assessment. Indicates how often a hazard has occurred in the municipality.

### **Hazard**

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

### **Hazard Identification and Risk Assessment (HIRA)**

A process whereby the community identifies the hazards present within municipal boundaries and ranks those hazards based on Frequency, Probability, Consequence, and Response Capability.

### **Hazardous Materials**

Substances which can cause death or injury to humans, short-term or irreparable damage to the environment, or result in property damage or evacuation, if released into the environment.

### **Mitigation**

Actions taken to reduce the impact of emergencies.

### **Mobile Command Unit**

A mobile communications/ central control centre, from which the Incident Commander oversees and coordinates the management, of the incident. The Mobile Command Unit provides a communication link between Incident Command and the Emergency Operations Centre.

### **Municipal Emergency Control Group (MECG)**

A group comprised of key municipal department heads and officials who are responsible for decision-making and the provision of essential services needed to minimize the effects of an emergency on the municipality. The Chief Administrative Officer (CAO), is responsible for coordinating the actions of the Municipal Emergency Control Group, as the Emergency Operations Centre (EOC) Commander.

### **Municipal Emergency Control Group Activation**

The notification of Municipal Emergency Control Group (MECG) members to assemble at the Emergency Operations Centre (EOC). Depending on the type of emergency, a partial activation of the Municipal Emergency Control Group may be considered however, the Mayor and Chief Administrative Officer will always be contacted.

### **Mutual Aid**

An agreement among government and/or industry to share specific equipment, materials, or personnel in the event of an emergency.

### **Operations Cycle**

A sequence of meetings held as needed throughout the duration of an incident to select specific strategies and tactics for emergency operations and for service and support planning.

**Preparedness**

Actions taken to plan for emergency situations. This includes developing emergency response plans, conducting training and exercises and providing education and awareness information, geared towards personal preparedness.

**Prevention**

Actions taken to stop emergencies from happening.

**Probability**

Component of a Hazard Identification and Risk Assessment. Indicates how likely a hazard is to occur in the community.

**Recovery**

Actions taken to return the community to a state of normalcy. This includes developing and implementing measures that expedite a return to normal activities and the recovery of losses.

**Response**

Actions taken to react to an emergency that includes providing timely, relevant and accurate emergency information to the public.

**Response Capability**

Component of a Hazard Identification and Risk Assessment. Indicates the community's ability to respond to a hazard.

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## Introduction

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The Emergency Plan for the Municipality of Calvin has been developed to reflect the public safety requirements of our community. The effective use and maintenance of this plan is reliant upon all concerned being aware of its provisions and prepared to fulfill their roles and responsibilities, in the event of an emergency. Responsible individuals, are expected to participate in emergency training, and exercises which will assist them, in the fulfillment, of their roles accordingly.

Together we work to ensure that our community is prepared to respond to an emergency in the most effective manner possible.

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## Aim

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The Aim of this plan is to protect the health, safety, welfare and property of our citizens, from the effects of a natural, technological or human caused emergency.

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## Authority

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The Emergency Management and Civil Protection Act (EMCPA) is the legal authority for this emergency response plan in Ontario.

The EMCPA states that:

*"A) Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the Council of the municipality shall by By-Law adopt the emergency plan. (Section 3 (1))*

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

As enabled by the Emergency Management and Civil Protection Act, this emergency response plan and its elements have been:

Issued under the authority of Municipality of Calvin By-Law #2025- as amended from time to time.

## Definition of an Emergency

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*"emergency" means a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise; ("situation d'urgence")*

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## Action Prior to Declaration

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

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## Requests for Outside Assistance

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Assistance may be requested from the Province of Ontario at any time by contacting Emergency Management Ontario. The request shall NOT be deemed to be a request that the province assume authority and control of the emergency.

The Emergency Notification Contact List, including contact numbers for requesting assistance, is contained within Appendix A and L.

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## Freedom of Information and Protection of Privacy

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Any personal information collected under the authority, of this Plan shall be used solely for the purpose of planning, preparing and conducting response to emergencies, as defined within the Emergency Management Act, and the release of information, under this Plan, shall be made in conformity, with the Municipal Freedom of Information and Protection of Privacy Act.

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## Plan Maintenance

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It is essential that the Plan is kept current and viable by adherence to a maintenance schedule. Responsibility for keeping the plan up to date rests with the Community Emergency Management Coordinator, who may delegate tasks accordingly.

The Emergency Management Program Committee (EMPC) will conduct an annual review of the plan, including all appendices, identify resources and capability gaps and recommend approaches to fill gaps, submit proposed amendments to Council, for approval and amend existing plans to reflect changes.

The notification system shall be tested annually.

The plan will be exercised once every year as a minimum requirement.

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

The Emergency Management Program Committee, will determine the schedule under which the maintenance activities will be performed, on the Emergency Response Plan, with Council approval.

The Community Emergency Management Coordinator may update, correct or amend minor changes, such as contact information, contained within the appendices of this emergency plan, on an as required basis.

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## Distribution List

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Members of both the Municipal Emergency Control Group (MECG) and the Emergency Management Program Committee (EMPC) will be provided electronic copies of the Emergency Response Plan; including access to the Emergency Plan and appendices, through email.

<h3>Copies at each Emergency Operation Center</h3>
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It is understood that Municipal Emergency Control Group members are not expected to carry a copy of the Municipality of Calvin Emergency Plan with them at all times. Complete copies of the Municipality's Emergency Plan, including appendices, will be used primarily for training or Emergency response. Since the nature of an emergency notification normally requires an immediate response to the Municipal EOC (Emergency Operation Centre), therefore complete copies, including all appendices, will be kept at the Emergency Operations Centre (EOC) for issue, during training or an actual municipal emergency.

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**Emergency Plan Amendments**

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Amendment No.	Date of Amendment	Date Entered	Entered by

## Part 2            Emergency Operations and Procedures

### Emergency Quick Reference Guide

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1. Upon the arrival of 3 or more members, the Municipal Emergency Control Group (MECG) may initiate its function.
2. Ensure that all Municipal Emergency Control Group members have been notified and either activated or placed on standby. Each MECG member is responsible for their own department.
3. Turn to individual responsibilities within the plan. Provide input and assistance as required.
4. Appendix D, *Checklist in Consideration of a Declaration of Emergency* is for use by municipal heads of council when considering the declaration of an emergency. An emergency declaration is not required for this Plan to be implemented.
5. Should a Declaration of Emergency be made, the Mayor/CEMC, must inform Emergency Management Ontario, as soon as possible, through the Provincial Emergency Operations Centre (PEOC) Duty Officer, that the Municipality of Calvin has declared an emergency, and specify the nature of the emergency situation.

Verbal notification of the declaration to the Provincial Emergency Operations Centre (PEOC) is to be made as soon as possible, after declaring the emergency. The provision of a return contact number is required for communication purposes.

All declarations should ultimately be made in writing, on municipal letterhead. (Appendix E *Declaration of Emergency*)

6. Each member of the MECG will report and respond to immediate needs in accordance with the Operation Cycle format.

#### 2.1 Municipal Emergency Control Group (MECG)

The Municipal Emergency Control Group (MECG) is the group that is responsible for the direction and control of the overall emergency response, within the community. The MECG ensures the provision of the essential services, necessary to minimize the effects of an emergency, on the community.

## Council Responsibility

It is the responsibility of every member of Council to become thoroughly familiar with the Municipality of Calvin Emergency Plan and the Evacuation Plan, in order to be ready to act as designate, to the Mayor, Deputy Mayor or to assist, as requested by the Municipal Emergency Control Group.

The Municipal Emergency Control Group (MECG) is comprised of the following members:

- Mayor
- Chief Administrative Officer (CAO)/ Emergency Operations Centre (EOC) Commander
- Community Emergency Management Coordinator (CEMC)
- Fire Chief
- Public Works Supervisor
- Emergency Information Officer (EIO)
- Financial Coordinator
- Scribe

### Municipal Emergency Control Group (MECG) Support

Based on the needs and circumstances of the incident, the MECG may expand its composition to include one or more of the following community partners, agencies or individuals for assistance and/or technical information:

- Municipal Clerk / staff
- Emergency Management Ontario (EMO) Field Officer
- Ontario Provincial Police (OPP) Representative
- Paramedic / Emergency Medical Services (EMS) Representative
- Other officials, experts or representatives from the public or private sector as deemed necessary by the MECG

## 2.1.1 Plan Implementation

Any member of the Municipal Emergency Control Group (MECG) may request, through the CAO (Chief Administrative Officer)/ CEMC (Community Emergency Management Coordinator), that the Emergency Plan be implemented.

The Emergency Plan may be implemented in whole, or in part, based on conditions, at the site or severity of the situation.

The Chief Administrative Officer (CAO) will immediately notify the Mayor and other members of the Municipal Emergency Control Group (MECG). Notification lists are located in Appendix A.

In the event one of the primary Municipal Emergency Control Group (MECG) members or their alternate is unable to physically attend the Emergency Operations Center (EOC), the EOC Commander, will coordinate arrangements for the member(s) to attend the meeting remotely, via phone/internet.

## 2.2 Emergency Operations Centre (EOC) Procedures

The Emergency Operations Centre (EOC) has both a primary and a secondary/ alternate location. During the notification process, direction as to which location members of the MCEG (Municipal Emergency Control Group) will report to, will be given. For example, members will be told that this is an Emergency Operation Centre (EOC) activation and that they should report to the primary Emergency Operations Centre (EOC) immediately. The primary and secondary locations are geographically separated, so that if one or the other is endangered or rendered non-functional, as a result of the emergency situation, the other should be safe and operational. They have been established for use by the Municipal Emergency Control Group, in an emergency and with the appropriate technological and telecommunications systems, to ensure effective communication, in an emergency. Locations of the Emergency Operations Centers are identified in Appendix C.

Upon receiving notification, the CAO (Chief Administrative Officer)/ EOC (Emergency Operations Centre) Commander, will contact the staff, who have been assigned the task of setting up the EOC (Emergency Operation Centre). The EOC will be set up and operational within one hour of activation. The EOC Commander will supervise the set up and ensure operational viability.

Upon arrival at the EOC (Emergency Operation Centre), each MCEG (Municipal Emergency Control Group) member/designate will:

1. Sign in, with date and time.
2. Check phone/communication devices.
3. Open a personal log.
4. Contact their own department and obtain a status report.
5. Participate in the initial meeting/ briefing.
6. Participate in the planning and initial response/decision making process.
7. Pass MCEG decisions on to member's departments/areas of responsibility.
8. Continue participation in the EOC Operations Cycle.

Upon leaving the Emergency Operations Centre (EOC), each MCEG member will:

1. Conduct a hand over with the person relieving them.
2. Sign out on the location board indicating where they can be reached.

Once the initial response is established, a routine meeting is put into place, by the EOC Commander. The MCEG functions most efficiently on a system known as an Operations Cycle.

It is essential that the Emergency Operations Centre is comfortable, has good communications and is secure from unnecessary distractions. Only Municipal Emergency Control Group (MCEG) members, supporting agencies and support staff should have access to the Emergency Operations Centre. No media are allowed into the Emergency Operations Centre, nor is anyone who has not been authorized by the EOC Commander.

## 2.3 Operation Cycle

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

## 2.4 MECG (Municipal Emergency Control Group) Meeting Procedures

The round table discussion should include problems, questions, resource requests and any other relevant information, so that timely, informed decisions can be made, as a group. Once the meeting is completed, the members should contact their departments and pass on any relevant information or directives that come out of the MECG meeting. The frequency of the meetings is determined by the EOC Commander, in conjunction with the Mayor and CEMC. It should reflect the pace of the emergency and occur on a scheduled basis, which may be adjusted accordingly.

During the period after the meeting and dissemination of information, members will be in the process of gathering information and preparing for the next scheduled meeting. The Municipal Emergency Control Group (MECG) members use this time to follow up and ensure that decisions, from the meeting, are being implemented. Each member is responsible for informing their respective department of the schedule, for MECG meetings. No calls should interrupt the proceedings. All calls must occur prior to, or after the formal meetings of the Municipal Emergency Control Group (MECG).

### 2.4.1 Initial Briefing/Meeting Procedures

1. Sign in, with date and time.
2. Circulate a contact sheet for updates on roles, phone numbers and emails, then give to the Scribe.
3. Discuss facts of the Emergency, then put them on the Main Event Board.
4. Identify problems to be resolved, then put them on the Main Event Board.
5. Consult the Declaration of an Emergency Checklist in Appendix D:
  - a) If "NO" declaration, is more information needed? Is external advice needed?
    - Adjourn meeting to gather information and set time to reconvene.
  - b) If "YES," should the Municipality declare?
    - If declaring, what is the extent of the declaration?
    - If declared, notify PEOC (Provincial Emergency Operation Centre) Duty Officer/ OEM (Ontario Emergency Management). (See Appendix L)
6. Identify/ prioritize problems, then put on the Main Event Board.
7. Identify strategies to resolve/ mitigate problems and put on the Main Event Board, under it.
8. Identify persons/ agencies to get advice and implement tactics to resolve problems.
9. Make sure everyone at the table is heard from.

10. Set a time and location for the next meeting. Set call back specifics in case circumstances change.
11. Sign out and include date and time.

### 2.4.2 Subsequent Meeting Procedures

1. Sign in, with date and time.
2. Discuss Existing Strategies:
  - a) Discuss progress in implementing strategies, then put on the Main Event Board.
  - b) Identify problems in implementing strategies and develop solutions, then put on the Main Event Board, under above strategy.
  - c) Identify additional logistical needs, supplies and/ or support.
3. Discuss New Problems:
  - a) Identify new problems and strategies to deal with them, then put on the Main Event Board.
  - b) Identify which individuals/ agencies/ departments will implement any additional logistical supplies and support required and who will supply it.
4. Make sure to hear a report from each member of the MCEG (Municipal Emergency Control Group).
5. Question:
  - a) Do we still have a municipal state of emergency?
  - b) Is the size of the emergency area still appropriate?
6. If any changes apply, notify PEOC/ EMO of changes.
7. Set a time and location, of the next meeting. Set call back specifics if circumstances change.
8. Sign out with date and time.

Repeat if necessary. Take a picture of the Main Event Board before erasing.

### 2.4.3 Final Meeting Procedure

1. Declare the Municipal State of Emergency to have ended (if initially declared).
2. Notify PEOC/ EMO of declaration or advise that the emergency situation is over and that operations are returning to normal.

## 2.5 Municipal Emergency Control Group (MECG) Responsibilities

The Municipal Emergency Control Group is responsible for the following:

- Implementing the Emergency Plan in whole or in part, to respond to an impending, potential, or existing emergency.
- Coordination and direction of community resources used to mitigate the effects of an emergency.
- Ensuring that the composition of the MECG is appropriate, to mitigate the effects of a given emergency situation, by determining which, if any, ad-hoc members are required.

- Advising the Head of Council regarding the need for declaration or termination of an emergency.
- Advising the Head of Council regarding requests for assistance from the Province and the Federal Government.
- Ensuring the provision of essential resources and services, to support emergency response activities.
- Coordinating services provided by outside agencies.
- Appointing or confirming an Emergency Site Manager.
- Ensuring that the Emergency Information Officer is kept informed and up to date, to facilitate the information flow, to the media and the public.
- Coordinating the evacuation of citizens, who may be in danger.
- Discontinuing utilities or services provided by public or private concerns, ie.Hydro.
- Coordinating volunteers through an appointed Volunteer Coordinator.
- Establishing any Advisory Sub-committees to work on specific problem areas, related to the emergency, as required.
- Authorizing expenditures during the emergency; provision for cost accounting and facilitation of cost recovery, by the CAO, Mayor and Financial Coordinator.
- Maintaining an operational log, detailing the group's decisions.
- Deactivating the plan, and notifying all of those who had been notified, of its activation.
- Conducting and participating in a debriefing, generating a post-emergency report and implementing recommendations, for improvement of the emergency response plan.

### 2.5.1 Mayor

The Head of Council, or designate, is responsible for:

1. Declaration of an Emergency.
2. Termination of an Emergency.
3. Notifying the Province of Ontario (or CEMC), of the declaration of emergency, and termination of the emergency. (Contact made through Emergency Management Ontario, Provincial Emergency Operations Centre (PEOC) Duty Officer)
4. Taking such action and making such orders, as considered necessary and not contrary to the law, in order to protect the health, safety, welfare, environment and property of residents in the Municipality of Calvin.
5. Ensuring the members of Council are advised of the declaration and termination of an emergency, and are kept informed of the emergency operational situation.
6. Ensuring that the local MPP, MP and neighboring municipalities are advised of the declaration and termination, and kept informed, of the emergency situation.
7. Approving all major announcements and media releases prepared by the Emergency Information Officer (EIO), in conjunction with the CAO & MECG (Municipal Emergency Control Group).
8. Being the mouthpiece for Public Announcements/ Media Releases (in consultation with the CAO, CEMC, Emergency Information Officer (EIO) and MECG.
9. Maintaining a personal log.

## **2.5.2 EOC Commander/ CAO**

The CAO (Chief Administrative Officer) is referred to as the "EOC (Emergency Operation Centre) Commander" for emergency purposes.

The responsibilities of the EOC Commander are:

1. Activating the Emergency Notification System (see Appendix A and H).
2. As the EOC Commander, coordinating all operations within the Emergency Operations Centre (EOC), including the scheduling of regular meetings, using Operation Cycles and ensuring the EOC is set up.
3. Chairing meetings of the Municipal Emergency Control Group (MECG).
4. Advising the head of council on policies and procedures, as appropriate.
5. Approving, in conjunction with the head of council, major announcements and media releases, prepared by the Emergency Information Officer (EIO), in conjunction with the MECG.
6. Ensuring that a communication link is established between the Municipal Emergency Control Group (MECG) and the Emergency Site Manager.
7. Calling out additional staff, as required.
8. Maintaining a master record of all events and actions taken. (Main Events Board [take pictures before erasing] and Event Log)
9. Maintaining a personal log.

## **2.5.3 CEMC (Community Emergency Management Coordinator)**

The Community Emergency Management Coordinator (CEMC) is responsible for:

1. Requesting activation of the Emergency Notification System.
2. Providing information, advice and assistance to members of the Municipal Emergency Control Group (MECG) on Emergency Management programs and principles.
3. Providing direction to Emergency Operations Centre (EOC) support staff as, required in support of the Municipal Emergency Control Group (MECG), and ensure proper set-up and operation of the Emergency Operations Centre (EOC).
4. Maintaining the Emergency Plan, in accordance with requirements of the Emergency Management Act.
5. In conjunction with the CAO, coordinating, a post-emergency debriefing and assisting in the development of a final report, to the Mayor and Council.
6. Maintaining a personal log.

## **2.5.4 Public Works Supervisor**

The Public Works Supervisor or alternate is responsible for:

1. Requesting activation of the Emergency Notification System.
2. Providing the Municipal Emergency Control Group with information and advice on Public Works matters.
3. Ensuring Municipal facilities are available for evacuation or reception center purposes, if required.

4. Liaising with the senior public works officers from the neighboring community(s) to ensure a coordinated response.
5. Providing engineering assistance.
6. Constructing, maintaining and repairing public roads.
7. Assisting with road closures and/or roadblocks.
8. Maintaining sanitation and a safe supply of potable water, as required.
9. Providing equipment for emergency pumping operations.
10. Liaising with utility providers.
11. Providing public works vehicles and resources to any other emergency service, as required.
12. Liaising with flood control, conservation and environmental agencies and preparing to take preventative action.
13. Providing an Emergency Site Manager if required.
14. Maintaining a personal log.

### 2.5.6 Fire Chief

The Fire Chief, or designate, is responsible for:

1. Requesting activation of the Emergency Notification System.
2. Providing the Municipal Emergency Control Group (MECG) with the information and advice on fire fighting and rescue matters.
3. Establishing an ongoing communications link with the senior fire official, at the scene of the emergency.
4. Initiating Mutual Aid, as required.
5. Determining if additional or specialized equipment is required i.e. protective suits, Chemical, Biological, Radiological, Nuclear teams (Haz-Mat), etc.
6. Coordinating or providing assistance with, rescue, first aid, casualty collection, evacuation etc.
7. Coordinating/ liaising with other local fire services.
8. Providing an Emergency Site Manager as required.
9. Maintaining a personal log.

### 2.5.7 Emergency Information Officer (EIO)

The Emergency Information Officer (EIO) is responsible for:

1. Ensuring that the Emergency Information Centre (EIC) is set up and operational.
2. Writing up initial and subsequent media releases, subject to approval by the Mayor and CAO.
3. Writing up Alert Ready alert messages (see Appendix H & N) for the Municipal Emergency Control Group (MECG) to send out to the PEOC.
4. Establishing and maintaining linkages with provincial, municipal and industry media officials as appropriate.
5. Coordinating interviews and media conferences.
6. Designating a site media spokesperson, as appropriate (Mayor or Alternate).
7. Ensuring set up and staffing of public inquiry, if needed.

8. Coordination of public inquiry lines through 211 Community Connection and keeping them up to date on information, as well as relaying back public information if needed, to the MECCG.
9. Monitoring news coverage.
10. Maintaining copies of all media releases.
11. Setting up the Emergency Operations Centre (EOC), within 1 hour of activation.
12. Maintaining a personal log.
13. Other duties as assigned by the CAO and/or CEMC.

### **2.5.8 Finance Coordinator**

The Financial Coordinator is responsible for:

1. Providing information and advice on financial matters.
2. Ensuring all financial expenditures are accounted for and documented.
3. Ensuring prompt payment and settlement of all the legitimate invoices and claims incurred.
4. Other duties as assigned by the CAO and/or CEMC.

### **2.5.9 Scribe/ Administrative Assistant**

The Scribe/ Administrative Assistant is responsible for:

1. Ensuring all important decisions made and actions taken by the Municipal Emergency Control Group (MECCG) are recorded on the master copy of the Main Events Board (take pictures before erasing) and the Main Events Log.
2. Ensuring that maps and status boards are kept up to date.
3. Notifying any additional support staff required to assist.
4. Arranging for printing of material, as required.
5. Coordinating the provision of clerical staff to assist in the Emergency Operations Centre, as required.
6. Ensuring identification cards are issued to authorized Municipal Emergency Control Group (MECCG) members and support staff, for access to the Emergency Operations Centre (EOC).
7. Other duties as assigned by the CAO and/or CEMC.

### **2.5.10 Evacuation /Volunteer Coordinator**

This position will be assigned, as needed. The responsibilities are:

1. Arranging for the care, feeding and temporary shelter of evacuees.
2. Management of reception and evacuation centres.
3. Liaising with the Medical Officer of Health in areas regarding public health in evacuation centers and Canadian Red Cross, if required.
4. Liaising with local volunteer groups regarding care of citizens, at local reception or evacuation centers.
5. Coordinating volunteers.
6. Maintaining a personal log.

## Part 3

## Emergency Support

---

### 3.1 OPP (Ontario Provincial Police)

The Ontario Provincial Police Representative or alternate is responsible for:

1. Requesting activation of the Emergency Notification System.
2. Establishing and maintaining ongoing communications with the senior police representative, at the emergency site.
3. Providing traffic control, to facilitate the movement of emergency vehicles.
4. Co-ordinating evacuation routes.
5. Protecting life and property and the provision of law and order.
6. Ensuring perimeter security and crowd control at the emergency site.
7. Providing police services in evacuation centres, morgues, and other facilities, as required.
8. Notifying the coroner of fatalities.
9. Liaising with external police agencies, as required.
10. Providing an Emergency Site Manager, if requested by the Municipal Emergency Control Group (MECG).
11. Maintaining a personal log.

### 3.2 EMS/ Ambulance

The EMS/Ambulance representative is responsible for:

1. Requesting activation of the Emergency Notification System.
2. Providing the Municipal Emergency Control Group with information and advice on treatment and transport of casualties.
3. Liaising with the Medical Officer of Health, area hospitals, police and fire officials during an emergency situation.
4. Alerting all staff using the Provincial Health Emergency Alert System.
5. Taking charge of casualties within the emergency area and being responsible for triage, lifesaving care, and the transport to area hospitals.
6. Maintaining a personal log.

### 3.3 Canadian Red Cross

The representative of the Canadian Red Cross is responsible for:

1. Upon receiving notification, activating the local Red Cross Emergency Response Plan.
2. Providing registration and inquiry services if required.
3. Assisting Ambulance personnel at first aid stations, established at reception centres, on an as-needed basis.
4. Liaising with Regional Red Cross to access additional resources.  
i.e. Emergency Response Team.
5. Establishing and maintaining contact with the Evacuation Coordinator in the Emergency Operations Centre, to co-ordinate activities.

### 3.4 NGO Alliance of Ontario

The NGO Alliance of Ontario is a group of Non-Governmental Agencies, whom EMO (Emergency Management Ontario) has brought together, to help when the municipality is at its emergency management capacity, during extraordinary circumstances. They are to be used only when, all other resources are exhausted. If the emergency is large scale, they may not be available to everyone. They are requested through contacting the Provincial Emergency Operations Centre (PEOC) Duty Officer or our local EMO Field Officer (see Appendix L).

They are able to help with:

- Accommodations/ shelter
- Communications (satellite comms, radios, call centre)
- Construction/ repairs
- Debris management (chainsaw operators, trucks, clean up equipment)
- Donations management
- Drone Program/ Water Sanitation Hygiene Management (WASH)/ Clean up
- First Aid/ Medical Assistance
- Food Services (food truck/ food services)
- Incident Management (IMS/ ICS training and trained volunteers)
- Personal Services (social services supports)
- Reception/ Registration
- Search and Rescue (drone, trucks)
- Site and Damage Assessments
- Specialized Equipment (deployable shelters, water purification units, laundry trailer, etc.)
- Training (specialized)
- Volunteer Management (within 24 hours, access to trained, skilled volunteers across Ontario)

### 3.5 Clergy

The local Clergy representative is responsible for:

1. Providing for multi-denominational religious observances.
2. Establishing visitations to evacuees, in evacuation centres, on a scheduled basis.
3. Providing guidance to the Municipal Emergency Control Group regarding matters of a religious nature.
4. Giving advice regarding care of the deceased, in areas that relate to religious observances.
5. Liaising with the Evacuation Coordinator regarding the use of churches and related facilities, for reception and evacuation centres.

# Municipality of Calvin



## EVACUATION PLAN

To be used when an evacuation is pending

## Part 4 CALVIN EVACUATION PLAN

---

### 4.1 Evacuation Introduction

There are two types of evacuations, Precautionary and Mandatory:

**Precautionary Evacuation** occurs when it is recommended to evacuate within a certain perimeter, usually a building or a block, until the initial situation is contained.

**Mandatory Evacuation** takes place when it is determined, by the Municipal Emergency Control Group that there is an absolute need to evacuate an area, usually on a large-scale, possibly for a long period of time (i.e. for more than 24 hours).

For the purpose of this Evacuation Plan, the definition that shall set the plan, or part of this plan, in motion shall be Mandatory Evacuation.

Evacuation may result in a tremendous psychological effect on those persons directly affected. Adequate communication with the people involved is essential and shall include explaining that an evacuation is pending, what they shall be required to do and when they shall be required to react, if an evacuation is issued. A decision to evacuate should only be made when absolutely necessary.

First response services alone cannot be expected to deal with a large-scale evacuation and relocation of residents. An effective response will require participation and cooperation between municipal services, industry, and volunteer services.

#### 4.1.1 Potential Community Hazards that may Necessitate Evacuation

The following events - which list is not exhaustive, are considered potential community hazards within the Municipality of Calvin and surrounding areas, which may require mandatory evacuation:

1. Hazardous material transport/ pipeline spill/ explosion
2. Forest/ wildland fire
3. Extreme cold/ hot temperatures
4. Energy supply emergency
5. Critical infrastructure failure
6. Tornado/ windstorm/ microburst event

## 4.1.2 Objective

The objective of this Evacuation Plan is to provide an avenue through which a timely and effective evacuation and reception of people, can be achieved.

## 4.1.3 Steps for Activation of the Evacuation Plan

This Plan will be activated as soon as it becomes apparent that, due to an emergency, of such magnitude, as to warrant its implementation, evacuation and relocation of people is necessary.

Should a major incident occur in the Municipality of Calvin, a member of the Municipal Emergency Control Group (MECG), on the advice of the first response agency, will activate the Municipality of Calvin's Emergency Operation Centre. That member of the MECG will notify the CAO/ EOC Commander, to activate the Notification Procedure, (see Appendix A and Part 2 of the Municipality of Calvin Emergency Plan), so members of the Municipal Emergency Control Group (MECG) are alerted and instructed to report to the Emergency Operations Centre (EOC).

If the need to evacuate and relocate residents of the affected area(s) is apparent, the provisions of the Municipality of Calvin Evacuation Plan shall be implemented. In such events, the Mayor shall declare a state of emergency, before a mandatory evacuation is carried out. The OPP will help facilitate, under the direction of the MECG, for implementation of an evacuation, consistent with their operating procedures. All other services and agencies will be prepared to support evacuation activities.

### Steps to an Evacuation

Step 1: Incident Occurs

Step 2: Emergency Services Respond

Step 3: Situation Assessed by Emergency Services

Step 4: If Emergency Plan Activation is required, contact the Municipality

Step 5: Follow Notification Procedures for the Municipal Emergency Control Group

Step 6: Activate the Emergency Operation Centre (EOC)

Step 7: Activate the Evacuation Plan, as required

Step 8: If it escalates, assess the need for Mandatory Evacuation

## 4.1.4 Evacuation Operations Initial Responsibilities

Once the decision has been made to evacuate an area, or all of the Municipality of Calvin, the Municipal Emergency Control Group (MECG) shall determine the following:

- boundaries of area to be evacuated
- main evacuation route(s) to be used
- identify necessary traffic control points
- locate facilities within the evacuation area to be notified, and how notification will be carried out

- time of the evacuation start, and if necessary, who will be evacuated first (stages of evacuation)

and shall proceed with the following:

- alert of the evacuation order to all concerned, including the Province of Ontario, through Emergency Management Ontario (EMO) and the Provincial Emergency Operations Centre (PEOC) Duty Officer (see Appendix L)
- notification system for affected residents through PEOC Duty Officer, by Alert Ready alerts or other means (see Appendix H & N)
- contact Community Connection to initiate the 211 Public Inquiry Services (see Appendix H & N)
- preparation of media release for immediate broadcast to the public (see Appendix N)
- contact the Canadian Ecology Centre to prepare for evacuees (see Appendix L)
- contact Red Cross and negotiate a Just In Time agreement (see Appendix N)

#### **4.1.5 Evacuee Registration and Temporary Shelters**

If the evacuation of any residents of the Municipality of Calvin is necessary, the following location will be used as the Reception Area and Temporary Shelter:

1. Canadian Ecology Centre - 6905 ON-17E, Mattawa (see Appendix L)

The evacuees will proceed to the Reception Centre in the Aaniin Building (Centre building). From the Reception Centre, residents will be directed to the appropriate facilities, shelters, etc. The residents of the Municipality of Calvin who have been relocated to temporary shelters will require a wide range of support services. Through a Just In Time Agreement, the Canadian Red Cross will facilitate the Reception and Evacuation Centres.

#### **4.1.6 Request for Assistance from the Province**

When an emergency evacuation order is in effect, the Mayor or CEMC of the Municipality of Calvin, on the advice of the Municipal Emergency Control Group, may request assistance, from the Provincial Government through Emergency Management Ontario PEOC (Provincial Emergency Operations Centre) by calling its 24/7 line. A written request should also be sent to the PEOC Duty Officer, at a later time (See Appendix L).

#### **4.1.7 Testing of Evacuation Plan**

This Plan shall be the object of occasional testing in order to verify its overall effectiveness and provide training to the Municipal Emergency Control Group (MECG) and Support Groups. The test can take the form of a simple paper exercise or a more elaborate functional exercise. Revisions to this plan should incorporate recommendations stemming from all such exercises.

#### **4.1.8 Public Education and Awareness of Evacuation Procedures**

Since public awareness of evacuation procedures will contribute to an effective evacuation process, ongoing public awareness and education shall be an integral component of this plan. To this end, this evacuation plan shall be posted on the Municipality of Calvin website ([www.calvintownship.ca](http://www.calvintownship.ca)) in order that the public may have unconstrained access to it, and printed information shall be provided to residents.

During an emergency evacuation, residents are to be advised to listen to the local radio stations for information and instructions. Residents are to be requested to refrain from nonessential telephone use during an emergency evacuation, in order to keep telephone communication services available and open for emergency purposes. The use of Citizen Band Radios by citizens will be encouraged, to minimize impact on the telephone communications

#### **4.2 Municipal Emergency Control Group (MECG)**

The Municipal Emergency Control Group (MECG) is the group that is responsible for the direction and control of the overall emergency response, within the community. The MECG ensures the provision of the essential services necessary to minimize the effects of an emergency, on the community. The MECG is also responsible for implementing the Evacuation Plan.

The Municipal Emergency Control Group (MECG) is comprised of the following members:

- Mayor
- CAO/ Emergency Operations Centre (EOC) Commander
- Community Emergency Management Coordinator (CEMC)
- Fire Chief
- Public Works Supervisor
- Emergency Information Officer (EIO)
- Financial Coordinator
- Scribe

##### **Municipal Emergency Control Group (MECG) Support**

Based on the needs and circumstances of the incident, the MECG may expand its composition to include one or more of the following community partners, agencies or individuals for assistance and/or technical information:

- Municipal Clerk / staff
- Emergency Management Ontario (EMO) Field Officer
- Ontario Provincial Police (OPP) Representative
- Paramedic / Emergency Medical Services (EMS) Representative
- Other officials, experts or representatives from the public or private sector as deemed necessary by the MECG

#### **4.2.1 Collective Responsibilities of the Municipal Emergency Control Group**

Additionally and collectively, the responsibilities set out under Part 2.1 and 4.1.4, of this Plan, the Municipal Emergency Control Group is responsible for the following, with regard to the Evacuation Plan:

1. Advising the Mayor as to whether the declaration of an emergency and a mandatory evacuation is recommended.
2. Appointing an Evacuation and/ or Volunteer Coordinator as/ or when deemed necessary.
3. Identifying the main evacuation routes.
4. Arranging for services and equipment from neighboring municipalities, private contractors, volunteer agencies and service clubs, as required.
5. Arranging for police or other personnel, at assembly areas and reception centres as required and when possible.
6. Deciding to evacuate the buildings or sections, within an emergency area, which are themselves considered to be dangerous, or in which the occupants are considered to be in danger, from some another source.
7. During the emergency/evacuation, authorizing extraordinary municipal expenditures as required.
8. Arranging for accommodation and well-being, on a temporary basis, of any residents who are in need of assistance, due to displacement, as a result of the emergency.
9. Determining if additional transportation is required for evacuation or transport of persons and/or supplies.
10. Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer (EIO), for dissemination to the media and the public.
11. Advising the Mayor of when and why to terminate an emergency/ evacuation order.
12. Planning for orderly return of population, after the need for evacuation has ended.

#### **4.2.2 Individual Responsibilities of the Municipal Emergency Control Group**

##### **4.2.2.1 Members of Council**

It is the responsibility of every member of Council to become thoroughly familiar with the Municipality of Calvin Emergency Plan and the Evacuation Plan, in order to be ready to act as designate to the Mayor or Deputy Mayor, or to assist, as requested, by the Municipal Emergency Control Group (MECG).

##### **4.2.2.2 Mayor**

The Mayor or his/her designate will perform the duties and responsibilities described in the emergency plan and, in particular, with regard to the evacuation plan:

1. Declaring an emergency.
2. On the advice of the Municipal Emergency Control Group, officially declaring mandatory evacuation.
3. Declaring that an emergency/evacuation order is in existence, in accordance with the By-Law and announcing it, via the Emergency Information Officer.
4. Confirming the release of information, to the news media and the general public on evacuation procedures, via the Emergency Information Officer (EIO).
5. Terminating the emergency/evacuation order at the appropriate time and ensuring all agencies/services/departments concerned have been notified.
6. Acting as spokesperson for the Municipality of Calvin during the emergency / evacuation.
7. Execute other actions as outlined by the Municipality of Calvin Emergency Plan.

#### 4.2.2.3 CAO/ EOC Commander

The CAO (Chief Administrative Officer)/ EOC (Emergency Operations Centre) Commander or his/her designate, will perform the duties and responsibilities described in the Municipality of Calvin Emergency Plan and in particular with regards to the evacuation plan:

1. Assist the Emergency Information Officer (EIO), in the preparation and issue of press releases and public announcements.
2. Liaise with the surrounding municipality's elected officials, in the event that the emergency will have an effect on surrounding municipalities.
3. Coordinate the ongoing public awareness and education program regarding emergency evacuations.
4. Execute other actions as outlined by the Municipality of Calvin Emergency Plan.

#### 4.2.2.4 CEMC

The CEMC or designate will perform the duties and responsibilities described in the Municipality of Calvin Emergency Plan, as well as:

1. Contacting other CEMCs that may be affected by the emergency.

#### 4.2.2.5 Public Works Supervisor

The Public Works Supervisor or his/ her designate shall perform duties and responsibilities described in the Municipality of Calvin Emergency Plan, and in particular, with regard to the evacuation plan:

2. Provide barricades and flashers at the request of the Calvin Fire Department or the OPP.
3. Liaise with the OPP, to assist in regulating traffic flows, by providing road signs and clearing emergency routes, etc.
4. Advise on alternate traffic routes and establish detours during the emergency/evacuation.
5. Arrange for other personnel and equipment, requested by the MCEG (Municipal Emergency Control Group) in support of evacuation and relocation.
6. Arrange for transportation (i.e. buses, vans, trucks, etc.), as required and when possible.
7. Execute other actions as outlined by the Municipality of Calvin Emergency Plan.

#### **4.2.2.6 Fire Chief**

The Calvin Fire Chief or his/ her designate shall perform the duties and responsibilities described in the Municipality of Calvin Emergency Plan and in particular with regard to the evacuation plan:

1. Assume the lead in evacuation planning, within the Emergency Operations Centre.
2. Enlist the assistance of other agencies and/or volunteers to assist in the evacuation process.
3. Determine where police or other personnel are needed and where barricades can be used.
4. Liaise with the Emergency Information Officer (EIO), to ensure appropriate information is being released, to the public.
5. Execute other actions as outlined by the Municipality of Calvin Emergency Plan.

#### **4.2.2.7 Emergency Information Officer**

The Emergency Information Officer or his/her designate, shall perform duties and responsibilities, described in the Municipality of Calvin Emergency Plan, and in particular, with regard to the evacuation plan:

1. Establish the Emergency Information Centre (EIC), under the direction of the Municipal Emergency Control Group (MECG), for the preparation and release of all news bulletins.
2. Advise the media and the public on the location of reception centres and assembly areas.
3. Execute other actions, as outlined in the Municipality of Calvin Emergency Plan.

#### **4.2.2.8 Financial Coordinator**

The Financial Coordinator or his/her designate shall perform duties and responsibilities described in the Municipality of Calvin Emergency Plan, and in particular, with regard to the evacuation plan:

1. Other duties as assigned by the CAO and/or CEMC.

#### **4.2.2.9 Scribe/ Administration**

The Scribe/ Administration or his/her designate shall perform the duties and responsibilities described in the Municipality of Calvin Emergency Plan, and in particular, with regard to the evacuation plan:

1. Other duties as assigned by the CAO and/or CEMC.

#### **4.2.2.10 Ontario Provincial Police**

The OPP representative shall perform the duties and responsibilities described in the Municipality of Calvin Emergency Plan, and in particular, with regard to the evacuation plan:

1. Assist in the evacuation of buildings, as required and when possible.

2. Assist in evacuation of buildings where special equipment available to the OPP is required.
3. Provide security for evacuated areas and guard against unauthorized re-entry.
4. Execute other actions, as outlined by the Municipality of Calvin Emergency Plan.

**\*Members of the Public**

If you know someone who may need help, be a good neighbour and check on them.

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## Part 5 PUBLIC EMERGENCY NOTIFICATIONS

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### 5.1 Public Emergency Notification

Communications are essential to any emergency operation. Upon implementation of this Plan, it will be necessary for the Municipality to communicate with its residents concerning any aspect of the emergency. This includes:

- Releasing accurate information.
- Issuing authoritative instructions to the public.
- Responding / redirecting individual requests, for reports on information.
- Activation of the Emergency Information Officer (EIO), to establish a communication link and liaise regularly with the Mayor, EOC Commander and Municipal Emergency Control Group (MECG)

### 5.2 Emergency Information Centre

Depending on the scope of the emergency, there will likely be a consideration to establish both physical and virtual Emergency Information Centres. In situations requiring a multi-agency response, a joint media information centre may be desirable, with the Emergency Information Officer (EIO) establishing a communication link and liaising regularly, between the Emergency Information Centre (EIC), Mayor and the Municipal Emergency Control Group (MECG).

### 5.3 Public Notification Delivery Mechanisms

Public Notification is the process of informing the community of threatening, imminent or of an actual emergency situation. The following methods will provide the public with information and updates regarding the emergency situation:

- Website: [www.calvintownship.ca](http://www.calvintownship.ca)
- Social Media search Municipality of Calvin on Facebook
- Alert Ready alerts through phones and media
- 211 Community Connect (dial 211)
- Municipal, Police or Fire Personnel conducting door to door visits
- Weather watches and warnings
- Ontario interactive Forest Fire map
- Media Partners including print, radio and TV

Last updated May 2025

### **5.3.1 Website**

Information about the emergency will be immediately posted on [www.calvintownship.ca](http://www.calvintownship.ca) and will include the most up-to-date information, contact details, background information, news releases, etc. about the crisis. This site will act as the primary repository for information and updates for residents, the media, and stakeholders.

### **5.3.2 Social Media**

In the event of an emergency, the municipality will utilize the Municipality of Calvin Facebook page. Search Calvin Township.

### **5.3.3 Alert Ready Alerts**

Alert Ready is an alert system that is accessed through the Provincial Emergency Operations Centre (PEOC). (see Appendix N) It will send an alert to all phones and media within the emergency area.

### **5.3.4 211 Community Connection**

211 capabilities are available to support public inquiries for a municipality. Transitioning calls from the public to 211 allows municipal staff to focus on response and alleviate the burden of non-emergency calls to 911.

Two-way communication between the municipality and Community Connection occurs between the EIO (Emergency Information Officer) and Community Connection, to ensure the information is available, to provide to the residence calling in. The alternate number should be given out in each public communication. Community Connection may communicate back to the municipality, important information, from the public.

### **5.3.5 Door to Door notification**

Depending on the urgency of the emergency, Municipal staff, volunteer firefighters and/or Ontario Provincial Police may canvas/ visit areas of the municipality, to ensure emergency messaging is received by all households.

### **5.3.6 Weather Watches and Warnings**

The public can follow the weather and warnings including impending storms, through weather reporting stations including:

- Environment Canada: [www.weather.gc.ca](http://www.weather.gc.ca)
- The Weather Network: [www.theweathernetwork.com](http://www.theweathernetwork.com)

### **5.3.7 Forest Fire Information**

The public can follow Ontario Forest Fires, including interactive fire map, forest fire updates and restricted fire zones across the province: MNR Forest Fire map:  
<https://www.ontario.ca/page/forest-fires>

### **5.3.8 Media Partners**

In case of an emergency, activities can be monitored through social media and traditional media outlets (i.e. radio, TV, print) for ongoing news, updates, and information.

## Part 6 EMERGENCY PREPAREDNESS EDUCATION PLAN

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### 6.1 Aim

To foster awareness about individual/ family emergency preparedness and public safety risks, in the event of an emergency. To inform citizens of the community's emergency management program and provide Emergency Preparedness educational material and resources.

### 6.2 Objectives

Develop an easily accessible and informative awareness program for residents, businesses and all municipal staff.

Increase awareness of the community's Emergency Plan, including where it can be viewed by the public, and who to contact for more information about the emergency management programs.

Inform residents and businesses about individual and family emergency preparedness and promote the 3-day (72-hour) survival kit.

### 6.3 Delivery Mechanisms

- Website page [www.calvintownship.ca](http://www.calvintownship.ca)
  - Website links to Emergency Preparedness resources / websites
  - Link to electronic copy of the Emergency Response Plan
  - Posting of Emergency Public Notifications during an emergency
- Municipal Facebook Page - search Municipality of Calvin
  - Posting of seasonal Emergency Preparedness messages / reminders
  - Posting of Emergency Public Notifications during an emergency
- Municipal Office
  - Brochures related to Emergency Preparedness and local Hazards made available, at the municipal office, front counter area.
  - Emergency Response Plan available for viewing, at the Municipal Office.

## Part 7 Appendices, Forms & Maps

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## Appendices

- Appendix A
  - MECG Notification List
- Appendix B
  - Delegation of Authority
- Appendix C
  - EOC Set up & Layout
- Appendix D
  - Declaration of Emergency Checklist
- Appendix E
  - Declaration of Emergency
- Appendix F
  - Termination of Emergency
- Appendix G
  - Evacuation Maps
- Appendix H
  - Blank Forms
- Appendix I
  - Media Relations
- Appendix J
  - Hazard Identification & Risk Assessment (HIRA)
- Appendix K
  - Critical Infrastructure (CI)
- Appendix L
  - Emergency Services Contacts
- Appendix M
  - Vital Services Directory
- Appendix N
  - Alert Ready, 211 Community Connect and Red Cross Procedures
- Appendix O
  - Miscellaneous
- Appendix P
  - Emergency Management Act, 2003

## Corporation of the Municipality of Calvin

1355 Peddlers Dr, R.R.#2 Mattawa, ON P0H 1V0

705-744-2700

administration@calvintownship.ca



### Volunteer Recruitment Form

The Municipality of Calvin may need volunteers from time to time, in case of an emergency or otherwise. If you are interested, please fill out this form and bring it to the office or email it.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

I wish to VOLUNTEER MY SERVICES with the Municipality of Calvin, should an emergency be declared or otherwise. My skills or certificates include:

\_\_\_\_\_

I hold a valid driver's license      Y      N      If yes, what class? \_\_\_\_\_

Equipment I own and operate (that is available for use):

\_\_\_\_\_

Additional information / relevant skills:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Authorized by: \_\_\_\_\_

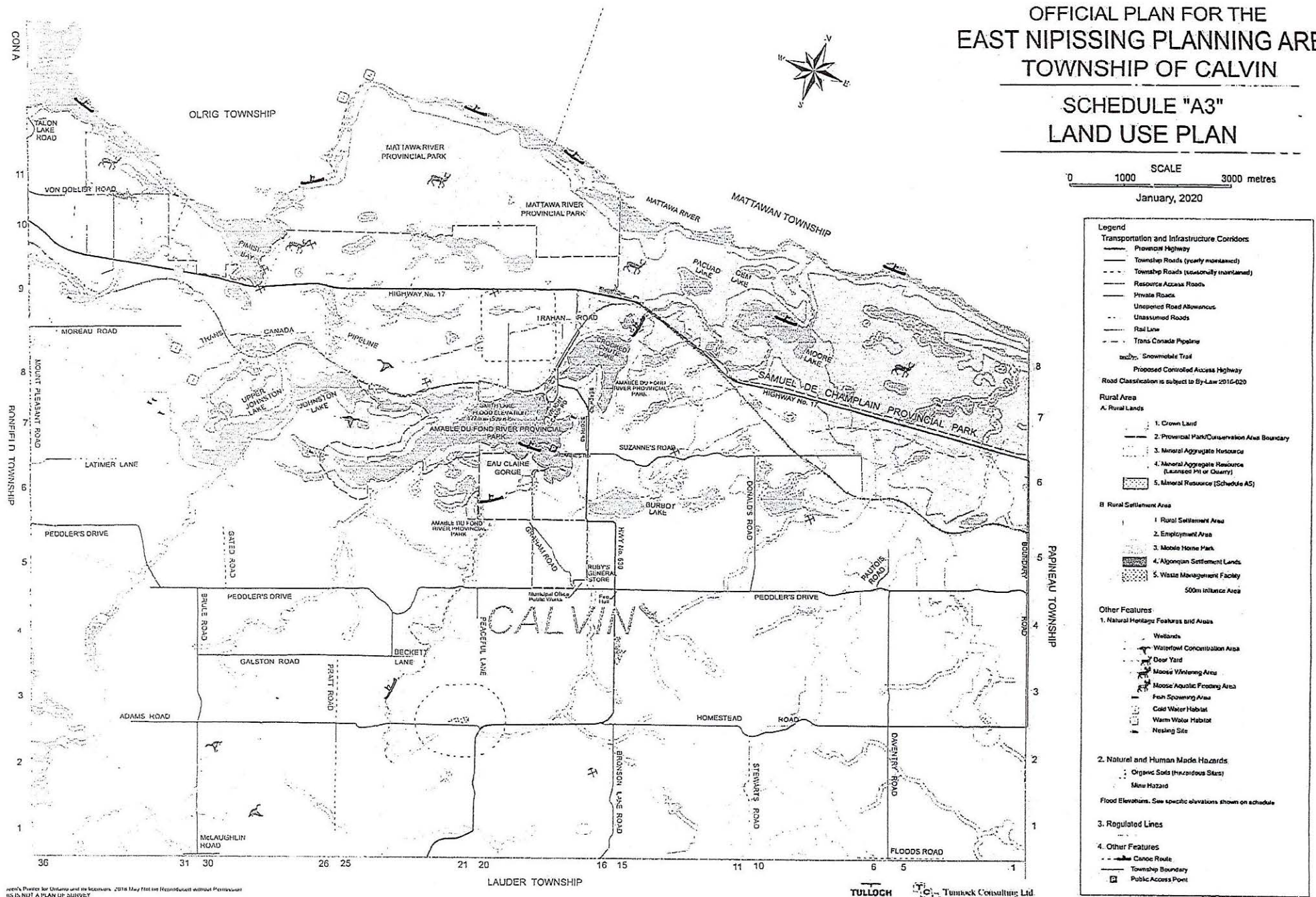
## Vulnerable Sector Self-Identification Survey

1. What is/are the full name(s) of the vulnerable person(s) who reside in your household?
2. What is your 911 address?
3. What is your telephone phone number? Is it a cell or landline?
4. If you have one, please provide your email address.
5. How best can we contact you in an emergency? Please provide details for such contact.
6. What is the nature of your or your household members' vulnerability - what are your/their limitations?
7. In an emergency would you or your vulnerable household member be able to self-evacuate? (self-evacuate means that you would be able to leave your location, without the need for outside help)      ☐ Yes      ☐ No
8. Name of the person who completed and submitted this survey.
9. Date:

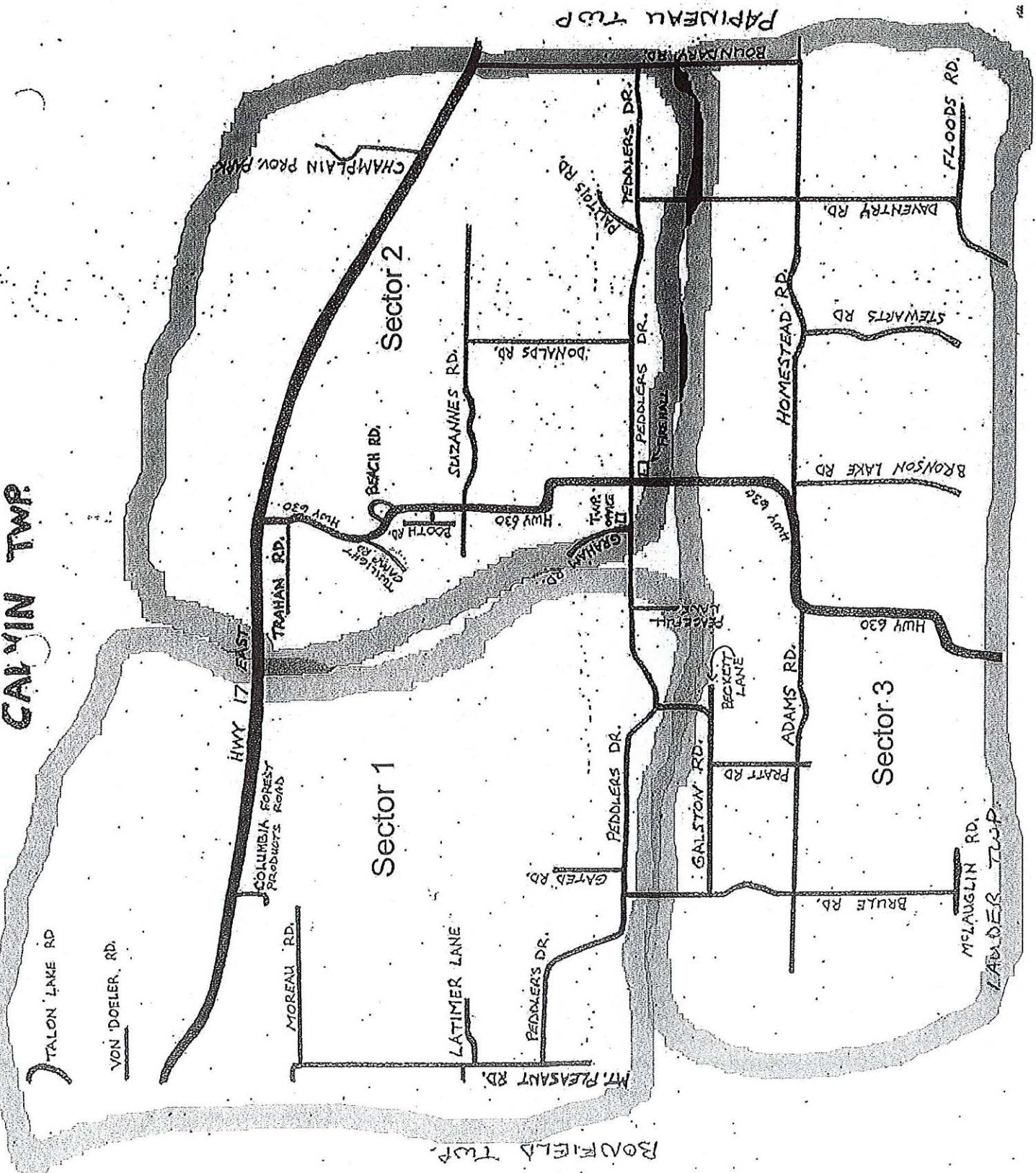
# OFFICIAL PLAN FOR THE EAST NIPISSING PLANNING AREA/ TOWNSHIP OF CALVIN

## SCHEDULE "A3" LAND USE PLAN

SCALE  
0 1000 3000 metres  
January, 2020

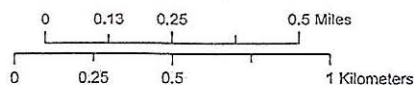


CALVIN TWP.





# Samuel de Champlain



## Trails

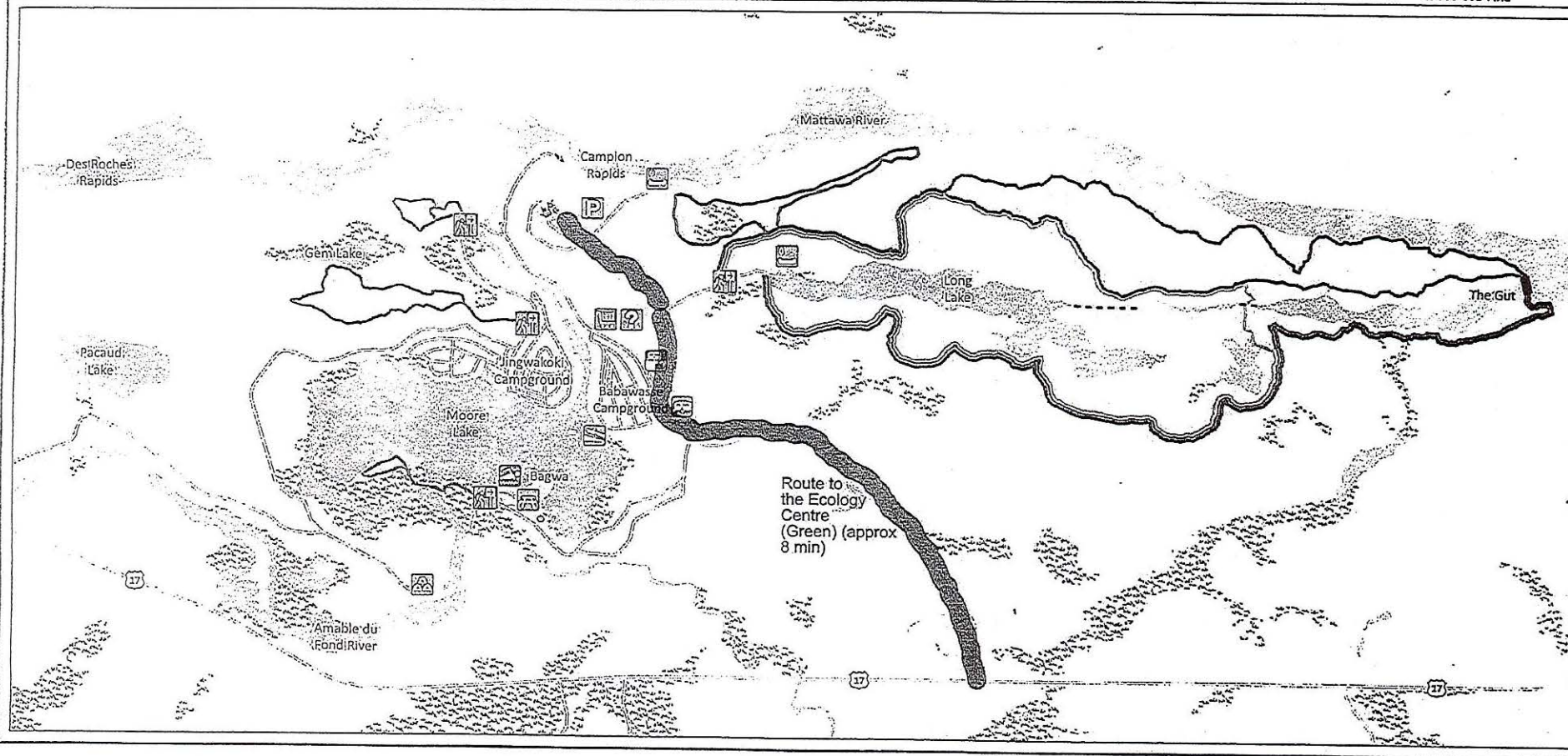
- ~ Forestry Research Trail  
1 km, Less than 1hr, Easy
- ~ Kag Trail  
2 km, 1.25 hrs, Difficult with some steep climbs
- ~ Wabashkiki Trail  
1 km, 0.5 hrs, Easy
- ... Portage Trail

## Etienne Trail System

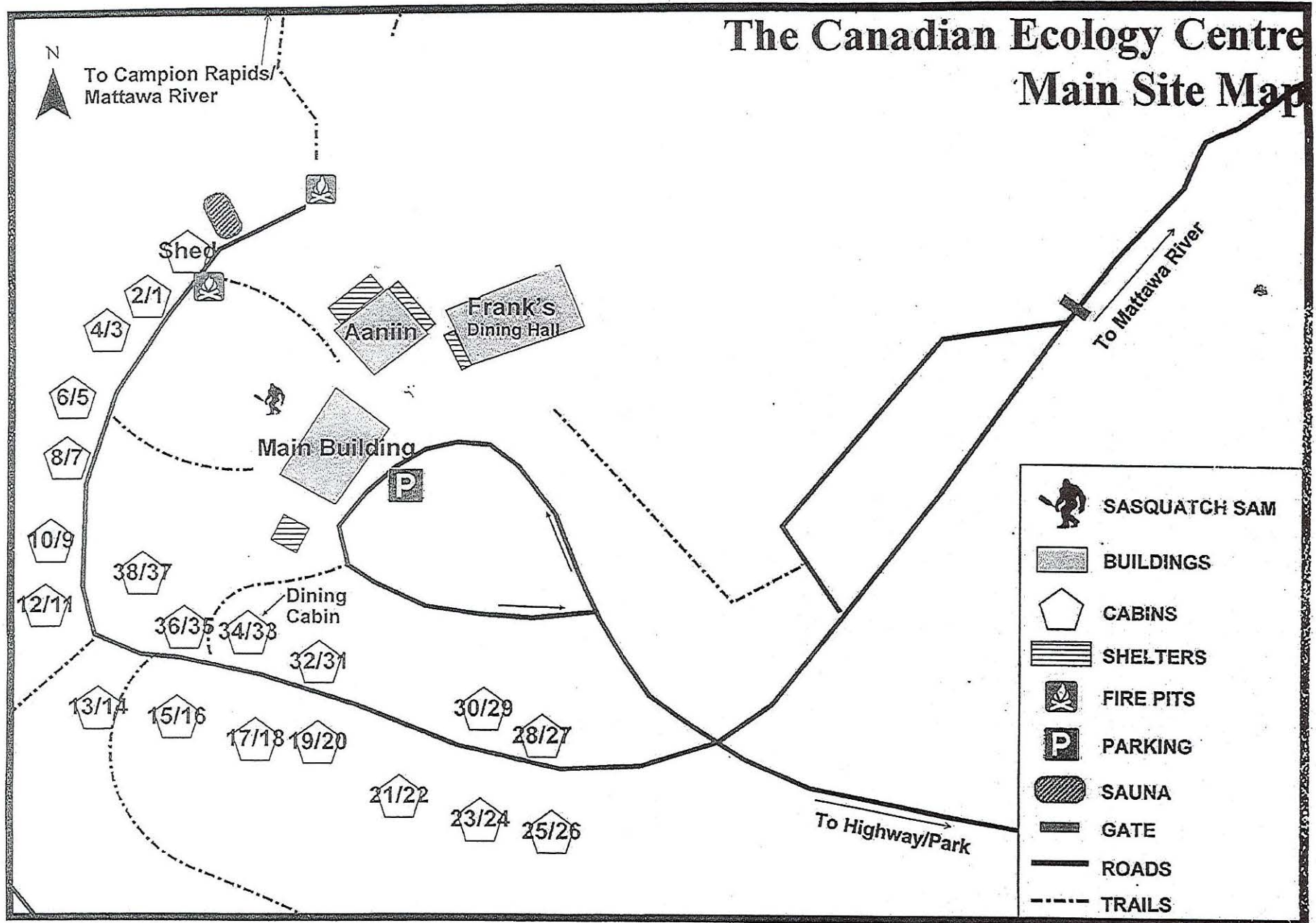
- ~ Geology Loop  
5.5 km, 3 hrs, Moderate with steep cliffs
- ~ History Loop  
8.5 km, 5 hrs, Difficult with steep cliffs
- ~ Nature Loop  
8 km, 4.5 hrs, Moderate with steep cliffs
- ~ Red Pine Loop  
3 km, 1.25 hrs, Moderate

## Emergency Information

Emergency—911  
Ambulance—911  
Ontario Provincial Police  
1-888-310-1122  
Mattawa General Hospital  
1-705-744-5511  
217 Turcotte Park Rd  
Poison Information  
1-800-268-9017  
Forest Fire  
1-888-863-FIRE



# The Canadian Ecology Centre Main Site Map



**BE PREPARED**

**NOT SCARED**



## By-Law 2025-26

A By-Law to adopt an Emergency Management Program and Emergency Response Plan and to meet other Requirements under the *Emergency Management and Civil Protection Act*

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WHEREAS under the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 and Ontario Regulation 380/04 (the "Act") every municipality in the province is required to:

- Develop and implement an emergency management program, which shall consist of:
  - an Emergency Plan;
  - training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
  - public education on risks to public safety and on public preparedness for emergencies; and
  - any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario;
- Designate an employee of the municipality or a member of the council as its Community Emergency Management Coordinator (CEMC);
- Establish an Emergency Management Program Committee (EMPC);
- Establish a Municipal Emergency Control Group (MECG);
- Establish an Emergency Operations Centre (EOC), to be used by the Municipal Emergency Control Group in an emergency; and
- Designate an employee of the municipality as its Emergency Information Officer (EIO);

AND WHEREAS it is prudent that the Emergency Management Program developed under the Act, be in accordance with international best practices, including the five core components of emergency management; prevention, mitigation, preparedness, response and recovery;

AND WHEREAS the purpose of such a program is to help protect public safety, public health, the environment, critical infrastructure and property during an emergency and to promote economic stability and a disaster resilient community;

NOW THEREFORE the Council of the Corporation of the Municipality of Calvin, hereby enacts as follows:

### Emergency Management Program

1. An Emergency Management Program for the municipality will be developed and reviewed annually by the Emergency Management Program Committee consistent with and in accordance with the Act and international best practices, including the four core components of emergency management, namely: mitigation/prevention, preparedness, response and recovery, and such program shall include:
  - a. training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
  - b. public education on risks to public safety and on public preparedness for emergencies; and
  - c. any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario.
2. The Emergency Management Program shall be consistent with the objectives of protecting public safety, public health, the environment, critical infrastructure and property, and to promote economic stability and a disaster-resilient community.



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## **Emergency Response Plan**

3. The Emergency Response Plan, which has been developed in accordance with the requirements of the Act and international best practices, and which is attached hereto as Schedule A, Part A is hereby adopted (the "Plan").
4. The Plan shall be reviewed annually by the Community Emergency Management Coordinator (CEMC) and the Municipality's Emergency Management Program Committee. The Community Emergency Management Coordinator (CEMC) is authorized to make such administrative changes to the Plan as appropriate to keep the Plan current, such as personnel, organizational and contact information updates. Any significant revision to the body of the Plan shall be presented to Council for approval through the Committee. A footer to all pages of the Plan shall carry the most recent date and be updated as changes occur, regardless of their significance.
5. When an emergency exists but has not yet been declared to exist, municipal employees and the Municipal Emergency Control Group may take such action, under the Plan as may be required to protect property and the health, safety and welfare of the inhabitants of the Municipality.
6. When an emergency exists, but has not yet been declared to exist, the Delegation of Authority is contained in Schedule A, Part B Appendices of the Plan.

## **Community Emergency Management Coordinator**

7. A primary Community Emergency Management Coordinator (CEMC) responsible for the Emergency Management Program for the Municipality, including maintenance of the Plan, training, exercises, public education and such other duties and responsibilities as outlined in the Act will be appointed by Council.
8. An alternate Community Emergency Management Coordinator (CEMC) to act in place of the primary CEMC in his/her absence will be appointed by Council.

## **Emergency Management Program Committee**

9. The mission of the Emergency Management Program Committee is to oversee the development, implementation and continuous improvement of the Municipality's Emergency Management (EM) Program.

## **Meetings**

The Committee shall hold a minimum of 1 meeting per calendar year.

## **Composition**

The persons holding the following positions in the municipality shall be members of the Emergency Management Program Committee:

- Head of Council (Mayor)
- Chief Administrative Officer (CAO)
- Community Emergency Management Coordinator (CEMC)
- Public Works Supervisor
- Fire Chief

Other members of Emergency Services, Emergency Management Ontario, Health Units, Non-Governmental Organizations (NGOs) and private industry, may also be invited to give input into the Emergency Plan.



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10. The Community Emergency Management Coordinator (CEMC) is hereby appointed as chair of the Emergency Management Program Committee.
  11. The Emergency Management Program Committee shall advise Council on the development and implementation of the municipality's Emergency Management Program and shall review the program annually.

### **Municipal Emergency Control Group**

12. The persons shall be members of the Municipal Emergency Control Group (MECG):

### **Municipal Emergency Control Group (MECG)**

The emergency response will be directed by members of the Municipal Emergency Control Group (MECG). The MECG is responsible for coordinating the provision of management, resources necessary to minimize the effects of an emergency on the community, and monitoring and control of the emergency response/and or possibilities. The members of the MECG are:

- Head of Council (Mayor)
- Chief Administrative Officer (CAO)
- Community Emergency Management Coordinator (CEMC)
- Alternate CEMC
- Emergency Information Officer (EIO)
- Fire Chief
- Public Works Supervisor
- Financial Coordinator
- Scribe

Community Partners to provide assistance/ technical information to Municipal Emergency Control Group (MECG), as required include such agencies as:

- Ontario Emergency Management Field Officer
- OPP Representative
- Paramedic /EMS Representative
- Social Services Representative
- Health Unit Representative
- Conservation Representative
- Others

### **Emergency Operations Centre (EOC)**

13. A primary and an alternate Emergency Operations Centre have been established for use by the Municipal Emergency Control Group in an emergency and with the appropriate technological and telecommunications systems in place to ensure effective communication during an emergency. The locations of the Emergency Operations Centres are identified in Schedule A, Part B Appendices, to the Plan.

### **Emergency Information Officer (EIO)**

14. An Emergency Information Officer (EIO), for the municipality to act as the primary media and public contact for the municipality in an emergency shall be appointed by Council.



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## Administration


15. The Plan shall be made available to the public for inspection and copying at the Municipal Office, at 1355 Peddlers Dr, Mattawa, ON P0H 1V0, during regular business hours.
16. The Plan, or any amendments to the Plan, shall be submitted to Emergency Management Ontario, as identified in the Act.
17. Any preceding by-law inconsistent with this by-law shall be automatically repealed.

This by-law shall come into effect on the day of its passing, May 20<sup>th</sup>, 2025.

Richard Gould, Mayor

A handwritten signature in black ink, appearing to read 'Richard Gould', written over a horizontal line.

Donna Maitland, CAO Clerk Treasurer

A handwritten signature in black ink, appearing to read 'Donna Maitland', written over a horizontal line.

