



## TOWNSHIP OF WEST LINCOLN

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*Office of the Fire Chief*

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October 28, 2009

To Whom It May Concern:

**Re: Emergency Plan – Township of West Lincoln**

Please find enclosed the Emergency Plan for the Township of West Lincoln, as revised October 2009.

If these documents have not been received by the appropriate individual/ department directly responsible for this information, please forward the enclosed Emergency Plan to the correct individual/department.

Thank-you,

Dennis Fisher  
Fire Chief

Encl.



# TOWNSHIP OF WEST LINCOLN



## EMERGENCY PLAN

This volume is issued under the  
authority of the Council  
of the  
Township of West Lincoln

Revised February 2009

# **TOWNSHIP OF WEST LINCOLN EMERGENCY PLAN**

## **FOREWORD**

Emergencies are defined as situations, or the threat of impending situations, abnormally affecting the lives and property of our society which by their nature and magnitude require a controlled and coordinated response by a number of agencies, both governmental and private, under the direction of the appropriate elected officials, as distinct from routine operations carried out by an agency or agencies, e.g. firefighting, police, and normal public works and health service activities.

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

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

It is realized that it may not be possible to follow procedures exactly as laid down and that it might prove necessary to modify arrangements to suit particular circumstances. However, the procedures should be followed as closely as possible.

All municipal officials of the Township of West Lincoln, whether elected or appointed, must be fully conversant with the contents of this volume and be prepared at all times to carry out the duties and responsibilities allotted to them.

## **PLAN MAINTENANCE & REVISION**

### **ANNUAL REVIEW**

This plan will be reviewed annually and, where necessary, revised by a meeting(s) of the EOG.

Each time this plan is revised, it must be forwarded to Council for approval. However, revisions to the annexes and minor administrative changes can be made without resubmitting the plan to Council each time.

It is the responsibility of each person, agency, service or department named within this emergency plan to notify the Emergency Co-ordinator forthwith, of any revisions to the annexes, or administrative change

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EMERGENCY PLAN**

**DISTRIBUTION LIST**

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Emergency Measures Supervisor Niagara Region <b>(Send 3)</b>	Emergency Measures Supervisor Region of Niagara Public Health Dept.. 509 Glendale Avenue, East Niagara-on-the-Lake, ON L0S 1J0
OPP – Burlington	Inspector in Charge 1160 North Shore Blvd, Box 5021 Burlington, ON L7R 3Y8
Niagara Peninsula Energy Inc	7447 Pin Oak Drive P.O Box 120 Niagara Falls, ON L2E 6S9
Enbridge Consumers Gas Niagara Region	General Manager 3401 Schmon Parkway, Box 1051 Thorold, ON L2V 5A8
Regional Medical Officer of Health	Regional Medical Officer of Health Reg. Municipality of Health Services 573 Glenridge Avenue St. Catharines, ON L2T 4C2
Director, Community Services Dept.	Director of Community Services Regional Municipality of Niagara 3340 Schmon Pkwy – P.O. Box 344 Thorold, ON L2V 3Z3

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Bell Canada	Bell Canada 9-1-1 Emergency Services 100 Dundas, Floor 7 Red London, ON L6A 4L6
Ontario Fire Marshal	Ontario Fire Marshal Office of the Fire Marshal 5775 Yonge Street, 7 <sup>th</sup> Floor North York, ON M2M 4J1
Ministry of the Environment	Environment Minister 135 St. Clair Avenue, West Toronto, ON M4V 1P5
Regional Coroner	Regional Coroner Regional of Niagara Coroners Office 301 St. Paul Street, 8 <sup>th</sup> Floor St. Catharines, ON L2R 7R4
District School Board of Niagara	Director of Education District School Board of Niagara 191 Carlton Street St. Catharines, ON L2R 7P4
Niagara Catholic District School Board	Director of Education Niagara Catholic District School Board 427 Rice Road Welland, ON L3C 7C1
Chief of Police – NRPS	Chief of Police Niagara Regional Police Services 68 Church Street St. Catharines, ON L2R 3C6
Niagara Regional Police Grimsby Detachment	Niagara Regional Police 25 Bartlett Ave. Grimsby, ON L3M 5G6
CP Rail	CP Rail 40 University Avenue, Suite 807 Toronto, Ontario M5J 1T1
Ministry of Transportation	Ministry of Transportation 1201 Wilson Ave., 2 <sup>nd</sup> Floor W. Tour Downsview, ON M3M 1J8
OPP Niagara	Staff Sergeant Ontario Provincial Police 5345 Stanley Avenue Niagara Falls, ON L2E 7C2

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# TOWNSHIP OF WEST LINCOLN EMERGENCY PLAN

## CHAPTER 1 – INTRODUCTION

1. Emergencies are defined as situations or the threat of impending situations abnormally affecting property and the health, safety, and welfare of a community, which by their nature or magnitude require a controlled and co-ordinated response by all agencies. These are distinct from routine operations carried out by municipal agencies, e.g. firefighting, police, or works departments, etc.
2. Legislation entitled “An Act to Provide for the Formulation and Implementation of Emergency Plans”, short title “The Emergency Plans Act”, is the primary authority enabling passage of the by-law formulating this emergency plan which will govern the provision of necessary services during an emergency. This plan also prescribes procedures under and the manner in which municipal employees and other persons will respond to an emergency. Important measures enabled under the legislation and which form part of this plan are:
  - (a) expenditure of monies associated with the formulation and implementation of the emergency plan;
  - (b) head of Council may declare an emergency and may take action and issue orders to implement the plan;
  - (c) head of Council may terminate an emergency;
  - (d) the Solicitor General of Ontario must be notified when an emergency is declared;
  - (e) authorization for municipal employees to take appropriate action before formal declaration of an emergency;
  - (f) specific procedures to be taken for safety and/or evacuation of persons in an emergency area;
  - (g) designate other members of Council who may exercise powers and perform the duties of the Mayor under the emergency plan during the absence of the Mayor or upon her/his inability to act;
  - (h) establish committees and designate employees to be responsible for reviewing the emergency plan, training employees in their function and implementing the emergency plan during an emergency;
  - (i) obtaining and distributing materials, equipment and supplies during an emergency; and
  - (j) such other matters as are considered necessary or advisable of the implementation of the emergency plan during an emergency;
  - (k) the establishment of an Emergency Control Group.

### AIM:

3. The aim of this plan is to make provision for the extraordinary arrangements and measures that may have to be taken to safeguard property and the health, safety, and welfare of the inhabitants of the Township of West Lincoln when faced with an emergency.

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## **RISK ASSESMENT**

The purpose of risk assessment is to identify a list of contingencies and the probable effects of something going seriously wrong in the Township of West Lincoln, based on the existence of hazardous materials and the possibility of recurrent weather patterns. By examining these “what would we do if?” scenarios, the Emergency Operating Group can develop systematic procedures for emergencies we have foreseen and those we haven’t.

### **NATURAL EMERGENCIES**

- Ice Storms
- Blizzard of 1944 and 1977
- Hurricane Hazel in 1954
- Flood of 1985
- Ontario has 25 tornadoes / per year based on 100 years

### **INDUSTRY**

- CWML – PCB’s contaminating area water supplies
- Trans Canada Pipeline – high pressure crude oil and natural gas – contains hydrogen sulphide
- Superior Propane – large quantities of LP Gas

### **TRANSPORTATION**

- 35% of rail traffic carries dangerous goods. CPR travels east/west
- 1 in every 10 trucks on the road carries dangerous goods

### **UTILITIES**

- Major power outage

### **CHANGES TO THE COMMUNITY**

It is also important to consider any changes that have been made in the community since the last occurrence which would change the end result, such as the proximity of Riverview Estates to the flood plain of the Twenty Mile Creek.

## **CHAPTER 2 – EMERGENCY CONTROL GROUP**

The Emergency Control Group will call on resources that they may require in order that the following may be assured:

1. The earliest possible response to an emergency by all services that may be required, and the establishment of overall control of emergency operations;
2. Earliest possible control established to minimize crowd convergence, and maintain order at the site so that emergency operations are not impeded, and that additional casualties are prevented;
3. Immediate action taken to eliminate all sources of potential danger in the affected area;

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4. The evacuation of any building considered to be in a hazardous situation;
5. The rescuing of all persons trapped with the minimum of delay and the provision of first aid at the site;
6. The provision of controlled evacuation and balanced distribution of casualties to hospitals;
7. The provision, where necessary, of such essential social services as may be required for persons affected by the disaster and the emergency services personnel involved;
8. The provision of emergency health services if deemed necessary;
9. Factual, official information if available at the earliest possible time to:
  - (i) all officials involved in emergency operations;
  - (ii) the news media to allay public anxiety and to reduce the number of on-lookers at the scene;
  - (iii) concerned individuals seeking personal information.

### **AUTHORITY:**

The Emergency Plans Act, 1983, states a "Head of Council may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he/she considers necessary and are not contrary to the law to implement the emergency plan of the municipality and to protect the property and the health, safety, and welfare of the inhabitants of the emergency area". Accordingly, it is clear that the principal function of the ECG, and the Support Group if assembled, is to assist the Head of Council in making and placing in effect any decisions and orders that are made to control and mitigate the effects of an emergency.

### **IMPLEMENTATION & PROCEDURES:**

Emergencies could arise with or without warning; this plan takes into account and is intended to deal with the worst case, a situation that develops without warning.

An Emergency will usually be reported or discovered by either police or fire services who would, in any event, be among the first to be called to the scene of a potential emergency. A senior member of the police or fire department or possibly some other member of the Municipal Control Group should personally assume control at the site of an emergency or arrange for an on-site co-ordinator to take charge immediately and then, depending on the situation, he may make a decision to alert and assemble the ECG in accordance with the procedure as outlined in detail in Schedule "C".

### **MUNICIPAL CONTROL GROUP OPERATIONS**

Upon assembling, the Mayor with the advice of other members of the ECG, may make a decision to declare an emergency and invoke the provisions of this emergency plan.

### **GENERAL:**

The role of the ECG probably can best be accomplished by round table assessment of events as they occur and by agreeing upon a course of action to overcome specific problem areas or

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situations. Normally, an agreed course of action will be implemented by municipal departments functioning primarily within their own spheres. However, from time to time, it may become necessary for the ECG to adopt and implement a joint plan of action which could involve two or more departments operating in unison. In this situation, it would be necessary for the ECG to determine which department will have the greater commitment and to appoint an on-site co-ordinator accordingly. Thereafter, until emergency operations conclude and in consonance with ECG directions, other departments will act in support of whichever department is exercising on-site co-ordination of operations.

### **EMERGENCY CONTROL GROUP**

#### **COMPOSITION:**

Emergency operations will be directed and controlled by the elected and appointed officials listed hereunder who will assemble for this purpose at an Operations Center. The group will assemble at the Township of West Lincoln Township Hall, which will be used as the Emergency Operations Centre. If the Township Hall cannot be used, the West Lincoln Public Works Operations Centre will be used as an alternate site. Some members may proceed to the scene of the disaster if the group considers this would assist in establishing control more rapidly. The Niagara Regional Police will supply command headquarters at the site if required.

The group will be known as the Emergency Control Group (ECG) and will be composed of:

- (a) Mayor or alternate;
- (b) Chief Administrative Officer
- (c) Clerk or alternate;
- (d) Director Of Finance
- (e) Police Superintendent or alternate;
- (f) Fire Chief or alternate;
- (g) Public Works Manager or alternate;
- (h) Representative of Regional Niagara Social Services;
- (i) Regional Niagara Medical Officer of Health; or alternate
- (j) Emergency Measures Coordinator – Regional Niagara.
- (k) Emergency Public Information Officer

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**EMERGENCY OPERATIONS CENTRE**

Township of West Lincoln Township Council Chambers – 318 Canborough St., Smithville, Ontario  
Alternate site - Township of West Lincoln Public Works Operations Centre – 6218 London Rd.

**SUPPORT GROUP:**

If required, a “support group” may be formed from members of public and private agencies having specialist knowledge and advice to give. This group drawn from organizations listed hereunder, may be called upon individually or be asked to deliberate and make recommendations collectively:

- |     |   |  |
|-----|---|--|
| (a) | Medical Officer of Health, RMON<br>-Dr. R. Williams                                   | 1-800-263-7248                                       |
| (b) | Director of Social Services<br>-Domenic Ventresca                                     | 1-905-984-6900                                       |
| (c) | Emergency Measures Coordinator, NRPS<br>Inspector In Charge of Field Support Services | 1-905-984-5050 Ext. 5576                             |
| (d) | Enbridge (24 Hour)  | 1-800-461-0998 ext 4893                              |
| (e) | Niagara Peninsula Energy Inc  | 1- 905- 356-2681                                     |
| (f) | Ambulance Service, RMON<br>-Ernie Jones   | 1-905-383-9839                                       |
| (g) | Regional Coroner<br>-Dr. D. Eden  | 1-905-682-9209<br>1-905-685-5883 (Answering Service) |
| (h) | Niagara Peninsula Conservation<br>Authority   | 1-905-227-1013                                       |
| (i) | District School Board of Niagara  | 1-905-563-0909                                       |
| (j) | Niagara Catholic District School Board  | 1-905-735-0240                                       |

**RESPONSIBILITIES**

**EMERGENCY CONTROL GROUP:**

Some or all of the following actions/decisions may have to be considered and dealt with by the ECG:

- (a) declaring an “emergency to exist”;
- (b) designating any area in the municipality as an “emergency area”;

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- (c) “authorizing expenditures” of funds for implementing the emergency plan;
- (d) “evacuating” those buildings or sections within an emergency area which are themselves considered to be dangerous or in which the occupants are considered to be in danger from some other source;
- (e) “dispersing people” not directly connected with the operations who by their presence are considered to be in danger or whose presence hinders in any way the efficient functioning of emergency operations;
- (f) “discontinuing utilities” or services provided by public or private concerns without reference to any consumers in the municipality, or when continuation or such utilities or services constitutes a hazard to public safety within an emergency area;
- (g) “arranging for accommodation and welfare”, on a temporary basis, of any residents who are in need of assistance due to displacement as a result of the emergency;
- (h) “calling in and employment of any municipal personnel and equipment” which is required in the emergency;
- (i) “arranging assistance” from the Regional Municipality of Niagara and other senior levels of government, other personnel and equipment from volunteer and other agencies not under municipal control as may be required by the emergency; (Refer to Schedules “D” and “E”.)
- (j) “establishing an information centre” for issuance of accurate releases to the news media and for issuance of authoritative instructions to the general public;
- (k) maintain a log of actions taken during the emergency;
- (l) “establishing a reporting and inquiry centre” under the direction of the Township Clerk to handle individual requests for information concerning any aspect of the emergency;
- (m) To ensure communications be maintained with the Regional Government, other municipalities, hospitals, and radio stations. In the event of a failure of telephone services the Municipal Control Group will ensure that:
  - (i) a generator and lighting equipment are ready for use, if required;
  - (ii) supplies of fuel are available for the generator;
  - (iii) additional communications available from EMO if required.

### **MAYOR:**

The Mayor or alternate will perform the following responsibilities:

- (a) declare an emergency to exist;
- (b) ensure the Solicitor General of Ontario has been notified of the declaration of an emergency;
- (c) make decisions, determine priorities and issue operational direction through the operations officer and the heads of Municipal departments;
- (d) request assistance from neighbouring municipalities and the Regional Municipality, when required;
- (e) approve news releases and public announcements;
- (f) terminate the emergency at the appropriate time and ensure all concerned have been notified.

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### **CAO:**

The CAO will perform the following duties

- (a) Chair meetings of the EOC
- (b) Advise the mayor and the ECG members on issues regarding municipal policies and procedures as required
- (c) Ensuring that a record of issues and problems identified, resolved and yet not resolved is maintained throughout the emergency, through the clerks department.
- (d) Maintaining communications with the approved Emergency Site Coordinator
- (e) Approving media releases in co-operation the Emergency Public Information Coordinator and the Mayor.
- (f) Arrange and conduct operations meetings as required

### **CLERK:**

The Clerk will perform the duties and responsibilities of an "operations officer", as such he/she will:

- (a) organize and supervise the Operations Centre and, in particular, make arrangements for obtaining and displaying up-to-date information at all times; on board for all members to see
- (b) arrange and co-ordinate telecommunications systems; - (telephones & 2 way radios)
- (c) advise the Mayor on administrative matters
- (d) keep chronological log of events (ie meetings, decisions, dates, time, names, phone numbers, etc. as emergency unfolds)

### **DIRECTOR OF FINANCE:**

The Director of Finance is responsible for advising the ECG members on all matters relating to finance.

- (a) Advising the ECG members on matters related to the capabilities of the municipality, to make financial provisions to prepare and respond to an emergency.
- (b) Providing direction to staff regarding purchases during an emergency.
- (c) Ensuring all records of all expenses are maintained for future claims purposes and that expenses are paid forthwith.
- (d) Liaising with the Provincial Ministry Of Affairs and Housing regarding Ontario Disaster Relief Assistance Program (ODRAP) as required.
- (e) Directing staff to reimburse persons or outside agencies for expenses incurred in areas of the municipality's responsibility only, at the direction of the CAO and the ECG.
- (e) Attend all ECG meetings

### **EMERGENCY PUBLIC INFORMATION COORDINATOR:**

In the event of an emergency the Director of Planning will be designated and referred to as the public Information Coordinator.

The Public Information Coordinator is responsible for advising the ECG members on all matters related to information to be presented to the public through the media, and the monitoring of information being presented to the media.

The Public Information Coordinator is also responsible for:

- (a) providing communications consultation expertise to the ECG aimed at providing emergency information and direction to the public.
- (b) Identifying issues, concerns and misinformation that can be addressed through the use of the mass media and preparing appropriate responses.

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- (c) Organizing news conferences and preparing members of the ECG prior to each session as required
- (d) Attend all ECG meetings

### **ACTION PRIOR TO DECLARATION:**

When an emergency exists but has not yet been declared to exist, community employees may take such action(s) under this emergency plan as may be required to protect lives and property in the Township of West Lincoln.

Where a threat of an impending emergency exists, the EOG will be notified and placed on standby. Upon being notified, it is the responsibility of all EOG Officials to notify their staff and volunteer organizations.

### **DECLARATION OF A MUNICIPAL EMERGENCY:**

The Mayor or Alternate of the Township of West Lincoln, as Head of Council, is responsible for declaring that a municipal emergency exists. This decision is usually made in consultation with other members of the CG.

Upon such declaration, the Mayor will notify:

- (a) the Solicitor General of Ontario – Emergency Measures Ontario;
- (b) the Township Council;
- (c) the Regional Chairperson
- (d) the public;
- (e) neighbouring Municipal Officials, as required.

A municipal emergency may be declared terminated at any time by:

- (a) the Mayor or Alternate; or;
- (b) the Township Council; or;
- (c) the Premier of Ontario.

Upon termination of a municipal Emergency the Mayor will notify:

- (a) the Solicitor General of Ontario – Emergency Measures Ontario;
- (b) the Township Council;
- (c) the Regional Chairperson;
- (d) the public;
- (e) neighbouring municipal officials, as required.

A Declaration of Emergency form is included in this plan as Schedule "F". Upon completion it can be faxed to Emergency Measures Ontario at 1-416-314-3758.

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**CHAPTER 3 – ACTION BY FIRE DEPARTMENT**

**GENERAL:**

1. The West Lincoln Fire Department on being informed or discovering that a disaster situation has occurred or is likely to occur in the Township will immediately warn the Clerk or Alternate of the situation and give him/her all the information available.

**ACTION BY FIRE CHIEF:**

2. The Fire Chief will order all off duty personnel to be placed on a stand-by basis and will report to the Township Hall as a member of the Emergency Operation Control Group, leaving the senior officer present in charge of the department.

**ACTION BY FIRE DEPARTMENT:**

3. If a disaster entails a fire situation the fire department will act, initially, with the normal building fire response. The officer in charge at the scene will request police, medical assistance, ambulances etc., through usual channels.
4. If the fire situation appears to be beyond the scope, of the department's resources the Regional Mutual Fire Aid Coordinator will be informed of the extent of the disaster and assistance likely to be required.

**RESPONSIBILITIES OF THE FIRE DEPARTMENT:**

5. The Fire Department may be called upon to perform various duties in the event of a disaster situation. The following are some of the functions for which the department will be responsible:
  - (a) all operations connected with the fighting of fires;
  - (b) rescue operations;
  - (c) activation of the Regional Mutual Fire Aid System, if necessary;
  - (d) determining if additional special equipment or supplies will be required and, if so, make the necessary arrangements for procurement through the Regional Mutual Fire Aid Coordinator, e.g. air packs, special protective clothing etc;
  - (e) to provide resuscitation equipment and trained manpower when and where required.
  - (f) arranging for, or conducting, such tests as are necessary to determine the degree of hazard existing in buildings from explosive, inflammable or toxic agents, in conjunction with other agencies involved; Contact Team – 1 Environmental Services

**TERMINATION OF EMERGENCY:**

6. On an official declaration by the Mayor that the emergency has been terminated the Fire Chief will ensure that all West Lincoln fire personnel and the Regional Mutual Fire Aid Coordinator are informed.

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**CHAPTER 4 – ACTION BY PUBLIC WORKS DEPARTMENT**

**GENERAL:**

1. The Public Works Coordinator on being informed or becoming aware that a disaster has occurred, or is likely to occur, in the Township will order all Public Works Department personnel to be placed on a stand-by basis and will report to the Township Hall as a member of the Emergency Operations Control Group leaving the senior official present in charge of the department.

**TASKS:**

2. Some of the tasks for which the Public Works Department will be responsible are as follows:
  - (a) provision of barricades and flashers at the disaster site;
  - (b) provision of municipal vehicles and equipment together with operators as required;
  - (c) obtaining information on rising flood waters;
  - (d) carrying out all snow or debris clearing and removal operations;
  - (e) organizing and procuring equipment for pumping operations;
  - (f) arranging for demolition of unsafe buildings and excavation operations where required;
  - (g) ruling on the structural safety of all buildings affected by the disaster; (Philips Planning & Engineering)
  - (h) provision of emergency water supplies for human consumption and fire fighting should normal supplies be interrupted;
  - (i) maintenance and supplies of gas and oil for the generator at the Township Hall.
3. All members of the Public Works Department must be prepared to undertake any kind of emergency service as directed by the Emergency Operations Control Group.

**ADVANCE ARRANGEMENTS:**

4. In order to ensure a full capability in advance for responding to a disaster situation the Public Works Manager and the Water and Sewer Services Supervisor will:
  - (a) maintain up-to-date lists of all Public Works Department vehicles and equipment;
  - (b) maintain an up-to-date list of local companies capable of supplying heavy equipment such as bulldozers, cranes, pumps and generators;
  - (c) maintain an up-to-date list of sources for emergency water supplies, e.g. water tanker operators, fire tankers etc.

**TERMINATION OF EMERGENCY:**

5. On an official declaration by the Mayor that the emergency has been terminated the Public Works Manager will ensure that all Public Works Department personnel and any volunteers working with the department are informed.

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**CHAPTER 5 – ACTION BY NIAGARA PENINSULA ENERGY INC  
& ENBRIDGE GAS**

**GENERAL:**

1. The President or Emergency Coordinator of Pen West Utilities Limited on being informed or becoming aware that a disaster has occurred or is likely to occur in the Township, which might affect hydro supply, will order all available off duty personnel to be placed on a stand-by basis and will enact its own Disaster Emergency Plan and appoint a staff liaison to report to the Township Hall as a member of the Emergency Operations Control Group.

**HYDRO RESPONSIBILITIES:**

2. Pen West will generally follow their normal Disaster/Emergency Plan but will coordinate their actions with the Emergency Operations Control Group.
3. The following are some of the functions for which Hydro will be responsible:
  - (a) assess the disaster site in consultation with the Emergency Operations Control Group;
  - (b) ascertain if an electrical contingency exists and assemble its own contingency response team and activate its own Disaster/Emergency plan;
  - (c) advise the Emergency Operations Control Group of the discontinuance of hydro supply that is considered necessary in the interest of public safety;
  - (d) work with the Emergency Operations Control Group to provide alternate supplies of hydro where necessary and practical.

**COORDINATION:**

4. Pen West will be responsible for providing liaison and cooperation with the Independent Electricity System Operator (IESO), Hydro One and others within the West Lincoln Township.

**ENBRIDGE GAS COMPANY:**

5. Enbridge Gas Company will take the same type of actions listed for Hydro as far as gas supplies are concerned, and will send a representative to advise the Emergency Operations Control Group if so requested.

**TERMINATION OF EMERGENCY:**

6. On an official declaration by the Mayor in writing, that the emergency has been terminated, the President or Emergency Coordinator of Pen West will ensure that all personnel under his/her direction or control or who are cooperating in the restoration of utilities are informed.

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**CHAPTER 6 – ACTION BY POLICE**

**GENERAL:**

1. The Regional Police Force, in fulfilling its normal tasks, is constantly engaged in emergencies and disasters and, in general, will follow normal procedures.

**RESPONSIBILITIES AND FUNCTIONS:**

2. The responsibilities and functions of the Niagara Regional Police Force in a peacetime disaster will include the following requirements:
  - (a) protection of life and property and the prevention and investigation of crime;
  - (b) to alert persons endangered by the effects of the disaster;
  - (c) to alert and assist other emergency agencies;
  - (d) to control traffic and crowds and ensure clear entrance and exit to and from the scene of emergency traffic and personnel;
  - (e) to maintain law and order and to prevent looting in a disaster area;
  - (f) prevent unauthorized entry into the area;
  - (g) to evacuate people from danger areas, when necessary;
  - (h) to establish an easily recognizable temporary headquarters at the scene of the disaster, to which all services personnel can report for the purpose of receiving and imparting information and instructions;
  - (i) to ensure order is maintained in Emergency Shelters as required.

**PROCEDURES AT DISASTER AREA:**

3. The following procedures will be followed in the disaster area:
  - (a) the Regional Police, in conjunction with Township Public Works personnel, will set up an advanced headquarters at a site adjacent to the disaster area, either in a suitable building or by using vehicles until mobile headquarters can be brought to the scene;
  - (b) the Regional Police will block roads leading into the area to all traffic except emergency vehicles and Regional and municipal vehicles and personnel;
  - (c) other personnel seeking entry to the site will be stopped at the police roadblocks and be asked to identify themselves by name and department or service. This information will be radioed to the advanced headquarters. Anyone authorized to enter the area will be directed to report there and register before taking other action;
  - (d) a radio equipped vehicle from the municipal fire department concerned, with a Senior Officer from the department, will also be stationed at the advanced headquarters.

**TOWNSHIP OF WEST LINCOLN  
EMERGENCY PLAN**

**EVACUATION PROCEDURES:**

4. When a decision is made that an area is to be evacuated, procedures will be followed in accordance with this plan “and/or the Niagara Regional Standing operating procedures for Peacetime Disasters”.

**ONTARIO PROVINCIAL POLICE:**

5. Should the disaster occur in an area which is policed by the Ontario Provincial Police (O.P.P.), the Chief of Police of the Niagara Regional Police Force will detail a Senior Officer to act as advisory to, and liaison officer between, other Regional services and the O.P.P.

**AUXILIARY POLICE PERSONNEL:**

6. Auxiliary Police personnel will be called out for duty at the discretion of the Chief of Police.

**POLICE RADIO OPERATORS AT THE DISASTER CONTROL CENTRE:**

7. The Niagara Regional Police Force will detail operators to man the police radio at the Emergency Operations Centre.

**RELIEFS:**

8. The Niagara Regional Police Force will arrange for relief for all police personnel operating at the Emergency Operations Centre.

**TERMINATION OF EMERGENCY:**

9. Upon receipt of an official declaration that the emergency situation has been terminated, the Chief of Police will ensure that all personnel under his command or direction are informed.

**TOWNSHIP OF WEST LINCOLN  
EMERGENCY PLAN**

**CHAPTER 7 – ACTION BY REGIONAL SOCIAL SERVICES**

**GENERAL:**

1. In almost any type of disaster, a number of people may be homeless and must be cared for in temporary quarters until permanent accommodation can be procured.

The Municipality, through its Emergency Operating Group E.O.G., may request the Regional Social Services Department for support in meeting emergency welfare needs.

In these circumstances direction will be issued by the E.O.G. The Director of Social Services or his/her alternate will become a member of the Municipal group when the services of the Department are required.

**ACTION BY REGIONAL SOCIAL SERVICES:**

2. On receiving information that a disaster has occurred in the Township of West Lincoln or that a disaster situation is anticipated and the assistance of the Regional Social Services Department is requested, the Director of Social Services, or in his/her absence, his/her delegate will implement emergency procedures as laid down in the Regional Municipality of Niagara Emergency Plan and in the Departments own internal Operating Procedures for Peacetime Disasters.

**EMERGENCY WELFARE CENTRES:**

3. A list of halls selected for use as Emergency Welfare Shelters is shown as SCHEDULE "B". (Note: Regional Social Services also maintain their own list of emergency welfare centres)
4. Managers of halls selected for use as emergency welfare shelters will be prepared to augment Social Services staff with volunteers to assist in caring for disaster victims, as required.

**SUPPLIES FOR EMERGENCY WELFARE SHELTERS:**

5. The Social Services Department maintains supplies in select areas to provide the necessary information for registering homeless people and which may be used to start the registration process. Additional supplies, if required, will be requested from the Emergency Operations Centre.
6. A list of outlets for supplies of groceries for emergency feeding purposes is shown at SCHEDULE "B".

**TOWNSHIP OF WEST LINCOLN  
EMERGENCY PLAN**

**VOLUNTEER ORGANIZATIONS:**

7. Red Cross, Salvation Army and other volunteer organizations may be such as St. John's Ambulance & Niagara Victim Crisis Centre requested to provide assistance by the Director of Social Services for special requirements.

In the event these organizations are requested to provide assistance, personnel responding from the voluntary organizations will report to and be directed by the Director of Social Services or his/her delegated staff.

**TERMINATION OF EMERGENCY:**

8. On an official declaration by the Mayor that the emergency has been terminated, the Director of Social Services will ensure that all personnel under his/her control or direction, and all cooperating volunteer agencies, are informed.

**TOWNSHIP OF WEST LINCOLN  
EMERGENCY PLAN**

**CHAPTER 8 – ACTION BY NIAGARA REGIONAL HEALTH SERVICES**

**GENERAL:**

1. The Regional Health Services, in its normal day to day procedure, identifies real or threatened hazards to the health of the population and takes such measures, or issues such instructions, as are necessary to prevent those hazards from occurring or corrects them in the event they have occurred:

**HEALTH SERVICES RESPONSIBILITIES:**

2. In the event of a “Emergency Alert” being issued, Health Services responsibilities will include:
  - (a) public health assessment of the extent of the disaster;
  - (b) advice and surveillance concerning the safety of water supply;
  - (c) advice and surveillance concerning the protection of food supply;
  - (d) advice and surveillance concerning the safe disposal of human waste and refuse;
  - (e) advice and surveillance concerning pest control;
  - (f) information about personal hygiene and general health concerns, including care for those receiving dangerous exposures during operations;
  - (g) control of communicable diseases;
  - (h) Department of Health will supply nurse staffing at reception areas to assist with health care;
  - (i) liaison with other health and human service organizations/agencies in order to facilitate an effective and co-ordinated response to all significant health problems or hazards;
  - (j) effective utilization of Home Care to ensure nursing care for bedridden and/or invalid persons in their home or in evacuation centres.

**ACTION BY MEDICAL OFFICER OF HEALTH:**

3. The Medical Officer of Health of his/her designate, will report to the Disaster Control Centre when the municipality requests his/her official involvement. To implement the responsibilities of the Health Services, he/she will as required, ensure that:
  - (a) area hospitals are alerted and prepared to implement their disaster plans;
  - (b) area ambulance services are alerted;
  - (c) the Provincial Emergency Health Services are informed of the situation;
  - (d) Health Services staff are dispatched to the scene of disaster;
  - (e) hospitals are instructed to man the emergency radio network, if he/she considers this necessary;
  - (f) assuring a co-ordinated response of therapeutic health professionals and facilities subject to the Standing Operating Procedures for Medical Emergencies and Health Care Facility Evacuation in Niagara.

**TOWNSHIP OF WEST LINCOLN  
EMERGENCY PLAN**

**EMERGENCY WELFARE SHELTERS:**

4. If Emergency Welfare Shelters are activated by Social Services, the Medical Officer of Health will ensure that Health personnel are dispatched to these shelters to ensure that health problems are quickly identified and attended to.

**RELIEFS:**

5. The Medical Officer of Health will arrange for necessary reliefs for all Health Services personnel, including replacements on the Disaster Co-ordinating Committee.

**ADVANCED HEADQUARTERS**

6. If an advanced headquarters is set up in a disaster area, the Medical Officer of Health will arrange for representation from the Health Services at the headquarters, if required.

**IDENTIFICATION:**

7. Armbands, for identification of health personnel operating in the field, will be available at the Disaster Control Centre and the advanced headquarters.

**TERMINATION OF EMERGENCY:**

8. Upon receipt of an official declaration that the emergency situation has been terminated, the Medical Officer of Health will ensure that all personnel under his/her control or direction are informed.

**TOWNSHIP OF WEST LINCOLN  
EMERGENCY PLAN**

**CHAPTER 9 – ACTION BY CORONER  
AND SUPERVISING CORONER FOR ONTARIO**

1. The Supervising Coroner is responsible in a peacetime emergency for supervising and advising the Coroner of the area where the incident occurs in the conduct of the investigation into the cause of any deaths which result. The Coroner may direct a police officer to make such investigation as may be required to enable the Coroner to determine whether or not an inquest is necessary.
2. This investigation involves taking possession of all bodies, the identification of the bodies, the determination of the cause of death, the circumstances relating to the death, and the eventual release of the bodies and issuance of medical certificates of death.
3. Under the Coroner's Act, R.S.O. 1980, Chapter 93, S. 12, the Coroner, with the approval of the Supervising Coroner, has the authority to appoint constables to take charge of the wreckage and to secure the site of any incident involving sudden death, and thus prevent its disturbance until his/her examination is concluded.
4. Normally where multiple deaths occur, the Supervising Coroner's office is notified and the Supervising Coroner and staff assume control.
5. To facilitate this kind of operation the Supervising Coroner has acquired special kits which are located in Toronto to cover Southern Ontario, and Sault Ste. Marie to cover Northern Ontario.

**TOWNSHIP OF WEST LINCOLN  
EMERGENCY PLAN**

**CHAPTER 10 – APPEALS FOR VOLUNTEERS**

**GENERAL:**

1. Under certain circumstances it may be necessary to issue an appeal to the public for individual volunteers to come forward to assist in controlling a disaster. However, this should not be done until all available municipal personnel have been committed and only on the authority of the Mayor or Alternate.

**PROCEDURE:**

2. When a decision has been reached that volunteer assistance is required it will be necessary to decide on a particular place for volunteers to report for the purpose of registration. This could be either at a site adjacent to the disaster or a suitable location from which volunteers could be transported to the disaster site by bus or truck. The latter method would provide for a better control of volunteer personnel but might be more time consuming.
3. Once a decision has been made on the registration site and the method of transportation, if necessary, the Mayor will direct that a message be prepared appealing for volunteer personnel, explaining the situation, the requirements, including type of clothing to be worn, tools to be brought, other instructions as required and the location for volunteers to report. The appeal must be carefully prepared, typed out in full for reading over the air and taped at the radio station for regular re-broadcasting to ensure that all information and instructions to volunteers are absolutely clear and cannot result in misunderstanding.

**RESPONSIBILITIES OF EMERGENCY OPERATIONS CONTROL GROUP:**

4. The Emergency Operations Control Group will:
  - (a) decide on the most appropriate site for the registration of volunteers;
  - (b) decide on the number of volunteers required;
  - (c) set up a system for registering the volunteers using the forms shown in Schedule “A” attached;
  - (d) issue means of identification to each volunteer when registered for feeding and other purposes, and instruct each volunteer that he/she must check in at the registration site and turn in their identification before leaving;
  - (e) direct the volunteers to the transport provided to take them to the disaster site or direct them to the site as previously decided;
  - (f) when the requisite number of volunteers has been enrolled, direct the radio station to cancel the appeal;
  - (g) maintain records, as far as possible, on the number of hours assistance provided by each volunteer.

**FEDERAL ASSISTANCE:**

5. The St. Catharines Office of the Department of Manpower and Immigration (Canada Manpower) is prepared to assist by organizing workers at a central location and dispatching them to the scene of a disaster on request by Township authorities.

**TOWNSHIP OF WEST LINCOLN  
EMERGENCY PLAN**

**SCHEDULE "A"  
VOLUNTEER REGISTRATION FORM**

Surname \_\_\_\_\_ Christian Names \_\_\_\_\_

Address \_\_\_\_\_ Telephone No. \_\_\_\_\_

Occupation \_\_\_\_\_

Next of Kin \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address \_\_\_\_\_

Date Enrolled \_\_\_\_\_ Time \_\_\_\_\_ Place \_\_\_\_\_

I, \_\_\_\_\_, on my own behalf and with the intent of binding my heirs,  
Name of Volunteer

executors and administrators do hereby waive any claim which I or they or any of them can or may have against The Corporation of the TOWNSHIP OF WEST LINCOLN (THE TOWNSHIP) for loss, cost, expenses, damages, injury or death arising directly or indirectly as a result of my participation of services as a volunteer and do hereby release the TOWNSHIP FROM ALL liability and obligation in respect thereof.

Signature of Volunteer \_\_\_\_\_

Enrolling Officer \_\_\_\_\_

Date Finished \_\_\_\_\_ Time \_\_\_\_\_ Place \_\_\_\_\_

Enrolling Officer \_\_\_\_\_

**TOWNSHIP OF WEST LINCOLN  
EMERGENCY PLAN**

**SCHEDULE "B"  
RESOURCES**

**SHELTERS/SMITHVILLE:**

Public Works  
(Public Works Manager)  
6218 London Road, P.O. Box 189  
Smithville, Ontario L0R 2A0  
905-957-3396

Royal Canadian Legion, Branch 393  
172 St. Catharines Street, P.O. Box 179  
Smithville, Ontario L0R 2A0  
905-957-3935

South Lincoln High School  
260 Canborough Street  
Smithville, Ontario L0R 2A0  
905-957-3359

Smithville United Church  
116 West Street, P.O. Box 58  
Smithville, Ontario L0R 2A0  
905-957-3176

**SHELTERS/RURAL:**

Caistor Central Public School  
1794 Caistor Centre Rd.,  
Caistor Centre, Ontario L0R 1E0  
905-957-7473

Caistor Community Centre  
9184 Regional Road 65  
Caistor Centre, Ontario L0R 1E0  
905-957-7893

Gainsborough Public School  
5459 Highway #20  
St. Anns, Ontario L0R 1Y0  
905-386-6223

Wellandport Community Centre  
5024 Regional Road 63  
Wellandport, Ontario L0R 2J0  
905-386-6715

**EMERGENCY CONTACT FOR SHELTERS:**

Scott Laugher  
Regional Niagara Community Services Dept.  
Cell: 905-687-2204  
Business: 905-984-3762

or

Sean Bertleff  
Regional Emergency Coordinator HOME: 905-563-9875  
Business: 905-984-5050 Ext. 5576  
Regional Niagara Dispatch: 905-984-3690

**TOWNSHIP OF WEST LINCOLN  
EMERGENCY PLAN**

**PHARMACEUTICAL SUPPLIERS:**

Dell Pharmacies	144 Griffin Street Smithville	905-957-3943
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**MEDICAL CLINICS:**

Smithville Family Medical Centre	230 Canborough Street Smithville	905-957-3328
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**FOOD BROKERS AND SUPPLIERS:**

Attercliffe Variety & Snack Bar Dunnville	7104 Reg. Rd. # 63	905-774-9457 905-774-3707
Avondale Stores Ltd.	112 Brock St. Smithville	905-957-3700
Busby's Variety	110 Dufferin St. Smithville	905-957-3762
Fulton Convenience & Gas Bar	Hwy. # 20, R.R. # 1 Fulton	905-643-0275 905-643-6459
Foodland	Griffin St., Box 548 Smithville	905-957-7015
Wellandport Food Market	5207 Reg. Rd. # 63 Box # 5, Wellandport	905-386-6232 905-386-6232

**FUEL DISTRIBUTION:**

Wright Fuels Niagara Inc	180 Cushman Road, St.Catharines	1 -800-387-0750 905-685-7334
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**CONSTRUCTION EQUIPMENT SUPPLIERS:**

Alden Equipment Inc.	R.R. # 1 Smithville	905-957-2306
Natural Landscaping	Industrial Park Smithville	905-957-0705
R. Griffin Construction Ltd.	8475 Reg. Rd. # 65 Caistor Centre	905-957-7679

**MACHINERY RENTALS:**

A. H. VanCamp	760 S. Service Rd. Winona	905-561-4654
Battlefield Equipment Rentals	880 S. Service Rd. Hamilton	905-577-7777
Robertson Rentals	St. Catharines 15 Balfour Rd. St. Catharines	905-641-5555 905-682-6618

**TOWNSHIP OF WEST LINCOLN  
EMERGENCY PLAN**

Weins Equipment Centre	21 Scott St. W. St. Catharines	905-685-4269
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**TRANSPORTATION SERVICES:**

First Student	4598 Sixteen Rd. Smithville	905-957-3308 905-772-0824 905-577-2790 905-957-3192
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**WATER DELIVERY:**

Philips Water Supply	9288 N. Chippawa Rd. R.R. # 3 Caistor Centre	905-957-3280
Smith's Water Delivery	3571 Campden Rd. Campden	905-957-2133

**ELECTRICAL EQUIPMENT SUPPLIERS: (Portable Generators)**

Culp Electric Ltd.	205 Brock St. Smithville	905-957-3945
Cyril B. Smith	3451 Reg. Rd. # 81, Box 379, Vineland L0R 2C0	905-562-4168

**HYDRO:**

Niagara Peninsula Energy Inc 7447 Pin Oak Drive, Niagara Falls	905-356-2681
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**ENGINEERING SERVICES:**

Philips Planning & Engineering	1-905-335-2353
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**GAS:**

Enbridge Gas	1-888-447-4911
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**SPILL CLEANUP CONTRACTORS:**

Team – 1	1650 Upper Ottawa St. Hamilton, ON	1-800-327-7455
Laidlaw Environmental	1831 Allanport Rd. Thorold, ON	1-905-227-7872
Canadian Waste Services (Phillip Environmental)	124 Cushman Rd. St. Catharines	1-905-687-6687
Regional Niagara CBRN Team - Husar -	St. Catharines Fire Dispatch Prov EMO Office	905-684-4311
Echelon	10 Kenmore Ave, Unit 4	1-877-378-7745

**SCHEDULE "C"**

**TOWNSHIP OF WEST LINCOLN  
EMERGENCY PLAN**

**ALERT PROCEDURE**

**SCHEDULE "D"**

**TOWNSHIP OF WEST LINCOLN  
EMERGENCY PLAN**

**QUICK GUIDE**

**EMERGENCY**

- Involving death or injury
- Involving fire
- Involving floods
  
- Requiring the evacuation of people
- Involving or requiring the disposal of explosives
  
- Involving goods regulated under the Transportation-  
of Dangerous Goods Act
  
- Involving a discharge of large amounts of  
contaminants into the atmosphere
- Involving pesticides
- Involving spills of contaminates to the Environment
- Involving rail accidents
  
- Involving civilian aircraft crash
  
- Involving chemical transport accidents
  
- Involving military aircraft crash

**CONTACT**

- police, fire and ambulance services,  
coroner
- fire departments, police, ambulance
- Conservation Authority, M.N.R.,  
Director of Municipal Works
- N.R. Police, ambulance, 9-1-1
- N.R. Police, fire department, ambulance, 9-  
1-1
- police, fire department, ambulance,  
CANUTEC  
call collect, 1-613-996-6666 (24 hours)
  
- local health unit, MOL, MOE director  
of Emergency Services
- MOE District Office
- MOE District Office
- CNR and CPR servocenters, police,  
fire department
- Toronto Flight Information Region  
1-416-676-4593 / 4509, police, fire  
department, ambulance, health units,  
hospital, coroner
- CANUTEC Collect 1-613-996-6666,  
police, fire department
- Rescue co-ordination Centre CFB  
Trenton 1-613-392-3511  
Local 3871 or 1-613-392-2811  
Local 3870/3875

**TOWNSHIP OF WEST LINCOLN  
EMERGENCY PLAN**

**SCHEDULE "E"  
REQUEST FOR REGIONAL MUNICIPALITY OF NIAGARA ASSISTANCE**

In the event that two municipalities are involved, the Region has the authority to enact the Regional Disaster Plan and assume control of the emergency.

The Municipality may, due to limited resources, request the Regional Chairman to invoke the Regional Disaster Plan.

All authority and responsibility passes to Regional government officials.

Local officials will be asked to supply municipal personnel, equipment, and information as deemed necessary.

Local officials will have input into decisions of the Regional Disaster Co-ordinating Committee that affect the health and welfare of its citizens.

<b>EMERGENCY CALL NUMBER</b>	<b>1-800-263-7215</b>
<b>REGIONAL SWITCHBOARD/DISPATCH</b>	<b>1-905-685-1571</b>

**TOWNSHIP OF WEST LINCOLN  
EMERGENCY PLAN**

**SCHEDULE "F"  
REQUEST FOR PROVINCIAL /FEDERAL ASSISTANCE**

If locally available resources, including those which might be available from bordering municipalities and/or the Region, are insufficient to meet emergency requirements, then assistance may be requested from the Province. Such requests should normally be directed through area/region/district offices of the Provincial ministry/agency who normally provide services in the local area. These are

They also arrange for federal assistance.

Emergency Management Ontario

\*... Ministry/Agency offices have responsibility for informing their headquarters and for arranging types and levels of assistance beyond local capabilities.

Alternatively, and especially in the case of severe or wide-spread emergencies, municipalities may wish to alert the Provincial Government and obtain assistance by telephoning the local O.P.P. detachment or by calling directly to the Duty Officer at O.P.P. General Headquarters in Orillia, telephone number 1-705-329-6950. The O.P.P. Duty Officer will thereafter assume responsibility for notifying the appropriate ministry(s) and, depending upon the nature of the emergency, a lead ministry may be appointed to co-ordinate the provision of assistance by all Provincial Government ministries.

If assistance is required from the Canadian Armed Forces this assistance must be requested through Emergency Measures Ontario.

Emergency Measures Ontario under the direction of the Solicitor General, is responsible for monitoring, co-ordinating, and assisting in the formulation and implementation of emergency plans made by Provincial Government bodies and for ensuring that such plans are co-ordinated insofar as possible with emergency plans of municipalities and the Government of Canada. Emergency Measures Ontario can be contacted directly by telephone 1-416-314-3723 for routine enquiries or, in an emergency, through the Duty Officer at O.P.P. General Headquarters 1-705-329-6950.

**TOWNSHIP OF WEST LINCOLN  
EMERGENCY PLAN**

**SCHEDULE "G"  
DECLARATION OF EMERGENCY**

I, \_\_\_\_\_, \_\_\_\_\_  
Name Title

Of \_\_\_\_\_ declare that an emergency  
Name of Community

exists in the area of \_\_\_\_\_.

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(Define Area Using Street Names and/or Boundaries)

in the community of \_\_\_\_\_

due to \_\_\_\_\_

---

---

(Explain the Emergency Situation)

DATED this \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_\_\_\_.

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

\_\_\_\_\_  
Name of Head of Council, printed or typed

**EMERGENCY MEASURES ONTARIO  
FAX: 1-416-314-3758**

**TOWNSHIP OF WEST LINCOLN  
EMERGENCY PLAN**

**ANNEX – SCHEDULE “H”**

To power up the Emergency Power to the council chambers and telephone system:

1. Turn isolation switch in utility room (clearly marked) **from utility supply to generator supply.**
2. Roll the generator to the outside of the building.
3. Connect generator to the underside of receptacle box beside employee entrance door with the large extension cord provided with the generator. **Please note:** This is a 240 volt, 4 prong plug which twist-locks clockwise on both ends after you push it on. **One of the prongs is L-shaped and will only mate with the corresponding L-shaped opening.**

**THE CONNECTION ON THE GENERATOR  
IS AT THE OPPOSITE END  
FROM THE HANDLES (AT THE VERY BOTTOM)**

4. Start generator (just like starting your lawn mower)
  - **Turn On/Off switch to ON**
  - **Choke engine all the way left**
  - **After engine has warmed up for a few seconds, turn choke to OFF**

**Note 1: This is an 8 horsepower engine that needs a good two-handed pull to start. For best results, put your foot on the frame to the left of the pull cord.**

**Note 2: If engine fails to start after two or three pulls, check to make sure that the gas valve is “ON” (it is located on the underside of the gas tank at the opposite end from the lifting handles – to open, Turn Fully Counter Clockwise.**

**TOWNSHIP OF WEST LINCOLN  
EMERGENCY PLAN**

**ANNEX – SCHEDULE “I”**

To power on the Emergency Power to the Roads Building:

1. Move the transfer switch behind the man door in the South/East corner of the truck maintenance area, to standby power position.
2. Move generator in the South-East corner of the truck maintenance area, outside.
3. Using the four prong plug, plug the extension cord into the generator and into the plug at the bottom of the transfer switch.
4. Open gas valve on the gas tank.
5. Turn On/Off switch to On.
6. Choke the engine.
7. Pull the start cord until engine runs.
8. After the engine has run for a few seconds, move the selector switch from Choke to Run.
9. On the generator, switch the power breaker “On” to fire up the system.

**Note: This generator only provides power to one telephone line and two rows of lights, but does provide power for heating of this building and for the computers.**

**TOWNSHIP OF WEST LINCOLN  
EMERGENCY PLAN**

**ANNEX – SCHEDULE “J”**

**OFFICE OF THE FIRE MARSHAL RESOURCES  
FOR MAJOR INCIDENTS**

***External Distribution***

In January 2004, the Office of the Fire Marshal (OFM) issued Fire Marshal’s Communiqué 2004-03, *Access to Provincial Resources for CBRN Response and HUSAR*. The purpose of the communiqué was to explain to the fire service how and when to request the services of the chemical, biological, radiological, nuclear (CBRN) response teams and the heavy urban search and rescue (HUSAR) team operating under memorandums of understanding with the Government of Ontario, and available to respond to significant emergencies across the province.

Fire departments may have to respond to incidents that are beyond the capabilities of the local county/district/region mutual aid system, but they are not defined as “significant emergencies”, as outlined in Fire Marshal’s Communiqué 2004-03. The purpose of the present communiqué is to provide information about OFM resources and services available to assist in responding to such incidents, cases where a “provincial” response is not required but assistance beyond the mutual aid system is needed. The communiqué also explains how fire departments can avail themselves of these resources and services.

The OFM has established a one-year pilot program to make additional resources available in these instances from the OFM Emergency Management and Response (EMR) Unit. Local fire departments may request this assistance through the Fire Coordinator appointed for the local mutual aid system.

The OFM EMR Unit is based at the Ontario Fire College (OFC), in the Town of Gravenhurst. As part of this pilot program, the EMR Unit has emergency response vehicles and equipment that can be deployed from Gravenhurst and Thunder Bay. In addition, the OFM may also request specialized technical advice and expertise from the MOU partners or other sources of assistance to help local fire departments.

Pilot program resources and services will be provided at no cost to the municipality. Municipalities should be aware that the location of the incident, and therefore its distance from Gravenhurst or Thunder Bay, as well as the duration and/or nature of the incident may render their request for assistance impractical. Furthermore, the OFM’s involvement in other emergencies and inter-agency training may influence the immediate availability of OFM resources and services. It is therefore important that local communities not rely or depend solely on the OFM for additional assistance and support.

The local municipality requiring assistance maintains command and control and is responsible for consequence management of the incident, displaced individuals, transportation and community health issues. The role of the OFM is to support municipalities, unorganized communities and fire departments. The OFM maintains responsibility for its personnel.

The Chief of the EMR Unit will liaise with the Fire Coordinator and may contact the local fire chief directly to obtain further information.

## **TOWNSHIP OF WEST LINCOLN EMERGENCY PLAN**

Pilot program resources and services are listed below. They are primarily intended to support responses to hazardous material incidents. They can also be deployed to other significant emergencies such as prolonged fires and natural emergencies like tornados or floods.

### ***Support for Hazardous Material Emergencies***

- Advice and assistance
- Decontamination equipment
- Air monitoring equipment
- Level A, Level B, and Level C chemical protective clothing and personal protective equipment
- Chemical agent monitors
- Radiation dosimeters and survey meters
- Access to technical computer databases
- Access to written reference materials

The resources and services listed above may be provided to support the fire department's and mutual aid system's existing response capabilities for hazardous materials incidents. Hazardous materials response capabilities would be recognized either as awareness, operations, or technician levels, as described in National Fire Protection Association (NFPA) 472, *Standard for Professional Competence of Responders to Hazardous Material Incidents*. Support and equipment would be provided to the fire department at the appropriate level, which is not to exceed the existing recognized level of hazardous materials responder training in the community making the request.

### ***Support for Other Major Emergencies***

- Portable Lighting and Generator
  - Portable lighting for interior or exterior on-scene applications
  - Portable generators to provide electricity for lighting and/or additional equipment
- Mobile Purified Breathing Air Compressor Trailer
  - Capable of filling 2216 psi and 4500 psi air cylinders on scene
- Command Post
  - 24' combination equipment and command post trailer
  - Radio/communications capabilities
  - Hazardous materials research capabilities
- Radio/Communications
  - Portable radios with additional batteries and bank charger(s)
  - Satellite phones and cellular communication
  - Internet access (mobile high-speed)

## **TOWNSHIP OF WEST LINCOLN EMERGENCY PLAN**

- **Accountability System**
  - Equipment for creating photo I.D. tags
  - In situations where volunteer help from the community is required, the accountability system would assist in the identification of personnel authorized to perform certain support functions in pre-determined areas.
  
- **Incident Documentation**
  - Digital video and digital picture documentation
  - May assist during the post-incident analysis review (PIAR)

### **Request Procedure**

Fire departments requesting the resources of the OFM EMR Unit should contact their Mutual Aid Fire Coordinator at the earliest opportunity to ensure that there is minimal delay in receiving the needed support and assistance for major incidents. The Fire Coordinator will determine if the required resources are available through the mutual aid system. If this assistance is not available, and it is expected that the response to the emergency will take a long period of time, the Fire Coordinator may request the assistance available through the EMR Unit.

The fire department should provide the Fire Coordinator with the following information:

- nature and location of the incident;
- nature of any potential threat to public and responder safety and security;
- name and contact number of the incident commander (IC);
- command post (CP) location;
- directions indicating the best approach to the CP;
- mutual aid resources already responding or present on-scene; and
- list of EMR Unit support and resources needed.

To request assistance and support, the Fire Coordinator contacts the Provincial Emergency Operations Centre (PEOC), managed by Emergency Management Ontario (EMO). The PEOC then contacts the Chief of the EMR Unit, or designate, who will determine the appropriate course of action with respect to the deployment of OFM EMR support and resources to the scene.

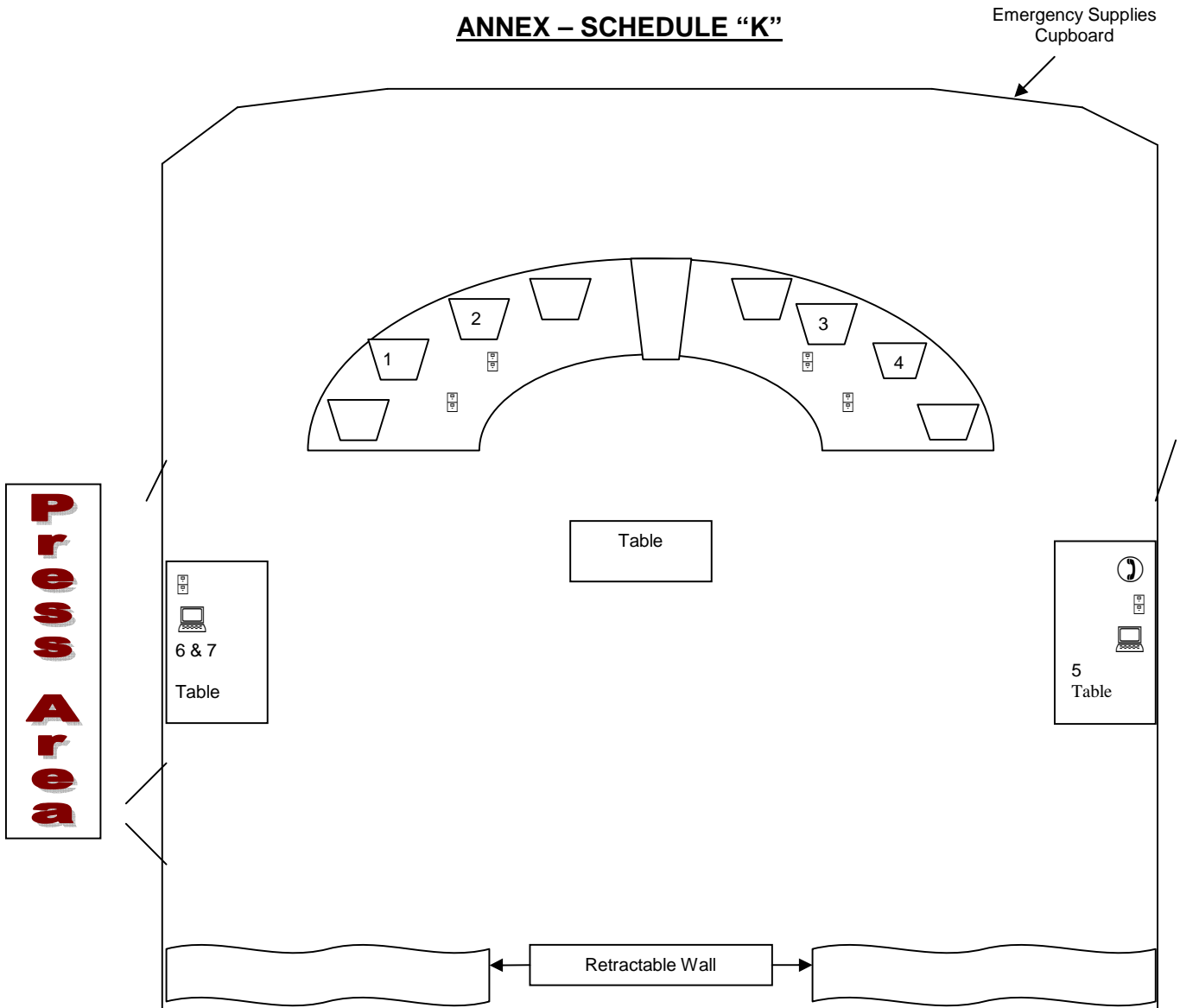
### **Provincial Emergency Operations Centre**

The Provincial Emergency Operations Centre (PEOC) may be reached 24 hours a day, 7 days a week at 416-314-0472 or toll free at 1-866-314-0472.

**TOWNSHIP OF WEST LINCOLN  
EMERGENCY PLAN**

# TOWNSHIP OF WEST LINCOLN EMERGENCY PLAN

## ANNEX – SCHEDULE “K”



**Legend**

- Phone Jack
- Incoming fax Line   
(905-957-4102)
- Computer
- Council Seat
- Door /

### Emergency Operation Centre Set-up