

Township of Conmee

Emergency Plan

2021 edition

PUBLIC VERSION



Updated 2021

The Corporation of the Township of Conmee



Reviewed in 2021 by:

Emergency Management Program Committee (CEMC & Clerk Shara Lavallee, Mayor Holland, Councillor Maxwell)

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EMERGENCY PLAN (2021)

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1 LIST OF ACRONYMS

CAO	=	Chief Administrative Officer
CEMC	=	Community Emergency Management Coordinator
CN	=	Canadian National Railway
EMP	=	Emergency Management Plan
EMPC	=	Emergency Management Program Committee
EMCPA	=	Emergency Management and Civil Protection Act
EOC	=	Emergency Operations Centre
FSRA	=	Financial Services Regulatory Authority of Ontario
HIRA	=	Hazard Identification and Risk Analysis
LRCA	=	Lakehead Regional Conservation Authority
MDRA	=	Municipal Disaster Recovery Assistance
MECG	=	Municipal Emergency Control Group
MP	=	Member of Parliament
MPP	=	Member of Provincial Parliament
NGO	=	Non-Government Organization
OFMEM	=	Office of the Fire Marshals and Emergency Management
OPP	=	Ontario Provincial Police
PEOC	=	Provincial Emergency Operations Centre
TBDHU	=	Thunder Bay District Health Unit
TBDSSAB	=	Thunder Bay District Social Services Administration Board

2 INTRODUCTION

The Township of Conmee is situated approximately 26 km northwest of the City of Thunder Bay and has a rural population of approximately 800.

Conmee has its own volunteer Fire Service, First Response Team and is policed by the Thunder Bay OPP Detachment. A CN rail line runs through the Municipality. The Kaministiquia River forms its eastern boundary. TransCanada Highway 11/17 runs north and south through its eastern side. Conmee has enhanced 911 service.

The most probable emergencies to affect the Municipality are floods, wildland fires, severe storms, power outages and highway accidents. All identified emergencies are listed in the HIRA (Hazard Identification and Risk Analysis).

3 FOREWORD

Emergencies are defined as situations or the threat of impending situations abnormally affecting the health, safety, welfare or property of the community, which by their nature or magnitude, require a controlled and coordinated response by all agencies. These are distinct from routine operations carried out by municipal agencies, e.g., fire, police, or roads departments, etc.

The Emergency Management and Civil Protection Act (EMCPA) is the authority for the by-law formulating this emergency plan. This plan prescribes procedures for and the manner in which municipal employees and other persons will respond to an emergency.

The Act states "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"¹. Accordingly, it is clear that the principal function of the Emergency Management Program Committee (EMPC), 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.

All members of Council, EMPC, and members of responding agencies should read the plan, know where their copy is kept, and be familiar with their duties in the event of an emergency.

In addition to this Emergency Plan, each responding department/agency will also have its own emergency plan or standard operating procedures, call-out and resource list.

In the event that the Mayor is not available, the Deputy Mayor will assume the Mayor's duties until such a time as when the Mayor returns.

¹ EMCPA, section 4(1)

4 AIM

To establish a plan of action for the coordinated response in the event of an emergency, or impending emergency, in order to preserve life, health and property.

5 IDENTIFIED GROUPS AND INDIVIDUALS

5.1 EMERGENCY MANAGEMENT PROGRAM COMMITTEE (EMPC)

5.1.1 Description

The EMPC is the committee that meets outside of emergencies to set and formulate the Emergency Management Plan. They identify the most likely crises that could arise within the Township and create general guidelines for a response. The EMPC meets at a minimum of once a year.

5.1.2 Composition

- CEMC
- Mayor
- Deputy Mayor
- Fire Chief
- Deputy Fire Chief
- Public Works Manager

5.1.3 Responsibilities and Powers

- Appoint the Chair of the EMPC in accordance with any current legislation.
- Review and approve the Hazard Identification Risk Analysis (HIRA) document annually
- Emergency Management Plan
 - Review and approve the Emergency Management Plan's content annually
 - Schedule reviews and revisions as required after notable training exercises.
 - Schedule reviews and revisions as required after emergency events.

5.2 MUNICIPAL EMERGENCY CONTROL GROUP (MECG)

5.2.1 Description

The Municipal Emergency Control Group is primarily mandated to address the ongoing, or potentially expanding threat to the broader community, including the health, safety and well-being of persons; property and infrastructure; essential services; the environment; the local economy, and to instill a level of confidence to the public.

Members of the Municipal Emergency Control Group shall gather at regular intervals to inform each other of actions taken and problems encountered.

5.2.2 Composition

- Mayor
- CEMC
- Deputy Mayor

5.2.3 Responsibilities and Powers

- Appoint the Chair of the MCEG in accordance with any current legislation.
- Activate the Township of Conmee emergency response plan;
- Advise the Mayor as to whether an emergency should be declared and what part of the municipality should be designated as the emergency area;
- Arrange extra resources (human and material);
- Assemble and oversee the Emergency Operations Centre (EOC);
- Authorize the expenditure of money;
- Direct and control all emergency operations;
- Direct the movement of equipment and resources beyond the immediate emergency site(s);
- Direct the use of municipal resources;
- Discontinue utilities or services on a wide scale;
- Ensure an incident commander has been appointed if required;
- Ensure that Office of the Fire Marshals and Emergency Management (OFMEM) has been notified of declared or impending emergencies;
- Implement a recovery strategy; and participate in post-emergency debriefings;
- Liaise with other municipalities and other levels of government, including the activation of mutual aid agreements;
- Maintain a log outlining decisions made and actions taken;
- Manage information, including maintenance and retention of events log and records pertaining to expenditures;
- Manage emergency information;
- Order evacuations as necessary based on site requirements of the incident commander;
- Recommend the termination of the state of emergency when appropriate.

5.3 EMERGENCY OPERATIONS CENTRE (EOC)

5.3.1 Description

The Emergency Operations Centre (EOC) acts as the base of operations for the duration of the emergency. It is assembled and overseen by the Municipal Emergency Control Group (MECG). The EOC can be a command centre, muster point, or anything that the MECG requires to appropriately respond to an emergency or crisis.

5.3.2 Locations

- The Primary Emergency Operations Centre is:

CONMEE MUNICIPAL COMPLEX
19 Holland Rd W
Kakabeka Falls, Ontario, P0T 1W0

- The Alternate Emergency Operations Centre is:

OLD CONMEE FIREHALL
5750 Hwy 11/17

Kakabeka Falls, Ontario, P0T 1W0

5.3.3 Alternative Locations

Alternative EOC locations are discussed on an as needed basis depending upon the type of emergency or crisis. For example, a fire or flood may impact more than one community and alternate EOCs may not be accessible for Conmee. Alternatively, a power outage may only effect one community and therefore, alternate EOC locations would still be available.

5.4 COMMUNITY EMERGENCY MANAGEMENT COORDINATOR (CEMC)

5.4.1 Description

An individual appointed by Council to coordinate emergency response by the Township of Conmee.

5.4.2 Responsibilities outside of an Emergency

- Be responsible and accountable for the creation of the Township of Conmee EMP;
- Remain up-to-date with all mandated CEMC training;
- Sit on the EMPC;

5.4.3 Responsibilities during an Emergency

- Advise the MCEG on administrative matters including Corporate Policies and Procedures;
- Advise on the necessity on an MDRA claim;
- Approve news releases and public service announcements from the EOC prior to their release;
- Arrange and participate in a post-emergency debriefing;
- Be responsible and accountable for the implementation of the Township of Conmee EMP;
- Chair the meetings of the Municipal Emergency Control Group (MECG);
- Conduct planning cycle meetings on a scheduled basis;
- Coordinate and chair a post-emergency debriefing of all key personnel involved in the emergency operations; setup and maintain the operation of feeding, sleeping and meeting areas at the EOC as required;
- Coordinate efforts to re-establish essential services;
- Coordinate the arrangements for identification cards to be issued to the MECG, Township support staff and external resource personnel as required;
- Disseminate decisions or directions to all response agencies made by the MECG;
- Ensure the security of the EOC;
- In conjunction with the MECG appoint and direct individuals in within the roles identified within the EMP as required.
- Liaise with the CEMCs, CAOs, or Clerks of neighbouring municipalities affected by the emergency or providing assistance to Township of Conmee emergency operations;
- Liaise with regional public works and utility service agencies (i.e., hydro, gas, telephone, cable) and issue directions for the disconnection and reconnection of services;
- Maintain a detailed log of all actions taken during the emergency;
- Organize and supervise all activities within the EOC;
- Participate in decision making, determining priorities, and issuing strategic directives for the resolution of the emergency;
- Prepare a post-emergency report for submission to Council;
- Provide the MECG with information and advice on emergency management and progress of the program.

5.5 MAYOR

5.5.1 Description

The head of Council and spokesperson for the Township.

5.5.2 Responsibilities outside of an Emergency

- Aid in the creation and maintenance of the EMP;
- Sit on the EMPC;

5.5.3 Responsibilities during an Emergency

- As the Township of Conmee's key spokesperson, address the media as soon as possible after declaring an emergency. Staff advisors may accompany the Mayor to address technical questions if requested;
- Declare an emergency by completing the "Declaration of an Emergency";
- Keep Council updated regarding the situation and actions being taken to resolve the emergency;
- Maintain a detailed log of all actions taken during the emergency;
- Notify the Office of the Fire Marshals and Emergency Management (OFMEM) of the declaration of an emergency;
- Participate in a post-emergency debriefing;
- Participate in decision making, determining priorities, and issuing strategic directives for the resolution of the emergency;
- Request assistance from senior levels of government, when required;
- Take action to make orders, not contrary to law, to implement the Plan and to protect the property, health, safety, and welfare of the inhabitants of the township;
- Terminate the emergency at the appropriate time and ensure all concerned have been notified.

5.6 EMERGENCY INFORMATION OFFICER

5.6.1 Description

This role is fulfilled by the Clerk, although it can be delegated elsewhere. The Emergency Information Officer primarily assists the Mayor in their role as spokesperson for the Township. They will research and gather information as required and communicate with both the media and the public when directed.

5.6.2 Responsibilities outside of an Emergency

- This role does not exist outside of an emergency.

5.6.3 Responsibilities during an Emergency

- Advise the MCEG on matters pertaining to public information, public affairs, and media relations;
- Arrange for photo or video records of the emergency operations;
- Coordinate all media requests, including arrangements for supervised tours near the emergency site(s);
- Direct the establishment and operation of an information centre, if required;
- Gather, process and disseminate information for use by the MCEG;
- Issue public announcements, instructions, or warnings as directed by the Mayor or CEMC;
- Maintain a detailed log of all actions taken;
- Participate in a post-emergency debriefing and provide reports as requested;
- Provide public relations support as required;
- Upon direction, release information to the public and media.

5.7 SCRIBE

5.7.1 Description

This role is fulfilled by the Clerk, although it can be delegated elsewhere. The Scribe primarily functions as a record keeper; they produce and maintain a detailed log on all actions taken by the CEMC and the MECG.

5.7.2 Responsibilities outside of an Emergency

- This role does not exist outside of an emergency.

5.7.3 Responsibilities during an Emergency

- Assist the CEMC and Mayor with their functions as requested;
- Coordinate the provision of clerical staff to assist in the EOC as required;
- Ensure that timely and correct information is displayed on the Main Event Board within the EOC;
- If directed by the Mayor, arrange a special Council meeting(s);
- If directed by the Mayor, ensure that all Councillors are advised of the declaration and termination of the emergency;
- Maintain a detailed log of all actions taken;
- Maintain a detailed log of all actions taken by the MECG;
- Participate in a post-emergency debriefing and provide reports as requested.

5.8 FIRE CHIEF

5.8.1 Description

The head of the Conmee Emergency Services. Schedules the training for all members of the EMS team and files the reports. They will be most active during fire and/or evacuation-based emergencies.

5.8.2 Responsibilities outside of an Emergency

- Ensure that both they and the members of the Conmee Emergency Services are trained to respond to an emergency;
- Identify any areas of concern with regards to their area of expertise as requested.

5.8.3 Responsibilities during an Emergency

- Arrange for additional equipment and materials as required pertaining to department role;
- Coordinate assistance with other municipal, regional, provincial, or federal departments and agencies;
- Ensure an incident commander or sector officer has been appointed to control operations at the emergency site;
- Establish a communications link with the onsite fire officer;
- If required activate mutual aid arrangements for the provision of additional firefighting resources and equipment;
- Maintain a detailed log of all actions taken by the Conmee Emergency Services;
- Participate in a post-emergency debriefing and provide reports as required;
- Provide information to the MECG to assist in decision making, determining priorities, and issuing strategic directives for the resolution of the emergency;
- Provide the MECG with information and advice on fire service matters.

5.9 PUBLIC WORKS MANAGER

5.9.1 Description

The Township official with the most comprehensive knowledge of the infrastructure that are owned by the municipality.

5.9.2 Responsibilities outside of an Emergency

- Coordinate and/or participate in the regular maintenance of all municipally owned roadways and culverts;
- Identify any areas of concern with regards to their area of expertise as requested;
- Maintain an accurate log of road condition and any regular maintenance performed;

5.9.3 Responsibilities during an Emergency

- Arrange for and coordinate provision and use of personnel, materials, and equipment from other municipal, regional, provincial, or federal departments or private/commercial agencies;
- Assist with traffic control and emergency operations by clearing emergency routes, assisting the police in closing and opening roadways;
- Be prepared to conduct relief or preventative operations pertaining to their department;
- Coordinate debris removal activities;
- Coordinate demolition or securing of all “unsafe” buildings as directed by the Chief Building Official;
- Coordinate Public Works support for restoration and clean-up activities following the termination of the emergency;
- Direct and coordinate all Public Works operations in accordance with the Plan and directions issued by the MECG;
- Maintain a detailed log of all actions taken by the Public Works Department;
- Marking obstacles, installing emergency road signs, and other actions as required;
- Participate in a post-emergency debriefing and provide reports as requested;
- Provide information to the MECG to assist in decision making, determining priorities, and issuing operational directives through the CEMC for the resolution of the emergency;
- Provide personnel, materials, supplies, and equipment as required in support of emergency operations;
- Provide the MECG with information and advice on municipal roads and bridges;
- Under the direction of the MECG, coordinate with all relevant authorities to close roads and reroute traffic.

5.10 TREASURER

5.10.1 Description

The administrative officer in charge of finances for the Township.

5.10.2 Responsibilities outside of an Emergency

- Identify any areas of concern in accordance with their area of expertise when requested.

5.10.3 Responsibilities during an Emergency

- Act as a scribe while in the EOC if required;
- Coordinate the provision and use of all transportation resources in support of evacuation or other emergency operations as required;
- Coordinate the provision of emergency potable water, supplies, and sanitation facilities in support of emergency operations;
- Draft and submit an MDRA claim when directed by council;
- Ensure that records of expenses are maintained for future claim purposes;
- Ensure the prompt payment and settlement of all legitimate invoices and claims incurred during an emergency;

- Liaise, if necessary, with the Treasurers of other local and neighbouring municipalities;
- Maintain a detailed log of all actions taken;
- Participate in a post-emergency debriefing if requested;
- Provide and secure equipment and supplies not owned by the Township of Conmee;
- Provide information and advice on financial matters as they relate to the emergency.

5.11 CHIEF BUILDING OFFICIAL

5.11.1 Description

The officer in charge of building permits for the Township. They should be the most familiar with the building by-law of the Township. The Chief Building Official will normally only be called in to assist during an Emergency in the event that the structural integrity of a building is compromised: such as by fire or flood damage.

5.11.2 Responsibilities outside of an Emergency

- Identify any areas of concern in accordance with their area of expertise when requested.

5.11.3 Responsibilities during an Emergency

- Assist in the demolition of structures deemed to be unsafe;
- Assist in the securing of unsafe buildings;
- Coordinate with the Manager of Public Works;
- Maintain a detailed log of all actions taken;
- Participate in a post-emergency debriefing if requested.

5.12 INCIDENT COMMANDER

5.12.1 Description

This role is designated as required. The Incident Commander shall almost always be the Fire Chief or the Deputy Fire Chief, though the role may be delegated to another member of the Conmee Emergency Services.

5.12.2 Responsibilities outside of an Emergency

- This role does not exist outside of an emergency.

5.12.3 Responsibilities during an Emergency

- Activate or coordinate with agencies, the evacuation of the immediate area or any area likely to be placed at risk, if warranted by conditions;
- Assess the situation under existing and potential conditions by consulting with sector officers and other agencies, take/authorize any action appropriate to preserve life, protect property and otherwise mitigate the adverse effects of the emergency;
- Brief sector officer regarding the situation as they become involved;
- Communicate the release of information at the scene with the emergency information officer and the MECG;
- Consider response alternatives and determine appropriate response actions (evacuation, containment, etc.) in consultation with sector officers and the MECG;
- Consult with experts, as required, to mitigate the emergency;

- Coordinate with the MCEG and sector officers to ensure that the necessary equipment, supplies, and personnel are available;
- Develop an Emergency Site Organization Plan/Layout with the assistance of sector officers and establish inner and outer perimeters and staging areas to control access to and movement within emergency site(s);
- Ensure the overall safety of the emergency site, in particular that safety precautions are enforced regarding wearing personal protective equipment;
- Establish an on-site Command Post at an appropriate distance from the emergency area that provides a good vantage point from which access to the emergency site can be controlled;
- In consultation with sector officers, develop a demobilization plan for all resources within the emergency site and implement this plan upon official notification of the termination of the emergency;
- Obtain background information from those involved in the emergency or those who may have witnessed the incident, concerning the nature of hazardous material(s) and/or situation(s).
- Organize and coordinate the response at the emergency site(s) with all sector officers;
- Provide, at regular intervals, information updates and reports regarding activities at the emergency site to the MCEG;
- Request, from the MCEG, logistical support for emergency operations and personnel at the scene;
- Schedule briefings with individual and collective sector officers as to agency response status.

6 PROCEDURES

6.1 IMPLEMENTATION OF THE PLAN

It is the responsibility of the first responding municipal agency at the scene of an emergency to assess the situation and to recommend to the Mayor whether this plan should be implemented. If the size or seriousness of the emergency appears beyond the capability or responsibilities of that agency, the plan shall be put into effect. Any member of the MECG, upon realizing the magnitude of an emergency or impending emergency warrants the plan's implementation, may do so. Once the emergency exists, the MECG may take such action(s) under this emergency plan as required to protect lives and property of the community even though an emergency has not been declared under the Act.

6.2 ALERTING THE MECG

On receipt of instructions from a member of the MECG, all members of the MECG will be notified by the CEMC using the most practical means. The member of the MECG that initiates the notifications will decide if this is a call-out or standby event.

The member making the call shall provide specific details and instructions on how to proceed.

It is recommended that the MECG consult the individualized the emergency plans for more specific guidelines on how to proceed.

6.2.1 The following organizations will be called in as support, depending on the need.

- Ambulance (SNEMS)
- Fire Department (Conmee Emergency Services)
- Hydro One
- Lakehead Regional Conservation Authority (LRCA)
- Ministries
 - Ministry of Health
 - Ministry of Municipal Affairs and Housing
 - Ministry of Natural Resources and Forestry
 - Ministry of Transportation
 - Others as Required
- Non-Governmental Agencies (NGO's)
 - Food Bank
 - Red Cross
 - Salvation Army
 - Others as Required
- Ontario Provincial Police (OPP)

- Public Works (Conmee)
- Thunder Bay District Social Services Administration Board (TBDSSAB)
- Thunder Bay District Health Unit (TBDHU)
- Neighbouring municipalities
- Canadian Forces Army
- Others as required

Note: All members of the MCEG must be notified when the plan is activated. Not all of the MCEG members have to be present for the MCEG to function.

SUPPORT GROUPS

Municipal Emergency Control Group Advisory & Support Staff may be formed from:

- Other Township staff
- Government Officials
- Community Stakeholders
- Outside Experts

All may be called by the CEMC or Mayor to join the MCEG for resource and advisory purposes. These individuals do not have to be appointed by council as their invitation is specific to their expertise. Their advice, resources and information will assist the MCEG in making decisions.

All support groups will provide information to the MCEG on various matters relating to the area of expertise. For example, the Health Unit will advise on health matters and hospital on procedures, policies and capacity.

6.3 RESPONSIBILITIES OF THE MCEG ONCE AN EMERGENCY IS DECLARED

6.3.1 Planning (Operating/Business) Cycle

The Mayor shall declare an Emergency using the “Declaration of Emergency” form in full compliance with the *Emergency Management and Civil Protection Act*, and any other relevant legislation.

In conjunction with the MCEG, the CEMC shall appoint and direct individuals within the roles identified within the EMP as required.

If necessary, the CEMC shall contact the OPP and MTO to shut down sections of HWY 11/17, in coordination with the Fire Chief and the Public Works Manager.

The CEMC will establish frequency of planning cycles and agenda items. Maps and status boards shall be prominently displayed and kept up to date.

If one has been appointed, the incident commander shall schedule regular briefings with sector officers.

All people called upon must keep and maintain an accurate record of their actions taken during the emergency.

6.4 DECLARATION PROCEDURES

The Head of Council (Mayor), or in their absence the Deputy Mayor, of the Township of Conmee, is responsible for declaring an emergency. This decision is usually made in consultation with other members of the Municipal Control Group. Upon declaring or terminating an emergency, the Head of Council (Mayor) will notify:

- Office of the Fire Marshal and Emergency Management Ontario;
- Council;
- Public;
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP)

A municipal emergency may be terminated at any time by:

- Mayor
- Council
- Premier of Ontario.

6.5 EVACUATION PROCEDURES & ROUTES

- A. In the event that only a small portion of Conmee is ordered evacuated, reception centres in the safe areas of the Township will be utilized.
- B. In an evacuation whereby the residents of the Township are required to leave Conmee, the reception municipality is Thunder Bay. Evacuation routes will be selected depending on the road conditions and safety factor.
- C. The CEMC or Emergency Information Officer, will use all means available in alerting residents, explaining the mode of travel and evacuation route.

These may include, but are not limited to;

- All media sources available
- Door to Door
- Emergency Alert System
- News Broadcasts

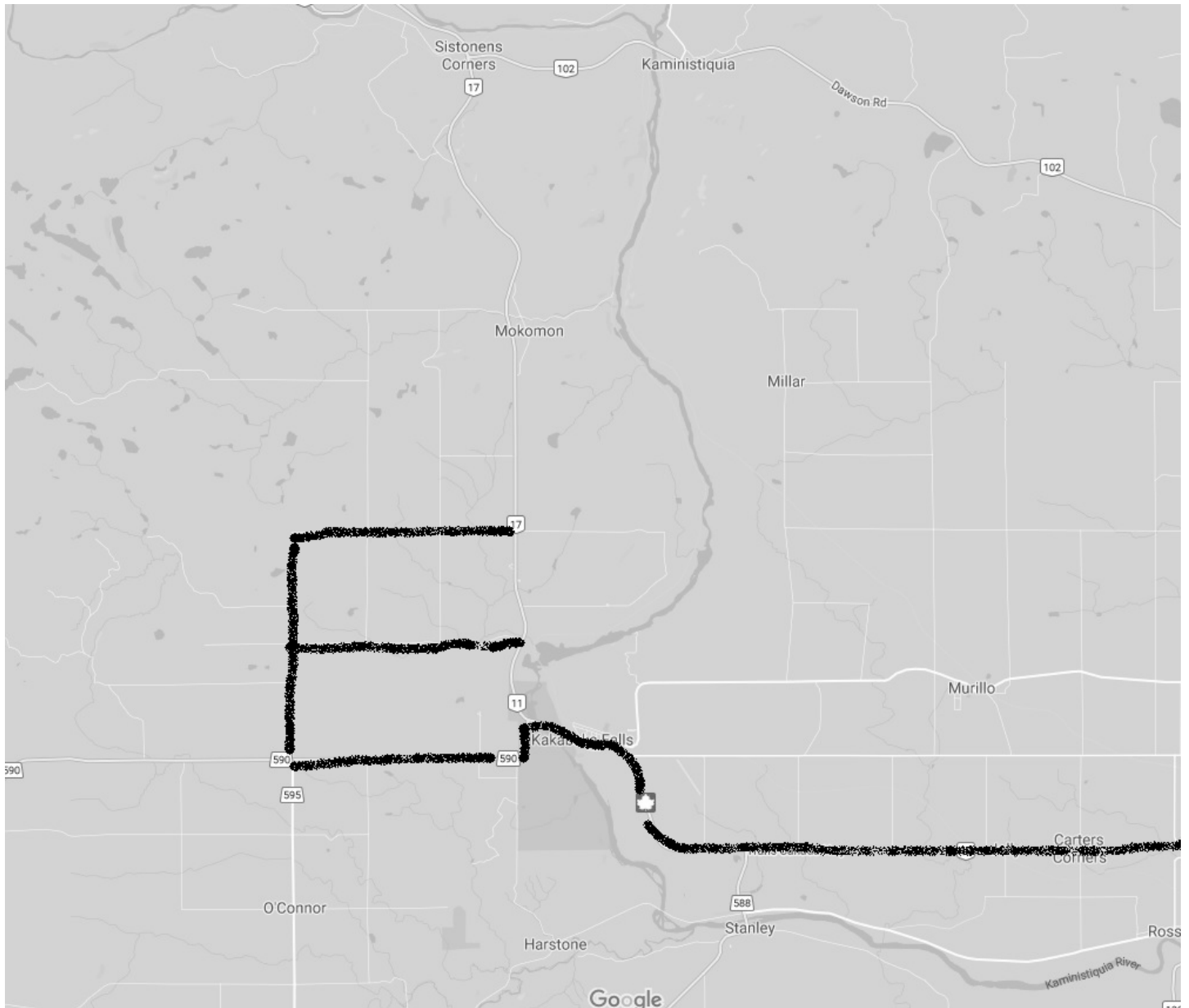
- Public Alerting System
- Text Alerts

The evacuation routes are:

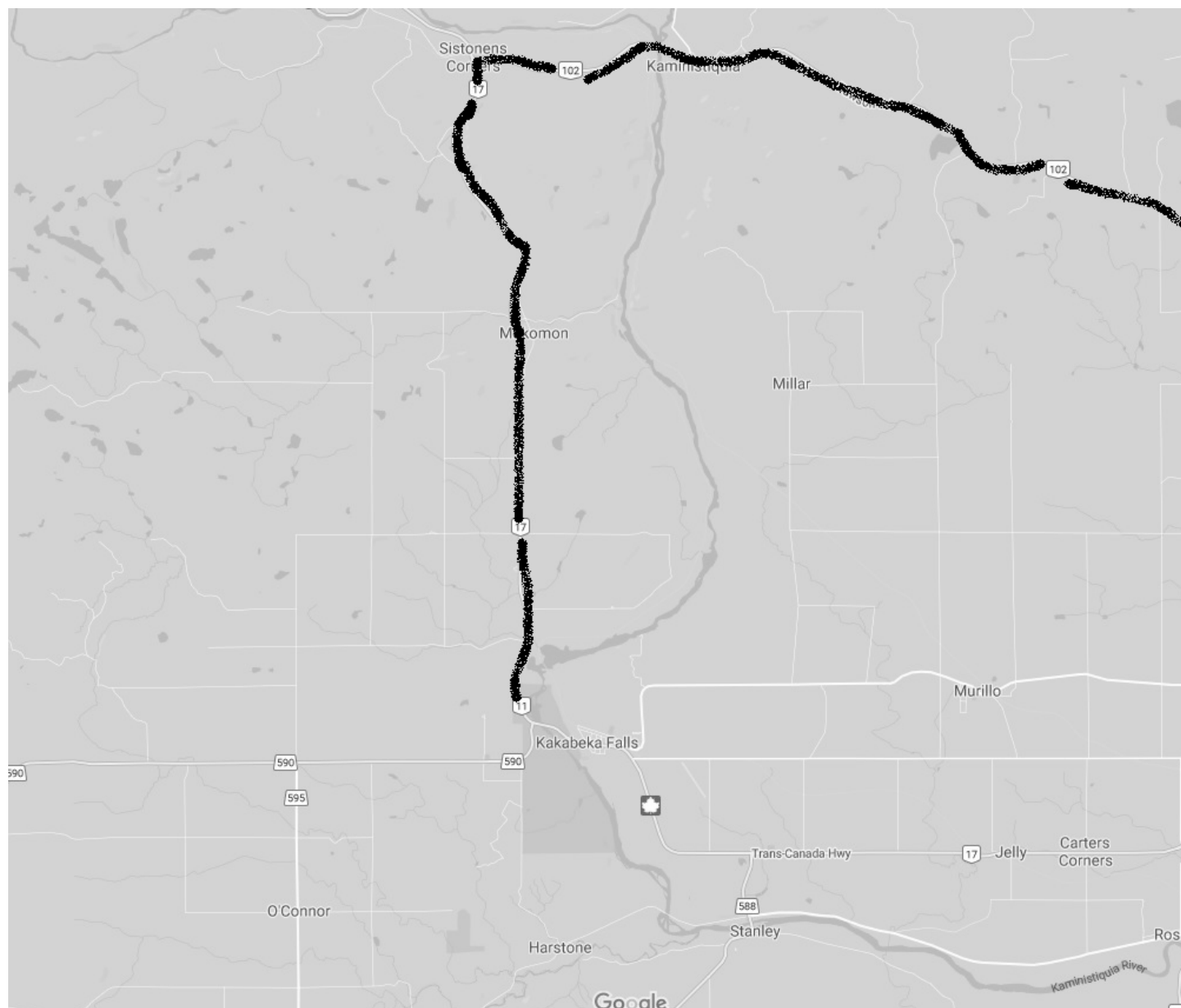
Primary - Go to Thunder Bay by taking Highway 11 & 17 East through Kakabeka Falls



Secondary – Go to Thunder Bay by using Holland Road West or Hunt Road West to Sovereign Road South to Highway 590 East to Highway 11 & 17 East through Kakabeka Falls



Tertiary – Thunder Bay, Highway 11 & 17 North to Highway 102 East



6.5.1 Partial Evacuation Procedures

In the circumstance that a partial evacuation is required, the Conmee Municipal Complex is designated the evacuation centre.

In the event circumstances will not allow the use of the Conmee Municipal Complex as the designated evacuation centre due to an emergency hazard such as a fire, flood, etc. the MCEG will seek alternative arrangements immediately.

These alternative arrangements may require provincial support.

6.5.2 Full Evacuation Procedures

In the circumstance that a full evacuation is required, the temporary location will be the Conmee Municipal Complex. It is likely that a large-scale evacuation would place the hall at full capacity and provincial support will then be required.

7 CONTINUITY OF OPERATIONS PLAN

7.1 PURPOSE

The Continuity of Operations Plan is developed as a guide for municipality and its departments to facilitate the maintenance of its essential services and functions during an emergency. The plan is a subsection of the greater EMP, and is designed to be flexible and responsive to many different emergency types. Though this plan was originally developed strictly as a guide for responding to an influenza type pandemic, there are many reasons why the municipal office may not be staffed during an emergency, or why the public works department or emergency services may need to alter their response and workloads during an emergency. A well managed plan in conjunction with any regional health authorities or government bodies can help mitigate the effects of an emergency.

The specific goal of the Continuity of Operations plan is to identify the essential services that the Township provides and develop strategies and recommendations to continue offering the aforementioned services.

7.2 GUIDING PRINCIPLES

7.2.1 Understanding Risk

Any decisions made should be based on a good understanding of the emergency type and any risks involved. The approach that the municipality takes must be grounded in science and must consider any recommendations made by the appropriate governing bodies. The leaders of the Township must be made reasonably aware of the types of disasters that Conmee might face, and the actual likelihood of such an event occurring.

7.2.2 Focus on Actions

While knowledge is important, only decisive action can actually mitigate any negative consequences of an emergency. The Township needs to take steps to ensure that the office can continue to function even if employees are unable to work in-person and that any and all records will be preserved and accessible in the event of a fire or similar disaster.

7.2.3 Seek First Internal Protection

The Township's first priority is to its employees and the services that they provide. Protecting the workforce will help to avoid interruptions in any essential services.

7.3 OBJECTIVES

7.3.1 Protection of Employees

Employees will look to the Township of Conmee Council for guidance and protection during an emergency. This could include revising workplace procedures to avoid exposure to hazardous material or infectious diseases; implementing work-from-home policies; and/or assisting in the acquisition and provision of childcare or caregiving for affected family members in the event that daycare, schools or other care facilities are closed or evacuated.

7.3.2 Ensure the Delivery of Essential Services

Any reduction in the workforce will put the Township's ability to provide essential services at risk. A further consideration is that amenities or services that the Township requires may themselves experience interruption, further compounding any potential future issues.

7.3.3 Collaboration

Any emergency and its consequences can be managed more effectively through collaborated efforts of the many stakeholders in the Region and outside government agencies.

7.4 PROCESS

There are four phases to the internal planning process:

1. Definition of Priority Services
2. Identification and Categorizations of Essential Services by Department
3. Staffing Plans for Essential Services
4. Business Continuity for Priority 1 Services

7.5 DEFINITION OF PRIORITY SERVICES

7.5.1 Priority 1

A service where an interruption in delivery could lead to damages or loss of life. Any interruptions in service delivery require an immediate response.

7.5.2 Priority 2

A service where an interruption in delivery would not immediately lead to damages or loss of life if left unmaintained for long periods of time. Interruptions in service should be recorded, but not require an immediate response.

7.5.3 Priority 3

A service where an interruption or cessation of delivery is not likely to cause damages or loss of life. Non-essential; any disruptions in service do not require response until resources permit.

7.6 IDENTIFICATION AND CATEGORIZATION OF ESSENTIAL SERVICES BY DEPARTMENT

7.6.1 Public Works

An identified area of concern is that Public Works only has two full time employees. Should an emergency occur while one is otherwise unavailable, the Township may need to call on neighbouring municipalities for aid or contract out for machine operating services.

The Public Works Manager should be consulted during the EMP review process to ensure that this list is accurate.

7.6.1.1 *Priority 1*

- Culvert Steaming
- Sanding
- Scarifying
- Snow Clearing
- Equipment Repairs
- removal of road blockages

- rebuilding essential infrastructure

7.6.1.2 *Priority 2*

- Beaver Dam Removal
- Brushing
- Ditching

7.6.1.3 *Priority 3*

- Building Maintenance
- Regular Road Maintenance

The priorities listed above are to be followed as a general rule. Road maintenance becomes more critical if the poor conditions could conceivably lead to an accident, and equipment repairs may not be a priority if only minor fixes are required.

7.6.2 Conmee Emergency Services

A department where nearly all functions are considered Priority 1 services. Conmee falls under the Amethyst Sector for Emergency Management Ontario, and has mutual aid agreements with most neighbouring municipalities. However, depending on the nature and scale of the emergency mutual aid may be unavailable as other municipalities will prioritize responding within their community first.

A key way to ensure that the Conmee Emergency Services will be as prepared as possible is to ensure that all volunteer members are up-to-date with any training recommended by the OFMEM.

The Conmee Fire Chief would coordinate with the Public Works Manager regarding emergency response needs in the community.

7.6.2.1 *Priority 1*

- Emergency Response Services
- Equipment Repairs

7.6.2.2 *Priority 2*

- Training Exercises
- Emergency Response Review

The priorities listed above are to be followed as a general rule.

7.6.3 Landfill

Landfill operations are categorized as Priority 3. In a truly desperate situation, the gate could be left unlocked and residents could take their garbage in as needed. Although this may contravene the Certificate of Approval for the landfill, the Government of Ontario should be able to recognize that it will only be done due to extraordinary circumstances.

7.6.3.1 *Priority 3*

- All Regular Landfill Operations

7.6.4 Cemetery

The Cemetery is categorized as Priority 2. Depending on the nature and severity of the emergency, demand for the cemetery may increase. As the cemetery is staffed by the Public Works department, it is likely that their time may be taken up responding to Priority 1 service disruptions. Conmee's Cemetery By-Law does allow for families to open and close their own graves with supervision.

7.6.4.1 Priority 2

- All Regular Cemetery Operations

7.6.5 Community Centre

All regular Community Centre functions are categorized as Priority 3. During an emergency all rentals will be cancelled and any social events postponed.

7.6.5.1 Priority 3

- Hall Rentals
- Social Committee Events
- Public Information Sessions (unless directly pertaining to the emergency)

7.6.6 Administration

7.6.6.1 Priority 2

- payroll
- accounts payable
- accounts receivable
- public communication

7.6.6.2 Priority 3

- reports

8 TOWNSHIP OF CONMEE HIRA

A HIRA (Hazard Identification and Risk Analysis) was conducted for Conmee. The most serious are listed below and are scored both for probability of occurrence and potential consequence. The number on the left is the probability and the number on the right is the potential consequence. The study did not include only Conmee, but took into account emergencies in similar Municipalities in the District of Thunder Bay.

8.1 SCORING

Probability of Occurrence	Consequence
1 - No incidents in the last 15 years	1 - Negligible
2 - Last incident 5-15 years ago	2 - Limited
3 - One incident in the last 5 years	3 - Substantial
4 - Multiple incidents in the last 5 years	4 – High

8.2 INDIVIDUAL SCORES

3/4 Forest Fire: Both the risk and consequences are high and the most probable cause of a large-scale Municipal evacuation.

1/3 Major Transportation Accident: (school bus, aircraft, train):

School bus – likely local children would be involved.

Aircraft crash – initial outside help could be slow due to distance or remoteness.

Train – passenger train could be using local line due to the main rail line being shut down.

Any transportation accident could have multi casualties /deaths.

1/3 Dangerous Goods Spills (road, rail): Nearly every dangerous good listed in the Emergency Response Guidebook is transported through the Municipality on both the TransCanada Highway and on the CN rail line. Some of these products listed in the Dangerous Goods Act require an evacuation or in place protection of several kms.

4/4 Heavy Rain Event: This could lead to flooding, infrastructure damage, or possible loss of life. Not only is Conmee dotted by beaver ponds and dams, it also bordered by the Kaministiquia River. 2008 and 2012 both saw century floods, with over 75% of road infrastructure impacted.

2/3 Severe Windstorms or Tornado (usually accompanied by a thunder/lightning storm): During the late 1980's such a storm with wind shear caused a major blow down of nearly all trees in an area approximately a quarter of a km. wide from near the Black Sturgeon River east to nearly the Pick River, a few km north of Hwy. 17. All large trees were either broken off or uprooted. We have all seen areas of blow down in the woods. This type of severe storm can cause major damage to any homes, businesses and power/telephone lines in its path. Such a loss of communications causes its own problems.

4/4 Severe Snow Storm: Residents could be at risk being unable to obtain medical needs and possibly food and fuel. Police, fire and ambulance could be prevented from attending emergencies. Many roads could be closed or impassable.

4/4 Extended Power Outage: Residential water supply entirely depends on electrical water pumps. Impact would be greater if the outage occurred during the winter. It would be difficult to look after every resident who doesn't have a source of heat which isn't dependent on electricity. Public education and encouraging family emergency plans can greatly mitigate this problem.

4/4 Pandemic or Epidemic – Natural or Manmade: The COVID-19 pandemic exposed the need for cohesive and effective pandemic planning. Depending on the nature of the emergency, it could severely impact operations and potentially shut down both the office and the garage. As experienced during the 2020 – 2021 CoVID-19 pandemic, a key concern for rural residents is being able to access schooling or work during a prolonged event as broadband connection can be incredibly unreliable.

Probability of Occurrence					
		4	3	2	1
Consequence	4	Outage Rain Snow Pandemic	Forest Fire		
	3			Windstorm	Accident Spill
	2				
	1				

9 INDIVIDUALLY TAILORED EMERGENCY PLANS

9.1 PURPOSE

By creating individually tailored plans for each identified emergency within the larger HIRA, the township aims to be better prepared should any such event occur. By creating individualized plans, the township can better map out any areas of concern, plans for evacuation, guides for the public, and have more of a “head start” in responding to any crisis; no matter how rare it may be.

9.2 EMERGENCY PLAN: FOREST FIRES

9.2.1 Description

A forest fire emergency is the potential or imminent threat posed by the forest fire to the residents and infrastructure in the Township of Conmee. Initially the threat may be from smoke which may impact health and the ability to travel safely. However, a forest fire could pose the risk of the destruction of infrastructure when it directly impacts facilities.

A forest fire is generally reported by residents to 911 and/or it may be discovered by the Ministry of Natural Resources and Forestry (MNRF). Depending on the location of the forest fire, suppression activities may be initiated by either the MNRF or the Conmee Emergency Services. As there are large areas of crown land in the Township, an Agreement between MNRF and the Township of Conmee has been developed, with mapping that shows the properties for which the MNRF is responsible. The MNRF may request assistance from Conmee Emergency Services. Alternatively, Conmee Emergency Services may request assistance from the MNRF for aerial or ground support, particularly in the more remote parts of the Township. Under the Emergency Management Act, the MNRF has ultimate responsibilities for forest fire emergencies that may impact communities and may take the lead at any time. If the MNRF does take the lead the Conmee Emergency Services will have a support role: either in actively fighting the fire or in providing logistics under the Incident Management System.

If a forest fire causes imminent threat to the residents or structures of the Township, either by smoke or flames, the Emergency Operations Centre (EOC) shall be activated and the Municipal Emergency Control Group (MECG) members shall be notified. As the Fire Chief will usually be the point of contact between the MNRF and the MECG, the situation will need to be closely monitored to determine whether additional resources or evacuations are required. The Fire Chief shall report regularly to the MECG.

9.2.1.1 *Conmee Specific Risks*

The Township is a highly forested area, surrounded on all sides by largely coniferous forests. A forest fire could prove disastrous as they are known to spread more easily through the crown of coniferous trees. If one were to ignite during a sufficiently windy and dry day it is possible that the majority of the municipality could be engulfed. Although the severity will always depend on the weather, time of year and wind speed, a small fire could become unmanageable if not discovered quickly enough.

9.2.1.2 *Identified Causes*

A Forest Fire within the Township is most likely to result from:

- A lightning strike;
- Out of control brush or campfire;
- Human negligence;
- Fire progressing from other areas into Conmee.

9.2.2 Roles and Responsibilities during a Forest Fire

9.2.2.1 *Mayor*

- Declare an emergency and order a partial or total evacuation of the community if necessary;
- Liaise with the MNRF Fire Management Staff;
- Act as the spokesperson for the Township and communicate with all outside bodies of media.

9.2.2.2 CEMC

- Operate and maintain the EOC;
- Maintain a detailed log of all actions taken;
- Liaise with the MNRF Fire Management Staff.

9.2.2.3 Fire Chief

- Direct operations on the Fire Ground if Conmee Emergency Services is the lead agency;
- Provide support activities to the MNRF if the MNRF is the lead agency;
- Report to the EOC and MCEG regularly;
- Monitor weather and wind direction to inform decisions made by the MCEG.

9.2.2.4 Public Works Manager

- Provide barricades to close off access as necessary;
- Provide heavy equipment as needed;
- Provide traffic control as necessary in coordination with the OPP.

9.2.3 Roles and Responsibilities after a Forest Fire

9.2.3.1 Mayor

- Act as the spokesperson for the Township and communicate with all outside bodies of media.

9.2.3.2 CEMC

- Advise council on eligibility of an MDRA claim;
- Prepare and host a post-emergency debrief.

9.2.3.3 Fire Chief

- Prepare and submit a report to council giving a 'breakdown' of the fire.

9.2.3.4 Public Works Manager

- Survey all municipal infrastructure for damage and wear;
- Demolish any structures condemned by the Chief Building Official.

9.2.3.5 Treasurer

- Prepare and present an analysis of the financial impact on Township infrastructure;
- Draft and submit an MDRA claim as directed by council.

9.2.3.6 Chief Building Official

- Identify and condemn any unsafe structures;
- Assist in the demolition of unsafe structures.

9.2.4 Main Contacts

- MNRF
- OPP

- Hydro One
- MTO
- Environmental Canada
- Neighbouring municipalities

9.3 EMERGENCY PLAN: DANGEROUS GOODS SPILL

9.3.1 Description

A dangerous goods spill is any transportation accident that results in the spill of any substance listed in the *Transportation of Dangerous Goods Act*; the *Packaging and Transport of Nuclear Substances Regulations*. Because of the wide range of goods listed a spill could mean anything from a total evacuation due to the nature of the goods spilled, a prolonged and extensive cleanup process to minimize the environmental damages; or a potential stay-at-home order.

This will likely work in conjunction with the Major Transportation Accident plan, located on page 36.

9.3.1.1 *Conmee Specific Risks*

Conmee is bisected by the Trans-Canada Highway. It is bordered on the east by railroad running along the Kaministiquia River. Because of this, practically every type of substance classified under the acts and regulations listed above does travel through the Township at some point.

9.3.2 Roles and Responsibilities during a Dangerous Goods Spill

9.3.2.1 *Mayor*

- Declare an emergency and order a partial or total evacuation of the community if necessary;
- Act as the spokesperson for the Township and communicate with all outside bodies of media.

9.3.2.2 *CEMC*

- Operate and maintain the EOC;
- Liaise with any relevant body such as the MOE, the MTO, the OPP and so on;
- If necessary, contact CANUTEC (the Canadian Transport Emergency Centre 1-888-226-8832).

9.3.2.3 *Fire Chief*

- Provide support activities to the relevant lead authority as requested;
- Report to the EOC and MCEG regularly;
- Monitor weather to inform decisions made by the MCEG.

9.3.2.4 *Public Works Manager*

- Provide barricades to close off access as necessary;
- Provide heavy equipment as needed;

- Provide traffic control as necessary in coordination with the OPP.

9.3.2.5 *MECG*

- monitor the situation
- Contact necessary people according to the situation

9.3.3 Main Contacts

- Hydro One
- OPP
- MTO
- GFL or A-1
- CNR (railway)
- Environment Canada (weather forecast)
- MOE (maps, consultants)
- Neighbouring municipalities

9.4 EMERGENCY PLAN: SEVERE WINTER STORM

9.4.1 Description

A severe winter storm is characterized by a number of factors, though not all have to be present to qualify. Most commonly they are known for any combination of high winds (in excess of 40km/h); large amounts of snowfall (at least 20cm within a 12-hr period to qualify); freezing rain; reduced visibility; and extreme cold.

A winter storm usually comes with advance warning from Environment Canada or similar weather bodies in the form of either a severe weather watch and/or a severe weather warning. A watch does not guarantee a storm, but merely indicates that the current weather conditions have a higher-than-average chance of producing a storm; for winter storms these are usually issued 12 – 24 hours in advance. A warning indicates that a severe weather event is imminent or currently occurring; for winter storms these are usually issued 6 – 24 hours in advance.

9.4.1.1 *Conmee Specific Risks*

Being a municipality in Northwestern Ontario, Conmee is no stranger to winter storms. Thankfully this means that most of the Township's residents are used to the occasional severe blizzard or power outage, and can normally cope for a day or two until roadways have cleared and/or hydro electricity has been restored.

9.4.2 Roles and Responsibilities during a Severe Winter Storm

9.4.2.1 *Mayor*

- Declare an emergency and order a partial or total evacuation of the community if necessary;
- Act as the spokesperson for the Township and communicate with all outside bodies of media.

9.4.2.2 *CEMC*

9.4.2.3 *Fire Chief*

9.4.2.4 *Public Works Manager*

9.4.3 Roles and Responsibilities after a Severe Winter Storm

9.4.3.1 *CEMC*

- assist residents with reports or claims for damages

9.4.4 Main Contacts

- Hydro One
- OPP
- MTO
- Environment Canada

9.5 EMERGENCY PLAN: EXTENDED POWER OUTAGE

9.5.1 Description

An extended power outage is defined as any interruption in hydro-electricity lasting longer than 24 hours. While both the Government of Canada and Hydro One recommend that individuals always be prepared to survive for 72 hours without heat or hydro, everyone's individual definition of being prepared is different.

9.5.1.1 *Conmee Specific Risks*

- residential water systems may be inoperable due to loss of power to electrical well pumps

9.5.2 Roles and Responsibilities during an Extended Power Outage

9.5.2.1 *Mayor*

- Declare an emergency and order a partial or total evacuation of the community if necessary
- direct public communications (such as text service) to remind people to check on neighbours

9.5.2.2 *CEMC*

9.5.2.3 *Fire Chief*

9.5.2.4 *Public Works Manager*

9.5.2.5 *Facilities Manager*

- Arrange access to Community Centre for water, warmth and other necessities

9.5.3 Main Contacts

- Hydro One
- Environment Canada

9.6 EMERGENCY PLAN: MAJOR TRANSPORTATION ACCIDENT

9.6.1 Description

9.6.1.1 *Conmee Specific Risks*

Conmee has the 11/17 Trans-Canada Highway straight through the middle and the railway alongside the Kaministiquia River. Practically every dangerous good is transported through Conmee at any given time. Conmee, like every community, also has school buses going through the municipality during the year.

This plan will likely work in conjunction with the Dangerous Goods Spill plan, located on page 33.

9.6.2 Roles and Responsibilities during a Major Transportation Accident

9.6.2.1 *Mayor*

- Declare an emergency and order a partial or total evacuation of the community if necessary;
- Act as the spokesperson for the Township and communicate with all outside bodies of media.

9.6.2.2 *CEMC*

9.6.2.3 *Fire Chief*

9.6.2.4 *Public Works Manager*

- Provide barricades to close off access as necessary;
- Provide heavy equipment as needed;
- Provide traffic control as necessary in coordination with the OPP.

9.6.3 Main Contacts

- OPP
- MTO
- local media

9.7 EMERGENCY PLAN: SEVERE WINDSTORMS OR TORNADO

9.7.1 Description

9.7.1.1 *Conmee Specific Risks*

While a severe windstorm has not hit Conmee in quite some time, there are historic examples of microbursts

9.7.2 Roles and Responsibilities during a Severe Windstorm or Tornado

9.7.2.1 *Mayor*

- Declare an emergency, if necessary
- Act as the spokesperson for the Township and communicate with all outside bodies of media.

9.7.2.2 *CEMC*

9.7.2.3 *Fire Chief*

9.7.2.4 *Public Works Manager*

9.7.3 Main Contacts

- Hydro One
- Environment Canada
- OPP
- Text Alert System

9.8 EMERGENCY PLAN: PANDEMIC– NATURAL OR MANMADE

9.8.1 Description

A pandemic in the District of Thunder Bay would affect several municipalities and impact health services, community infrastructures, and the capacity to provide education, government, business, community and essential services at optimal levels.

9.8.1.1 *Conmee Specific Risks*

- Some residents may have difficulty in accessing medical health care.

9.8.2 Roles and Responsibilities during a Pandemic or Epidemic – Natural or Manmade

9.8.2.1 *Mayor*

- Declare an emergency and order a partial or total evacuation of the community if necessary;
- Liaise with all relevant authorities such as the TBDHU, TBDSSAB and others;
- Act as the spokesperson for the Township and communicate with all outside bodies of media.

9.8.2.2 *CEMC*

- Liaise with all relevant authorities such as the TBDHU, TBDSSAB and others

9.8.3 Main Contacts

- TBDHU
- OFMEM

9.9 EMERGENCY PLAN: HEAVY RAIN EVENT

9.9.1 Description

The Ministry of Natural Resources and Forestry (MNRF) defines flooding as an overflow of water associated with a lake, river or stream that threatens the safety, welfare of people and/or damage to public and/or private property.

With climate change all areas of the world are seeing more frequent and more intense storms; Conmee is no exception. It is likely that as the climate crisis worsens flooding will only become a more prevalent issue.

9.9.1.1 *Conmee Specific Risks*

The Township faces several challenges when dealing with flooding. The largest body of water in the Township is the Kaministiquia River which forms the eastern border of the Township. There are several smaller streams, ponds and swampy areas that are throughout the municipality. Most of the major access routes are in low-lying areas which could become impassible during a serious flood; there are likely several beaver dams throughout the Township that could burst if put under enough strain; and a bad enough flood could cause an immense amount of damage Township owned infrastructure.

During a major rainfall it is likely that the surrounding area would also be affected, which could lead to a large-scale power outage and/or communications blackout if power to the surround cell towers is interrupted.

9.9.1.2 *Identified Causes*

A flooding event is most likely to result from:

- Torrential Rainfall;
- Sudden or extreme thaw;
- Burst beaver dam.

9.9.2 Roles and Responsibilities during a Heavy Rain Event

9.9.2.1 *Mayor*

- Declare an emergency and order a partial or total evacuation of the community if necessary;
- Act as the spokesperson for the Township and communicate with all outside bodies of media.

9.9.2.2 *CEMC*

- Operate and maintain the EOC;
- Maintain a detailed log of all actions taken;
- Liaise with the Lakehead Board of Education, LRCA, OPP, MTO, and MNRF as required;
- Coordinate sheltering procedures at the EOC if required;
- Request and coordinate food distribution from the Rural Cupboard Food Bank if necessary.

9.9.2.3 *Fire Chief*

- Provide traffic control assistance in coordination with the OPP, MTO and Public Works Department as necessary.

9.9.2.4 *Public Works Manager*

- Provide barricades to close off access as required;

- Provide heavy equipment as needed;
- Provide traffic control assistance in coordination with the CEMS, OPP and MTO as necessary.

9.9.2.5 *Treasurer*

- Arrange for the delivery of food or necessities to the EOC if it is being used as an evacuation centre.
- Keep careful records of all hours worked by the Township in response to the emergency.
- Record and retain accurate expense information for any costs incurred while responding to the flood.

9.9.3 Roles and Responsibilities after a Heavy Rain Event

9.9.3.1 *Mayor*

- Act as the spokesperson for the Township and communicate with all outside bodies of media.

9.9.3.2 *CEMC*

- Arrange and chair a post-flood debriefing with all involved parties within the Township;

9.9.3.3 *Public Works Manager*

- Assist in the securing of unsafe buildings condemned by the Chief Building Official;
- Participate in a post-flood debriefing;
- Regularly liaise with the CEMC and Treasurer to keep track of flood repairs;
- Report to council on progress when requested;
- Track any and all expenses and operator hours dedicated to repairs and/or improvements to infrastructure.

9.9.3.4 *Treasurer*

- Advise council on the Township's eligibility for disaster relief funding;
- Prepare a report on the total exceptional expenses incurred by the flood;
- Project any future expenses in repairs and/or improvements to infrastructure;
- When directed, prepare and submit packages to any relevant disaster relief application programs.

9.9.3.5 *Chief Building Official*

- Secure and condemn buildings rendered unsafe due to the flood.

9.9.4 Main Contacts

- contractors
- MOE
- Environment Canada
- LRCA

10 EMERGENCY COMMUNICATIONS PLAN

Timely and accurate information is of utmost importance during an emergency. Sharing of information is critical for a co-ordinated response. Each department and position/person listed in the Emergency Plan must know their role in the Emergency Plan and their role in their everyday duties. This includes how they communicate on a regular basis and how they communicate when the normal lines of communication are out of service.

Upon implementation of the Emergency Plan, ensure the following is carried out to facilitate communication and an effective response:

10.1 MECG:

- Share information verbally, by flipchart, and by electronics means with other MECG members.
- Initiate and ensure two-way communication with your department and your department head at the site, via the best available method e.g., land line, telephone, cellular telephone, radio, fax, runner, ham radio.
- Create timely, accurate and appropriate information for the public for dissemination by the Public Information Co-ordinator. Approved and signed by the Deputy Clerk and Mayor.
- Prepare public education bulletins for the public concerning health, safety or security as needed, for distribution to the public by the Public Information Co-ordinator via the media, handout, etc.
- If reception centres are set up, provide above information via maps and hard copies
- Time permitting, the Mayor should give live media coverage initially or at a public meeting to give authority for the emergency.
- Liaise with mutual aid, corresponding municipal, provincial, federal and industrial counterparts.
- When official requests are made for provincial or federal help, communicate by the most secure and effective means via the Provincial Emergency Operations Centre (PEOC). Otherwise, there could be a breakdown of communications and unneeded costs to the municipality.
- Ensure the Public Information Officer is in place and appoint as needed: Communications Officer, Citizen Inquiry Officer and a Site Media Officer. Make sure all the resources they need are available and that their duties are being carried out in a timely and accurate manner.
- Utilize Alert Ready “Appendix C” if necessary
- Utilize text services