

THE CORPORATION OF THE TOWN OF HANOVER

BY-LAW NO. 2501-05

BEING a bylaw to develop and adopt an emergency management program for the protection of public safety, health, the environment, the critical infrastructure and property, and to promote economic stability and a disaster-resilient community.

WHEREAS, the Province of Ontario has passed an Act, which requires the development and implementation of an emergency management program (short title --*The Emergency Management Act*) by the Council of a municipality;

AND WHEREAS, this Act requires the emergency management program to conform to standards promulgated by Emergency Management Ontario in accordance with international best practices, including the four core components of emergency management, namely: mitigation/prevention, preparedness, response and recovery; and also makes provision for the municipality and council to develop and implement an emergency management program to protect public safety, public health, the environment, the critical infrastructure and property, and to promote economic stability and a disaster-resilient community;

AND WHEREAS, this Act makes provision for the Head of Council to declare that an emergency exists in the community or in any part thereof, and also provides the Head of Council with authority to take such action or make such orders as he/she considers necessary and not contrary to law, to implement the emergency response plan and respond to an emergency;

AND WHEREAS, the Act provides for the designation of one or more members of council who may exercise the powers and perform the duties of the Head of Council during his/her absence or his/her inability to act;

AND WHEREAS, the Act authorizes employees of a community to respond to an emergency in accordance with the emergency response plan where an emergency exists but has not yet been declared to exist;

NOW THEREFORE BE IT RESOLVED THAT THE CORPORATION OF THE TOWN OF HANOVER HERBY ENACTS AS FOLLOWS:

1. That an Emergency Management Program be developed and implemented in accordance with the standards published by Emergency Management Ontario in accordance with international best practices;
2. That the Head of Council or designated alternate, as provided in the plan, be empowered to declare an emergency and implement the emergency response plan;
3. That certain appointed officials or their designated alternates, as provided in the approved community emergency response plan are empowered to cause an emergency notification to be issued to members of the Community Control Group, and to respond to an emergency in accordance with the emergency response plan where an emergency exists but has not yet been declared to exist;

4. That, the Emergency Management Program Committee will cause the emergency management program to be reviewed annually and to recommend changes to the program as considered appropriate and refer recommendations to Council for further review and approval; and
5. That the emergency response plan attached hereto as Schedule "A" of this By-law is hereby adopted.
6. That By-law No. 2260-99, as amended, be repealed in its entirety.

READ A FIRST, SECOND and THIRD TIME and FINALLY PASSED this 28th day of November, 2005.

Bob White, Mayor

William Roberts
Chief Administrative Officer & Clerk

MUNICIPAL DISASTER EMERGENCY SERVICES PLAN

SCHEDULE 'A' TO BY-LAW NO. 2501-05

1. **DEFINITIONS**

Mayor - The Mayor as Head of Council for the Corporation of the Town of Hanover, or designate.

Chief Administrative Officer - The Chief Administrative Officer appointed for the Corporation of the Town of Hanover, or designate.

Chief of Police - The Chief of Police appointed for the Hanover Police Service, or designate.

Fire Chief - The Fire Chief appointed for the Corporation of the Town of Hanover, or designate.

Director of Public Works - The Director of Public Works appointed for the Corporation of the Town of Hanover, or designate.

Chief Building Official - The Chief Building Official appointed for the Corporation of the Town of Hanover, or designate.

Community Control Group - The group of individuals directing those services necessary for mitigating the effects of the emergency. The Chief Administrative Officer will be the Chairman of the Community Control Group.

Emergency Management Support Committee – Shall consist of the Mayor, CAO, Director of Public Works, Chief of Police and Fire Chief for the Town of Hanover.

Community Support Group - The group of individuals necessary to provide assistance of an informational and logistical nature in an effort to assist the Community Control Group in the making of informed decisions.

On Scene Commander - The person or persons in charge of an essential emergency service (Police, Fire, Ambulance) at the scene of the emergency.

2. INTRODUCTION

- 2.1 Emergencies are defined as situations, or the threat of an impending situation; abnormally affecting the lives and property of our society which, by their nature or magnitude, require a co-ordinated response by a number of agencies, both governmental and private under the authority of the appropriate elected official, as distinct from routine operations carried out by agencies as normal day to day procedures (example: firefighting, police activities, normal hospital routines).
- 2.2 Emergencies may include:
- floods
 - hurricanes
 - windstorms
 - blizzards
 - transportation accidents involving hazardous materials
 - explosion
 - aircraft or rail crash
 - toxic or flammable gas escape
 - building or structural collapse
 - uncontrollable fire
 - or any other incident likely to endanger large numbers of people or the threat of any of the foregoing.
- 2.3 Whenever an emergency occurs or threatens, the initial and primary responsibility for providing immediate assistance and control rests with the affected department within the municipality.
- 2.4 Where a situation cannot be adequately dealt with under existing division of statutory responsibilities and areas of mutual co-operation, the Chief Administrative Officer shall co-ordinate and control all departments of the Town of Hanover, that may be required to deal with the situation.

3. AIM

- 3.1 The aim of this plan is to make provision for the extra ordinary arrangements and measures that may have to be taken to protect the health, safety and property of the inhabitants of the Town of Hanover when faced with an emergency.
- 3.2 The earliest possible response to the emergency by all services that may be required and the establishment of overall control of emergency operations.
- 3.3 Establishment of an Operations Centre at the Civic Centre, 341 10th Street.
- 3.4 Earliest possible control established to seal off the area of concern, to minimize crowd convergence, to maintain order at the scene of the emergency so that emergency operations are not impeded.
- 3.5 Immediate action taken to eliminate all sources of potential danger in the area of the incident.

- 3.6 Rescue of trapped persons with a minimum of delay and the provision of first aid, if required, as close to the emergency area as possible.
- 3.7 Provision, where necessary, of controlled evacuation and balanced distribution of casualties to hospitals.
- 3.8 Evacuation of buildings considered to be hazardous to the public.
- 3.9 Provision, where necessary, of such essential social services as may be required for persons affected by the incident and the emergency services personnel involved.
- 3.10 Factual information is available at the earliest possible time to:
 - All officials involved in emergency operations.
 - The news media to allay public anxiety and to reduce the number of onlookers at the scene.
 - Concerned individuals seeking personal information.

4. IMPLEMENTATION OF THE EMERGENCY PLAN

- 4.1 If the size, potential hazard, or seriousness of the emergency or disaster appears beyond the capability or responsibility of the responding agency, then the responding agency shall request the activation of the Town of Hanover Emergency Plan.
- 4.2 Where an emergency exists, but has not yet been declared to exist by the Mayor or in his/her absence, the Deputy Mayor, the Employees of the Town of Hanover are authorized to take action under the Town of Hanover Emergency Plan.
- 4.3 Upon activation of the Emergency Plan, the Chief Administrative Officer, in consultation with the Community Control Group, will appoint an agency to manage the emergency site, based on the agency which is most likely to have the greatest involvement or legal responsibility in handling of the emergency or disaster.
- 4.4 If the implementation of all actions contained in the Town of Hanover Emergency Plan is insufficient to control the emergency or disaster, then assistance may be requested from the Provincial Government via Emergency Management Ontario. Where assistance is outside normal departmental and service working arrangements within the municipality, assistance may be requested from the Community Control Group for Grey County.

5. DECLARATION OF AN EMERGENCY

- 5.1 The declaration of an emergency shall be the sole responsibility of the Mayor or Alternate of the Town of Hanover. Upon such declaration being made, the Mayor shall ensure that the Warden for the County of Grey and the Provincial Solicitor General, via Emergency Management Ontario, are notified forthwith.

- 5.2 The Mayor of the Town of Hanover or Council shall be responsible for the declaration of the termination of the Emergency and shall ensure that the Warden for the County of Grey and Provincial Solicitor General, via Emergency Management Ontario, are notified forthwith.

6. EMERGENCY ALERTING SYSTEM

- 6.1 On receipt of a warning of a real or potential emergency, the responding agency will:
- a) during office hours contact municipal staff
 - b) after office hours contact the Community Control Group directly
- 6.2 On receiving such notification, the municipal staff shall contact the Mayor, CAO, Chief of Police, Fire Chief, CEMC or alternate(s).
- 6.3 The Mayor, CAO, Chief of Police and/or the Fire Chief are authorized to activate the Emergency Alerting System.
- 6.4 The municipal staff or lead agency is responsible for alerting personnel necessary to form the Town of Hanover Community Control Group. The Town of Hanover Community Control Group as outlined in Appendix 'B', shall be composed of the persons or designates holding the following appointments:
- a) Mayor
 - b) Chief Administrative Officer
 - c) Chief of Police
 - d) Fire Chief
 - e) Director of Public Works
- 6.5 Additional personnel called or added to the Community Control Group may include:
- a) Representative of Westario Power Inc.
 - b) Director of Grey-Owen Sound Social and Family Services
 - c) Medical Officer of Health for Grey Bruce Health Unit
 - d) Representative of Grey County EMS
 - e) Ontario Provincial Police Representative
 - f) Saugeen Valley Conservation Authority Representative
 - g) Any other officials, experts or representatives, including those of an area municipality deemed necessary by the Community Control Group.
- 6.6 The Town's Community Control Group may function with only a limited number of persons depending upon the emergency. The Control Group may not require the presence of all the people listed as being on the Control Group. This shall not preclude the notification, however, of all members of the Control Group.

7. **EMERGENCY OPERATIONS CENTRE**

The primary Emergency Operations Centre is located in the Hanover Civic Centre, 341 10th Street, Hanover, Ontario, N4N 1P5. Telephone 519-364-2780 | Fax 519-364-6456

Hanover Civic Centre

- **Administrative Offices**
- **Saugeen Room and Corridor**
- **Town Hall – Theatre and Lower Level**

Access will be from the east entrance only. This will secure the entrances to the Administrative Offices, Saugeen Room/Corridor and Town Hall. This will allow the Library to remain open if necessary.

Work Room: Saugeen Room (equipped with extra phone lines, municipal and area maps, computer capabilities base radio and antenna, kitchen adjacent.

Administrative Offices: support staff's access to normal workstations.

Communications: A.R.E.S. – office area of Fire Department, support to EOC and residents.

Media Room: Town Hall – Theatre Section

Registration: Town Hall – Lower Section

Rest Area: top floor of Civic Offices

Back-up Power: entire building has been equipped for emergency power (generator size: 100 Kilowatts).

Washroom Facilities: ample facilities are available.

Kitchen Facilities: located adjacent to the Saugeen Room.

8. **ALTERNATE EMERGENCY OPERATIONS CENTRE**

The Alternate Emergency Operations Centre is located in the Lions Den at the P & H Centre, 269 7th Avenue, Hanover.

9. **USE OF EMERGENCY OPERATIONS CENTRE**

Upon being notified of an emergency, members of the Community Control Group will, unless directed otherwise, report to the primary emergency operations centre and may relocate from there to the alternate emergency operations centre as necessary.

10. **RESPONSIBILITIES OF THE COMMUNITY CONTROL GROUP**

10.1 The responsibility of the Town's Community Control Group as a whole, listed under this section only, shall commence upon the declaration of an emergency by the Mayor of the Town of Hanover.

10.2 Each member of the Community Control Group is responsible for calling out and mobilizing the emergency service or agency under their jurisdiction.

10.3 Each member of the Community Control Group is responsible for co-ordinating and directing their service and ensuring that any actions necessary for the mitigation of any of the effects of the emergency are taken provided they are not contrary to law.

- 10.4 Each member of the Community Control Group is responsible for notifying that service, agency or group under their control, or with whom they are working, of a declaration or termination of the emergency.
- 10.5 Each member of the Community Control Group is responsible for maintaining a log, outlining actions regarding their decisions or orders made and submitting a summary of the log to the Chief Administrative Officer within one week after the emergency has been terminated.
- 10.6 The Chief Administrative Officer, or designate, will record the actions and decisions of the Community Control Group.10.7 Each member is responsible for participating in the debriefing concerning the emergency.
- 10.8 The Community Control Group shall decide when the emergency has terminated or is reduced to a level that is within the capability of the affected department and the Mayor or Council shall make a declaration to that effect.

11. **INDIVIDUAL RESPONSIBILITIES**

11.1 **Responsibilities of the Mayor**

The Mayor is responsible for:

- a) The declaration of the emergency, and if necessary, the activation of the Emergency Alerting System.
- b) Ensure that the Solicitor General of Ontario, via Emergency Management Ontario, and the Warden of the County of Grey have been notified that an emergency has been declared.
- c) In consultation with the Community Control Group, make decisions, determine priorities and issue operational direction through the Community Control Group and the Heads of the Municipal Departments.
- d) Request assistance from senior levels of government, when needed.
- e) Ensure that the provisional funding is available.
- f) Approve news releases and public announcements
- g) Terminate the emergency at the appropriate time and ensure that the Solicitor General of Ontario, via Emergency Management Ontario, and the Warden for the County of Grey have been properly notified.

11.2 **Responsibilities of the Chief Administrative Officer**

- a) The Hanover Chief Administrative Officer will be directly responsible to the Mayor and will co-ordinate the operations and requirements of the Community Control Group.

- b) The preparation of major announcements and press releases from the Town's Community Control Group. The preparation of these shall be done in consultation with the Town's Community Control Group.
- c) The notification of the Director of Corporate Services/Treasurer and directing the Director of Corporate Services/Treasurer to notify the Municipal Staff Support Group required to deal with the emergency.
- d) Ensuring the opening, operation and staffing of the Town Hall switch board.
- e) Co-ordinate activities within the Community Control Group.

11.3 Responsibilities of the Chief of Police

The Chief of Police for the Hanover Police Service or his/her alternate is responsible for:

- a) Notification of necessary emergency and municipal services as required.
- b) Notification of the Town's Community Control Group through the emergency alerting system for the Town of Hanover.
- c) Provide the communication system and call of others for assistance if necessary.
- d) Ensuring that a communication link is established between the Town's Community Control Group and the on-site command post if municipal system fails.
- e) Ontario Provincial Police assistance will be requested as required.
- f) The police department will be responsible for the following operations:
 - Control and if necessary disperse crowds within the emergency area.
 - Control traffic where required to facilitate the movement of emergency vehicles both in and out of the Emergency Area.
 - Ensure free movement of ambulance over routes to hospitals.
 - Arrange with the Public Works Representative regarding location of barricades and flashers.
 - Alerting persons endangered by the emergency and the evacuation of buildings or areas.
 - Arrange for the maintenance of law and order in any local emergency.
- g) Advise the Coroner in the event of fatalities.
- h) Co-ordinate activities with the control group.

11.4 Responsibilities of the Fire Chief

- a) The Hanover Fire Chief will assume overall fire authority on notification of the emergency from a member of the Community Control Group.

- b) Notification of the Town's Community Control Group through the Emergency Alerting System of the Town of Hanover
- c) The Hanover Fire Chief will co-ordinate assistance from the Grey County Mutual Aid Fire Services if required.
- d) The Fire Department will also be responsible for the following operations:
 - Conduct all operations connected with the fighting of fires.
 - Determine if additional special equipment or supplies are required and advise the control group.
 - Conduct rescue operations at the scene.
 - Provide equipment and manpower to assist in pumping operations.
 - Provide resuscitation equipment and trained manpower as required.
- e) Contact the Union Gas Company, Westario Power and the Water Department representatives if required.
- f) Co-ordinate activities with the control group.

11.5 Responsibilities of the Director of Public Works

- a) The Hanover Director of Public Works will assume the overall works department authority on notification of the emergency.
- b) Also the works department will be responsible for the following operations:
 - Provide barricades and flashers at the site as requested by the police and fire services.
 - Provide municipal equipment and vehicles together with operators/drivers as required.
 - Arrange with the Saugeen Valley Conservation Authorities regarding potential flood or actual flood situations.
 - Control snow clearing operations as required.
 - Arrange for clearance of debris that is obstructing operations.
 - Request the Chief Building Official to advise the control group regarding the structural safety of all buildings affected by the incident.
 - Request the Chief Building Official to arrange for or conduct such tests as may be necessary to determine the degree of hazard existing in buildings from explosive, flammable or toxic agents in conjunction with other agencies involved.
- c) Co-ordinate activities with the control group.

12. PUBLIC INFORMATION OFFICER

12.1 The Hanover Chief Administrative Officer will function as the Public Information Officer and will be responsible for:

- a) Control of media personnel, ie. press, radio, TV, etc.

- b) Prepare news releases for Mayor in conjunction with the Community Control Group.
- c) Ensure co-operation with media.
- d) May delegate to department heads authority to give interviews after consultation with the Community Control Group.
- e) Prepare written authorization permitting access to the scene for the media, upon consultation with the Community Control Group, and on site responding agency commanders.
- f) Maintain a close liaison with the Community Control Group and the Mayor.
- g) Maintain a file of all prepared news releases.
- h) Prepare a final report for Town Council.
- i) Arrange for suitable accommodation for regular news conferences with the media and the Mayor.
- j) Ensure that communication has been established with the Emergency Operations Centre.

12.2 All media personnel are, where practical, to be accommodated with a designated location, arranged by the Public Information Officer, as close as possible to the scene of the emergency without hampering emergency operations.

13. **TOWN COMMUNITY SUPPORT GROUP**

13.1 The Town of Hanover Community Support Group shall be composed of persons or the designate, holding the following positions:

- Director of Corporate Services/Treasurer
- Director of Parks, Recreation and Culture
- Chief Building Official/Planning Administrator
- Municipal Office Staff

13.2 Other personnel or representatives of specialist agencies or organizations may be added to this group as the situation dictates.

13.3 The Town Community Support Group may function with only a limited number of persons depending on the emergency. The Support Group may not require the presence of all the people listed however, this shall not preclude the notification of all members of the Group.

13.4. **OPERATING POINT**

- a) This group will gather and operate from an area in the same building as the Community Control Group unless notified otherwise by the Chief Administrative Officer.

13.5. GROUP RESPONSIBILITIES

- a) The Town Community Support Group shall be directly responsible to the Community Control Group under the direction of the Director of Corporate Services/Treasurer, for the provision of all logistical and specialist support.
- b) Individual members of the Support Group may be required to attend Community Control Group meetings for the purpose of providing specialist advice.

14. TERMINATION OF THE EMERGENCY

14.1 The Community Control Group shall be an advisory body to assist the Mayor or alternate, in appraising the emergency and declaring that the emergency has been terminated.

15. AMENDMENTS TO APPENDICES

15.1 The Appendices attached to the Emergency Plan may be updated by the Chief Administrative Officer, or designate, as required.

16. APPENDICES

- Appendix A - Emergency Alerting System
- Appendix B - Community Control/Support Group Members
- Appendix C - Community Emergency Program Committee
- Appendix D - Other Officials and Agencies
- Appendix E - Other Contingency Plans affecting an Emergency in Hanover
- Appendix F - Evacuee Centres
- Appendix G - Clubs and Organizations
- Appendix H - Recovery Guidelines
- Appendix I - Communication Plan
- Appendix J - Boil Water or Drinking Water Advisory
- Appendix K - Municipal Pandemic Plan
- Appendix L - Distribution List
- Appendix M - Emergency Response Guide
- Appendix N - Critical Infrastructure
- Appendix O - Community Risk Profile
- Appendix P - People With Disabilities
- Appendix Q - Volunteer Registration & Deployment