

WAHNAPITAE FIRST NATION EMERGENCY RESPONSE PLAN 2023



FOR COMMUNITY/GENERAL PUBLIC (if requested)

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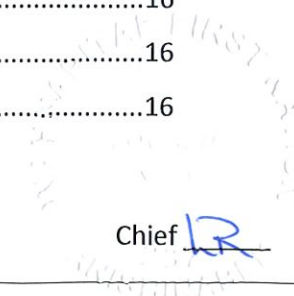
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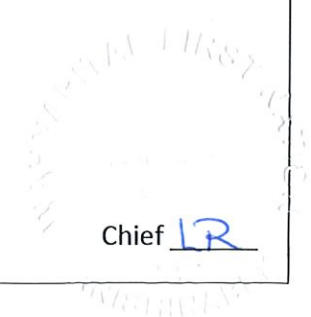
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Introduction

This plan reviews the many possible situations that may occur in this community along with reviewing possible remedial actions that will need to be taken. It is important to remember as well that these actions are not meant to interfere with the normal day to day functions of the police or fire department. The actions presented in this plan are to be followed in the event of serious threats to the well being of Wahnapiatae First Nation members, community members or property.

The purpose of this plan is to assign responsibilities and to guide the immediate actions of appointed individuals in the first few critical hours after the onset of an emergency. It is essential that all those persons know what their duties might be and know who else to contact for other aspects of coping with the emergency.

Purpose

The purpose of this plan is to make provision for all the extraordinary arrangements and measures that may have to be taken to protect health, safety, and welfare of the inhabitants of the Wahnapiatae First Nation when faced with an emergency.

Site

An [emergency](#) may or may not be bound by a defined site. A chemical spill or fire, for example, will have a defined site. A flood or power outage may not have a defined site. At the site, the agency which is the [authority having jurisdiction](#) for the site will generally be the [Incident Commander](#) (IC). First responding agencies will determine who the IC will be. For an emergency that has an undefined site, such as a flood, the [Community Control Group](#) (CCG) will determine the IC. Some emergencies, such as a long-term power outage, there may be no need for a site IC.

During the course of an emergency, it is not unusual for the IC to change from one agency to another. The outgoing IC will notify the CCG (if activated) of changes in IC. The CCG can also direct a change in IC if the CCG believes another agency to be better able to manage the site.

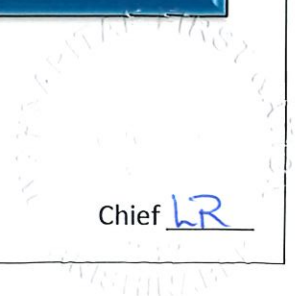
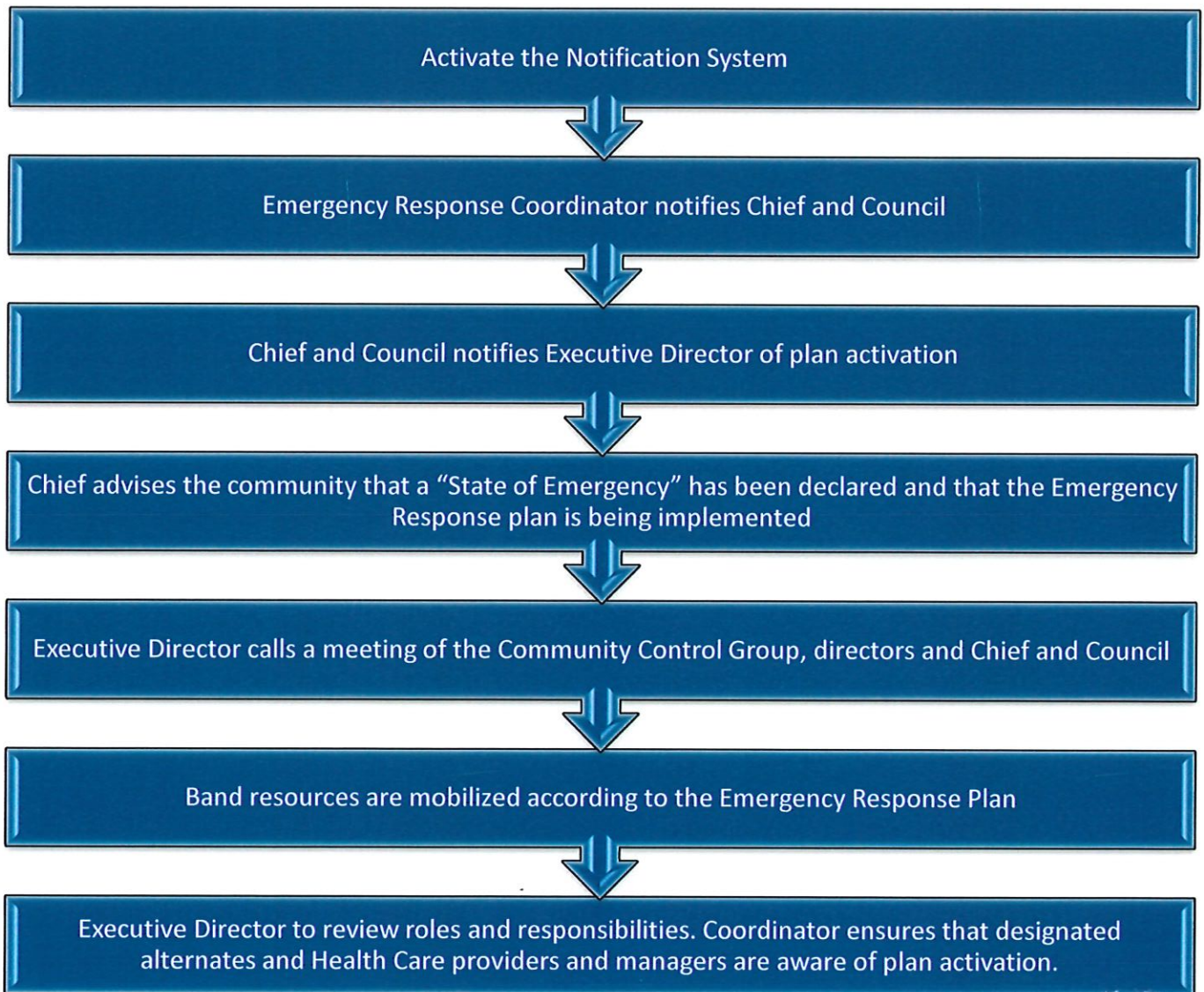
The IC will be responsible for managing the response at the site including establishing an inner and outer perimeter, notifying the CCG if required, communicating with the CCG (if activated), and requesting additional resources as required. If activated, the CCG will support the site with resources, advice and assistance; as well as managing any response required beyond the outer perimeter.

The IC should notify the CCG of the possibility of an emergency if any of the following criteria are met:

- resources assigned to the site are inadequate;
- resources available locally are inadequate;
- repercussions outside the site will have to be managed by community officials in a controlled manner;
- response at the site will be long term and will cause disruptions or delays in community services or affect other critical infrastructure;
- other support or resources will be required by the site.

If there is no defined site, the CCG should be notified of the severity of the situation as soon as possible by any of the first responding agencies.

Notification System, Declaration, Emergency Operations Center



Notification System

Upon receipt of real or potential emergency: Any member of the CCG may activate the notification system.

1. This person will contact the Emergency Response Coordinator.
2. Upon notification, the Emergency Response Coordinator will carry out the notification of the CCG at once.
3. Persons on the notification process will be called in order.
4. If the primary person cannot be reached an alternate from the CCG will be appointed.
5. Once the end of the list has been reached the people who could not be reached will be called again. This process will continue until these people are contacted.
6. The time each person is reached will be noted on a notification log paper.

Contact information for the CCG, may be found in Annex A.

The Emergency Response Coordinator may use the script in Annex B

Upon being notified, it is the responsibility of all CCG members to notify their staff and the volunteer organizations respectively and assemble at the location of emergency operations centre.

Where a threat of an impending emergency exists, the CCG will be notified and placed on STANDBY.

The Community Control Group (CCG) is comprised of:

- A) Chief or Acting Chief
- B) Executive Director, or Alternate
- C) Police Representative
- D) Emergency Medical Services Representative
- E) Lands Director, or Alternate
- F) Health Director, or Alternate
- G) Public Works Director, or Alternate
- H) Emergency Response Coordinator, or Alternate
- I) Emergency Site Manager/Fire Chief, or Alternate

Additional personnel called or added to the CCG may include:

- A) Finance Director;
- B) A representative(s) from the receiving community in the event of an evacuation, i.e. Capreol or City of Greater Sudbury;
- C) A representative(s) of Emergency Management Ontario;
- D) A Sudbury Police representative;
- E) A representative of the Ministry of Natural Resources and Forestry (MNRF);
- F) Public utilities i.e. Hydro, Telephone, etc. ;
- G) CN Rail ;

- H) Ontario Power Generation;
- I) Any other officials, professionals or representatives indicated as necessary by the CCG.

It may be necessary to call in outside experts as the situation allows. However, the Community Control Group may only need to function with a small number of persons depending upon the emergency. While the CCG may not require the assistance of all the people listed as members of the control group, all CCG members must be notified.

When an emergency involves evacuation from Wahnapiatae First Nation community to another community, a representative(s) from a neighbouring community, should attend the CCG meetings.

Activation of the Emergency Operations Center

The Executive Director's Assistant should set-up the [Emergency Operations Centre](#) (EOC). Set-up of the EOC will involve the following general steps:

- Unlock either the EOC or alternate EOC
- Ensure there are enough tables and chairs for CCG members
- Ensure materials for CCG members are available such as personal logs, emergency response plans, pens, paper, etc.
- Set-up a sign in/sign out log
- Ensure maps of the community are displayed
- Computers are operating
- Informational display boards are available

The **primary EOC** will be located in the **Community Hall** at 259 Taighwenini Trail Rd

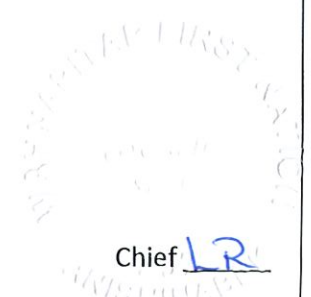
If circumstances are such that the continued use of the office at the Wahnapiatae band council chambers is deemed inappropriate or unsafe, the Emergency Operations Centre will be relocated to the Fire Hall/Public Works

Other Locations:

1. Family Wellness Centre
2. Afterschool Centre
3. s Hiawatha's Gas Bar & Marina(Asked but have received no response as of yet)
4. Capreol Community Center (aware)

Upon arrival at the EOC, each CCG member will;

- a. Sign In
- b. Check telephone/communications devices
- c. Open personal log using Activity Log – attached as [Annex C](#)
- d. Contact their own agency and obtain a status report
- e. Participate in the [Operations Cycle](#)



- f. Participate in determining priorities and tasks
- g. Pass CCG decisions on to member's agencies/areas of responsibility
- h. Continue participation in the EOC Operations Cycle

Upon leaving the Emergency Operations Centre, each Control Group member will;

- a. Conduct a hand over with the person relieving them
- b. Sign their personal log and give it to Executive Director for retention
- c. Sign out in EOC log

The EOC is to remain a restricted room with access to only CCG members and support staff.

Action Prior to Declaration

When an emergency exists but has not yet been declared, community members may take such actions under this plan as required to help protect lives and property.

Declaration of and Emergency

Why Declare

Listed are some reasons why an emergency may be declared in Wahnapietee First Nation:

- Has critical infrastructure failure occurred or likely to occur
 - Electrical Grid;
 - Telephone Grid;
 - Internet Connection
- Flood
- Forest Fire
- Industrial/commercial accident
- Active Shooter
- Bomb Threat
- An evacuation occurred or likely to occur;
- Is the community response capability strained;
- Is outside assistance or resources required;
- Is the event likely to have a long-term financial impact on the community, businesses or its citizens;
- Is the event attracting significant media attention?

For a full guideline on why to declare an emergency please consult the *Checklist in Consideration of a Declaration of Emergency* in [Annex D](#).

An emergency should only be declared after consideration with all Community Control Group (CCG) members. It should not be made in isolation with only one or two CCG members.

The Emergency Declaration form may be found in [Annex E](#).

In addition to notifying Emergency Management Ontario, upon such declaration, the Chief will notify:

- Council
- Community staff
- Public
- [Local MP and MPP \(Annex F\)](#)
- [Neighbouring community officials](#) (Annex F) as required

For provincially declared emergencies the EMCPA section 7.0.1 (1) Subject to subsection (3), *the Lieutenant Governor in Council or the Premier, if in the Premier's opinion the urgency of the situation requires that an order be made immediately, may by order declare that an emergency exists throughout Ontario or in any part of Ontario. 2006, c. 13, s. 1 (4).*

Who Can Declare

The Chief or Acting Chief of the Wahnapiatae First Nation is responsible for declaring that an emergency exists. This decision is usually made in consultation with other members of the CCG. If the Chief or Acting Chief are not available, the BCR stating which councillor has authority should be followed.

An emergency may be terminated, after consultation with the CCG, at any time by:

- A) The Chief or Acting Chief
- B) Band Council
- C) The Premier of Ontario

Upon termination of an emergency the Chief will notify the same organizations, neighbouring communities and members that were notified in the initial declaration of an emergency situation.

Business Cycle

Members of the CCG will gather on a regular basis to inform each other of the actions being taken and any problems occurring. The Chief or Acting Chief will establish the frequency of meetings and agenda items. Meetings will be kept brief, allowing members to carry out their individual responsibilities. Maps and status boards will be clearly displayed and kept up to date by the Executive Director or Alternate.

Community Control Group Responsibilities

The CCG will report to the Emergency operations Center located at the Wahnapiatae First Nation's Band Office. In the event this EOC cannot be used, then the secondary location will be the Fire Hall.

Community Control Group Responsibilities (CCG)

The emergency response will be directed and controlled by the Chief and the other officials who are responsible for providing the essential services necessary to minimize the effects of an emergency on this community.

The following actions and decisions, which the members of the CCG are to be collectively responsible for are:

- A) Calling out and mobilizing their emergency service, agency and equipment
- B) Coordinating and directing their emergency service and ensuring that any actions necessary to lessen the effects of emergency are taken, providing they are not illegal
- C) Determining if the location and composition of the CCG is appropriate
- D) Advising the Chief whether a declaration of an emergency is necessary
- E) Designating an area in the community as an “emergency area”
- F) Ensuring that an Emergency Site Manager (ESM) is appointed
- G) Ordering, coordinating, and managing the evacuation of inhabitants considered being in danger(Through the Everbridge mass notification system)
- H) Arranging for services and equipment from agencies not under community control, i.e. from Capreol, any private contractors, service clubs, etc.
- I) Requesting assistance from/or liaison with neighbouring communities, all levels of government and other public/private agencies not under community control, when needed
- J) Determining if additional volunteers are required or if appeals for more voluntary help is needed
- K) Determining if additional transportation is required in the evacuation/transport process of people/supplies
- L) Ensuring that important information concerning the emergency is promptly brought to the attention of the Emergency Response Coordinator as far clarified knowledgeable presentations to media and public.
- M) Determining the need to establish advisory group(s) and/or sub-committees
- N) Authorizing the expenditure of money required to deal with the emergency
- O) Notifying the service agency or group under the direction of the termination of the emergency
- P) Maintaining records outlining decisions made and actions taken and then submit a summary of this to the Executive Director within one week of the termination of the emergency.
- Q) The CCG will participate in a debriefing following the termination of the emergency declared

Individual Responsibilities

Log Protocols

- All members of the CCG must maintain a log.
- All members are to record all activities that they perform in the EOC in the log (ie. Phone calls, emails, decisions made, arrival and departure times etc.).
- [Activity Log](#) (Annex C) will be used as a log.
- Each person is to have their own log.
- At the end of the day/shift each person will sign their log and give it to the Executive Director for safe keeping.
- Do not use white-out or scratch anything out in a log.
- If a mistake is made, simply put one line through it, initial it, and then include proper information.
- If a full page is not used, put a line through the unused portion.

- Include name, position, date, time, emergency, and page # of ? on each page.
- Date shall be written as YY/MM/DD.
- Time shall be written in the 24 hour clock format.
- Entries shall be kept factual, no opinions or sentiments.
- Always use pen, never pencil.
- At end of shift or work in EOC all logs to be given to the Executive Director.

Chief or Acting Chief

The Chief or Acting Chief is responsible for:

- Ensuring a designate is appointed;
- Ensuring the CCG is notified;
- Acting as Community Spokesperson;
- Declaring the emergency to exist;
- Declaring the emergency has been terminated;
- Notifying Emergency Management Ontario of the declaration of the emergency and termination of the emergency by contacting Emergency Planning Ontario. (refer to Annex D);
- Notifying neighbouring communities, MPs, and MPPs. Contact Information can be found [here](#).
- Chairing meetings of the CCG;
- Ensuring the members of Council are advised of the declaration of the emergency situation and are kept informed;
- Request or approve mutual aid assistance from other First Nation communities, municipal, provincial and federal government agencies;
- Maintaining an [Activity Log](#) of all actions taken (Annex C).

Executive Director

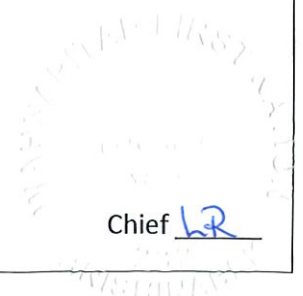
The Executive Director is responsible for:

- Ensuring the CCG is notified;
- Coordinating all operations within the Emergency Operations Center including the scheduling of regular meetings;
- Support the Chief on policies and procedures as appropriate and media releases approved by the Council;
- Ensuring that a telecommunications link is established between the CCG and the Emergency Site Manager;
- Calling out additional staff to provide assistance as required;
- Securing all logs.
- Maintaining an [Activity Log](#) of all actions taken (Annex C).

Public Works Superintendent

Public Works Superintendent is responsible for:

- Ensuring the CCG is notified;
- Provide the CCG with information and advice on public works matters;



- C) Liaison with senior public works officer from the neighbourhood communities to ensure a coordinated response;
- D) Provide assistance with industrial concerns;
- E) The construction, maintenance, and repair of community roads;
- F) To provide emergency potable water, supplies and sanitation facilities to the requirements of the Health Director;
- G) Discontinue any public works services or utility and restore these services when appropriate;
- H) Liaison with the public utilities to disconnect any service representing a hazard and arranging for the provision of alternate services or functions with the support of the Housing Coordinator;
- I) Provide public works vehicles and equipment as required by any other emergency services;
- J) Maintain liaison with the appropriate natural emergency organization to plan and prepare the preventative action (ie. Ontario Power Generation (OPG) for flooding);
- K) Maintaining an [Activity Log](#) of all actions taken (Annex C).

Emergency Response Coordinator

The Emergency Response Coordinator is responsible for:

- A) Notify the CCG of an emergency;
- B) Prior to the emergency coordinate and maintain the community emergency response plan, including the resource directory;
- C) Monitor and pass on information regarding real or potential emergencies;
- D) Liaise with other provincial ministries and agencies to obtain up-to-date information on the emergency situation;
- E) Recommend to Chief and Council and the CCG as to how the Wahnapiatae First Nation should respond to the emergency as appropriate;
- F) Maintaining an [Activity Log](#) of all actions taken (Annex C).

Fire Chief

The Fire Chief is responsible for:

- A. Activation of the Community Control Group notification system;
- B. Providing the CCG with information and advice on firefighting and rescue matters;
- C. Depending on the nature of the emergency, assign an Emergency Site Manager and inform the CCG;
- D. Establishing an ongoing communications link with the Emergency Site Manager at the scene of the emergency;
- E. Informing the CCG the need for mutual aid and/or the need for additional fire fighters or equipment if needed;
- F. Determining if special equipment is needed and recommending possible sources of supply, e.g., breathing apparatus, protective clothing;
- G. Providing assistance to other community departments and being prepared to take charge of or contribute to non-fire fighting operations as necessary, e.g., rescue, first aid, casualty collection, evacuation;

- H. Maintain a personal log of all actions taken and following proper [log protocols](#).

Emergency Site Manager (ESM)

The Emergency Site Manager (ESM) is responsible for:

- A) Directing all activities at the emergency site and does not take on any other duties at this time;
 - B) Isolating the site by creating an inner and outer perimeter. Access to the inner perimeter will be limited to those handling the emergency itself i.e. emergency service employees. The outer perimeter will allow access to those performing certain functions for the emergency i.e. emergency equipment and vehicles, medical treatment areas, rest areas for emergency workers, media communication equipment etc.;
 - C) Assisting with the search and rescue of any survivors and/or casualties in the area;
 - D) Making a full scope assessment of the damage encountered by the community;
 - E) Assess in any secondary threats i.e. toxic spills, gas leaks, etc.;
 - F) Pass all information obtained from observations and assessments to the CCG and return to the site and liaise with all emergency agencies involved with any further directions from the CCG;
 - G) Make a sound judgement toward dealing with the emergency itself. Decide what must be done in regard to solving the emergency problem or let the emergency run its course by only taking action to save land and preserve life. The chosen priorities are to be defined and brought to the attention of the emergency agencies involved;
 - H) Request any additional assistance and resources required while maintain a reserve in order to handle any unexpected occurrences during the emergency situation;
 - I) Learn about what is available for extra resources from any outside township and agencies;
 - J) Arrange shifts for workers and ensure that there are rest periods strictly enforced for a lengthy emergency. This will include the ESM themselves;
 - K) Organize the supplies, moving, and provisional supports of fuel, food, sanitation etc.;
 - L) Organize a physical layout of the site i.e. triage areas, treatment areas, rest area, information center, temporary morgue, designated access routes, staging area, portable toilets, parking, property recovery center, feeding areas etc.;
 - M) Establish a meeting and briefing cycle where all agencies involved with the emergency site can meet to exchange ideas and information make decisions and also to ensure all information is passed onto others involved i.e. Executive Director, Emergency Response Coordinator, Citizen Inquiry Coordinator, all CCG members etc.;
 - N) Maintaining an [Activity Log](#) of all actions taken (Annex C).
- A) Police Activating the Community Control Group notification system;
 - B) Notifying staff of the emergency and any actions that need to be taken;
 - C) Media liaison in collaboration with the community;
 - D) Providing an Incident Commander (IC), if it is a Police lead response;
 - E) Establishing an ongoing communications link with the senior police official at the scene of the emergency;
 - F) Crowd Management;

- G) Traffic control at site and surrounding areas;
- H) Assisting in the evacuation of persons from effected area, notice to evacuate affected areas;
- I) Ensuring the protection of life and property and the provision of law and order;
- J) Investigation of Crime;
- K) Providing police service in EOC, evacuee centres, morgues, and other facilities, as required;
- L) Assist the Coroner;
- M) Search and Rescue;
- N) Maintaining an [Activity Log](#) of all actions taken (Annex C).

Emergency Medical Services

- A) Activation of the Community Control Group notification system;
- B) Implementing the hospital and emergency medical services Emergency Response Plans;
- C) Acting as a coordinating link for all emergency health services at the CCG;
- D) Ensuring liaison with the Ontario Ministry of Long Term Care, Public Health Branch;
- E) Ensuring emergency medical services at the emergency site;
- F) Providing an Incident Commander (IC) if it is an EMS lead response
- G) Establishing an ongoing communications link with the senior EMS official at the scene of the emergency;
- H) Obtaining EMS from other communities for support, if required;
- I) Ensuring triage at the site;
- J) Advising the CCG if other means of transportation is required for large scale response;
- K) Ensuring liaison with the receiving hospitals;
- L) Maintaining an [Activity Log](#) of all actions taken (Annex C).

Health Director

- A) Activation of the Community Control Group notification system;
- B) Provide public health information, advice, and direction to the community and the CCG;
- C) Institute control measures, where necessary, regarding communicable diseases including immunization, isolation and quarantine;
- D) Distribute surveillance system tools for tracking cases, controls, quarantined people, etc;
- E) Monitor food distribution to ensure a safe food supply;
- F) Monitor drinking water supplies to ensure a safe water supply;
- G) Recommend specific responses to conditions that could affect the health of the community;
- H) Monitor evacuation centers to prevent the occurrence of communicable diseases;
- I) Coordinate efforts to prevent or control the spread of disease;
- J) Coordinate the response to disease related emergencies (epidemics);
- K) Take the lead in communicating to the community any health related issues with respect to the emergency or disaster;
- L) Monitor evacuation centres for Health and Safety issues and to prevent the spread of Communicable Disease
- M) Maintaining an [Activity Log](#) of all actions taken (Annex C).

Emergency Support and Advisory Roles

Recording Secretary Executive Assistant

The Recording Secretary is responsible for:



- A) Maintaining a record of all decisions made and all issues discussed at the CCG meetings;
- B) Maintaining the information displayed on the boards in the EOC;
- C) Maintaining an [Activity Log](#) of all actions taken (Annex C).

Legal Advisor

The Legal Advisor is responsible for the following:

- A) To provide advice to any member of the Community Control Group on any legal matters as they apply to the community actions in response to the emergency at hand, as requested by CCG members;
- B) Maintaining a log of all actions taken;
- C) Maintaining an [Activity Log](#) of all actions taken (Annex C).

Finance Director

The Treasurer's responsibilities include:

- A) The provision of financial information and advice relating to the emergency;
- B) Liaison Indigenous Service Canada on financial matters;
- C) Liaison with the Finance Officer of the neighbouring communities, if necessary;
- D) Ensure that **records of expenses** incurred are maintained for future claim purposes;
- E) Email ISC EMAP department to start the process of invoice based recompensation (Annex D)
- F) Ensure prompt payment and settlement of all legitimate invoices and claims incurred during the emergency;
- G) Provide and secure equipment and supplies not owned by the community;
- H) Maintain and update a list of any vendors who may be required to provide supplies and equipment;
- I) Maintaining an [Activity Log](#) of all actions taken (Annex C).

Transportation Coordinator (Education Director)The Transportation Coordinator will be responsible for:

- A) Organizing the acquisition, distribution, and scheduling of many modes of transportation throughout the emergency i.e. school buses, boats, trucks, ATVs and aircraft;
- B) Designating the individuals to assist if required;
- C) The maintenance of a record of drivers and operators involved in the transportation process;
- D) Keep a list of all transportation resources available to the community that could be used in an emergency;
- E) Maintaining an [Activity Log](#) of all actions taken (Annex C).

Communication Coordinator (Governance Director)

Responsibilities of the Communications Coordinator are:

- A) To initiate action in the assurance that the phone system at the EOC is functioning as effectively as possible;

- B) Maintaining the emergency communications center with proper equipment and staff and work out any problems that arise;
- C) Keep an inventory of community communications equipment and facilities which could be used to update or increase the effectiveness of the existing system;
- D) Make arrangements to acquire additional communications resources during an emergency;
- E) Maintaining an [Activity Log](#) of all actions taken (Annex C)

Executive Director's Assistant

- Unlock the EOC and set it up ensuring space for each CCG member along with logs, pens and paper, maps, display boards, etc.;
- Initiating the operation and staffing of telephones at the community offices, as the situation dictates;
- Ensuring there is a log for all emergency operations centre staff to sign in and out of the EOC;
- Providing Identification cards to CCG members and support staff, if required;
- Assisting the Chief as required;
- Assisting the Operations Officer as required;
- Maintaining a personal log of all actions taken and following proper [log protocols](#) (Annex C).

Donations Management Officer

Filled by **Finance Staff**

- Co-ordinating and processing requests for donations;
- Under the direction of the Community Control Group, co-ordinating offers of, and appeals for donations;
- Selecting the most appropriate 3rd party agency for the management of financial donations;
- Ensuring records of financial donations are maintained;
- Arranging for the proper storage of donations of material goods;
- Ensuring specific details of material goods requests are provided to the media via the EIO;
- Arranging for proper distribution system of material and financial donations;
- Maintaining a personal log of all actions taken and following proper [log protocols](#) (Annex C)

Requests for Assistance

Assistance may be requested from the Province of Ontario at any time without any loss of control or authority. Such requests can be done by contacting [Emergency Management Ontario](#) (Annex F)
24/7/365

When making any request for assistance the following information should be relayed to the agency providing assistance:

- Exactly what type of assistance is needed, i.e.;
 - Generators – what type, size, gas or diesel etc
 - Personnel – what certification or licensing is required
 - Sandbags – how many
- How soon is the assistance required;

- How long the assistance is required for;
- What quantities of resources will be needed;
- Who will transport resources to emergency;
- Where resources will be delivered;
- Who is responsible for feeding/sheltering personnel resources;
- Who is responsible for care and maintenance of resources.

Military assistance - All requests for military assistance must be made via Emergency Management Ontario. Do not contact the military directly for assistance.

Termination of Declaration

As per the Emergency Management and Civil Protection Act section 4 (2) The **head of council** or the **council** of a municipality may at any time declare that an emergency has terminated. R.S.O. 1990, c. E.9, s. 4 (2).

Emergency Management Ontario recognizes the Chief of a First Nation community as an equivalent to head of council.

The Emergency Termination form may be found in [Annex G](#).

In addition to notifying [Emergency Management Ontario](#) (Annex F), upon such termination, the Chief will notify:

- Council
- Community staff
- ISC
- Public
- [Local MP and MPP](#) (Annex F)
- [Neighbouring community officials](#) (Annex F) as required

When to Terminate Declaration

When deciding to terminate a declaration, the following should be considered:

- Have all evacuees returned home;
- Have all outside resources returned;
- Does the community need any further outside assistance;
- Has a semblance of normalcy returned to the community;
- Have all outstanding invoices been paid;
- Has all damage been repaired;
- Is all critical infrastructure in place and working properly;

- Has all money donated/promised by other levels of government been received;
- Do other communities or levels of government still have declarations in place;
- Are any special instructions directed to the public still in place;
- Are there any benefits to keeping the emergency declaration in place?

Recovery

Recovery is the process of restoring a stricken community to a pre-disaster level of functioning. This may include the provision of financial assistance, repairing buildings and/or restoration of the environment.

Recovery can occur simultaneously with response and will likely last long after the emergency is over.

What needs to be recovered will depend on who, what, and how people and things were affected by the emergency.

Critical Infrastructure

Identify the essentials services that will be needed to ensure the health, safety and well-being of the public. If any of these services were compromised during the emergency steps will need to be taken to restore these services as soon as possible.

Basic services required would be – water, electricity, shelter (permanent or temporary), food supply, and basic health services.

In an evacuation, any essential services lost will need to be re-established before people can return to the community and their homes.

Other services to be considered when restoring are fuel (for vehicles and homes), building and home supplies (especially if homes have been damaged), telephone, and internet.

Landfill and Recycling

If the emergency has caused a great amount of damage to homes and personal belongings the landfill site may be filled quickly, with years taken off its life expectancy. Proper steps need to be taken to ensure:

- minimal waste is sent to the landfill;
- debris and waste is not left in homes or yards for long periods promoting rodents and other infestations;
- as much material as possible is recycled or repurposed.
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Collection of hazardous materials will need to be managed including building materials that may contain asbestos.

Debris from trees and other plant material can be diverted to another location where it can be shredded and used as mulch or cut into firewood for use by the public.

Steel and other metal material should be separated and recycled.

Concrete, cement and blocks can be separated and crushed to be used later as road base or fill.

If power has been out for multiple days, fridges and freezers will need to be discarded or properly ensuring Freon is captured. Food waste will need to be discarded properly according to public health guidelines.

Donations Management

People from across the community, province or country may want to donate goods, services or money. It is important early on in the recovery phase to establish with the public what exactly is needed. It is **strongly recommended** that if a message for donations is sent to the public, that **only financial donations are requested**. Financial donations are much easier to manage logistically, and donations can be made from around the world. The money can then be used to purchase exactly what is needed or given to victims in the form of gift cards. It is also recommended that a third-party non-government organization be utilized to manage financial donations such as Red Cross or the Salvation Army. Any remaining funds when the emergency is over can be donated to a local volunteer charity(ies).

If material goods must be requested please ensure the following:

- be very specific about goods requested
 - for example if asking for clothes include information such as size, gender, age and season;
- Food donations must be professionally packaged with security seals intact and prior to expiration dates;
- **Absolutely no personally prepared food donations accepted;**
- Food donations from restaurants, caterers, church groups, etc. must have been prepared in facilities pre-approved by the public health unit;
- Proper refrigeration will be required for food donations
- Warehousing and security of all donations must be considered;

Distribution of goods will need to be planned in advance. Some items can be boxed as packages for each person and/or family. Other goods can be arranged so that people can choose what they need. The distribution centre will need to be readily accessible and large enough to contain all donated goods. Also a distribution system for those who are not mobile will need to be considered. Local volunteer groups such as Meals on Wheels may be able to provide this service.

Debriefing and After-Action Report

A **debriefing** should take place with all stakeholders as soon as possible after the emergency. The idea of the debriefing is to identify what went well during the emergency and what the challenges were. The debriefing is not to place blame or to voice opinions regarding actions taken or not taken.

The debriefing will be chaired by the Operations Officer and follow a structured format where each phase of the response and recovery is discussed, and participants are allowed to provide input on what they did or did not do.

Input from participants must be based on facts and void of speculation, presumptions and hearsay.

Minutes and notes from the debriefing will be gathered by the Operations Officer's Assistant. The information will then be written into an [After Action Report](#) (AAR) that will detail changes that need to be made to the emergency response plan or the community's emergency management program. The AAR will feature who is responsible for implementing changes and timelines for those changes. Once complete, the AAR will be presented to the emergency management committee and/or council who will then decide on any changes requiring budget approvals, by-law amendments, etc.

Critical Incident Stress Management

Critical Incident Stress Management should be considered for the public and for staff whenever there is a traumatic event. It will help with the personal recovery process and help prevent post-traumatic stress.

