

# CITY OF NIAGARA FALLS MUNICIPAL EMERGENCY PLAN

Enacted under:

*By-Law 2005-112 as amended*



*REVISED: 2008/02/13*

**Niagara Falls Fire  
5815 Morrison Street  
Niagara Falls, ON**



**List of Abbreviations**

- MCG Municipal Control Group
- ESC Emergency Site Coordinator
- MSG Municipal Support Group
- EOC Emergency Operations Centre
- EMO Emergency Management Ontario
- MOH Medical Officer of Health
- PIO Public Information Officer

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## **Section 1 - Introduction**

Municipalities routinely respond to situations that require responses from fire, police, ambulance and public works. Large-scale emergencies such as chemical spills, plane crashes, tornadoes and floods can severely deplete available resources and require additional personnel, equipment and expertise. In cases such as these, municipalities must implement an Emergency Plan.

Response to a large-scale emergency requires an assessment of the situation, an effective determination of resources and the efficient deployment and management of resources. The primary function of this Emergency Plan is to provide the organizational framework within which the coordinated response will take place and present key officials, agencies and departments within the City of Niagara Falls with a general guideline for the initial response to an emergency and an overview of their responsibilities during an emergency.

For this plan to be effective, it is important that all concerned be made aware of its provisions and that every official, agency and department be prepared to carry out their assigned functions and responsibilities in an emergency. The following provides an overview of the background and some of the highlights of this plan.

### **Aim**

The Aim of this plan is to make provision for the efficient administration, coordination and implementation of the extraordinary arrangements and response measures taken by the City of Niagara Falls to protect the health, safety and welfare of the residents of Niagara Falls during any emergency.

### **Scope**

An emergency may result from an existing danger or it may be a threat of an impending situation abnormally affecting property or the health, safety and welfare of our community. Its nature and magnitude requires a controlled and coordinated response by a number of agencies, both government and private, under the direction of the Municipal Control Group. The response is distinct from routine operations carried out by emergency services personnel (e.g. fire-fighting, emergency medical services or police activities).

The Emergency Management & Civil Protection Act defines an emergency as: “a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether international or otherwise.”

While almost every type of emergency could occur within the City of Niagara Falls, the most common that could occur are:

**Natural Emergencies:** floods, tornadoes, hurricanes, windstorms, blizzards

**Human-Caused Emergencies;** transportation accidents involving hazardous materials, explosions, aircraft or rail crashes, toxic or flammable gas leaks, electrical power blackouts, building or structural collapse, uncontrollable fire, or any other incident accidentally or willfully caused by people which likely to endanger property, health, safety and welfare of the Niagara community.

Whenever an emergency occurs or threatens to occur, the initial and primary responsibility for providing immediate assistance and control rests with the affected department or agency within the municipality.

The Emergency Response Plan in itself cannot guarantee an efficient, effective response to an emergency. It must be utilized as a tool to assist emergency and municipal services and officials in their emergency response activities. The Plan must be flexible enough to adapt to a broad spectrum of disasters and must be supported with:

- Adequate personnel, equipment and expertise from the responding agencies
- Awareness of resources available from neighbouring municipalities and the private sector, supplemented by prearranged agreements
- Testing of the Plan on a regular basis
- Review of the Plan following any incidents or exercises where it is implemented.

## Potential Hazards – Hazard Risk Identification Assessment

The City of Niagara Falls has identified and analyzed all realistic hazards that may occur and assessed them in terms of frequency, or likelihood of occurrence and magnitude of consequence or impact.

The following is the resulting list of Hazard Identification and Risk Assessment (HIRA) events for the City of Niagara Falls.

<b>Niagara Falls Community Risk Profile</b>		
<b>Priority</b>	<b>Hazard</b>	<b>Description</b>
1	Infectious Disease	Pandemic Human
2	Hazmat Release	In-transit, fixed location
3	Fire	Fire, Explosion
4	Criminal Event (including Terrorism)	Terrorism, Sabotage, Contamination, Hostage, Border Security Events
5	Severe Weather	Snowstorm, Ice, Hail, Thunderstorm, Windstorm, Tornado
6	Severe Weather	Extreme Temperature
7	Critical Services Disruption (Infrastructure)	Telecom, Underground Fuel, Potable Water, Wastewater, Electrical, Transportation Routes
8	Transportation Incident	MCI., Ground or Airline Crash, Waterway
9	Collapse	Major Structural Collapse, Earthquake
10	Infectious Disease	Cash Crop Disease, Livestock Epidemic

## Legislation

The Emergency Management and Civil Protection Act is the legal authority for this plan.

The Emergency Management and Civil Protection Act require each municipality to develop, implement, and maintain an emergency management program.

The Emergency Management and Civil Protection Act states that:

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

The Emergency Management and Civil Protection Act specifically requires a municipality to have an emergency response plan. Emergency Management Ontario considers a “plan” approved once two conditions have been met:

1) A by-law is passed authorizing the community’s emergency response plan. The City of Niagara Falls Municipal Emergency Plan has been enacted under Niagara Falls By-law 2005-154 on Sept. 19<sup>th</sup>, 2005.

And

2) The plan’s content is approved by members of the community’s emergency management program committee.

In this plan the community’s emergency management program committee is referred to as the Municipal Control Group (MCG).

Regular exercise and assessment will be conducted to ensure the arrangements embodied in this plan are kept current, that all personnel are kept familiar with its provisions and that the content reflects international best practices. The City of Niagara Falls should likewise develop, implement, and maintain emergency management programs that define departmental procedures and arrangements for responding to a municipal emergency.

## Plan Definition

The "plan" means a plan formulated pursuant to City of Niagara Falls Emergency Management Program By-Law; governing the provision of necessary services during an emergency and the procedures under and manner in which employees of the City of Niagara Falls and other persons will respond to an emergency.

## **Format**

This main body of this plan identifies the membership, roles and responsibilities of the City of Niagara Falls Municipal Control Group (MCG) and Municipal Support Group (ESG) and the authority and manner under which this body plans to respond to an emergency in the municipality. This portion of the plan is a public document.

A series of annexes following the main body include specific contact and resource information vital to effective response. Due to confidentiality reasons, this portion of the plan is not to be made public and should only reside with the owner of the document.

## **Amending Formula**

Amendments to this plan are recommended to the MCG by and through the Chief of Niagara Falls Fire Department. The MCG, upon review of proposed changes may accept, reject or modify such changes.

MCG approved changes to the main body of the plan will be presented to (Council) for approval as required.

MCG approved changes to Appendixes and minor changes to the plan stand as amended by the MCG.

## Section 2 – Emergency Notification Procedure

### Reporting an Emergency

A responding agency or municipal department is likely to be the first on site authority to an emergency. The ranking officer for fire, police or a senior municipal official (or their designate) should personally assume control at the site of an emergency or arrange for someone on-site to take charge immediately until an Emergency Site Coordinator is appointed.

If, in the judgment of the senior on-site official, the situation requires a more coordinated response or resources are required beyond their immediate control, the senior on-site official must contact their most senior departmental official in accordance with any existing departmental reporting procedure.

### Emergency Notification Procedure

If the emergency is of such magnitude that additional agencies and services will be required to control the situation, the Senior Police Officer on duty will immediately notify the Mayor and the Clerk of the municipality concerned and the Police Superintendent.

The Niagara Falls Fire Department on being informed by a MCG member or discovering that an emergency situation has occurred or is likely to occur in the City, will immediately notify the Niagara Falls Fire Department Alarm Room, 905-356-1321 Ext. 2200, to alert the Municipal Control Group and will activate the City of Niagara Falls Emergency Radio Network. A list of the Municipal Control Group members could be found in **Annex 1, Notification Form for Municipal Control Group Members**.

### Emergency Notification Levels

The threat of an emergency situation developing or the potential for such a situation to change or develop in severity may require different levels of Emergency Notification. The three Emergency Notification Levels at which emergency personnel can be alerted are:

#### Full Notification

When the Niagara Falls Fire Department is directed to carry out a “Full Notification”, all members of the Municipal Control Group will be notified and instructed to respond to the Emergency Operations Centre at a given time.

**Partial Notification**

In a “Partial Notification”, only selected members of the Municipal Control Group are notified and instructed to respond to the Emergency Operations Centre at a given time.

**Alert Notification**

In an “Alert Notification” all, or selected members, of the Municipal Control Group as designated by the Municipal Control Group Member are notified. An Alert Notification may be used if there is an emergency situation developing or the threat of an emergency occurring which does not yet merit assembling members of the Municipal Control Group.

## **Section 3 – Declaration of an Emergency**

### **Action Prior to the Declaration of an Emergency**

When an emergency exists, but has not yet been declared to exist, municipal employees are authorized to take such action(s) under this emergency plan as it may be required to protect the lives and property of the inhabitants of the City of Niagara Falls.

### **Declaring an Emergency**

Declaring an Emergency within the City of Niagara Falls is not required prior or subsequent to activation of this Emergency Plan. An Emergency Declaration is not required prior to any personnel taking actions under this plan to protect the lives, health and property of the inhabitants of the City of Niagara Falls.

An Emergency Declaration however, may create greater understanding and promote a sense of urgency to the public regarding the severity of an emergency situation. An Emergency Declaration may be useful if the Municipal Control Group will be requesting the public and private sector to do something out of the ordinary and give the Mayor extraordinary powers (not contrary to law) such as approving expenditures without Council approval. It will also allow for possible funding of costs by the province.

Every registered volunteer participating in a Declared Emergency will be considered a municipal employee and protected under the provisions of the Workplace Safety and Insurance Board (WSIB).

### **Authority to Declare an Emergency**

Only the Mayor or Acting Head of Council (Deputy Mayor) has the authority to declare an emergency to exist within the boundaries of the municipality.

The decision to declare an emergency will be made by the Mayor in consultation with the members of the Municipal Control Group. The Mayor has the ultimate responsibility for making this decision. When a declaration to declare an emergency is made, an Emergency Declaration Form outlined beyond this page must be completed and fax to Emergency Management Ontario.

## **Notification of Declaration of Emergency**

Upon making an Emergency Declaration the Mayor will ensure that the following are immediately notified:

- City of Niagara Falls Council Members,
- Emergency Management Ontario,
- Regional Municipality of Niagara,
- all local Member(s) of the Provincial Parliament (MPP's),
- the local media, and
- the general public.



**Declaration of an Emergency**

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I \_\_\_\_\_ hereby declare an emergency in accordance with  
(Mayor or Elected Head of Council)

the Emergency Management and Civil Protection Act 1990, s.4(1) due to the emergency described herein:

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for an emergency area or part thereof described as:

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City Officials have been delegated the authority to implement powers that are set out in the Emergency Management and Civil Protection Act.

As required the City of Niagara Falls officially informs Emergency Management Ontario, and also the population inside the affected area, that a local state of emergency exists.

\_\_\_\_\_  
Mayor, City of Niagara Falls

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time

(note: Fax to EMO Duty Officer)

## **Section 4 – Termination of an Emergency**

### **Prior to Terminating an Emergency Declaration**

Termination of an Emergency Declaration usually comes as the result of a significant reduction in the severity of the emergency situation. The action of formally terminating an Emergency Declaration is required to advise that the emergency is over.

An Emergency Termination Form outlined beyond this page must be completed and faxed to the Emergency Management Ontario. Terminating a Declared Emergency will cause WSIB coverage of volunteers to cease.

### **Authority to Terminate an Emergency Declaration**

The Emergency Declaration may be terminated by:

- Mayor of the City of Niagara Falls or Acting Head of Council,
- Niagara Falls City Council
- The Premier of Ontario.

### **Notification of Termination of an Emergency Declaration**

Upon Terminating an Emergency Declaration, the Mayor will ensure that the following are immediately notified:

- Municipal Councils,
- Emergency Management Ontario
- all local Member(s) of the Provincial Parliament (MPP's),
- the local media, and
- the general public



### Termination of a Declared Emergency

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I, \_\_\_\_\_ hereby declare an emergency terminated in  
(Mayor or Elected Head of Council)

accordance with the Emergency Management and Civil Protection Act 1990. s.4(2) due to the emergency described herein:

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for an emergency area or part thereof described as:

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\_\_\_\_\_  
Mayor, City of Niagara Falls

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time

(note: Fax to EMO Duty Officer)

## Section 5 – Emergency Operations Centre

In the event of an emergency the Emergency Operations Centre (EOC) will be activated. The Municipal Control Group and the Support Group will congregate and work together at the Emergency Operations Centres to make decisions, share information and provide strategic ‘off scene’ management as required to mitigate the effects of the emergency.

***The Primary Emergency Operations Centre is located at Niagara Falls Fire Station, 5815 Morrison St.***

The Secondary Emergency Operations Centre could be located at 4310 Queen Street or the Greater Niagara General Hospital depending on the nature and location of the emergency.

Where the City of Niagara Falls requires assistance from the Region or a Regional emergency initially affects two or more area municipalities, the primary EOC will be at the Regional Administration Headquarters.

The Emergency Operations Centre should consist of:

- the Municipal Control Group Meeting Room
- a meeting room for the Support Group with appropriate voice radios, phones, faxes, access to a photocopier, printers, and computers connected to the corporate network
- a media information area
- appropriate comfort facilities including washrooms, quiet areas and kitchen facilities
- adequate parking for all staff
- an adequate back-up power supply
- break out rooms for small group meetings

### Municipal Control Group Meeting Room

The Municipal Control Group meeting room is a secure board room or chambers where the Municipal Control Group can conduct business cycle meetings to address the current situation and mitigate the emergency. This room is to be free of distractions and limited to the City of Niagara Falls’ top decisions makers, their supporting personnel and invited members.

The Municipal Control Group Meeting Room contains the following:

- sufficient tables and chairs for all present;
- an accurate clock, synchronized with all other EOC clocks;
- maps of suitable scale for depicting and updating emergency operations;

- a visual board for logging emergency operations status, key decisions and other information;
- devices for recording the Municipal Control Group Meetings;
- a computer and LCD projector to display emergency log information;
- a television and VCR for media updates
- a computer for taking minutes of the EOC meetings;
- GIS capabilities, (including laptop and LCD projector):
- whiteboard;
- maps;
- printer and,
- all necessary stationary requirements and office supplies for those present to take notes and record information.

See Diagram 1 ‘Niagara Falls Emergency Operations Centre’

#### Municipal Support Group meeting room

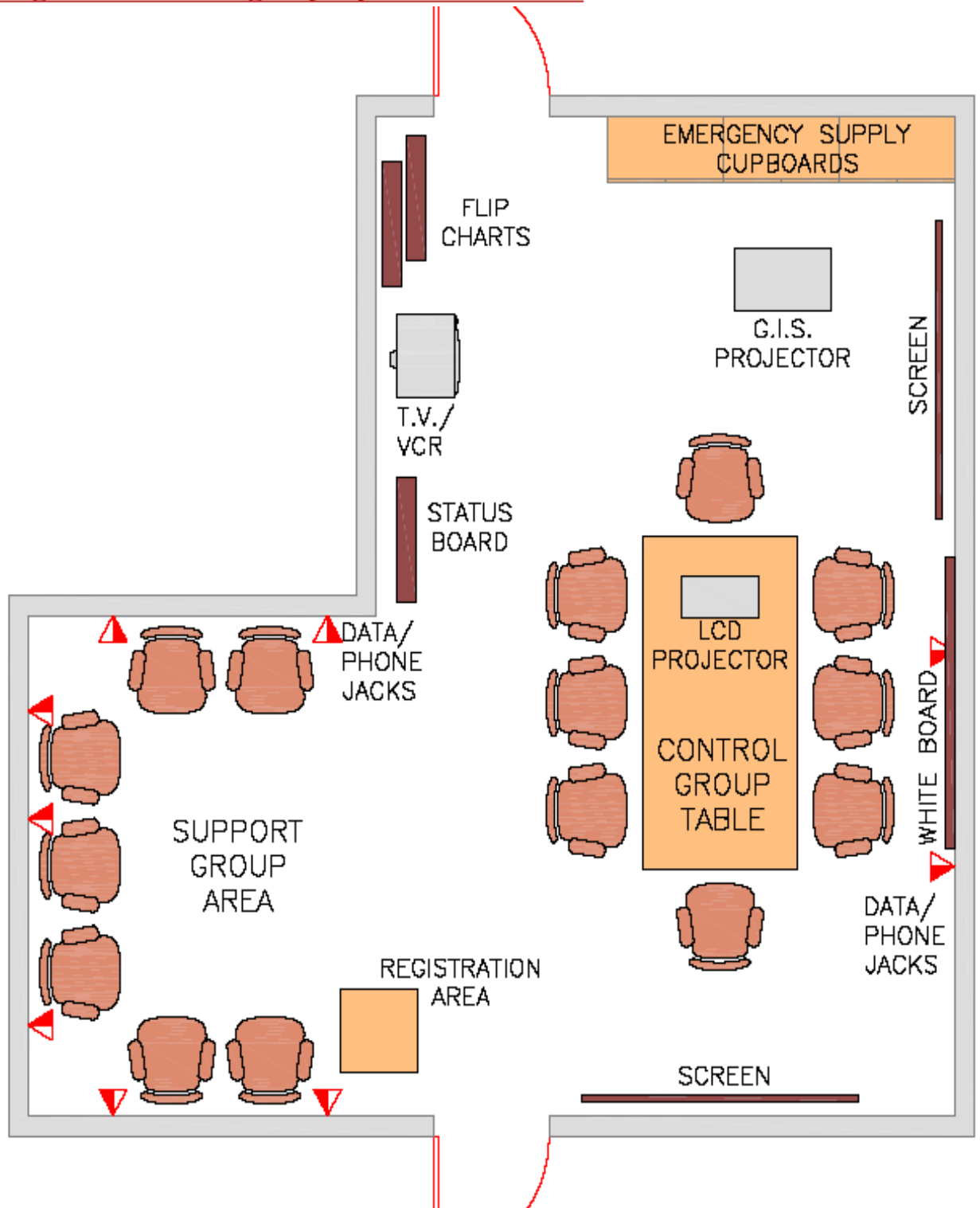
While the Municipal Control Group is engaged in meetings, they will require “Support Staff” to collect information, relay information and convey decisions/actions taken by the Municipal Control Group members. Therefore, the Municipal Support Group Meeting Room must be in close proximity to the Municipal Control Group Meeting Room.

The Municipal Support Group Meeting Room contains the following:

- sufficient tables and chairs for all present;
- an accurate clock, synchronized with all other EOC clocks;
- maps of suitable scale for depicting and updating emergency operations;
- all necessary phones, portable voice radios, fax machines, printers and computers connected to the corporate network required to communicate with others outside the Emergency Operations Centre, at the Emergency Site or elsewhere;
- televisions and a VCR for media monitoring;
- extra portable radios:
- Amateur Radio;
- whiteboards;
- all necessary stationery requirements and office supplies for those present to take notes and record information

Diagram 1

**Niagara Falls Emergency Operations Centre**



## Registration and Security

Once the EOC has been activated, the facility must be made secure and all personnel attending the EOC must sign in and out. All personnel entering the EOC must report to registration and be duly registered.

Only the following persons are normally allowed into the facility:

- Municipal Control Group members and their alternates,
- Support Group members and their alternates,
- Police personnel for facility security,
- Members at large specifically invited by Municipal Control Group members.

The following are NOT normally allowed into the EOC:

- Members of any media group,
- Members of City Council,
- Members of the public,
- Any persons without direct business with EOC operations

## Business Cycle

Members of the Municipal Control Group will gather at regular intervals to inform each other of actions taken and problems encountered. Frequency of meetings and agenda items will be established by the Chief Administrative Officer. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities.

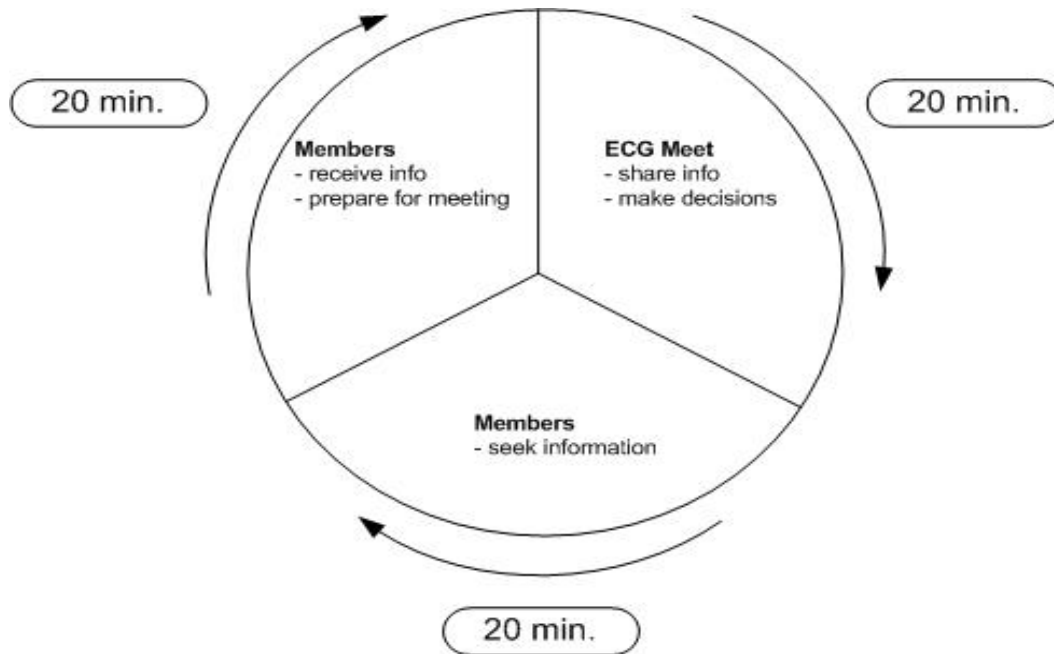
A regular meeting cycle will be an hour long. At the top of the hour the entire Municipal Control Group will meet to discuss the situation, share information and make decisions. This should take approximately 20 minutes then the meeting is adjourned.

Members of the Municipal Control Group then consult with the Support Group Members, on site responders and/or external agencies to see if any new information has developed. This again lasts approximately 20 minutes.

The final 20 minutes are used by the individual members of the Municipal Control Group to condense the information and prepare for the next meeting at the top of the hour.

This meeting cycle is then repeated as many times as necessary. The amount of time scheduled between each formal meeting may vary according to the severity of the emergency and needs/requirements of the Municipal Control Group.

**Business Cycle Diagram**



When the Municipal Control Group meets according to the meeting cycle, there will be no interruptions, (unless urgent), until the meeting is concluded. When a meeting commences, all Municipal Control Group members will come to the table and each member will briefly update the group on the actions of their respective department, identify issues needing resolution and seek input from the group as a whole.

The Chief Administrative Officer will be the chairperson to Municipal Control Group meetings. Meetings serve as an opportunity for agency updates and provide a forum for discussion between the Municipal Control Group as a whole. All Municipal Control Group Members must be present at each meeting to hear reports from, and give reports to the group as a whole.

## Section 6 – Municipal Control Group

The emergency response operations will be directed and controlled by the Municipal Control Group comprised of elected and appointed officials listed hereunder. The Municipal Control Group will assemble at the Emergency Operations Centre and will be responsible for providing the essential services necessary to minimize the effects of the emergency on the community.

The Municipal Control Group shall consist of the following officials or their designate:

- Mayor
- Chief Administrative Officer
- Police Superintendent
- Fire Chief (CEMC)
- Executive Director of Community Services
- Director of Health Services
- Clerk / Public Information Officer
- Executive Director of Corporate Services

The Chief Administrative Officer (CAO) shall be the Coordinator of the Municipal Control Group and shall oversee the activities of the group. The CAO may appoint an alternate from among the members to assume the position of Coordinator, should the need arise.

Additional agencies and/or personnel that could be called or added to the Municipal Control Group include:

- Area Officer – Emergency Management Ontario
- Niagara Regional Community Emergency Management Coordinator
- Office of the Ontario Fire Marshal – Fire Service Advisor
- Ministry of Environment
- Support Agencies such as Bell Canada, Hydro, School Boards, Conservation Authority and
- Other officials, experts or representatives deemed necessary by the Municipal Control Group

### Municipal Control Group Operations

The role of the Municipal Control Group probably can best be accomplished by round table assessment of the events (as discussed in Section 5 – Business Cycle) as they occur and by agreeing to a course of action to overcome specific problem areas or situations. Normally, an agreed course of action will be implemented by municipal departments functioning primarily within their own spheres.

However, from time to time, it may become necessary for the Municipal Control Group to adopt and implement a joint plan of action which could involve two or more department operation unison. In this latter situation, it would be necessary for the Municipal Control Group to determine which department will have the greater commitment and to appoint an on-site coordinator accordingly.

Thereafter, until emergency operations conclude and in conjunction with Municipal Control Group directions, other departments will act in support of whichever department is exercising on-site coordination of operations.

### **Communication and Coordination**

An important function of every department is to provide timely information for the benefit of the Municipal Control Group decision-making process. This will necessitate reliable systems of communications between the emergency site and Municipal Control Group and every department involved.

The City of Niagara Falls Emergency Radio System will be available to contact other municipal agencies; Fire, Police, Hospitals, Service Centre and the Transit Commission. The Municipal Government Emergency Radio Network will also be available to contact other municipalities, hospitals, Radio Stations and EMO personnel. Also Fire and Police will have radios to contact their emergency field personnel when necessary. Refer to **Annex 2, *City of Niagara Falls Emergency Radio Network***.

Once decisions have been made by the Municipal Control Group it is essential they be quickly and accurately passed to every response agency and, where necessary, to the public. This vital function will normally fall to the Chief Administrative Officer (or other appointee) who will set up a media centre co-located but under the direction of the Municipal Control Group and be responsible for coordinating the activities of the operations centres and for ensuring good communication between all agencies involved in emergency operations.

## Responsibilities

### Group Responsibilities

The Municipal Control Group is responsible for advising the Head of Council on all actions taken to support emergency workers at the emergency site, evacuation centres or any other location where staff, people, or volunteers are working to respond to an emergency.

These actions include informing the public regarding issues of concern, issuing authoritative messages to the public through the media, providing the coordination and support necessary to respond to and mitigate the emergency situation, and ensuring that adequate emergency resources are maintained outside of and apart from the emergency site.

The primary role of the Municipal Control Group is to coordinate a multidisciplinary response to the emergency.

The collective responsibilities of the Municipal Control Group include, but are not limited to the following:

- a) Declaring an ‘emergency’ to exist
- b) Designating any area in the municipality as an ‘emergency area’
- c) Authorizing expenditures of funds for implementing the emergency plan
- d) Evacuating those buildings or sections within an emergency area which are themselves considered to be dangerous or in which the occupants are considered to be in danger from some other source
- e) Dispersing people not directly connected with the operations who by their presence are considered to be in danger or whose presence hinders in any way the efficient functioning of emergency operations
- f) Discontinuing utilities or services provided by public or private concerns without reference to any consumers in the municipality, or when continuation of such utilities or services constitutes a hazard to public safety within an emergency area
- g) Arranging for accommodation and welfare on a temporary basis, of any residents who are in need of assistance due to displacement as a result of the emergency
- h) Calling in and employment of any municipal personnel and equipment which is required in the emergency
- i) Arranging assistance from senior level of government and of other personnel and equipment of volunteer and other agencies not under municipal control as may be required by the emergency

- j) Establishing an information centre for issuance of accurate releases to the news media and for issuance of authoritative instructions to the general public
- k) Maintaining a log of actions taken during the emergency
- l) Establishing a reporting and inquiry centre under the direction of the City Clerk to handle individual requests for information concerning any aspect of the emergency; and
- m) Ensuring communications with the Regional Government, other municipalities, hospitals and radio stations in the event of a failure of telephone services. The Municipal Control Group will ensure that:
  - o Operators are detailed to man the Niagara Regional Government Emergency Radio and the City of Niagara Falls Emergency Radio
  - o The generator and lightening equipment are ready for use, if required;
  - o Supplies of fuel are available for the generator; and
  - o Additional communications available with EMO is completed as necessary

## **Individual Responsibilities**

### **Mayor**

The Mayor or alternate will perform the following responsibilities”

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

### **Chief Administrative Officer**

The Chief Administrative Officer will perform the duties and responsibilities of an “operations officer” as such he will:

- a) chair business cycle meetings of the MCG
- b) organize and supervise the Emergency Operations Centre and in particular, make arrangements for obtaining and displaying up-to-date information at all times
- c) advise the Mayor on administrative matters, and;
- d) be responsible for media arrangements and assist in the preparation and issue of press and public announcements

### **Police Superintendent (22 Division)**

Upon learning of a potential emergency, the Police Superintendent or alternate should consider the possible need for activation of the emergency plan and if warranted, he should trigger the notification system outlined in Annex 1. Thereupon he would report to the Emergency Operations Centre to sit as a member of the Municipal Control Group and to perform or delegate responsibility for the following additional functions and responsibilities:

- (a) provide the Mayor with information and advice on law enforcement matters;
- (b) if appropriate, appoints an “on-site coordinator” to control operations at the scene of an emergency;
- (c) seal off the area of concern;
- (d) control and if necessary, disperse crowds within the “emergency area;”
- (e) control the movement of emergency vehicles to and from the site of the emergency
- (f) coordinate police operations with other involved municipal departments and arrange for additional supplies and equipment when needed, i.e., barriers and flashers, etc;
- (g) conduct evacuation of buildings or areas when ordered by Mayor;
- (h) arrange for maintenance of law and order in temporary facilities, e.g., evacuation centres;
- (i) protect evacuated buildings and other property in the emergency area;
- (j) arrange for additional “police assistance,” if required; and
- (k) advise the Coroner in the event of fatalities and perform whatever additional responsibilities may be necessary under the Coroners Act.

### **Fire Chief (Community Emergency Management Coordinator)**

Upon learning of a potential emergency, the Fire Chief or alternate should consider the need for possible activation of the emergency plan, and if warranted, he should trigger the emergency notification system described in Annex 1. Thereupon he should report to the Emergency Operations Centre to sit as a member of the Municipal Control Group and should perform the following additional functions and responsibilities:

- (a) provide the Mayor with information and advice on fire fighting matters;
- (b) develop and maintain a system for alerting Municipal Control Group members in an emergency;
- (c) if appropriate, appoint an “on-site coordinator” to control operations at the scene of an emergency;
- (d) inform the Mutual Aid Fire Coordinator and trigger mutual aid arrangements for the provision of additional fire fighting manpower and equipment if needed;

- (e) determine if additional or special equipment is needed and recommend possible sources of supply, e.g., breathing apparatus, protective clothing, etc.;
- (f) provide assistance to other municipal departments and agencies and be prepared to take charge or contribute to non-fire fighting operations if necessary, e.g., rescue, medical assistance, casualty collection, etc.;
- (g) Advise on all matters as Niagara Falls CEMC; and
- (h) Ensure that the EOC has been set up.

### **Executive Director of Community Services**

Upon learning of a potential emergency, the Executive Director of Community Services or alternate should consider the need for the possible activation of the emergency plan and if warranted, he should trigger the emergency notification system as described in Annex 1. Thereupon he should report to the Emergency Operations Centre to act as a member of the Municipal Control Group and to perform the following additional functions and responsibilities:

- a) Provide the Mayor with information and advice on engineering matters;
- b) If appropriate, appoint an “on-site coordinator” to control operations at the scene of emergency;
- c) Maintain liaison with flood control, conservation and environmental agencies and be prepared to conduct relief or preventative operations;
- d) Provide engineering materials, supplies and equipment and if not otherwise available, make arrangements for sources of supply from neighbouring municipalities, private contractors etc.;
- e) Assist traffic control, evacuations etc., by clearing emergency routes, marking obstacles, providing road signs, etc.;
- f) Maintain liaison with private utility companies (hydro, gas, telephone, etc.) and make recommendations for discontinuation of any utility, public or private, where necessary in the interest of public safety;
- g) Make recommendations and demolish unsafe structures if ordered by the Mayor;
- h) Reestablish essential services at the conclusion of an emergency; and

- i) Responsible for detailing personnel for good clearing, tree cutting and removal, temporary repairs and emergency barricading and would act as general coordinator for these sections working from the Municipal Service Centre under the direction of the Maintenance & Operations Engineer. Street flushing may be required in cases where materials or liquids injurious to the public are laying on roadways.

## Director of Health Services

Upon learning of a potential emergency, the Director of Health Services should consider the need for possible activation of the emergency plan, and if warranted, trigger the emergency notification system in Annex 1. Thereupon he should report to the Emergency Operations Centre to act as a member of the Municipal Control Group and either perform the following functions, or report the situation to the Public Health Unit who would then take such appropriate action, in conjunction with the Municipal Control Group as the situation warrants.

Public health matters are normally the responsibility of the Medical Officer of Health who will normally take charge in such situations and:

- a) Provide advice on public health matters to the Municipal Control Group;
- b) Arrange for dissemination of special instructions to the population on matters concerning public health;
- c) Arrange for mass immunization where needed;
- d) Arrange for testing of water supplies and, when warranted, make recommendations for arranging alternate supplies;
- e) Notify other agencies and senior levels of government about health related matters; and
- f) Consult with the Ministry of Environment and Ministry of Health and Long Term Care to provide the Municipal Control Group with additional information that may impact on the perimeters of the affected area or management of the emergency response.

Arrangements for coping with mass casualties are made jointly by the hospital(s) and ambulance service which serve the local area. Such arrangements will normally have been worked out beforehand to provide the following activities:

- Bringing casualties to a central point for triage and afterwards, arranging a balanced distribution of casualties to hospitals; and

- Provision of first aid for minor casualties who would not require transportation to a hospital.

### **Executive Director of Corporate Services**

Executive Director of Corporate Services will:

- a) Advise on the matters related to the capabilities of the municipality to make emergency financial provisions to respond to an emergency
- b) Provide direction regarding purchases during an emergency
- c) Ensuring that records of all expenses are maintained for future claims
- d) Liaising with the Provincial Ministry of Municipal Affairs & Housing regarding the Ontario Disaster Relief Assistance Program (ODRAP)
- e) Arrange and coordinate telecommunications systems
- f) Consult with the City of Niagara Falls Legal Division as required
- g) Arrange for Information Technology assistance as required

### **Clerk**

The City of Niagara Falls Clerk will as a member of the Municipal Control Group will:

- a) Ensure the effective administrative operation of the EOC with the CEMC
- b) Coordinate with the Mayor and CAO to ensure that all council members are advised of any emergency declaration made or the termination of an emergency declaration
- c) Log all decisions made by the MCG
- d) Coordinate the provision of clerical staff for the EOC
- e) Record minutes of the Business Cycle meeting
- f) Ensure food and hot/cold beverages are available for the MCG

## **Public Information Officer**

The Public Information Officer will:

- a) Coordinate all media releases with the assistance from the CAO and input from departmental representatives
- b) Coordinate media briefings and press conferences
- c) Monitor the media for incorrect information and amend all rumours
- d) Coordinate the opening of a media centre

## Section 7 – Municipal Support Group

The Municipal Support Group is comprised of municipal and/or other non-governmental officials, who may be required to advise and assist the Mayor and the Municipal Control Group during an emergency.

Municipal Support Group responsibilities include:

- Collecting and disseminating information on the emergency
- Ensuring emergency information is disseminated to their respective departments and agencies, and
- Maintaining a log outlining communications and actions taken.

The Municipal Support Group drawn from organizations listed hereunder may be called upon individually or be asked to deliberate and make recommendations collectively.

Not all Municipal Control Group members may be called upon to attend the Emergency Operations Centre, even during a “Full Notification” of the Municipal Control Group. Support Group members may be notified at the beginning of an emergency, for the duration of the emergency or periodically throughout the emergency at the request of the Municipal Control Group. Municipal Support Group membership is highly dependant upon the circumstances of the emergency event and may include members not listed in this section

Members of the Municipal Support Group include:

- All Municipal Department Heads
- Transit Commission
- Medical Officer of Health
- Community Services Department
- Emergency Management
- Enbridge Consumers Gas
- Niagara Falls Hydro
- Niagara Falls Ambulance (Dispatch Centre)
- Ontario Power Generation; and
- Bell Canada

## Section 8 – Assistance – Other Agencies

There exist agencies external to the municipal response structure that may be required to provide assistance during an emergency either by virtue of their specialized knowledge and expertise, or by reason of legislation or regulation. The more common of these agencies are listed below.

### Natural Resources - Conservation Authorities

Through their expertise and monitoring, the conservation authorities will be warning of an impending flood situation in advance of the actual event. Appropriate warnings will be sent by the authority to the city. Should the situation develop to require a plan / EOC activation, provincial ministries not already known to be responding will be notified by the Municipal Control Group through Emergency Management Ontario. A representative from the authority may be asked to join the EOC as an ad hoc member.

Occasionally, an event originating from within the city and impacting conservation lands or jurisdictions may occur. In these cases, the lead agency for the municipal response is responsible for ensuring the appropriate authority is contacted.

### School Boards / Boards of Education

Public and/or Private schools are an excellent resource to be used during emergencies. If there is a need to evacuate residents, schools are generally the first choice for use as reception/evacuation centres to temporarily shelter persons displaced by the emergency. It is the responsibility of the Community & Social Services to coordinate, and liaise with the local School Boards / Boards of Education to ensure that agreements are in place to facilitate access to, and use of their facilities when and if required. These provisions are included within the Community & Social Services emergency plan.

### Hospital Administration

During an emergency, the hospital will be responsible for:

- Implementing their own internal hospital emergency plan as required,
- Liaising with the Medical Officer of Health, and Emergency Medical Services in the Emergency Operations Centre regarding issues of mutual concern,
- Evaluating any requests for the provision of emergency medical teams at the emergency site.

## **Utility Suppliers**

Public, Private and Provincial Utilities may be requested to assist during a municipal emergency, and to provide a representative to advise the Municipal Control Group. Arrangements must be in place through their own Emergency Plans to coordinate and liaise with the Municipal Control Group regarding issues of mutual concern, and the potential disruption of any utility service.

## Section 9 – Assistance – Provincial and Federal

If locally available resources, including those which might be available from bordering municipalities and/or Regional sources are insufficient to meet emergency requirements, then assistance may be requested from the Provincial or Federal government. Assistance can take many forms including, additional personnel, specialized materials, equipment, or specific expertise.

### Federal Assistance

Federal Assistance cannot be obtained directly by a municipality but must be requested through the Province of Ontario. Municipalities are directed to Emergency Management Ontario for this resource.

### Provincial Assistance

Where Provincial assistance is required, which is outside of normal departmental or service working arrangements, the request will be made to the Emergency Management Ontario Operations Officer in the Provincial Emergency Operations Centre (PEOC). The PEOC is operational 24/7/365.

Specific contact information for this agency can be found in **Annex 3, Contact Numbers for Provincial Assistance**. Note: Agencies listed in this annex are provincial agencies located in the City of Niagara Falls and have local numbers.

If the Municipality makes the request directly to the Provincial Government, the Municipality must be prepared to be billed for services rendered.

Other Provincial Ministries may have a role to play in a municipal emergency. Some ministries have their own emergency plans and procedures for dealing with certain emergency scenarios. They may also have specialized resources and/or equipment that may be requested to provide assistance during municipal emergencies.

An overview of Provincial Ministries that may be requested to assist or which may have certain duties to perform during emergencies are provided in the following table.

MINISTRY	JURISDICTION
Ministry of Community Safety and Correctional Services	Coordination of provincial emergency management. All other peacetime emergencies not listed herein. War emergencies.
Ministry of Agriculture and Food	Agriculture and Food Emergencies.
Ministry of Community and Social Services	Emergency shelter, food and clothing, victim registration and inquiry and personal services required in support of all emergencies.
Ministry of Energy	Energy supply matters.
Ministry of Environment	Spills of pollutants to the natural environment.
Ministry of Health and Long-Term Care	Large scale human health emergencies and epidemics. Emergency health services.
Ministry of Labour	Health and safety of emergency responders, municipal and private employees and responding volunteers.
Management Board Secretariat	Continuity of government services.
Ministry of Northern Development and Mines	Abandoned mine hazards. Support provincial emergency management in Northern Ontario.
Ministry of Transportation	Highway and other transportation services.
Ministry of Municipal Affairs and Housing	Coordination of extraordinary provincial expenditures for emergencies.
Ministry of Natural Resources	Forest Fires. Floods. Droughts.

## Ontario Provincial Police

If an emergency occurs on Provincial Highways within the municipality, the Niagara Regional Police will notify the Ontario Provincial Police. Any actions or responsibilities required of the Ontario Provincial Police will also be coordinated through the Niagara Regional Police. The OPP may be required to provide a representative on the Municipal Control Group when requested, and/or provide a representative on the Emergency Site Team.

Specific contact information for this agency can be found in Annex 3, *Contact Numbers for Provincial Assistance*

## Section 10 - Emergency Public Information

During an emergency, it is essential that the City of Niagara Falls be able to coordinate the release of appropriate and factual information, issue authoritative directives to the public, and respond to, or redirect requests for information regarding any aspect of the emergency. In order to accomplish this, an Emergency Public Information Officer will coordinate all emergency public alert functions and operate out of the Emergency Operations Centre.

The lead spokesperson will always be the Mayor for the City of Niagara Falls, or their official designate. He/she has the responsibility and authority to speak to the media on behalf of the City of Niagara Falls regarding any and all aspects of the emergency and municipal emergency operations.

The Emergency Public Information Officer will coordinate all media releases with the CAO with assistance from respective department representatives as per emergency event. The Emergency Public Information Officer will also coordinate all scrums, press conferences, and media briefings.

Media monitoring is very important during an emergency event. The Emergency Public Information Officer will monitor to ensure that the public is receiving the information they require and that the information received is factual and correct.

If the emergency is large scale and has significant impact in the community a media centre will be opened to coordinate personnel from the media and to ensure the accurate and timely communication of all pertinent information.

Refer to Annex 4 for a list of Contact Numbers for local Radio & Television Stations

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## **Section 11- Plan Maintenance and Testing**

### **Plan Maintenance**

The Chief Administrative Officer is ultimately responsible for ensuring that this Emergency Plan is maintained and tested.

While the Chief Administrative Officer is ultimately responsible for the Emergency Plan, the Fire Chief for the City of Niagara Falls Fire Department role and responsibility is to coordinate, facilitate, implement and test the Emergency Plan based on the recommendations and directions of the Municipal Control Group (ECG) and the Program Committee.

### **Annual Review**

Any proposed changes to this Emergency Plan will be submitted to the Fire Chief for the City of Niagara Falls Fire Department. All proposed changes to this Emergency Plan will be presented for review to the Municipal Control Group. Each review will be coordinated by the Fire Chief for the City of Niagara Falls Fire Department, and conducted on or before September 30th of each calendar year.

### **Revisions**

Any proposed major revision to this Emergency Plan must be presented to the Municipal Control Group. Major revisions to this Plan will only be approved through a recommendation of the Municipal Control Group, and may be presented to Municipality Council, at the direction of the Municipal Control Group.

Minor revisions to this Emergency Plan will be coordinated by the Fire Chief for the City of Niagara Falls Fire Department, and may be brought before the Municipal Control Group.

All amendments to the Plan will be recorded and logged on an “Amendment Sheet” to be located immediately following the table of contents, at the front of each copy of the Emergency Plan.

### **Plan Distribution**

If any major revisions are made to this Emergency Plan, the amended plan may be reprinted and re-circulated in its entirety, and distributed according to the “Distribution List” attached as Annex 7.

If minor revisions are made to this Emergency Plan, only a notice of the amendment and any other required changes will be distributed according to the “Distribution List” attached as Annex 7 to this plan.

### **Testing the Emergency Plan**

This Emergency Plan will be tested on a regular basis to ensure that the contents remain current and up to date.

### **Annual Exercise**

The Emergency Plan will be tested a minimum of once annually using exercises. Exercises will be coordinated by the Fire Chief for the City of Niagara Falls Fire Department to test the effectiveness of the emergency plan and to train municipal emergency personnel.

### **Agency Responsibility**

Each organization and department noted in this Emergency Plan is responsible for forwarding information concerning this plan to any agencies and organizations with which they entertain links related to emergency preparedness and response. At the same time it is the responsibility of such organization and department to relay to the Fire Chief for the City of Niagara Falls Fire Department any information obtained from their linked agencies that may have an impact on the Emergency Plan. It is also the responsibility of such organizations and departments to ensure the coordination and facilitation of roles and responsibilities among its partners are fulfilled.