

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NO. 2012-119

Being a By-law to adopt an Emergency Plan and Nuclear Response Plan governing the provisions of necessary services during such emergencies

**WHEREAS** Section 3 of The Emergency Management Act, R.S.O. 1990 c. E9, provides that the Council of a municipality may pass a by-law formulating or providing for the formulation of an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to an emergency.

**AND WHEREAS** Section 8 of The Emergency Management Act, R.S.O. 1990 c. E9, provides that the Council of a municipality may pass a by-law formulating or providing for the formulation of a nuclear response plan governing the provision of necessary services during a nuclear emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to a nuclear emergency

**NOW THEREFORE** the Council of the Corporation of the Town of Amherstburg hereby enacts as follows;

1. That the Amherstburg Emergency Response Plan dated May 2012, attached hereto as Schedule "A" and forming part of this By-law is hereby adopted as the emergency plan governing the provision of necessary services during an emergency of the municipality and other persons who will respond to the emergency.
2. That the Amherstburg Nuclear Emergency Response Plan dated May 2012, attached hereto as Schedule "B" and forming part of this By-law is hereby adopted as the nuclear emergency plan governing the provision of necessary services during a nuclear emergency of the municipality and other persons who will respond to the emergency.
3. That By-law 2006-21 is hereby repealed.
4. This By-law shall come into force and take effect on the day of the final passing thereof.

Read a first, second and third time and finally passed this 10th day of December, 2012.

  
MAYOR – WAYNE HURST

  
CLERK – BRENDA M. PERCY

This By-law repeals  
2006-21

## “APPENDIX A”

EMERGENCY RESPONSE PLAN

# TOWN OF AMHERSTBURG

## EMERGENCY RESPONSE PLAN



**By-law no. 2012-119**

EMERGENCY RESPONSE PLAN

**AMENDMENTS**

<b>No.</b>	<b>Date</b>	<b>Page</b>	<b>Amended By</b>	<b>Date</b>
------------	-------------	-------------	-------------------	-------------

---

## EMERGENCY RESPONSE PLAN

### **FOREWORD**

This Emergency Response Plan has been prepared for the Town of Amherstburg to prescribe the municipal response to a large-scale emergency requiring a controlled and coordinated approach.

Legal authority for the preparation of this municipal plan is found in the *Emergency Management Act R.S.O. 1990 Chapter E.9*, which permits the council of a municipality to pass a by-law providing for the formulation of an emergency plan. In accordance with that act, the Town of Amherstburg has prepared the following plan which conforms to generally accepted emergency planning practices and has been adopted by the Council of the Town of Amherstburg under By-Law No. 2006-21

In token thereof, the plan is signed by the Mayor and the Chief Administrative Officer of the municipality, and is hereby approved for use.

\_\_\_\_\_  
**Wayne Hurst**  
Mayor of the Town of Amherstburg

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Kristina Di Paolo**  
Acting Chief Administrative Officer, Town of Amherstburg  
Pamela Malott (on Leave)

\_\_\_\_\_  
Date

EMERGENCY RESPONSE PLAN

**MEMORANDUM OF CONCURRENCE**

The following municipalities, agencies, departments and boards do hereby approve and accept the Town of Amherstburg Consolidated General and Chemical Emergency Response Plan and undertake to comply with its provisions. In token thereof, this concurrence memorandum is signed by their duly authorized representatives.

\_\_\_\_\_  
County of Essex

\_\_\_\_\_  
City of Windsor

\_\_\_\_\_  
Town of Essex

\_\_\_\_\_  
Town of LaSalle

\_\_\_\_\_  
Windsor-Essex County Health Unit

\_\_\_\_\_  
Town of Essex Police Services

\_\_\_\_\_  
Windsor - Essex Social Services Department

\_\_\_\_\_  
Greater Essex County District School Board

\_\_\_\_\_  
Windsor - Essex Catholic District School Board

\_\_\_\_\_  
OPP Western Region

\_\_\_\_\_  
LaSalle Police Service

\_\_\_\_\_  
Amherstburg Police Service

# EMERGENCY RESPONSE PLAN

---

Windsor Police Service

---

Amherstburg Fire Department

---

LaSalle Fire Services

---

Windsor Fire & Rescue Services

---

Town of Essex Fire Department

---

Windsor/Essex County Land Ambulance  
Service

---

Honeywell Chemicals Canada

---

Amateur Emergency Radio Service

---

Le Conseil Ecoles Scolaire de Catholique  
du Sud-Ouest

---

St. Clair College

EMERGENCY RESPONSE PLAN

**Amherstburg Emergency Response Plan**  
**Table of Contents**

<b><u>Chapter</u></b>	<b><u>Content</u></b>	<b><u>Page</u></b>
	<b>Amendments</b>	2
	<b>Foreword</b>	3
	<b>Memorandum of Concurrence</b>	4-5
	<b>Index</b>	6-9
	<b>Tables and Figures</b>	9
	<b>Acronyms and Abbreviations</b>	10
<b>Chapter 1</b>	<b>General</b>	11
1.1	Introduction	11
1.2	Aim	11
1.3	Scope	12
1.4	Legal Authority	12
1.5	Legal Powers	12
1.6	Participating Municipalities and Organizations	13
<b>Chapter 2</b>	<b>Emergency Response Organization</b>	14
2.1	General	14
2.2	Responsibilities	14-15
Figure 2.1	<i>Emergency Response Organization</i>	16
2.3	Community Control Group	17
2.4	Municipal Emergency Operations Center (MEOC)	18
2.5	Traffic Control Center (TCC)	18
2.6	Emergency Information Center (EIC)	19
2.7	Reception/Evacuee Center(s)	20
2.8	Telecommunication	20
<b>Chapter 3</b>	<b>Notification and Response</b>	21
3.1	Emergency Notification	21
3.2	Response Levels and Initial Actions	21
Table 3.1	<i>Emergency Response Levels and Initial Actions</i>	22-24
3.3	Public Alerting	24-25
<b>Chapter 4</b>	<b>Emergency Operations</b>	26
4.1	General	26
4.2	Overview of Operations	26-27
4.3	Immediate Actions	27
4.4	Operating Cycle and Meeting Procedure	27-28
4.5	Declaration of an Emergency by Head-CCG	28



## EMERGENCY RESPONSE PLAN

4.6	Termination of Declaration of an Emergency	28-29
4.7	Requests for Assistance	29
4.8	County of Essex Emergency Support Plan	29-30
<b>Chapter 5</b>	<b>Recovery Plan</b>	31
5.1	General	31
5.2	Organization	31-32
5.3	Development of a Recovery Strategy	32
5.4	Committee Responsibilities During the Recovery Phase	32-33
<b>Chapter 6</b>	<b>Public Direction and Emergency Information</b>	34
6.1	General	34
6.2	Overview of Operations	34
6.3	Organization	34-35
6.4	Designated Media	35
6.5	Emergency Information Center (EIC)	35-36
<b>Chapter 7</b>	<b>Plan Maintenance, Revision, and Testing</b>	37
7.1	Plan Maintenance and Revision	37
7.2	Testing of the Plan	37
<b>Appendix 1</b>	<b>Notification Procedure</b>	38
<i>Annex A</i>	<i>Notification Procedure</i>	38
1.0	Initiation of Notification	39
2.0	Continuation of Notification	39
3.0	Notification Procedure	41
4.0	Action on Being Notified	41
<i>Annex B</i>	<i>Notification Chart</i>	42
<i>Annex C</i>	<i>Notification Contact Procedure</i>	43-36
<i>Annex D</i>	<i>Routine Monitoring Notification Procedure and Call out List</i>	47
List 1	Routine Monitoring Notification List	48-49
List 2	Enhanced Monitoring Notification List	50-53
List 3	Partial Activation Notification List	54-60
List 4	Full Activation Notification List	61-66
<i>Annex E</i>	<i>Industrial Notification</i>	67
<b>Appendix 2</b>	<b>Emergency Centers</b>	68
<b>Appendix 3</b>	<b>Responsibilities</b>	69-70
<i>Annex A</i>	<i>Head of Municipal Emergency Control Group (MECG)</i>	71
<i>Annex B</i>	<i>All Members of the MECG</i>	72-73
<i>Annex C</i>	<i>Operations Officer-MECG</i>	74
<i>Annex D</i>	<i>Municipal Emergency Operations Center Coordinator</i>	75

## EMERGENCY RESPONSE PLAN

<i>Annex E</i>	<i>Emergency Information Officer</i>	76
<i>Annex F</i>	<i>County of Essex</i>	77
<i>Annex G</i>	<i>Town of Amherstburg</i>	78
<i>Annex H</i>	<i>Windsor-Essex County Health Unit</i>	79
<i>Annex I</i>	<i>Windsor-Essex Social Services Department</i>	80-81
<i>Annex J</i>	<i>Greater Essex District School Board of Education</i>	82-83
<i>Annex K</i>	<i>Essex County Roman Catholic Separate School Board</i>	84
<i>Annex L</i>	<i>Le Conseil Scolaire Des Ecoles Du Sud-Quest</i>	85-86
<i>Annex M</i>	<i>All Amherstburg area Police</i>	87-88
<i>Annex N</i>	<i>Lasalle Police Services</i>	89
<i>Annex O</i>	<i>Amherstburg Fire Department</i>	90
<i>Annex P</i>	<i>Windsor/Essex County Land Ambulance Service</i>	91
<i>Annex Q</i>	<i>Honeywell Chemical Ltd.</i>	92
<i>Annex R</i>	<i>Amateur Radio Emergency Service</i>	93
<i>Annex S</i>	<i>St Clair College</i>	94
<i>Annex T</i>	<i>Windsor Police Service</i>	95
<i>Annex U</i>	<i>City of Windsor</i>	96
<i>Annex V</i>	<i>Town of Essex</i>	97
<i>Annex W</i>	<i>Town of Lasalle</i>	98
<i>Annex X</i>	<i>Essex Police Service</i>	99
<b>Appendix 4</b>	<b>Planning Data</b>	100
<i>Annex A</i>	<i>Schools, Day Care Centers, Nursing Homes, Senior Citizen Apartments and Group Homes</i>	101-107
<b>Appendix 5</b>	<b>Evacuation Plan</b>	108
1.0	General	108
2.0	Organization	108
3.0	Evacuation Considerations	108
4.0	Implementation	109
<b>Appendix 6</b>	<b>Declaration of a Municipal Emergency</b>	110
<b>Appendix 7</b>	<b>Public Action Directives</b>	111-114
<b>Appendix 8</b>	<b>Distribution</b>	115
<b>1.0</b>	Municipalities	115
<b>2.0</b>	County of Essex	115
<b>3.0</b>	Police Departments	115-116
<b>4.0</b>	Fire Departments	116
<b>5.0</b>	Ambulance Service	116
<b>6.0</b>	Ontario Hydro	116
<b>7.0</b>	Provincial Ministries	116-117

## EMERGENCY RESPONSE PLAN

<b>8.0</b>	Essex Region Conservation Authority	117
<b>9.0</b>	Amateur Radio Emergency Services	117
<b>10.0</b>	Designated Media	117
<b>11.0</b>	Amherstburg Industries	117
<b>12.0</b>	Others	118
		118
<b>Appendix 9</b>	<b>Resource Directory</b>	119

### **TABLES AND FIGURES**

	<u>Chapter</u>	<u>Page</u>
2.1 Emergency Response Organization	2	6
3.1 Emergency Response Levels and Initial Actions	3	12

## EMERGENCY RESPONSE PLAN

### **ACRONYMS & ABBREVIATIONS**

ARES	-	Amateur Radio Emergency Service
CEMC	-	Community Emergency Management Coordinator
EMO	-	Emergency Management Ontario
CCG	-	County Control Group
ESM	-	Emergency Site Manager
EIC	-	Emergency Information Centre
CCG	-	Community Control Group
MEOC	-	Municipal Emergency Operations Centre
MOEE	-	Ministry of the Environment and Energy
MOH	-	Medical Officer of Health
MTO	-	Ministry of Transportation
OPP	-	Ontario Provincial Police
PAD	-	Public Action Directives
PIO	-	Public Information Officer
TCC	-	Traffic Control Centre
WECLA	-	Windsor Essex County Land Ambulance

**CHAPTER 1**

**GENERAL**

**1.1 Introduction**

- 1.1.1 The Town of Amherstburg Emergency Response Plan has been prepared to facilitate a controlled and coordinated municipal response to a large-scale chemical emergency or any other emergency occurring within or affecting the municipality.
- 1.1.2 Emergencies are defined as situations or impending situations abnormally affecting property and the health, safety, and welfare of the community which, by their nature or magnitude, require a coordinated response by a number of organizations under a Community Control Group (CCG). They are distinct from the normal day-to-day operations carried out by first response agencies.
- 1.1.3 While many emergencies could occur within the Town of Amherstburg, this municipal plan has been prepared to mitigate the effects of a chemical emergency occurring at one of the Town of Amherstburg's chemical plants or through a transportation accident, as well as any emergency of a general nature. Specific actions that may result from a nuclear-related emergency associated with FERMI 2 are outlined in the Nuclear Response Plan found as a separate section of this plan.

**1.2 Aim**

- 1.2.1 The aim of the Town of Amherstburg, in the event of an emergency, is to safeguard the health, safety, welfare and property of the inhabitants of the community, and to protect the environment.
- 1.1.2 The above aim is achieved through the Town of Amherstburg Emergency Response Plan which prescribes the municipal response to any general emergency situation as well as a chemical or nuclear emergency.

**1.3 Scope**

- 1.3.1 This municipal plan covers the responsibilities of the Town of Amherstburg and the various municipalities and organizations which would respond to such an emergency (Refer to Section 1.6).
- 1.3.2 In the event of a **nuclear emergency**, tab immediately to the Nuclear Emergency Response Plan.

## EMERGENCY RESPONSE PLAN

- 1.3.3 This plan is formally entitled the “Town of Amherstburg Emergency Response Plan”. In this document it will be referred to as “the municipal plan”.

### **1.4 Legal Authority**

- 1.4.1 This municipal plan is based on the *Emergency Management Act R.S.O. 1990 Chapter E.9* which permits the council of a municipality to pass a by-law providing for the formulation of an emergency plan.

### **1.5 Legal Powers**

- 1.5.1 The head of council of an municipality may declare that an emergency exists in the municipality or any part thereof and may take such action and make such orders as he considers necessary and are not contrary to law to implement the emergency response plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area (*Emergency Management Act R.S.O. 1990, Chapter E.9*).
- 1.5.2 The head of a council or the council of a municipality may at any time declare that an emergency has terminated (*Emergency Management Act R.S.O. 1990, Chapter E.9*).
- 1.5.3 In accordance with the *Emergency Management Act R.S.O. 1990 Chapter E.9*, **the Mayor of Amherstburg, the CAO of Amherstburg, the Amherstburg Fire Chief / Emergency Coordinator, the Amherstburg Police Chief** are hereby authorized to take action to implement the plan where such action is considered necessary, even though the declaration of the existence of an emergency has not yet been made.
- 1.5.4 The Head of the Community Control Group shall be the Mayor of the Town of Amherstburg. During the absence of the Mayor or his/her inability to act, the Deputy Mayor shall be the Head of the Community Control Group (the *Emergency Management Act R.S.O. Chapter E.9*).
- 1.5.5 No action or other proceeding for damage lies or shall be instituted against a member of council, an employee of a municipality, a minister of the Crown or a Crown employee for doing any act or neglecting to do any act in good faith in the implementation or intended implementation of an emergency plan or in connection with an emergency (The *Emergency Management Act R.S.O. Chapter E.9*).

### **1.6 Participating Municipalities and Organizations**

- 1.6.1 The following municipalities, agencies, departments, and boards have been

## EMERGENCY RESPONSE PLAN

assigned some responsibility for responding to an emergency and, in token thereof, have signed a memorandum of concurrence:

Town of Amherstburg (*Designated Municipality*)  
Town of LaSalle (*Support Municipality*)  
Town of Essex (*Host Municipality*)  
County of Essex (*Designated Municipality*)  
City of Windsor (*Host Municipality*)  
Windsor-Essex County Health Unit  
Windsor - Essex Social Services  
Windsor - Essex Catholic District School Board  
Greater Essex County District School Board  
Le Conseil Scolaire Des Ecoles Catholiques Du Sud-Ouest  
St. Clair College  
Ontario Provincial Police  
LaSalle Police Service  
Amherstburg Police Service  
Town of Essex Police Service  
Windsor Police Service  
Amherstburg Fire Department  
LaSalle Fire Services  
Windsor Fire & Rescue Services  
Town of Essex Fire Department  
Windsor Essex County Land Ambulance  
Amateur Radio Emergency Service

- 1.6.2 Responsibilities assigned to organizations listed in 1.6.1 shall carry the following implications:
- (a) In the case of those assigned to an organization, it shall be the responsibility of the operational/administrative head of the organization to ensure their implementation.
  - (b) In the case of those assigned to a position, implementation shall also be the responsibility of any substitute, alternate or the person next in line of authority if the permanent incumbent of that position is absent or otherwise unable to take the necessary action.
- 1.6.3 Those organizations listed in 1.6.1 shall ensure appropriate plans and implementing procedures are developed for carrying out their roles and tasks.

## **CHAPTER 2**

### **EMERGENCY RESPONSE ORGANIZATION**

# EMERGENCY RESPONSE PLAN

## **2.1 General**

- 2.1.1 The municipal emergency response organization which shall be set up under this plan to deal with an emergency is shown in outline in Figure 2.1 (page 3). This organization is comprised of the Community Control Group (CCG), the Emergency Site Manager (ESM), individual organizations operating under the CCG, and the various emergency centres. The municipal emergency response organization (including the emergency centres) is controlled by the Community Control Group (CCG).
- 2.1.2 The structure of this organization shall remain essentially the same for any emergency; however, certain incidents may require only parts of the organization to respond and only certain emergency centres to be set up.

## **2.2 Responsibilities**

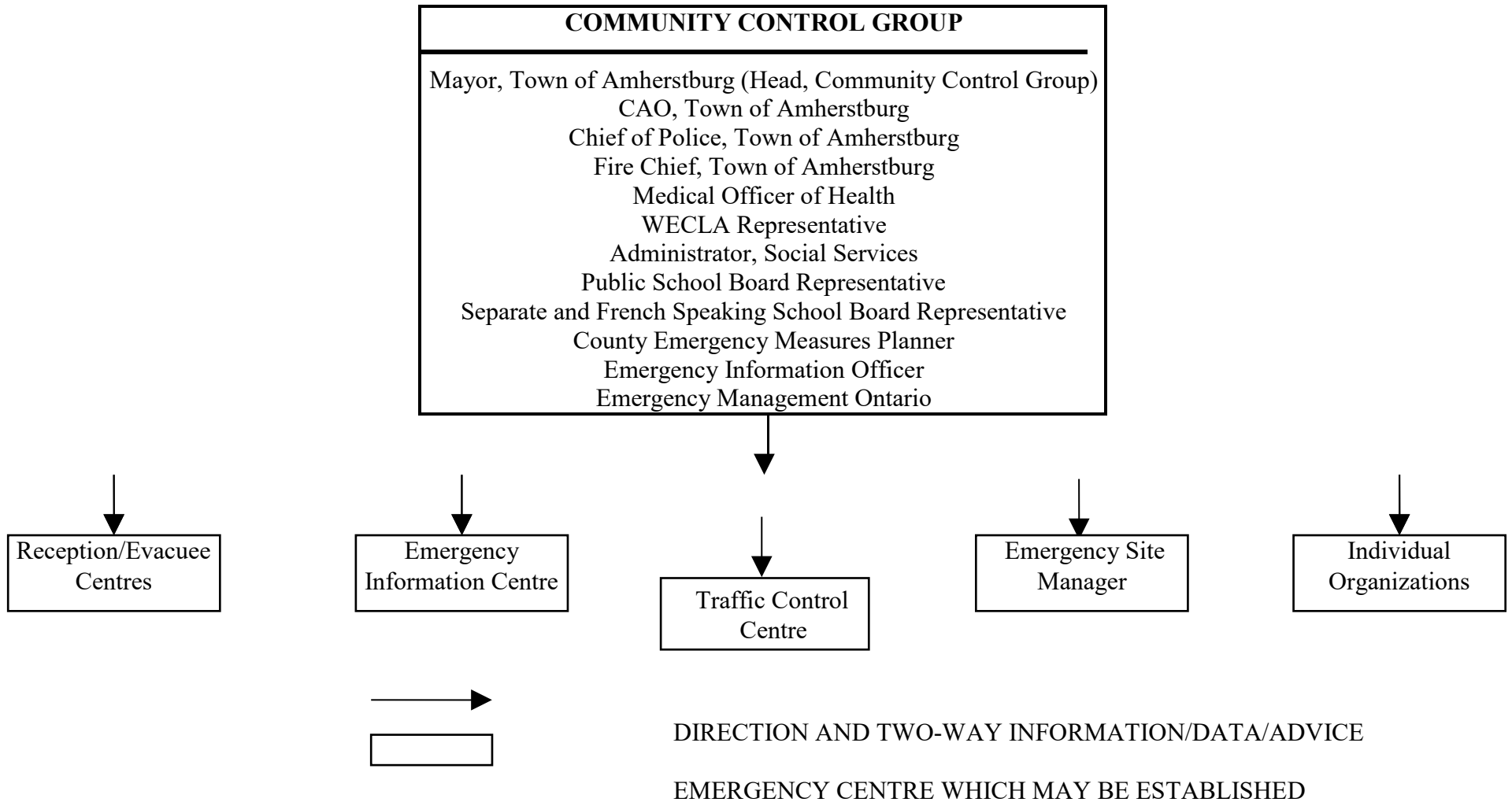
- 2.2.1 The following municipalities, organizations, and individuals, which comprise or contribute to this organization, have been assigned specific responsibilities which are outlined in Appendix 3 of the Municipal Plan:

- (a) Head - CCG
- (b) All Members - CCG
- (c) Operations Officer - CCG
- (d) Community Operations Centre Coordinator
- (e) Emergency Information Officer
- (f) County of Essex
- (g) Town of Amherstburg
- (h) Windsor-Essex County Health Unit
- (i) Windsor - Essex Social Services
- (j) Greater Essex District School Board
- (k) Windsor Essex Catholic District School Board
- (l) Le Conseil Scolaire des Ecoles Catholiques du Sud-Ouest
- (m) Amherstburg Police Service
- (n) LaSalle Police Service
- (o) Amherstburg Fire Dept.
- (p) Windsor / Essex County Land Ambulance Service
- (q) Honeywell Chemicals
- (r) Amateur Radio Emergency Services
- (s) St. Clair College
- (t) Windsor Police Service
- (u) City of Windsor
- (v) Town of Essex
- (w) Town of LaSalle
- (x) Essex Police Service



# EMERGENCY RESPONSE PLAN

**FIGURE 2.1: EMERGENCY RESPONSE ORGANIZATION**



**2.3 Community Control Group (CCG)**

2.3.1 Function

The CCG is the body that provides direction to the emergency management operation within the municipal area, and ensures coordination between all the agencies involved.

2.3.2 Members

Members of this group include:

Mayor, Town of Amherstburg (Head, Community Control Group);  
Chief Administrative Officer, Town of Amherstburg (Operations Officer);  
Chief of Police, Town of Amherstburg;  
Fire Chief (Emergency/Municipal Coordinator), Town of Amherstburg;  
Medical Officer of Health;  
WECLA representative;  
Administrator, Social Services;  
Public School Board representative;  
Separate School Board and French School Board representatives;  
County of Essex Emergency Measures Planner;  
Emergency Information Officer;  
Emergency Management Ontario;

The following additional personnel may be added to the CCG to provide support or expert advice:

Manager of Public Services, Town of Amherstburg  
Public Works Supervisor, Town of Amherstburg  
Treasurer, Town of Amherstburg  
Essex Region Conservation Authority representative  
Provincial/Ministry representative  
Chemical industry representative  
Utility representative

2.3.3 Representatives shall be nominated to fill all of the permanent positions on the CCG.

2.3.4 It shall be the responsibility of each member of the Community Control Group to designate and train an alternate who could assume their position within the group on short notice.

# EMERGENCY RESPONSE PLAN

## **2.4 Municipal Emergency Operations Centre (MEOC)**

### 2.4.1 Function

The Municipal Emergency Operations Centre shall serve as the base of operations for the MCG.

#### **Primary Location**

Amherstburg Fire Station #2  
3400 Middle Side Road  
Amherstburg

#### **Alternate**

LaSalle Municipal Building  
5950 Malden Road  
LaSalle, Ontario

### 2.4.2 Activation

The MEOC shall be set up and staffed by members of the CCG for the following levels of emergency response: *Partial Activation* and *Full Activation*. (Refer to Chapter 3 for an explanation of the emergency response levels).

### 2.4.3 Staffing and Equipment

All equipment required for the proper functioning of the MEOC shall be maintained at the centre. The staff required to provide support for the MEOC shall be designated in advance, including alternates and relief's, and arrangements shall be made for calling them in when required. The Operations Officer is responsible for ensuring the readiness of equipment, supplies, and support staff for the MEOC (Responsibilities are outlined in Annex C to Appendix 3). The Operations Officer shall also ensure that maps, plans, and key pieces of equipment can be quickly transported to the alternate MEOC.

## **2.5 Traffic Control Centre (TCC) – if needed would follow the model outlined in the Nuclear Response Plan**

### 2.5.1 Function

A Traffic Control Centre may be established to direct and coordinate an evacuation or other emergency operation.

#### **Primary Location**

Behind Municipal Building  
3400 Middleside Road  
Amherstburg, Ontario

#### **Alternate**

Will be determined by  
the Amherstburg Police  
Chief at the time.

## EMERGENCY RESPONSE PLAN

### 2.5.2 Activation

The Traffic Control Centre **may** be set up and staffed during *Partial Activation* or *Full Activation*.

### 2.5.3 Staffing and Equipment

If established at the primary location, the Traffic Control Centre will utilize the equipment and staffing arrangements as set up in Appendix 8 of the **Nuclear Plan**.

## **2.6 Emergency Information Centre (EIC)**

### 2.6.1 Function

The Emergency Information Centre is a municipal facility that **may** be set up to provide: (i) directions to the public on measures that should be taken to ensure their health and safety and (ii) a central outlet for the timely dissemination of emergency information to the media and the public in a direct and forthright manner.

#### **Primary Location**

Anderdon Public School  
3170 Middle Side Road  
Amherstburg

#### **Alternate**

LaSalle Municipal Building  
5950 Malden Road  
LaSalle, Ontario

### 2.6.2 Activation

The Emergency Information Centre **may** be set up and staffed during *Partial Activation* or *Full Activation*.

### 2.6.3 Staffing and Equipment

If established at the primary location, the Emergency Information Centre will utilize the equipment assembled and stored for the Emergency Information Centre which would be set up under the **Nuclear Response Plan**.

## **2.7 Reception/Evacuee Centre(s)**

## EMERGENCY RESPONSE PLAN

### 2.7.1 Function

Reception/Evacuee Centres **may** be set up to receive and provide emergency social services to evacuees from the emergency area if evacuations are ordered. The number and location of the required Reception/Evacuee Centres will be established at the time of the emergency by considering all of the relevant factors.

Serious consideration should be given to utilizing the following schools in neighbouring municipalities: **Harrow/Colchester South Arena & Community Centre** (243 McAfee St., Harrow); **St. Clair College of Applied Arts and Technology** (2000 Talbot West, Windsor).

### 2.7.2 Activation

Reception/Evacuee Centres **may** be set up and staffed during *Partial Activation* or *Full Activation*.

### 2.7.3 Staffing and Equipment

The Windsor - Essex Social Services Department is responsible for the operation of all Reception/Evacuee Centres set up in the County. (Refer to Annex L of Appendix 3).

## **2.8 Telecommunications**

2.8.1 All of the emergency centres are currently linked through the Bell telephone system which permits voice and fax communications between the centres. In the case of the primary MEOC, EIC, and TCC, special telephone lines have been installed and a small number of these are maintained as 'live' lines.

2.8.2 All emergency centres in this municipal plan shall have available back up radio communications. The centres in this radio 'net' shall include the MEOC, and if established: the EIC, Reception/Evacuee Centres, the County EOC, and the Red Cross Central Registry & Inquiry Bureau. The Amateur Emergency Radio Service (A.R.E.S.) has assumed responsibility for providing this service (Refer to Annex Q to Appendix 3).

2.8.4 It shall be the responsibility of the Amherstburg Coordinator to ensure that essential telephone lines needed to make outgoing calls during an emergency are covered by the Line Load Control Program.

## **CHAPTER 3**

## EMERGENCY RESPONSE PLAN

### **NOTIFICATION AND RESPONSE**

#### **3.1 Emergency Notification**

- 3.1.1 The emergency notification system is the system used to alert the emergency response organization that an emergency exists. Windsor Fire Dispatch Services is the agency which initiates the notification on behalf of this municipal plan.
- 3.1.2 Windsor Fire Dispatch Services may receive authority to initiate the emergency notification system from either of the parties listed in 3.1.3 below when an emergency occurs requiring a coordinated municipal response.
- 3.1.3 Authority to initiate the municipal emergency notification system shall come from either the:
- **Mayor of Amherstburg; or**
  - **CAO of Amherstburg; or**
  - **Amherstburg Fire Chief; or**
  - **Amherstburg Police Chief; or**
  - **Emergency Management Ontario (in the event of a nuclear incident); or**
  - **Chemical Industry Representatives**
- 3.1.4 Windsor Fire Dispatch Services will be advised of the emergency response level to be adopted (Section 3.2) and any special instructions to be passed along during the notification procedure.
- 3.1.5 Upon receipt of the emergency response level and any special instructions, Windsor Fire Dispatch Services shall immediately undertake notifications to the emergency response organization as set out in the Notification Procedure (Appendix 1).
- 3.1.6 When the emergency response organization is to be **Fully** or **Partially Activated**, each participating organization in this plan shall undertake internal or external notifications indicating the level of activation to be adopted and any special instructions. Those organizations with a responsibility to conduct external notifications are set out in the Notification Procedure (Appendix 1).

#### **3.2 Response Levels and Initial Actions**

The various response levels and the actions required under them are shown in outline in Table 3.1 and are described below.

### **TABLE 3.1: EMERGENCY RESPONSE LEVELS AND INITIAL ACTIONS**

## EMERGENCY RESPONSE PLAN

RESPONSE LEVEL	INITIAL ACTIONS (BY MUNICIPALITY)
<p>1. <b>ROUTINE MONITORING</b> (Category 1)</p>	<ul style="list-style-type: none"> <li>• The County Emergency Management Coordinator, the Amherstburg Fire Chief, and the Head - CCG will monitor the situation from their normal workplaces or homes.</li> </ul>
<p>2. <b>PARTIAL ACTIVATION</b> (Category 2)</p>	<ul style="list-style-type: none"> <li>• Organizations contacted by Windsor Fire Dispatch shall be placed on <u>standby</u> (All individuals should remain available at their offices or homes, as appropriate.)</li> <li>• Organizations contacted by Windsor Fire Dispatch shall undertake further internal and external notifications placing their contacts on standby.</li> <li>• The Community Control Group shall assemble at the Municipal Emergency Operations Centre to monitor the situation.</li> <li>• The Municipal Emergency Operations Centre shall consider the advisability of fully activating the Traffic Control Plan, and shall so order, if appropriate.</li> <li>• The organization responsible for the other emergency centres (EIC, TCC and Reception/Evacuee Centres) shall ensure that these centres can become fully operational without undue delay.</li> <li>• The Amherstburg Fire Chief, Amherstburg Police Chief, are authorized to take such actions as are deemed appropriate and necessary to mitigate the effects of an emergency without the Head - CCG having yet declared a state of emergency.</li> </ul>
<p>3. <b>FULL ACTIVATION</b> (Category 3)</p>	<ul style="list-style-type: none"> <li>• Organizations contacted by Windsor Fire Dispatch shall report to their places of duty as appropriate and fully <u>activate</u> their own emergency plans and procedures.</li> <li>• Organizations contacted by Windsor Fire Dispatch shall undertake further internal and external notifications informing their contacts of the level of response.</li> <li>• The Community Control Group shall assemble at the Municipal Emergency Operations Centre to monitor the situation or to coordinate the emergency response.</li> <li>• The Municipal Emergency Operations Centre shall consider the advisability of fully activating the Traffic Control Plan, and shall so order, if appropriate.</li> <li>• Actions ordered by Municipal Emergency Control Group including <b>Public Alerting</b> shall be implemented.</li> </ul>



## EMERGENCY RESPONSE PLAN

### 3.2.1 *Routine Monitoring (Category 1)*

***Routine Monitoring*** should be implemented when a situation requires monitoring by the municipality. Generally, this response level would be adopted in reaction to a small spill which is quickly controlled and contained within plant boundaries. The spill will probably produce no off-site environmental effects, although it is an event which municipal officials should be notified of.

If the response level to be adopted is ***Routine Monitoring***, either the Amherstburg Police Chief or the Amherstburg Fire Chief shall notify Windsor Fire Dispatch Services. Windsor Fire Dispatch Services, in turn, shall notify: the County Emergency Management Coordinator, the Amherstburg Fire Chief (if not already notified), and the Head - CCG who will monitor the situation from their normal workplaces or homes.

### 3.2.2 *Partial Activation (Category 2)*

***Partial Activation*** should be implemented when a situation requires the municipal emergency response organization to be placed on standby. A community emergency is not imminent but the situation has the potential to deteriorate, thus becoming a serious threat to the community.

Generally, this response level would be adopted in reaction to a spill under control at a plant site, which has the potential to get worse. It may also refer to a spill from road or rail transport equipment. It is not an “immediate” concern to downwind residents, even though some of the spill plume may travel off-site.

If the response level to be adopted is ***Partial Activation***, either the Amherstburg Police Chief or Amherstburg Fire Chief shall notify Windsor Fire Dispatch Services. Windsor Fire Dispatch Services, in turn, shall notify the full emergency response organization as set out in the Notification Procedure (Appendix 1).

The Municipal Response shall consist of:

- Organizations contacted by Windsor Fire Dispatch shall be placed on standby (All individuals should remain available at their offices or homes, as appropriate.)
- Organizations contacted by Windsor Fire Dispatch shall undertake further internal and external notifications placing their contacts on standby.
- The Community Control Group shall assemble at the Municipal Operations Centre to monitor the situation.
- The Community Operations Centre shall consider the advisability of fully activating the Traffic Control Plan, and shall so order, if appropriate.
- The organization responsible for the other emergency operations centres (EIC, TCC

## EMERGENCY RESPONSE PLAN

and Reception/Evacuee Centres) shall ensure that these centres can become fully operational without undue delay.

- The Amherstburg Fire Chief, the Amherstburg Police Chief are authorized to take such actions as are deemed appropriate and necessary to mitigate the effects of an emergency without the Head - CCG having yet declared a state of emergency.

### 3.2.3 *Full Activation (Category 3)*

**Full Activation** should be implemented when a situation requires the municipal emergency response organization to be fully activated. A community emergency requiring a controlled and coordinated response has occurred or is imminent.

Generally, this response level would be adopted in reaction to a large or uncontrolled spill of a toxic chemical that has left the plant boundaries or the site of a transportation accident and has the potential to affect downwind residents. There may be a need for downwind residents to take shelter or to be evacuated.

If the response level to be adopted is **Full Activation**, either the Amherstburg Police Chief or Amherstburg Fire Chief shall notify Windsor Fire Dispatch Services. Windsor Fire Dispatch Services, in turn, shall notify the full emergency response organization as set out in the Notification Procedure (Appendix 1).

The Municipal Response shall consist of:

- Organizations contacted by Windsor fire Dispatch shall report to their places of duty and fully activate their own emergency plans and procedures.
- Organizations contacted by Windsor Fire Dispatch shall undertake further internal and external notifications informing their contacts of the level of response.
- The Community Control Group shall assemble at the Municipal Emergency Operations Centre to monitor the situation.
- The Municipal Emergency Operations Centre shall consider the advisability of fully activating the Traffic Control Plan, and shall so order, if appropriate.
- Actions ordered by the Municipal Emergency Operations Centre shall be implemented including the set up and staffing of other emergency centres and **Public Alerting (see below)**.

### 3.3 **Public Alerting**

- 3.3.1 The emergency public alerting systems is the systems used to warn the public that an emergency exists within the community or that some action is required on their part. The emergency public alerting systems are comprised of 5 tower sirens, a telephone call back

## EMERGENCY RESPONSE PLAN

system (Reverse 9-1-1) and for those areas not adequately covered by sirens or phone system, emergency vehicles equipped with sirens and public address systems.

**3.3.2 Because the public education brochure instructs residents to go indoors immediately upon hearing the public alerting system, this action should be considered immediately in the case of a chemical emergency.**

3.3.3 Authority to initiate the emergency public alerting system shall come from either the:

- **Mayor of Amherstburg;** or
- **CAO of Amherstburg;** or
- **Amherstburg Fire Chief;** or
- **Amherstburg Police Chief;** or
- **Chemical Industry Representatives**

3.3.4 Either the Amherstburg Police Chief or the Amherstburg Fire Chief shall direct Windsor Fire Dispatch Services or personnel at the Amherstburg Fire Station No.2 to physically activate any or all of the tower sirens. They shall also arrange for public alerting using emergency vehicles in those areas not covered by the tower sirens or the Reverse 911 telephone call back system.

3.3.4 Generally, the public alerting system will only be used **when there is an urgent need to shelter people, warn the residents of a specific area, or to order a protective action.** Public alerting may be ordered for the whole Town or any part thereof.

3.3.5 The Amherstburg Police Service shall be responsible for carrying out public alerting in their respective jurisdictions not adequately covered by the tower sirens, when this action has been ordered.

3.3.6 Whenever the public alerting system is initiated, the Community Control Group shall request through the EIO that the Designated Media (Refer to Chapter 6) broadcast an appropriate notification message immediately afterwards.

3.3.7 Residents will be expected when alerted to go inside and tune in to a Radio/TV Station appointed as Designated Media to listen for information and instructions. The Reverse 911 system will also be issuing calls to those residents affected. Residents should also follow the guidelines outlined in the Amherstburg Emergency Response pamphlet: (1) Residents must find shelter since shelter is the best response to a chemical emergency. Even a poorly sealed building or vehicle provides some protection against a release; (2) Residents, if caught in a chemical emission and they cannot find shelter, must move so the wind is blowing from your left to your right, or, right to left, **but not directly into your face or from behind.**

## EMERGENCY RESPONSE PLAN

### CHAPTER 4

### EMERGENCY OPERATIONS

#### 4.1 General

4.1.1 This chapter provides guidance on specific actions which may be required during an emergency and on the conduct of business in the MEOC.

#### 4.2 Overview of Operations

4.2.1 The municipality will become aware of a chemical emergency, **or other emergencies**, typically through a first response agency (Amherstburg Police services, Fire, or Ambulance), Emergency Management Ontario or from one of the Amherstburg chemical firms. Should the emergency situation require a coordinated municipal response, **the Amherstburg Police Chief or the Amherstburg Fire Chief** is authorized to select an emergency response level (Chapter 3) and have a notification undertaken by Windsor Fire Dispatch.

4.2.2 When notifying the municipality of a chemical emergency, the Amherstburg Chemical firms shall provide as much information as possible to either party listed in 4.2.1 including:

- the need for immediate public alerting and the issue of a PAD
- the magnitude and nature of the spill
- the type of chemical, its properties, and health hazards
- prognosis: stable, escalating, or de-escalating
- on-site meteorological conditions and their impact on emergency response
- recommended protective actions including the need for sheltering and evacuations
- any other factor which might bear on the emergency response

4.2.3 The Amherstburg Police Chief or the Amherstburg Fire Chief can at any time direct that a change be made in the response level that is in effect Windsor Fire Dispatch Services shall be immediately informed of the new response level to be adopted and will undertake a new notification.

4.2.4 The Amherstburg Police Chief and the Amherstburg Fire Chief are authorized to implement measures under this municipal plan where such action is considered necessary, even though a declaration of emergency has not yet been made.

4.2.5 Should the municipal response selected be ***Partial Activation*** or ***Full Activation***, the Community Control Group will assemble at the MEOC to direct emergency operations. Upon arrival, they shall review the following Immediate Actions listed in 4.3 below and, if applicable, implement them.

4.2.6 Any actions ordered by the Community Control Group to mitigate the effects of the

## EMERGENCY RESPONSE PLAN

emergency shall be implemented immediately by the organization so directed.

### **4.3 Immediate Actions**

- Consider activating the emergency public alerting system if there is an urgent need to warn the public or to shelter them (see Section 3.3).
- Determine the need for, and if necessary, appoint an Emergency Site Manager.
- Determine the status and extent of the emergency. Determine who will be affected and the implications. Plot the extent of emergency on maps and record status on the major events log.
- Declare an Emergency; if appropriate (see Section 4.5).
- Consider setting up and staffing a Traffic Control Centre, Reception/Evacuee Centres, and an Emergency Information Centre to support emergency operations.
- Establish a business cycle and meeting procedure which allows for regular, coordinated, and definitive decision making (see Section 4.4).
- Direct the Emergency Information Officer to prepare a media statement on the status of the emergency and actions being undertaken by the municipality.
- Keep organizations outside the MEOC apprised of the emergency situation - ‘Who should know?’
- Begin to focus on long term concerns - ‘Don’t manage the site’

### **4.4 Operating Cycle and Meeting Procedures**

- 4.4.1 Members of the CCG will meet at regular intervals to inform each other of actions taken and problems encountered. Frequency of meetings and agenda items will be established by the Operations Officer.
- 4.4.2 Meetings will be kept as brief as possible to allow members to carry out their individual responsibilities.
- 4.4.3 Maps and status boards will be prominently displayed and kept up to date by the Operations Officer.
- 4.4.4 At the first appropriate opportunity following assembly, the CCG shall hold a meeting chaired by the Head - CCG. The following members of the CCG will each provide a situation report: the Amherstburg Police Chief, the Amherstburg Fire Chief, the WECLA representative, and the MOH. (The situation reports will be used by the CCG to paint a

## EMERGENCY RESPONSE PLAN

fuller picture of the emergency including: the nature and extent of the emergency; number of casualties; resources deployed; health hazards; any special factors or conditions such as weather which will bear on the emergency situation; prognosis; and any recommended measures.)

- 4.4.5 The CCG shall then decide on the actions which must be implemented to deal with the emergency (including any listed in Section 4.3). All members of the CCG shall implement these measures, as appropriate.

### **4.5 Declaration of an Emergency by Head - CCG**

- 4.5.1 The Head - CCG or his/her alternate is responsible for declaring that an emergency exists within the municipality. This decision should be made in consultation with other members of the Community Control Group. A declaration of municipal emergency is found in Appendix 5.

- 4.5.2 Upon declaration of an emergency, the Head - CCG or his/her alternate shall notify:

(a) The Solicitor General of Ontario through Emergency Management Ontario:

**Duty Officer at: 1-866-314-0472**

- (b) Members of municipal Council;
- (c) The CAO of the County of Essex;
- (d) The public through the media.

- 4.5.3 The municipality will also undertake to notify Emergency Management Ontario if the potential for a community emergency exists.

### **4.6 Termination of Declaration of an Emergency**

- 4.6.1 A community emergency may be declared terminated at any time by:

- (a) The Head - CCG or alternate;
- (b) The Town Council;
- (c) The Premier of Ontario.

- 4.6.2 In the event of such a declaration, the Head - CCG or his/her alternate shall notify:

(a) The Solicitor General of Ontario through Emergency Management Ontario:

## EMERGENCY RESPONSE PLAN

### **Duty Officer at: 1-866-314-0472**

- (b) Members of Town Council;
- (c) The CAO of the County of Essex;
- (d) The public through the media.

### **4.7 Requests for Assistance**

- 4.7.1 When the resources of the Town of Amherstburg are deemed insufficient to cope with the emergency, the Head - CCG may request assistance from the County of Essex or surrounding municipalities. Such a request should not be deemed a request for the County or any other municipality to assume control.
- 4.7.2 Assistance from the County of Essex should be requested through the County Emergency Management Coordinator when present in the MEOC and through the County CAO or alternate when the planner is not present. Assistance from surrounding municipalities should be requested through the specific municipality's head of council.
- 4.7.3 Assistance may also be requested from the Province of Ontario at anytime without loss of control. This assistance may involve: (1) sending a provincial liaison team to the community to provide advice and assistance; and, (2) coordinating assistance from other provincial ministries and the federal government. [Note: Federal assistance must be obtained through the Province.] Provincial assistance may be obtained by contacting Emergency Management Ontario:

### **Duty Officer at: 1-866-314-0472**

- 4.7.4 If a community emergency is declared, the CCG will request that a Provincial representative join the CCG.

### **4.8 County of Essex Emergency Support Plan**

- 4.8.1 Where assistance is requested from the County of Essex or an emergency involves more than one municipality, the County of Essex Emergency Support Plan may be **activated**.
- 4.8.2 In the event the County of Essex Emergency Support Plan is **activated** for an emergency crossing municipal boundaries, those members of the CCG with regional duties on the County Control Group (including the County Emergency Management Coordinator, the Medical Officer of Health, the school board representatives, and the Social Services Administrator) will direct operations from the County Emergency Operations Centre.
- 4.8.3 Under the scenario in Section 4.8.2, the County Control Group would provide assistance to all of the affected municipalities including the Town of Amherstburg. A communication link would be

## EMERGENCY RESPONSE PLAN

maintained between the Amherstburg CCG and the County Control Group to facilitate a coordinated response.

## **CHAPTER 5**



## EMERGENCY RESPONSE PLAN

### **RECOVERY PLAN**

#### **5.1 General**

- 5.1.1 Once the urgent part of the emergency is over, community officials must shift the focus to dealing with the longer term effects of the accident/event while at the same time attempting to restore conditions to normal. This part of the emergency is known as the ‘recovery phase.’
- 5.1.2 The CCG will determine when the emergency has entered the recovery phase. Normally, the emergency at that point would not constitute an actual or imminent threat to people and property requiring an immediate response.
- 5.1.3 To facilitate a smooth change-over to the recovery phase, the CCG will deal with all matters related to recovery until such time as a change is formally made in the response structure (see Section 5.2 below).
- 5.1.4 Operations and the sequence of their implementation during the recovery phase will depend greatly on the nature of the accident/event that caused the emergency and its progression. An emergency declaration may or may not still be in place when recovery operations begin.

#### **5.2 Organization**

- 5.2.1 At the commencement of the recovery phase, the full municipal emergency response organization including the CCG shall remain in place. Over time, the CCG may close certain emergency operations centres or operate with reduced staff.
- 5.2.2 Following a smooth transition to the recovery phase, the CCG may pass the responsibility for further operations in connection with the emergency to a Recovery Committee.
- 5.2.3 The Recovery Committee may comprise:
  - Mayor, Town of Amherstburg
  - Chief Administrative Officer, Town of Amherstburg
  - Fire Chief, Town of Amherstburg (Recovery Coordinator)
  - Manager of Public Services, Town of Amherstburg
  - Chief Building Official, Town of Amherstburg
  - Supervisor of Public Works, Town of Amherstburg
  - Emergency Information Officer, Town of Amherstburg
  - Social Services Administrator
  - Medical Officer of Health
- 5.2.4 Additional positions may be added to the Recovery Committee to provide expert advice and/or assistance.
- 5.2.5 Sub-committees may be struck to deal with specific areas of concern or issues. In particular,

## EMERGENCY RESPONSE PLAN

the Recovery Committee may wish to set up sub-committees on Human Needs, Infrastructure, and Finance.

### **5.3 Development of a Recovery Strategy**

- 5.3.1 During its initial and subsequent meetings, the Recovery Committee should develop a strategy including goals and a timeline for the recovery process. This strategy, which will be used to guide the work of the Recovery Committee, should incorporate any community needs which have been identified and any tasks identified through a review of the Committee's responsibilities identified in Section 5.4.
- 5.3.2 The Recovery Committee will report to Town Council on a regular basis to keep them informed on the status of the recovery process and on any recommended expenditures.
- 5.3.3 The Recovery Committee should periodically adjust its strategy and work plan to reflect the progress made towards full recovery or to reflect changing or evolving concerns.

### **5.4 Committee Responsibilities during the Recovery Phase**

5.4.1 The following major responsibilities should be undertaken by the Recovery Committee:

1. Ensure that the essential services and utilities (e.g. hydro/water/sewer/gas/telephone) are returned to service as soon as possible.
2. Ensure that public works including roads, bridges, traffic lights, signs etc. are replaced or returned to a usable state.
3. Ensure that structures and buildings within the community are in a safe condition, and if necessary, ensure that remedial action is taken to rectify any unsafe conditions.
4. Ensure the appropriate removal and disposal of debris.
5. Ensure that health standards are met throughout the community.
6. Provide assistance in the relocation and establishment of temporary housing for affected persons.
7. Conduct a needs assessment to determine the individual needs of residents and to determine the best method/forum for meeting those needs. This assessment should include ensuring that the needs of 'special populations' such as children, the elderly, and handicapped are met.
8. Oversee the provision of community counselling sessions.
9. Request funding from other levels of government.
10. Ensure that information on activities being undertaken by the municipality and that information on household recovery is disseminated to the public. This should be coordinated through the Emergency

## EMERGENCY RESPONSE PLAN

Information Officer.

## EMERGENCY RESPONSE PLAN

### **CHAPTER 6**

#### **PUBLIC DIRECTION AND EMERGENCY INFORMATION**

##### **6.1 General**

- 6.1.1 This section outlines how public direction, emergency information, and citizen enquiry services are to be provided during an emergency.
- 6.1.2 Public direction refers to directions which are broadcast to the public on measures that should be taken immediately to ensure their safety and welfare during an emergency. These directions are issued in the form of Public Action Directives (PADs).
- 6.1.3 Emergency information refers to information related to the emergency which would be of interest to the media and to the public.
- 6.1.4 Citizen Enquiry Services involves to responding directly to individual requests from the public for information.

##### **6.2 Overview of Operations**

- 6.2.1 If the emergency response organization is to be *Partially* or *Fully Activated*, the Emergency Information Officer (EIO) or alternate will join the CCG at the Municipal Emergency Operations Centre. Public direction and emergency information will be released directly from the Municipal Emergency Operations Centre at the commencement of an emergency by the Emergency Information Officer under the direction of the Head - CCG.
- 6.2.2 If the emergency is of sufficient magnitude and duration, the Emergency Information Officer may be directed by the CCG to establish a Emergency Information Centre (EIC). If a EIC is established, it would undertake to issue PADs and emergency information; provide citizen enquiry services; and undertake other functions listed in Section 6.5. This EIC would utilize the location, infrastructure and general procedures established for the Nuclear Emergency Response Information Centre.
- 6.2.3 Once the EIC has been established, the local emergency information effort will be coordinated through this centre.

##### **6.3 Organization**

- 6.3.1 The Emergency Information Officer shall operate under the direction of the Head - CCG. The Head - CCG shall approve all PADs and media releases before issue.
- 6.3.2 The EIC and other staff appointed to assist with emergency information shall operate under the direction of the Emergency Information Officer. The EIO shall remain in constant contact with the Head - CCG to facilitate an exchange of information between the two

## EMERGENCY RESPONSE PLAN

centres.

- 6.3.3 During the progression of the emergency, it may become necessary to appoint an on-scene media spokesperson and spokespeople at Reception/Evacuee Centres. The appointment of the above spokespeople shall be approved by the CCG and shall operate under the general direction of the EIO to ensure a coordinated media effort.
- 6.3.4 A Citizen Enquiry Supervisor may be appointed to coordinate responses to individual requests for emergency information. This supervisor shall operate under the direction of the Emergency Information Officer.
- 6.3.5 The Head - CCG is hereby authorized under this municipal plan to act as the spokesperson for the emergency response organization at the commencement of an emergency. Other spokespeople may be appointed during the progression of the emergency by the CCG (including the EIO).
- 6.3.6 Chemical industry spokespeople will join the EIC during a chemical emergency to ensure a consistent message is issued to the public.
- 6.3.7 OPP media relations specialists may join the EIC to assist with the media effort.

### **6.4 Designated Media**

- 6.4.1 The following radio and television stations have been identified in the Town of Amherstburg Emergency Response Plan as ‘Designated Media.’

<u>AM Radio</u>	<u>FM Radio</u>	<u>Television</u>
CKWW 580	CIMX 88.7	CBET Channel 9
CKLW 800	CIDR 93.9	Cogeco Cable
CBE 1550		The New WI
CBEF 540 (Fr.)		

### **6.5 Emergency Information Centre (EIC)**

- 6.5.1 The Emergency Information Centre is a municipal facility set up when so ordered by the CCG. Its role is to be providing a central outlet for the timely dissemination of emergency information to the media and the public in a direct and forthright manner.
- 6.5.2 The EIC, if established, shall perform the following functions:
- (a) Issue PADs and news releases (following approval by the Head - CCG) to the media and provide information to media representatives present at the EIC on the municipal response to the emergency;

## EMERGENCY RESPONSE PLAN

- (b) Identify rumours and counter them.
- (c) Assist journalists working in the area.
- (d) Monitor the Public Action Directives (PADs) being broadcast, and ensure that they are being correctly transmitted to the public.
- (e) Set up public inquiry lines to assist the public seeking emergency information.
- (f) Liaise with other levels of government, stakeholders, and agencies to keep them informed.
- (g) Keep the Head - CCG informed on media and public perceptions and reactions. Advise on remedial action, as necessary.
- (h) Coordinate with Chemical Company Media contact.

## EMERGENCY RESPONSE PLAN

### **CHAPTER 7**

#### **PLAN MAINTENANCE, REVISION, AND TESTING**

##### **7.1 Plan Maintenance and Revision**

- 7.1.1 The Town of Amherstburg Consolidated General and Chemical Emergency Response Plan will be maintained and distributed by the Town of Amherstburg.
- 7.1.2 This municipal plan will be reviewed annually and, where necessary, revised by a meeting of the Amherstburg Emergency Preparedness Committee.
- 7.1.3 Each time this municipal plan is revised, it must be forwarded to Town Council for approval. However, revisions to the schedules and minor administrative changes can be made without submitting the plan to Council each time.
- 7.1.4 It is the responsibility of each person, agency, service or department named within this emergency plan to notify the Town of Amherstburg forthwith, of any revisions to the appendices or of any administrative changes.

##### **7.2 Testing of the Plan**

- 7.2.1 An annual exercise will be conducted in order to test the overall effectiveness of this Emergency Response Plan and to provide training to the CCG. Revisions to this Plan should incorporate recommendations stemming from such exercises.

EMERGENCY RESPONSE PLAN

**APPENDIX 1**

**NOTIFICATION PROCEDURE**

**Annex A - Notification Procedure – (TAB 1)**

Annex B- Notification Chart – (TAB 2)

**Annex C - Notification Contact Procedure – (TAB 3)**

**Annex D - Notification Procedure and Contact List**

**Routine Monitoring – List 1 – (TAB 4)**

**Enhanced Monitoring – List 2 – (TAB 5)**

**Partial Activation – List 3 – (TAB 6)**

**Full Activation – List 4 – (TAB 7)**

**Annex E - Industrial Notification – (TAB 8)**



**NOTIFICATION PROCEDURE**

**1.0 Initiation of Notification**

- 1.01 The Windsor Fire Dispatch will be notified by the Amherstburg Police Chief, or the Amherstburg Fire Chief, or the Amherstburg CAO or Mayor when a situation occurs requiring municipal notification. In the case of a Nuclear Emergency, Emergency Management Ontario (EMO) will notify Windsor Fire Dispatch directly. This notification will be received by telephone.
- 1.02 The Windsor Fire Dispatch will be advised of the emergency response level to be adopted (Refer to Chapter 3) and any special instructions to be conveyed with the municipal notification.
- 1.03 The Windsor Fire Dispatch shall select the appropriate call-out list for the emergency response level to be adopted and begin notification.

**2.0 Continuation of Notification**

- 2.01 Organizations receiving a ***Partial or Full Activation*** message shall continue the ‘fan out’ notification by passing the message along both **internally** and to those **external organizations** for which they are responsible (See below).
- 2.02 The following organizations shall be responsible for notifying the external and internal organizations as needed and shall make provision for this in their respective notification procedures/contact lists. As illustrated below, the agencies listed are responsible for notifying the agency listed adjacent to them.

*Windsor Fire Dispatch may be directed to call some or all of the following external contacts:*

**External**

**Internal**

- a. City of Windsor (through Windsor Fire) -

Social Services Dept.  
Red Cross, Windsor  
St. John Ambulance, Windsor  
Salvation Army, Windsor  
Social Services staff as needed,  
St. Clair College-Evac. Ctre.  
MCSS Office, Windsor

## EMERGENCY RESPONSE PLAN

### **External**

### **Internal**

- |   |  |
|---|--|
| b. Windsor / Essex County Land Ambulance- | Medical Officer of Health<br>Ambulance Services<br>Hospitals   |
| c. Medical Officer of Health -            | Support staff as needed  |
| d. School Boards -                        | Board staff<br>Public Board-Harrow Sec.<br>Public Board Sandwich Sec.  |
| e. Amherstburg Police -                   | Support staff as needed  |
| f. Amherstburg Fire Chief -               | Support staff as needed<br>Activate Fire Mutual Aid<br>(if required)   |
| g. Amherstburg Mayor -                    | Support staff as needed  |
| h. Amherstburg CAO -                      | Support staff as needed  |
| i. Emergency Information Officer -        | Support staff as needed  |
| j. Municipal Co-ordinator -               | Support staff as needed  |
| k. Windsor Fire -                         | Internal call-out<br>Windsor Police<br>Windsor Social Services<br>Windsor Public Works-Roads<br>Windsor Administration-CAO<br>Mayor-Elected Officials<br>St. Clair College-Evac. Ctre. |
| l. Essex Fire -                           | Essex Fire Staff<br>Support staff as needed  |
| m. LaSalle Fire -                         | LaSalle Fire Staff<br>Support staff as needed  |

## EMERGENCY RESPONSE PLAN

### **External**

n. Town of Amherstburg -

### **Internal**

Municipal staff / elected  
Officials  
Special Institutions  
Local Utilities  
MEOC support staff  
Emergency Information Officer

o. County Emergency Planner -

Windsor Social Services  
County Notifications

### **3.0 Notification Procedure**

3.0.1 The following procedure for continuing the notification should be followed by participating organizations as closely as possible:

- (a) The recipient of a notification message should record the emergency response level to be adopted and any instructions, and, if applicable, should continue notification according to the organization's own list.
- (b) In continuing a notification, the caller should contact the next person identified on the organization's list, identify him/herself, and dictate the message exactly as previously recorded.
- (c) All callers should attempt to make personal contact with the next person on the list and failing this, should have written instructions as to how proceed with the notification.

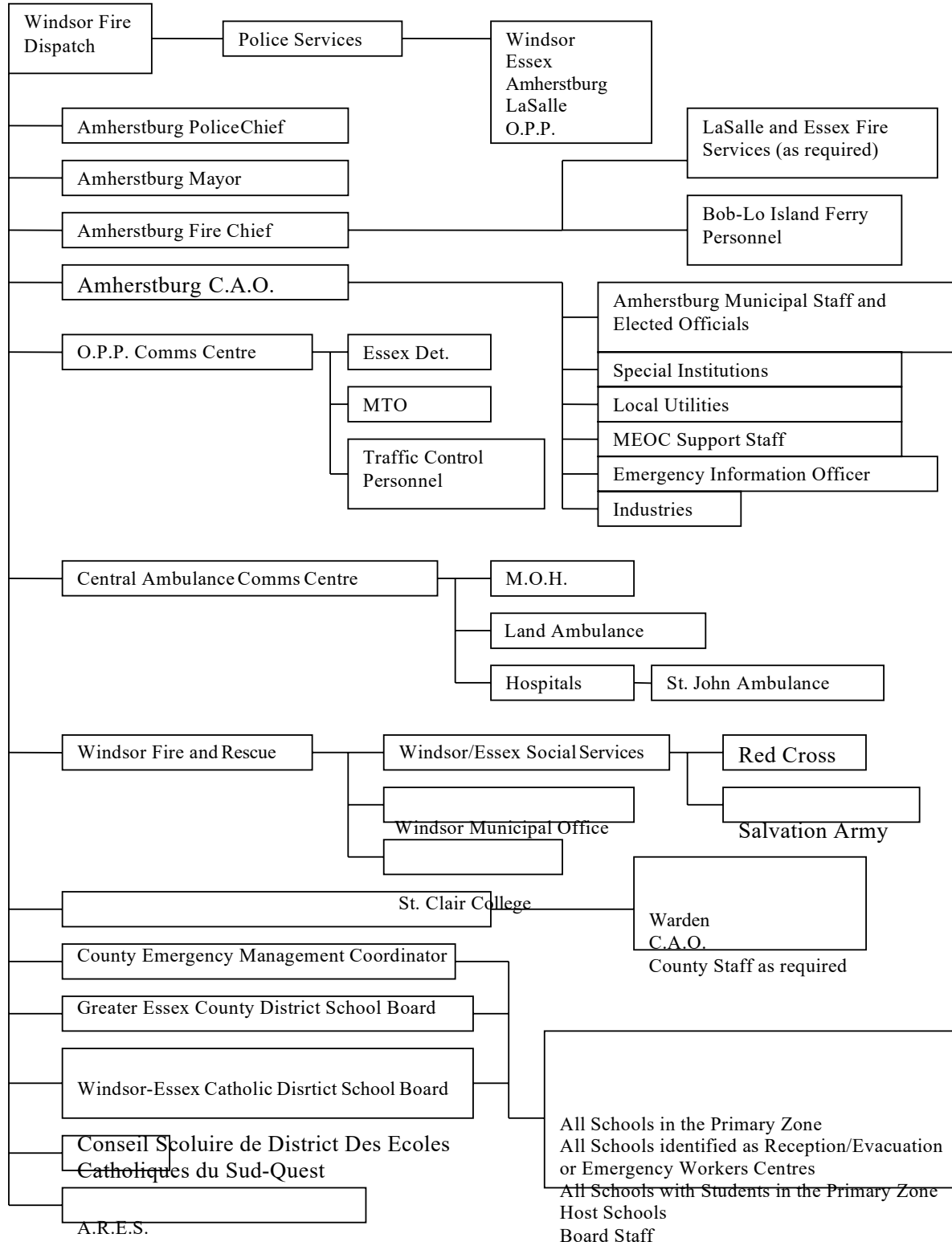
### **4.0 Action on Being Notified**

4.0.1 The action to be taken upon receipt of a notification message depends upon the response level to be adopted and any additional instructions received. Refer to Chapter 3 of the Amherstburg Emergency Response Plan for an overview of the response levels and initial actions.

# EMERGENCY RESPONSE PLAN

## NOTIFICATION CHART

**ANNEX B**  
**to APPENDIX 1**



# EMERGENCY RESPONSE PLAN

Emergency Management Ontario

Revised April 2006

## EMERGENCY RESPONSE PLAN

### ANNEX C to APPENDIX 1

#### *NOTIFICATION CONTACT PROCEDURE*

### **Windsor Fire Dispatch Service**

1. The **Windsor Fire Dispatch** will be notified by either, the Mayor of the Municipality, the CAO of the Municipality, the Fire Chief of the Municipality or the Police Chief when a situation occurs that requires the implementation of the Town of Amherstburg Emergency Response Plan. This Notification will be received by telephone. Should the emergency event be a Nuclear Event, **Windsor Fire Dispatch** will be notified by **Emergency Management Ontario (EMO)**. This Notification will be received by telephone and a Provincial Notification of Offsite Response Initiation Check sheet (sample copy attached) will be faxed to the **Windsor Fire Dispatch Center**.

Either, the Mayor, the CAO, the Fire Chief or the Police Chief of the Municipality will direct the action to be taken (whether the Municipal Plan is to be ACTIVATED and at what level, PARTIAL ACTIVATION or FULL ACTIVATION) or placed on STANDBY – (ROUTINE MONITORING or ENHANCED MONITORING). The text of the non-nuclear notification message is written in paragraph 4 below.

If the Emergency is a result of a Nuclear Event, the Province shall initiate the notification process. Should this be the case follow the attached Provincial Notification Offsite Response Form. Once this is completed remain on the phone with the caller and complete the attached form (Information to be obtained from the caller by **Windsor Fire Dispatch**).

Obtain the name and telephone number of the caller. Note the time of the call. Then check the message received against the text below, deleting items not in the message.

#### **\*(MESSAGE TO BE RELAYED BY CALLER TO FIRE DISPATCH)**

THIS IS NOT A TEST EXERCISE. THIS IS A NOTIFICATION MESSAGE. THE TOWN OF AMHERSTBURG MUNICIPAL EMERGENCY RESPONSE PLAN IS TO BE PLACED ON STANDBY (ROUTINE MONITORING or ENHANCED MONITORING), ACTIVATED (PARTIALLY ACTIVATED or FULLY ACTIVATED) IMMEDIATELY. THIS IS NOT A TEST EXERCISE.

OR

THIS IS A TEST OF THE NOTIFICATION SYSTEM. TREAT THIS AS A NOTIFICATION MESSAGE, AND TAKE ACTION AS PER TEST INSTRUCTIONS. THIS IS A TEST ONLY.

Upon receiving the initial notification from the caller, obtain additional information (see attached form).

EMERGENCY RESPONSE PLAN

**PART 1**

**\* (INFORMATION TO BE OBTAINED FROM THE CALLER BY FIRE DISPATCH)**

(Date and Time of call) \_\_\_\_\_

(Name and Title of Caller) \_\_\_\_\_

(Organization) \_\_\_\_\_

(Phone Number) \_\_\_\_\_

Call back number if different \_\_\_\_\_

Time of Event \_\_\_\_\_

Type of Emergency Event \_\_\_\_\_

Name and Location of Municipal Emergency Operation Center to be activated: \_\_\_\_\_

\_\_\_\_\_

Has an Emergency Declaration been made \_\_\_\_\_

IF APPLICABLE

BRIEF DETAIL OF NUCLEAR OR CHEMICAL CONTAMINATION OR SPILLS:

11. WIND DIRECTION AND SPEED \_\_\_\_\_

12. MINOR ACCIDENT/INJURIES \_\_\_\_\_

13. MAJOR ACCIDENT/INJURIES \_\_\_\_\_

14. WHAT HAPPENED \_\_\_\_\_

15. WHEN DID IT HAPPEN \_\_\_\_\_

16. WHAT AREA(S) AFFECTED \_\_\_\_\_

17. IS SITUATION UNDER CONTROL \_\_\_\_\_

18. IF APPLICABLE, FURTHER PERTINENT INFORMATION OR SUGGESTED PROTECTIVE ACTION (CHEMICAL OR NUCLEAR IN NATURE)

\_\_\_\_\_

## EMERGENCY RESPONSE PLAN

### **PART 2**

**\* (FIRE DISPATCH PERSON RECEIVING THE CALL TO COMPLETE AND FOLLOW THE CONFIRMATION PROCEDURE OUTLINED BELOW)**

19. Confirm Emergency Response Plan Implementation by contacting the Town of Amherstburg Police Chief or the Town of Amherstburg Fire Chief. If in the case of a Nuclear Emergency, contact Emergency Management Ontario 1-866-314-0472 or 1-877- 314-3723.

Confirmed by \_\_\_\_\_ Time confirmed \_\_\_\_\_

### **PART 3**

**\* (FIRE DISPATCH PERSON RECEIVING THE CALL TO COMPLETE AND FOLLOW NOTIFICATION PROCEDURE OUTLINED BELOW)**

20.20.

---

(Time)

(Name of Duty Officer/Person)

21. Is there an Emergency Event or is this a Test / Exercise (Circle the most suitable)

22. On receipt of confirmation:

- a) Go to the applicable Notification Procedure and Callout List as identified below.
- b) Call organization listed on the attached form in the sequence shown.
- c) Confirm you have the right person
- d) Identify yourself
- e) Ask him/her to copy down the message exactly as you received it, and read it back to you.
- f) Note time of each call against name of person called.

Note: 1 - If the first person under an organization cannot be contacted, go to second and if necessary to third.

2 - If all three cannot be contacted go on to next organization.

3 - Note time of each call and reason for failure (line busy, no response, not available, message not understood / accepted).

23. After you have gone through the entire list once, go back to the top and try again, those contacts missed the first time. Continue trying to contact those missed in their sequence until all have been reached.



## EMERGENCY RESPONSE PLAN

### **PART 4**

Applicable Level of Response Notification Procedures and Call Out List. If Nuclear, follow the Level of Response as identified and directed by the Province (EMO).

Routine Monitoring – ANNEX D – LIST 1

Enhanced Monitoring – ANNEX D – LIST 2

Partial Activation – ANNEX D – LIST 3

Full Activation – ANNEX D – LIST 4

EMERGENCY RESPONSE PLAN

**ANNEX D**  
**to APPENDIX 1**

**LIST 1-ROUTINE MONITORING**

**NOTIFICATION PROCEDURE AND CALL OUT LIST**

**DEFINITION** - Normally following an unusual event and a Duty Team is required. Duty Team monitors situation from their current location. (Duty Team will normally consist of: the Municipal Fire Chief, the Municipal Police Chief, Municipal Chief Administrative Officer, Municipal Mayor, and County of Essex Emergency Management Coordinator).

**ROUTINE MONITORING**

(The following call-out list can be considered a Duty Team)

THE TOWN OF AMHERSTBURG POLICE CHIEF  
ESSEX COUNTY EMERGENCY MANAGEMENT COORDINATOR  
THE TOWN OF AMHERSTBURG FIRE CHIEF  
THE TOWN OF AMHERSTBURG MAYOR – HEAD OF CCG  
THE TOWN OF AMHERSTBURG, CAO

Duty team (AS SPECIFIED ABOVE) to be notified and informed that;

“THE TOWN OF AMHERSTBURG EMERGENCY RESPONSE PLAN HAS BEEN ACTIVATED TO A ROUTINE MONITORING LEVEL AND EACH MEMBER OF THE COMMUNITY CONTROL GROUP CALLED IS TO MONITOR THE SITUATION FROM THEIR PLACE OF BUSINESS OR THEIR HOME. “ NOT AN IMMEDIATE CONCERN “

EMERGENCY RESPONSE PLAN

DATE OF LAST REVISION: May 1, 2012

List 1

**TOWN OF AMHERSTBURG EMERGENCY RESPONSE PLAN**  
**ROUTINE MONITORING NOTIFICATION LIST**

TIME CALLED

TIME COMPLETED

## EMERGENCY RESPONSE PLAN

---

SIGNED: \_\_\_\_\_

EMERGENCY RESPONSE PLAN

**LIST 2 - ENHANCED MONITORING  
NOTIFICATION PROCEDURE AND CALL OUT LIST**

**DEFINITION** - Duty Team Notification required. Duty Team monitors situation by going to the Municipal Emergency Operation Center. (Duty Team will normally include: the Municipal Fire Chief and Police Chief, Municipal Chief Administrative Officer, Municipal Mayor, and County of Essex Emergency Management Coordinator).

**ENHANCED MONITORING**

(The following call-out list can be considered a Duty Team)

THE TOWN OF AMHERSTBURG POLICE CHIEF  
ESSEX COUNTY EMERGENCY MANAGEMENT COORDINATOR  
THE TOWN OF AMHERSTBURG FIRE CHIEF  
THE TOWN OF AMHERSTBURG MAYOR – HEAD OF CCG  
THE TOWN OF AMHERSTBURG, CAO

Duty team (AS SPECIFIED ABOVE) to be notified and informed that;

“THE TOWN OF AMHERSTBURG EMERGENCY RESPONSE PLAN HAS BEEN ACTIVATED TO AN ENHANCED MONITORING LEVEL AND EACH MEMBER OF THE COMMUNITY CONTROL GROUP IS TO REPORT TO THE MUNICIPAL EMERGENCY OPERATIONS CENTRE LOCATED AT FIRE STATION NO. 2  
3400 COUNTY RD. 10 AMHERSTBURG.”

EMERGENCY RESPONSE PLAN

DATE OF LAST REVISION: May 1, 2012

**LIST 2**  
**TOWN OF AMHERSTBURG EMERGENCY RESPONSE PLAN**  
**ENHANCED MONITORING NOTIFICATION LIST**

---

TIME CALLED

TIME COMPLETED

# EMERGENCY RESPONSE PLAN

# EMERGENCY RESPONSE PLAN

SIGNED: \_\_\_\_\_



EMERGENCY RESPONSE PLAN

**LIST 3**  
**PARTIAL ACTIVATION OF THE**  
**TOWN OF AMHERSTBURG EMERGENCY RESPONSE PLAN**  
**NOTIFICATION PROCEDURE AND CALL OUT LIST**

**DEFINITION** – Normally issued on notification of a potentially serious and/or large-scale emergency event. Duty Team Notification is required and will require Duty Team to assemble at the Municipal Emergency Operations Center which is located at FIRE STATION NO.2 3400 COUNTY RD. 10 AMHERSTBURG (**TO BE INFORMED BY THE CALLER**). (Duty Team includes: the Municipal Fire Chief, the Municipal Police Chief, the Municipal Chief Administrative Officer, the Mayor, and Essex County Emergency Measures Planner). The Municipal Emergency Coordinator may determine it necessary to contact support staff and direct them to go to the Municipal Emergency Operation Center. The remainder of the Community Control Group will be placed on standby to await further notification and direction.

In the event of a Nuclear Emergency the Municipal Emergency Operations Center, Emergency Information Center and the Traffic Control Center will be fully set up and staffed.

Duty team (AS SPECIFIED ABOVE) to be notified and informed that;

“ THE TOWN OF AMHERSTBURG EMERGENCY RESPONSE PLAN HAS BEEN ACTIVATED TO A PARTIAL ACTIVATION AND EACH MEMBER OF THE DUTY TEAM IS TO GO TO THE MUNICIPAL EMERGENCY OPERATION CENTER LOCATED AT FIRE STATION NO.2, 3400 COUNTY RD. AMHERSTBURG THE CURRENT SITUATION IS UNDER CONTROL BUT HAS THE POTENTIAL OF GETTING WORSE. “

(IF A CHEMICAL OR NUCLEAR EVENT) “THERE IS NO IMMEDIATE CONCERN TO DOWNWIND RESIDENTS EVEN THOUGH SOME OF THE CONTAMINANT MAY GET OFF SITE.”

**Note:** Remainder of the Community Control Group, the County Fire Coordinator, the County Police Coordinator, the County Operations Manager and the County Warden are placed on standby pending further notification and are informed that;

“THE TOWN OF AMHERSTBURG EMERGENCY RESPONSE PLAN HAS BEEN ACTIVATED TO A PARTIAL ACTIVATION AND EACH MEMBER OF THE DUTY TEAM HAS BEEN INSTRUCTED TO GO TO THE MUNICIPAL EMERGENCY OPERATION CENTER LOCATED AT FIRE STATION NO.2, 3400 COUNTY RD. 10 AMHERSTBURG. THE REMAINING MEMBERS OF THE COMMUNITY CONTROL GROUP ARE TO MONITOR THE SITUATION FROM THEIR PLACE OF BUSINESS OR HOME, PENDING FURTHER NOTICE. THE CURRENT

## EMERGENCY RESPONSE PLAN

SITUATION IS UNDER CONTROL BUT HAS THE POTENTIAL OF GETTING WORSE. “

(IF A CHEMICAL OR NUCLEAR EVENT) “THERE IS NO IMMEDIATE CONCERN TO DOWNWIND RESIDENTS EVEN THOUGH SOME OF THE CONTAMINANT MAY GET OFF SITE.”

LOCAL POLICE ADVISED AND PLACED ON STAND-BY (RADIO)

**Note:** IF A CHEMICAL HAZARD, M.E.O. 1-800-268-6060 SHOULD BE NOTIFIED BY THE INDUSTRY PROVIDING THE INITIAL NOTIFICATION

EMERGENCY RESPONSE PLAN

DATE OF LAST REVISION: May 1, 2012

LIST 3

**TOWN OF AMHERSTBURG EMERGENCY RESPONSE PLAN**  
**PARTIAL ACTIVATION NOTIFICATION LIST**

TIME CALLED

TIME COMPLETED

# EMERGENCY RESPONSE PLAN

# EMERGENCY RESPONSE PLAN

# EMERGENCY RESPONSE PLAN

# EMERGENCY RESPONSE PLAN

EMERGENCY RESPONSE PLAN

**LIST 4**

**FULL ACTIVATION OF THE TOWN OF AMHERSTBURG EMERGENCY  
RESPONSE PLAN  
NOTIFICATION PROCEDURE AND CALL OUT LIST**

**Definition** – Normally following a serious emergency event and the complete activation of the Amherstburg Community Control Group Notification is required. The Municipal Control Group is informed to assemble at the Municipal Emergency Operations Center which is located at FIRE STATION NO.2, 3400 COUNTY RD. 10 AMHERSTBURG (TO BE INFORMED BY THE CALLER). The Municipal Emergency Coordinator may determine it necessary to contact additional necessary staff and direct them to go to the Municipal Emergency Operation Center. Specific Protective Action may be required by either the Police Chief or Fire Chief.

(IMMEDIATE SHELTER OR OTHER PERTINENT DIRECTION MAY BE REQUIRED IF THIS IS A CHEMICAL OR NUCLEAR EMERGENCY)

**FULL ACTIVATION**

**All members of the Town of Amherstburg Municipal Emergency Control Group are to be informed that there has been a Full Activation of the Emergency Plan which requires them to go to the Municipal Emergency Operations Center as identified by the caller.**

The Community Control Group is to be notified and informed that;

“THE TOWN OF AMHERSTBURG EMERGENCY RESPONSE PLAN HAS BEEN ACTIVATED TO A FULL ACTIVATION AND EACH MEMBER OF THE COMMUNITY CONTROL GROUP IS TO GO TO THE MUNICIPAL OPERATION CENTER LOCATED AT FIRE STATION NO. 2 3400 COUNTY RD. 10 AMHERSTBURG.

(IF A CHEMICAL OR NUCLEAR EVENT) “A LARGE OR UNCONTROLLED SUBSTANCE CAPABLE OF LEAVING THE SITE AND HAS THE POTENTIAL OF EFFECTING DOWNWIND RESIDENTS.”

(IF A CHEMICAL OR NUCLEAR EVENT) “DOWNWIND RESIDENTS ARE TO TAKE IMMEDIATE SHELTER AND FOLLOW SUGGESTED SHELTERING PROTOCOL AS IDENTIFIED BY THE FIRE DEPARTMENT.”

(IF A CHEMICAL OR NUCLEAR EMERGENCY EVENT) “THERE MAY BE THE EVENTUAL NEED FOR THE TOTAL EVACUATION OF DOWN WIND RESIDENTS.”



## EMERGENCY RESPONSE PLAN

The Southwest Region Emergency Management Officer, the County Fire Coordinator, the County Police Coordinator, the County Operations Manager and the County Warden are placed on standby pending further notification. They are to be informed that;

“THE TOWN OF AMHERSTBURG EMERGENCY RESPONSE PLAN HAS BEEN ACTIVATED TO A FULL ACTIVATION AND EACH MEMBER OF THE COMMUNITY CONTROL GROUP HAS BEEN INSTRUCTED TO GO TO THE MUNICIPAL EMERGENCY OPERATION CENTER LOCATED AT FIRE STATION NO. 2, 3400 COUNTY RD. 10 AMHERSTBURG.

(IF A CHEMICAL OR NUCLEAR EVENT) “A LARGE OR UNCONTROLLED SUBSTANCE CAPABLE OF LEAVING THE SITE AND HAS THE POTENTIAL OF EFFECTING DOWNWIND RESIDENTS.”

(IF A CHEMICAL OR NUCLEAR EVENT) “DOWNWIND RESIDENTS ARE TO TAKE IMMEDIATE SHELTER AND FOLLOW SUGGESTED SHELTERING PROTOCOL AS IDENTIFIED BY THE FIRE DEPARTMENT.”

(IF A CHEMICAL OR NUCLEAR EMERGENCY EVENT) “THERE MAY BE THE EVENTUAL NEED FOR TOTAL EVACUATION OF DOWN WIND RESIDENTS.”

LOCAL POLICE HAVE BEEN PLACED ON IMMEDIATE ALERT (BY RADIO).

IF A CHEMICAL HAZARD, M.E.O. 1-800-268-6060 SHOULD BE NOTIFIED BY THE INDUSTRY CONTACT THAT PROVIDED THE INITIAL NOTIFICATION

EMERGENCY RESPONSE PLAN

DATE OF LAST REVISION: May 1, 2012

LIST 4

**TOWN OF AMHERSTBURG EMERGENCY RESPONSE PLAN**  
**FULL ACTIVATION NOTIFICATION LIST**

TIME CALLED

TIME COMPLETED

# EMERGENCY RESPONSE PLAN

# EMERGENCY RESPONSE PLAN

# EMERGENCY RESPONSE PLAN

SIGNED: \_\_\_\_\_

EMERGENCY RESPONSE PLAN

**ANNEX E**  
**To APPENDIX 1**

**INDUSTRIAL NOTIFICATION**

Honeywell of Canada, Amherstburg, has undertaken to notify the industries located in Amherstburg, and listed below, following receipt of notification that an emergency exists or that a protective measure has been ordered:

Honeywell of Canada  
395 Front Road  
(519) 736-6404

Channel Industries  
280 Bathurst St.  
(519) 736-7907

Diageo Co. Ltd.  
110 St. Arnaud Street  
(519) 736-2161

Precision Plastics of Canada  
95 Victoria Street North  
(519) 736-5466

Amherst Quarries  
667 Simcoe Street  
(519) 736-2136

It shall be the responsibility of each of the industries listed to notify, Honeywell of Canada (519-736-6404), of any changes or additions to the information provided above.

# EMERGENCY RESPONSE PLAN

## APPENDIX 2

### EMERGENCY CENTRES

#### 1. MUNICIPAL EMERGENCY OPERATIONS CENTRE

Primary: Amherstburg Fire Department, Station #2  
3400 Middle Side Road  
Amherstburg, Ontario

Alternate: LaSalle Municipal Building  
5950 Malden Road  
LaSalle, Ontario

#### 2. EMERGENCY INFORMATION CENTRE

Primary: Anderdon Public School  
3170 Middle Side Road,  
Amherstburg, Ontario

Alternate: LaSalle Municipal Building  
5950 Malden Road  
LaSalle, Ontario

#### 3. TRAFFIC CONTROL CENTRE

Primary: Amherstburg Fire Station No. 2  
3400 Middle Side Rd.,  
Amherstburg, Ontario

Alternate: Will be determined by the  
Amherstburg Police Chief  
if necessary

#### 4. RECEPTION/EVACUEE CENTRES

(To be determined at the time of emergency.)

Primary: Harrow / Colchester South Arena & Community Centre  
243 McAfee St.  
Harrow, Ontario

Primary: St. Clair College  
2000 Talbot West  
Windsor, Ontario

## EMERGENCY RESPONSE PLAN

### **APPENDIX 3**

#### **RESPONSIBILITIES**

The responsibilities of various Community Control Group members and organizations are shown as follows:

##### Individual Responsibilities

- Annex A - Head – Community Control Group**
- Annex B - All members – Community Control Group**
- Annex C - Operations Officer – Community Control Group**
- Annex D - Municipal Emergency Operations Centre Coordinator**
- Annex E - Emergency Information Officer**

##### Organization Responsibilities

- Annex F - County of Essex**
- Annex G - Town of Amherstburg**
- Annex H - Windsor-Essex County Health Unit**
- Annex I - Windsor-Essex Social Services**
- Annex J - Greater Essex District Board of Education**
- Annex K - Windsor - Essex Catholic District School Board**
- Annex L - Le Conseil Scolaire des Ecoles du Sud-Ouest**
- Annex M - Amherstburg Police Service**
- Annex N - LaSalle Police Service**
- Annex O - Amherstburg Fire Dept.**



## EMERGENCY RESPONSE PLAN

- Annex P - Windsor / Essex County Land Ambulance Service**
- Annex Q - Honeywell Chemical of Canada**
- Annex R - Amateur Radio Emergency Service**
- Annex S - St. Clair College**
- Annex T - Windsor Police Service**
- Annex U - City of Windsor**
- Annex V - Town of Essex**
- Annex W - Town of LaSalle**
- Annex X - Essex Police Service**

## EMERGENCY RESPONSE PLAN

### **ANNEX A TO APPENDIX 3**

#### **RESPONSIBILITIES OF THE HEAD - MCG**

The Head - MECG, or alternate, shall be responsible for the efficient implementation of the municipal plan and an effective municipal response to the emergency. In discharging this responsibility, the Head - MECG shall carry out the following specific functions:

- (a) Ensure that the proper level of municipal response has been initiated when notified of the response level to be adopted (Chapter 3).
- (b) Ensure that the activation of the public alerting system has been carried out if this measure is required.
- (c) Declare that an emergency exists in the municipality, if appropriate. (The Solicitor General must be notified when such a declaration or termination is made.)
- (d) Chair frequent updates of the MECG to ensure a controlled and coordinated response.
- (e) Monitor the implementation of the municipal plan, and, where necessary, issue directions to ensure actions have been carried out.
- (f) Provide direction to the Emergency Information Officer.
- (g) Act as a municipal spokesperson to the media and the public.
- (h) Order the implementation of any action recommended by the MECG to mitigate the effects of the emergency and ensure that such actions are implemented in a coordinated manner.
- (i) Keep members of Town Council informed of the status of the emergency and actions being undertaken.

**ANNEX B TO APPENDIX 3**

**RESPONSIBILITIES OF ALL MEMBERS - MECG**

Members of the MECG, or their alternates, shall carry out the following functions:

- (a) Advise and assist the Head - MECG and other members of the MECG in carrying out their functions. In particular, individual members should be prepared to advise on matters related to their areas of responsibility or expertise.
- (b) Call-out and mobilize the organization under their jurisdiction when the emergency response organization is fully activated.
- (c) Direct the organization under their jurisdiction to undertake any actions necessary for the mitigation of the emergency provided they are not contrary to law.
- (d) Advise the Head - MECG as to whether a declaration of an emergency is necessary.
- (e) Advise the Head - MECG on the need to designate all or part of the Town as an emergency area.
- (f) Determine the need to appoint an Emergency Site Manager for any emergency requiring it.
- (g) Order, coordinate and oversee the evacuation of inhabitants considered to be in danger.
- (h) Discontinue utilities or services provided by public or private concerns, i.e. hydro, water, gas, closing down a shopping plaza/mall.
- (i) Remain informed about the situation and the actions of their respective organizations, and share this information with the rest of the MECG.
- (j) Keep their respective organizations informed about decisions taken or actions ordered by the MECG.
- (k) Determine if additional volunteers are required and if appeals for volunteers are warranted.
- (l) Determine if additional transport is required for evacuation or transport of persons and/or supplies.
- (m) Determine if the composition of the Municipal Emergency Control Group is appropriate.
- (n) Arrange for required services and equipment from local agencies not under municipal control  
i.e.  
private contractors, volunteer agencies, service clubs, etc.

## EMERGENCY RESPONSE PLAN

### **ANNEX B to APPENDIX 3**

- (o) Authorize the expenditure of money required to deal with the emergency.
- (p) Ensure that pertinent information regarding the information is promptly forwarded to the Emergency Information Officer for dissemination to the media and public.
- (q) Determine the need to establish advisory group (s) and/or sub-committees.
- (r) Maintain a log of decisions made and actions taken during the emergency response.

## EMERGENCY RESPONSE PLAN

### **ANNEX C TO APPENDIX 3**

#### **RESPONSIBILITIES OF THE OPERATIONS OFFICER - MECCG**

The Operations Officer - MECCG, or alternate, is responsible for the efficient functioning of the Municipal Emergency Operations Centre and shall perform the following functions:

- (a) Ensure that the Municipal Emergency Operations Centre and all its equipment, facilities, supplies, maps, status boards, telecommunications, etc. are maintained in a suitable state of readiness, so that the Municipal Emergency Operations Centre can be activated on short notice at any time.
- (b) Designate the support staff required for the Municipal Emergency Operations Centre and ensure that arrangements for calling them in at short notice are in place.
- (c) When the emergency response organization is at the level of ***Partial Activation or Full Activation***, proceed immediately to the Municipal Emergency Operations Centre and set it up so that it is ready for operation. Call out support staff if necessary.
- (d) Make available and supervise administrative and clerical support for the Municipal Emergency Operations Centre when it is functioning, e.g., typing, map and board marking, provision of office supplies, meals, coffee etc.
- (e) Ensure the availability and functioning of Municipal Emergency Operations Centre telecommunications, and maintain liaison with the telephone company and the local amateur radio organization.
- (f) Maintain, or have maintained, a log of major events, and files of all incoming and outgoing messages.
- (g) Ensure that all incoming written / telecopied / radio messages are directed to the appropriate person in the MECCG, and check that necessary action is taken.
- (h) Assist the Head MECCG in his/her functions.

EMERGENCY RESPONSE PLAN

**ANNEX D TO APPENDIX 3**

**RESPONSIBILITIES OF THE MUNICIPAL EMERGENCY OPERATIONS  
CENTRE COORDINATOR**

This position will be filled by the County representative or alternate. The MEOC Coordinator is responsible for ensuring that the Municipal Plan is implemented as required and that the members of the MECG are performing the duties and functions as specified. The MEOC Coordinator shall carry out the following functions:

- (a) Remain informed about the emergency situation and the actions of the individual organizations.
- (b) Advise the Head MECG and other MECG members on the details of the emergency plan and its procedures to assist them in carrying out their functions.
- (c) Assist the MECG in implementing a business cycle which allows for regular coordinated and definitive decision-making.
- (d) Act as a link to the County emergency measures organization and County resources.
- (e) Maintain a log of decisions made and actions taken during the emergency response.

**ANNEX E TO APPENDIX 3**

**RESPONSIBILITIES OF THE EMERGENCY INFORMATION OFFICER**

The Emergency Information Officer (EIO), or alternate, assists the Head - MECG in providing public direction and in disseminating emergency information to the public and the media. He/She shall perform the following functions:

- (a) Assist the MECG in providing public direction on the measures that should be taken by the public to ensure their safety and welfare.
- (b) Disseminate news and information to the media and the public regarding the emergency situation and the Town's involvement under the Direction of the Head of the M.E.C.G.
- (c) Establish an Emergency Information Centre at the request of the MECG and provide direction to the personnel assembled at the Centre. This responsibility shall include overseeing the activities of the Citizen Inquiry Supervisor.
- (d) Prepare news releases and public announcements for approval by the Head - MECG

**ANNEX F TO APPENDIX 3**

**RESPONSIBILITIES OF THE COUNTY OF ESSEX**

The County of Essex shall:

- (1) Be prepared, during an emergency, to deploy County resources to assist the Town of Amherstburg or other municipalities, at their request or at the direction of the Province.
- (2) Direct the designated County representative or alternate to report to the Municipal Emergency Operations Centre to participate as the Municipal Emergency Operations Centre Coordinator during an emergency.
- (3) Be prepared to implement the County of Essex Emergency Support Plan during the emergency to ensure a coordinated County response.
- (4) Provide to the Town of Amherstburg, emergency coordination services through the County Emergency Management Coordinator.

The County Emergency Management Coordinator, or alternate, shall:

- (1) Ensure that a County representative and alternate is designated to participate as the Municipal Emergency Operations Centre Coordinator on the Community Control Group.
- (2) Regularly review this Municipal Plan and the associated procedures to ensure that they are up-to-date and in conformity with generally accepted emergency management practices.
- (3) Ensure that staff required for the Municipal Emergency Operations Centre is nominated, with their alternates and relief's and that suitable arrangements are in place for them.
- (4) Ensure that the participating organizations (including the County) have plans, procedures, and internal notification procedures in place and that they are updated regularly.
- (5) Coordinate the meetings of the Amherstburg Emergency Preparedness Committee and ensure that the decisions taken are implemented by the appropriate organizations.
- (6) Organize and coordinate municipal training and exercises.
- (7) Maintain up-to-date notification lists covering the Basic Notification Chart at Annex B to Appendix 1. These lists shall be updated at least every 6 months.



**ANNEX G TO APPENDIX 3**

**RESPONSIBILITIES OF THE TOWN OF AMHERSTBURG**

The Town of Amherstburg shall:

- (1) Ensure that a high level of emergency preparedness and coordination is maintained at all times. This shall include overseeing the work and activities of the Amherstburg Emergency Preparedness Committee.
- (2) Ensure that an Operations Officer and an Emergency Information Officer as well as their alternates are designated and trained.
- (3) Ensure that support staff and alternates to assist in the operation of the Municipal Emergency Operations Centre have been designated and trained.
- (4) Ensure that special care facilities within the Town of Amherstburg have plans/procedures in place to carry out sheltering or evacuation of staff and residents.
- (5) Ensure that appropriate plans/procedures for carrying out their assigned tasks are in place.
- (6) Ensure that internal notification lists are maintained and regularly updated.
- (7) Ensure that all personnel with duties under this municipal plan are trained and that appropriate personnel participate in drills and exercises.
- (8) Direct the municipal corporation or any part thereof to fully implement measures ordered by the MECG to mitigate the effects of an emergency.

**ANNEX H TO APPENDIX 3**

**RESPONSIBILITIES OF THE WINDSOR-ESSEX COUNTY  
HEALTH UNIT**

The Windsor-Essex County Medical Officer of Health shall:

- (1) Advise the MECG on public health and medical matters.
- (2) Provide staff, materials, supplies and equipment, for emergency purposes as requested.
- (3) Provide special instructions to the public on health matters with the assistance of the Emergency Information Officer.
- (4) Coordinate the response to disease-related emergencies or anticipated emergencies, such as epidemics.
- (5) Assist in the coordination of care for bedridden, disabled or convalescing citizens at home and/or in evacuation centers during an emergency;
- (6) Liaise with private agencies as required for augmenting and coordinating public health resources.
- (7) Liaise with the Provincial Ministry of Health, Public Health Branch.
- (8) Advise the Town of their responsibility regarding the need for potable water supplies and sanitation facilities.
- (9) Ensure that arrangements are in place to establish a public health team at any Reception/Evacuee Centre set up. This team shall assist the Centre Manager in public health matters.
- (10) Ensure that an alternate for the Community Control Group has been designated and trained.
- (11) Ensure that appropriate plans/procedures for carrying out assigned tasks are in place.
- (12) Ensure that internal notification lists are maintained and regularly updated.
- (13) Ensure that all personnel with duties under this municipal plan are trained and that appropriate personnel participate in drills and exercises.

**ANNEX I TO APPENDIX 3**  
**RESPONSIBILITIES OF THE**  
**WINDSOR - ESSEX SOCIAL SERVICES DEPARTMENT**

The Administrator shall:

- (1) Advise the MECG on social service matters.
- (2) Provide staff, materials, supplies and equipment, for emergency purposes as requested.
- (3) Provide special instructions to the public on reception centre or other matters with the assistance of the Emergency Information Officer.
- (4) Ensure the well-being of residents who have been displaced from their homes by arranging emergency welfare services.
- (5) Supervise the opening and operation of temporary and/or long term evacuee centres, and ensure the same are adequately staffed.
- (6) Liaise with the police chiefs/detachment commanders with respect to the pre-designation of reception/evacuee centres which can be opened on short notice.
- (7) Ensure that a representative of the Essex County Board of Education and/or the Essex County Roman Catholic Separate School Board are notified when their facilities are required.
- (8) Liaise with public and private nursing/care homes in the County as required.
- (9) Liaise with the Provincial Ministry of Community and Social Services.
- (10) Liaise with the MOH on areas of mutual concern during the operation of the Reception/Evacuee Centres.
- (11) Ensure that appropriate plans and procedures are in place for carrying out the Department's tasks and responsibilities. These plans and procedures shall detail how emergency welfare services (lodging, food, registration and enquiry, clothing, and personal services) are to be provided to emergency evacuees.

**ANNEX I to APPENDIX 3**

- (12) Ensure that plans establish a Social Services emergency response organization able to effectively staff a Reception/Evacuee Centre. This emergency response organization shall include a Centre Manager, Supervisors for the various services, and a Municipal Emergency Operations Centre representative. Alternates shall be established for each position.
- (13) Ensure that plans identify possible Reception/Evacuee centres located throughout the County.
- (14) Ensure that assistance from volunteer organizations and the local staff of the Ministry of Community and Social Services is available.
- (15) Ensure that internal and external notification lists are maintained and regularly updated.
- (16) Ensure that all personnel with responsibilities under this municipal plan are trained and that appropriate personnel participate in drills and exercises.

**ANNEX J TO APPENDIX 3**

**RESPONSIBILITIES OF THE GREATER ESSEX DISTRICT BOARD OF  
EDUCATION**

The Board shall:

- (1) Ensure that all schools in the Town of Amherstburg have evacuation plans, and that there is sufficient transportation available to carry these out.
- (2) Ensure that schools in the County maintain a record of students who live in the Town of Amherstburg. These students shall not be allowed to return home if sheltering or evacuation has been ordered in their response areas. Arrangements shall be made to care for these students until they are collected by a parent or guardian, or re-united with them.
- (3) Ensure that arrangements are made to make available at short notice the accommodation required in their schools for Reception/Evacuee Centres. These arrangements shall include provision for opening up of premises if closed.
- (4) Ensure that a designated representative, upon notification of activation of the municipal emergency response organization, notifies the following:
  - \* All schools in the Town of Amherstburg
  - \* All schools chosen for use as Reception/Evacuee Centres
  - \* All schools having students living in the Town of Amherstburg
- (5) Ensure that appropriate members of the School Board are notified of any emergency.
- (6) Ensure that its representative on the MEOC keeps the public informed regarding the status of schools through the Emergency Information Officer.
- (7) Direct the Transportation Manager to coordinate emergency transportation routes for school buses normally traveling through the Town of Amherstburg. These buses shall not normally be allowed to enter areas where sheltering or evacuation has been imposed. The Manager shall also arrange transportation for any school being evacuated.
- (8) Ensure that a representative and alternate for the Community Control Group are designated, trained, and report to the MEOC during an emergency.
- (9) Ensure that appropriate plans/procedures for carrying out assigned tasks are in place.

## EMERGENCY RESPONSE PLAN

- (10) Ensure that internal notification lists are maintained and regularly updated.
- (11) Ensure that all personnel with duties under this municipal plan are trained and that appropriate personnel participate in drills and exercises.

### **ANNEX K TO APPENDIX 3**

## EMERGENCY RESPONSE PLAN

### **RESPONSIBILITIES OF THE**

### **ESSEX COUNTY ROMAN CATHOLIC SEPARATE SCHOOL BOARD**

The Board shall:

- (1) Ensure that all schools in the Town of Amherstburg have evacuation plans, and that there is sufficient transportation available to carry these out.
- (2) Ensure that schools in the County maintain a record of students who live in the Town of Amherstburg. These students shall not be allowed to return home if sheltering or evacuation has been ordered in their response areas. Arrangements shall be made to care for these students until they are collected by a parent or guardian, or re-united with them.
- (3) Ensure that arrangements are made to make available at short notice the accommodation required in their schools for Reception/Evacuee Centres. These arrangements shall include provision for opening up of premises if closed.
- (4) Ensure that a designated representative, upon notification of activation of the municipal emergency response organization, notifies the following:
  - \* All schools in the Town of Amherstburg
  - \* All schools chosen for use as Reception/Evacuee Centres
  - \* All schools having students living in the Town of Amherstburg
- (5) Ensure that appropriate members of the School Board are notified of any emergency.
- (6) Ensure that its representative on the MEOC keeps the public informed regarding the status of schools through the Emergency Information Officer.
- (7) Direct the Transportation Manager to coordinate emergency transportation routes for school buses normally traveling through the Town of Amherstburg. These buses shall not normally be allowed to enter areas where sheltering or evacuation has been imposed. The Manager shall also arrange transportation for any school being evacuated.
- (8) Ensure that a representative and alternate for the Community Control Group are designated, trained, and report to the MEOC during an emergency.
- (9) Ensure that appropriate plans/procedures for carrying out assigned task are in place.
- (10) Ensure that internal notification list is maintained and regularly updated.
- (11) Ensure that all personnel with duties under this municipal plan are trained and that appropriate personnel participate in drills and exercises.

## EMERGENCY RESPONSE PLAN

### **ANNEX L TO APPENDIX 3**

#### **RESPONSIBILITIES OF THE LE CONSEIL SCOLAIRE DES ECOLES DU SUD-QUEST**

The Board shall:

- (1) Ensure that all schools in the Town of Amherstburg have evacuation plans, and that there is sufficient transportation available to carry these out.
- (2) Ensure that schools in the County maintain a record of students who live in the Town of Amherstburg. These students shall not be allowed to return home if sheltering or evacuation has been ordered in their response areas. Arrangements shall be made to care for these students until they are collected by a parent or guardian, or re-united with them.
- (3) Ensure that arrangements are made to make available at short notice the accommodation required in their schools for Reception/Evacuee Centres. These arrangements shall include provision for opening up of premises if closed.
- (4) Ensure that a designated representative, upon notification of activation of the municipal emergency response organization, notifies the following:
  - \* All schools in the Town of Amherstburg
  - \* All schools chosen for use as Reception/Evacuee Centres
  - \* All schools having students living in the Town of Amherstburg
- (5) Ensure that appropriate members of the School Board are notified of any emergency.
- (6) Ensure that its representative on the MEOC keeps the public informed regarding the status of schools through the Emergency Information Officer.
- (7) Direct the Transportation Manager to coordinate emergency transportation routes for school buses normally traveling through the Town of Amherstburg. These buses shall not normally be allowed to enter areas where sheltering or evacuation has been imposed. The Manager shall also arrange transportation for any school being evacuated.
- (8) Ensure that a representative and alternate for the Community Control Group are designated, trained, and report to the MEOC during an emergency.
- (9) Ensure that appropriate plans/procedures for carrying out assigned tasks are in place.
- (10) Ensure that internal notification lists are maintained and regularly updated.

### **ANNEX L TO APPENDIX 3**



## EMERGENCY RESPONSE PLAN

- (11) Ensure that all personnel with duties under this municipal plan are trained and that appropriate personnel participate in drills and exercises.

## EMERGENCY RESPONSE PLAN

### **RESPONSIBILITIES OF ALL AMHERSTBURG AREA POLICE**

#### **SERVICES**

(Amherstburg Police Service, Essex Police Service, LaSalle Police Service, Windsor Police Service and Ontario Provincial Police)

**The Police Service having jurisdiction over the emergency site or area will normally coordinate the police response under this municipal plan. [Note: In a nuclear emergency, the OPP will coordinate the joint response of all Police Services as per Provincial policy.]**

All of the Amherstburg Area Police Services shall:

- (1) Provide advice to the CCG on law enforcement matters.
- (2) Provide staff, materials, supplies and equipment, for emergency purposes as requested.
- (3) Provide special instructions to the public on public safety matters with the assistance of the Emergency Information Officer.
- (4) Provide assistance in search and rescue operations.
- (5) Recommend to the CCG the establishment of a Traffic Control Centre if required.
- (6) Recommend to the CCG on the necessity of undertaking evacuations.
- (7) Liaise with other Police Services to ensure coordination of police activities.
- (8) Provide an Emergency Site Manager if requested.
- (9) Provide security to evacuated areas and Reception/Evacuee Centres.
- (10) Notify the coroner of fatalities, and assist as required.
- (11) Establish a site command post with communications to the MEOC, if required.
- (12) Recommend to the CCG on the advisability of undertaking public alerting.

## EMERGENCY RESPONSE PLAN

### **ANNEX M TO** **APPENDIX 3**

- (13) Liaise with Social Services regarding the establishment and operation of Reception/Evacuee Centres.
- (14) Ensure that MEOC representatives and alternates have been designated and trained.
- (15) Ensure that internal and external notification lists are maintained and regularly updated.
- (16) Ensure that appropriate plans/procedures for carrying out assigned tasks are in place.
- (17) Ensure that all personnel with duties under this plan are trained and that the appropriate personnel participate in drills and exercises.

## EMERGENCY RESPONSE PLAN

### **ANNEX N TO APPENDIX 3**

#### **LASALLE POLICE SERVICE**

The LaSalle Police Service shall:

- (1) Be responsible for activating the “Reverse 9-1-1 Notification System” upon direction from the Amherstburg Police Chief or the Amherstburg Fire Chief.
- (2) Assist in the operation of a Traffic Control Centre located at 3400 Middle Side RD. which can quickly be made operational in the event of an emergency.
- (3) Establish detailed procedures to carry out their responsibilities as outlined in this municipal plan.
- (4) Ensure that all personnel with duties under this plan are trained and that the appropriate personnel participate in drills and exercises.
- (5) Ensure that internal notification lists are maintained and regularly updated.

## EMERGENCY RESPONSE PLAN

### **ANNEX O TO APPENDIX 3**

#### **AMHERSTBURG FIRE DEPT.**

The Amherstburg Fire Dept. shall:

- (1) Advise the CCG on firefighting and rescue matters.
- (2) Provide staff, materials, supplies and equipment, for emergency purposes as requested.
- (3) Provide special instructions to the public on public safety matters with the assistance of the Emergency Information Officer.
- (4) Provide an Emergency Site Manager if requested.
- (5) Establish a site command post with communication to the MEOC, if required.
- (6) Determine if additional or special equipment is needed and recommend possible sources of supply (e.g. breathing apparatus, protective clothing, etc.)
- (7) Coordinate all firefighting, search and rescue operations.
- (8) Provide assistance to other community agencies and be prepared to take charge or contribute to non-firefighting operations if necessary (e.g. rescue, first aid, casualty collection, evacuation etc.)
- (9) Notify the County Fire Coordinator if assistance is required from other fire departments.
- (10) Ensure that a representative and alternate for the Community Control Centre are designated and trained.
- (11) Ensure that appropriate plans/procedures to carry out assigned responsibilities are in place.
- (12) Ensure that internal and external notification lists are maintained and regularly updated.
- (13) Ensure that all personnel with duties under this plan are trained and that appropriate personnel participate in drills and exercises.

**ANNEX P TO APPENDIX 3**

**WINDSOR / ESSEX COUNTY LAND AMBULANCE SERVICE**

The Windsor / Essex County Land Ambulance Service shall:

- (1) Advise the CCG on emergency health matters.
- (2) Provide staff, materials, supplies and equipment for emergency purposes, as requested.
- (3) Ensure that emergency site medical teams are available at the emergency site. These teams shall ensure that triage and treatment are provided at the site.
- (4) Coordinate the provision of ambulance services to assist in the evacuation of those requiring special transportation.
- (5) Notify the Ontario Ministry of Health, Emergency Health Services Branch of the emergency and request their assistance, if required.
- (6) Liaise with local hospitals for the efficient distribution of casualties.
- (7) Assist with the organization and transport of persons in health care facilities, Home for the aged, Nursing Homes, Charitable Homes, Retirement Homes and Rest Homes to ensure that they are evacuated as required.
- (8) Liaise with the Medical Officer of Health on emergency health matters.
- (9) Designate a representative and an alternate for the Community Control Group.
- (10) Ensure that plans/procedures are in place to carry out their responsibilities as outlined in this municipal plan.
- (11) Ensure that internal and external notification lists are maintained and regularly updated.
- (12) Ensure that all personnel with duties under this plan are trained and that appropriate personnel participate in drills and exercises.

EMERGENCY RESPONSE PLAN

**ANNEX O TO APPENDIX 3**

**HONEYWELL CHEMICAL LTD.**

Honeywell Chemical shall:

- (1) Maintain and regularly update the Industrial Notification List. This list shall include after hours contacts for each industry noted.
- (2) Notify local industries when any protective measure has been ordered.

**ANNEX R TO APPENDIX 3**

**AMATEUR RADIO EMERGENCY SERVICE**

The Emergency Coordinator shall:

- (1) Undertake to provide back-up communications between any emergency centres established at the request of the CCG.
- (2) Ensure that appropriate plans/procedures are in place for carrying out ARES's tasks and responsibilities.
- (3) Ensure that internal notification lists are maintained and regularly updated.
- (4) Ensure that all those personnel with duties under this plan are trained and that the appropriate personnel participate in drills and exercises.



**ANNEX S TO APPENDIX 3**

**RESPONSIBILITIES OF ST. CLAIR COLLEGE**

**Pre-Emergency Responsibilities**

St. Clair College shall:

- (1) Ensure that a representative and alternate for the Community Control Group are designated and trained.
- (2) Ensure that arrangements are made to make available at short notice the accommodations required in their College for Reception/Evacuee Centre. These arrangements shall include provisions for opening up of the premise if closed.
- (3) Ensure that appropriate plans/procedures for carrying out assigned tasks are in place.
- (4) Ensure that internal notification lists are maintained and regularly updated.

**Emergency Responsibilities**

- (1) Upon notification of **Partial or Full Activation**, direct the CCG representative to report to the Municipal Emergency Operation Centre.
- (2) Upon notification begin internal notifications.
- (3) In the case of a Full Activation take the necessary actions to make the College ready as a Reception/Evacuee Centre in coordination with Windsor-Essex Social Services.

**ANNEX T OF APPENDIX 3**

**RESPONSIBILITIES OF THE WINDSOR POLICE SERVICE**

**Pre-Emergency Responsibilities**

The Windsor Police Service shall:

- (1) Establish detailed procedures to carry out their responsibilities as outlined in this municipal plan and in the Joint Traffic Control Plan.
- (2) Ensure that internal and external notification lists are maintained and regularly updated.
- (3) Ensure that all personnel with duties under this plan are trained and that the appropriate personnel participate in drills and exercises.

**Emergency Responsibilities**

The Windsor Police Service shall:

- (1) Upon notification of **Partial** or **Full Activation**, begin internal notifications.
- (2) Implement the Joint Traffic Control Plan and carry out the responsibilities assigned therein if this measure is ordered by the Community Control Group.
- (3) Provide security and internal traffic control to the Reception /Evacuee Centre located at St. Clair College.

**ANNEX U OF APPENDIX 3**

**RESPONSIBILITIES OF THE CITY OF WINDSOR**

**Pre-Emergency Responsibilities**

The City of Windsor shall:

- (1) Ensure that a representative and alternate for the Community Control Group are designated and trained.
- (2) Direct the Windsor Social Services Department and the City of Windsor Fire & Rescue Service to participate in the municipal plan and carry out the responsibilities and tasks assigned therein.
- (3) Ensure that appropriate plans/procedures for carrying out assigned tasks are in place.
- (4) Ensure that internal notification lists are maintained and regularly updated.

**Emergency Responsibilities**

The City of Windsor shall:

- (1) Upon notification of **Enhanced Monitoring, Partial Activation, or Full Activation**, direct the City representative to report to the Municipal Emergency Operations Centre.
- (2) Upon notification of **Partial or Full Activation**, begin internal notifications as set out under the City of Windsor Emergency Preparedness Plan.
- (3) Activate the City of Windsor Emergency Preparedness Plan, if necessary, to support emergency operations.

**ANNEX V OF APPENDIX 3**

**RESPONSIBILITIES OF THE TOWN OF ESSEX**

**Pre-Emergency Responsibilities**

The Town of Essex shall:

- (1) Direct the Essex Fire Department, Harrow Station to participate in the municipal plan and carry out the responsibilities and tasks assigned therein.
- (2) Ensure that appropriate plans/procedures for carrying out assigned tasks are in place.
- (3) Ensure that internal notification lists are maintained and regularly updated.

**Emergency Responsibilities**

The Town of Essex shall:

- (1) Activate the Town of Essex Emergency Plan, if necessary, to support emergency operations such as evacuations.
- (2) Be prepared, during an emergency, to deploy Town resources to assist with evacuations or other operations, at the request of the MEOC.

EMERGENCY RESPONSE PLAN

**ANNEX W OF APPENDIX 3**

**RESPONSIBILITIES OF THE TOWN OF LASALLE**

**Pre-Emergency Responsibilities**

The Town of LaSalle shall:

- (1) Direct the Town of LaSalle Fire Service to participate in the municipal plan and carry out responsibilities and tasks assigned therein.
- (2) Ensure that appropriate plans/procedures for carrying out assigned tasks are in place.
- (3) Ensure that internal notification lists are maintained and regularly updated.

**Emergency Responsibilities**

The town of LaSalle shall:

- (1) Activate the Town of LaSalle Emergency Plan, if necessary, to support emergency operations.
- (2) Be prepared during an emergency, to deploy Town resources to assist with evacuations or other operations, at their request or at the directions of the MEOC.

**ANNEX X OF APPENDIX 3**

**RESPONSIBILITIES OF THE ESSEX POLICE SERVICE**

**Pre-Emergency Responsibilities**

The Essex Police Service shall:

- (1) Establish detailed procedures to carry out their responsibilities as outlined in this municipal plan and in the Joint Traffic Control Plan.
- (2) Ensure that internal notification lists are maintained and regularly updated.
- (3) Ensure that all personnel with duties under this plan are trained and that the appropriate personnel participate in drills and exercises.

**Emergency Responsibilities**

The Essex Police Service shall:

- (1) Upon notification of **Partial** or **Full Activation**, begin internal notifications.
- (2) Implement the Joint Traffic Control Plan and carry out the responsibilities assigned therein if this measure is ordered by the Community Control Group.
- (3) Provide security and internal traffic control to the Reception/Evacuee Centre located at the Harrow / Colchester Arena Complex & Community Center in cooperation with the Centre Manager.

EMERGENCY RESPONSE PLAN

**APPENDIX 4**

**PLANNING DATA**

**Annex A - Schools, Day Care Centres, Nursing Homes, Senior Citizen Apartments, Group Homes**

**SCHOOLS, DAY CARE CENTRES, NURSING HOMES, SENIOR  
CITIZENS' APTS., GROUP HOMES****1.0 Schools**

	<u>Enrolment (2012)</u>	<u>Capacity</u>	<u>Staff</u>
<b>Anderdon Public School</b> 3170 Middle Side Road 519-736-2592	<b>539</b>	<b>600</b>	<b>44</b>
<b>Amherstburg Public</b> 252 Hamilton Drive 519-736-2189	<b>459</b>	<b>725</b>	<b>40</b>
<b>General Amherst High</b> 130 Sandwich Street.South 519-736-2149	<b>781</b>	<b>900</b>	<b>56</b>
<b>Ecole St. Jean Baptiste</b> 365 Fryer St. 519-736-6427	<b>352</b>	<b>392</b>	<b>40</b>
<b>Malden Central Public School</b> 5620 County Rd. 20 519-736-4529	<b>342</b>	<b>262</b>	<b>28</b>
<b>Stella Maris</b> 140 Girard St. 519-736-6408	<b>303</b>	<b>441</b>	<b>28</b>
<b>St. Bernard</b> 320 Richmond St. 519-736-2166	<b>206</b>	<b>362</b>	<b>16</b>



EMERGENCY RESPONSE PLAN

**ANNEX A**  
**to APPENDIX 4**

**1.0 Schools continued**

	<u>Enrolment (2012)</u>	<u>Capacity</u>	<u>Staff</u>
<b>St. Joseph</b> 9381 Townline Rd. 519-734-1219	<b>391</b>	<b>500</b>	<b>30</b>
<b>Western Secondary School</b> 5791 N. Townline (RR#4) 519-726-6138	<b>375</b>	<b>500</b>	<b>80</b>

**2.0 Day Care Centres**

**Bright Child Montessori**  
38 Victoria St. S.  
519-736-4022

Capacity of 15 children  
5 staff

**Franco-Sol Garderie et Centre de Ressources**  
365 Fryer St.  
519-736-1557

Capacity of 34 children  
6 staff

**2.0 Day Care Centres continued**

**Good Shepherd Lutheran Christian Daycare**

11 Concession #3 North  
519-736-6979

Capacity of 20 children (summer camp up to 35)  
5 staff

**Montessori Interactive Learning Preschool**

65 Sandwich St. N.  
519-730-0807

Capacity of 21 children  
6 staff

**Paula's Playhouse Latch Key at Anderdon Public School**

3170 Middle Side Rd.  
519-736-0100

Capacity of 25-40 children  
3 staff

**St. Joseph Latch Key**

9385 Townline  
519-978-9479

Capacity of 25-40 children  
3 staff

**The Creative Child Learning Centre Inc.**

**1. St. Theresa's School, 6101 County Rd. 20 (Hwy 18)**

519-736-8131

Capacity of 30 children  
2 staff

**2.0 Day Care Centres continued**

**The Creative Child Learning Centre Inc. continued**

**2. General Amherst High School, 130 Sandwich St. S.**  
519-736-8500

Capacity of 50 children  
10 staff

**3. 260 Murray St.**  
519-736-8400

Capacity of 50 children  
13 staff

**3.0 Nursing Homes**

**Richmond Terrace Nursing Home**

89 Rankin Street  
519-736-4295

Capacity: 115

Shifts of staff: Day	-	39
Afternoon	-	17
Midnight	-	5

**3.0 Nursing Homes continued**

**Seasons Amherstburg**

681 Front St. S.  
519-736-7557

Capacity: 130

Shifts of staff: Day	-	12
Afternoon	-	8
Midnight	-	2

**Victoria Street Manor**

184 Victoria St. S.  
519-736-2525

Capacity: 14

Shifts of staff: Day	-	2
Afternoon	-	1
Midnight	-	1

**4.0 Senior Citizen Apartments**

**346 Victoria St. S.**

26 1-bedroom apartments

**340 Victoria St. S.**

40 1-bedroom apartments  
1 2-bedroom apartments

**Caldwell Towers North**

401 Dalhousie St. S.  
519-736-7295  
45 apartments, 65 people, 7 staff

**4.0 Senior Citizen Apartments continued**

**Caldwell Towers South**

421 Dalhousie  
519-736-2613  
43 apartments, 65 people, 2 staff

**Shevchenko Senior Citizen Apartments**

515 Dalhousie  
519-736-7800  
73 units (mostly older, single residents)

**Westview Apartment Building**

163 Pickering Drive  
519-736-0222  
50 Senior Apartments

**5.0 Group Homes**

**Channel Resource Centre**

260 Bathurst St.  
519-736-5077 or 519-736-9458  
Manager - Sandra Paisley  
519-776-6483 x414

Manager – Donna Everett

519-776-6483 x405

1. 448 Simcoe St., Apt. 103 519-736-6401 2 resident, 1 staff
2. 39 McBride 519-736-0722 4 residents, 2 staff
3. 323 Simcoe St. 519-736-2047 4 residents, 3 staff

Manager – Leslie McLean

519-776-6483 x415

1. 170 Girard St. 519-736-2577 4 residents, 2 staff
2. 26 Marvin Gardens 519-736-4748 3 residents, 1 staff
3. 335 Forest Hill Crescent 519-736-9934 4 residents, 2 staff
4. 109 Bratt St. 519-736-2538 4 residents, 2 staff

## EMERGENCY RESPONSE PLAN

### **Channel Resource Centre - continued**

Manager – Marie Allen

519-776-6483 x400

1. 51 Martin Crescent 519-736-4607 4 residents, 2 staff
2. 8511 County Rd. 10, McGregor 519-726-5754 4 residents, 2 staff

### **6.0 Youth Centres**

#### **House of Shalom Youth Centre**

247 Brock St.

519-736-6811

### **7.0 Additional Population Concentrations**

Beaches

Fort Malden Mall

North American Black Museum

Fort Malden National Park

Any large churches, arenas etc.

Public halls

High-rise apartments

Jellystone Park

James H. Sutton Funeral Home. 401 Sandwich St. S., 519-736-2134

**APPENDIX 5**

**EVACUATION PLAN**

**1.0 General**

**1.1** This aim of this evacuation plan is to provide for the rapid and orderly evacuation of the Town of Amherstburg, or any part thereof, when this action has been ordered by the CCG. The plan also provides for the reception and care of the evacuees upon arrival at a Reception Centre.

**2.0 Organization**

**2.1** The Amherstburg Area Police Service having jurisdiction over the affected area shall be the lead agency for implementing an evacuation. The appropriate Amherstburg Area Police Service shall recommend to the CCG that an area be evacuated and the CCG shall concur and formally order the evacuation. [As noted in Section 1.5.3, the Amherstburg Fire Chief, the Amherstburg Police Chief, are authorized to order an evacuation, if necessary, prior to the declaration of an emergency or even before the assembly of the CCG. Where such evacuation has been ordered, the CCG shall be assembled and briefed at the first opportunity.]

**2.2** The Windsor Social Services Dept. shall be the lead agency responsible for the set up and operation of any Reception/Evacuee Centre established under this municipal plan.

**3.0 Evacuation Considerations**

**3.1** Once a decision has been made to evacuate an area, decisions should be made with regard to the following:

- \* the limits of the area to be evacuated
- \* the location of any special institutions within the evacuated area (see Appendix 4)
- \* the location of Reception/Evacuee Centres
- \* evacuation routes and traffic control points
- \* assembly points for those without transportation
- \* sources of bus transportation for those without cars
- \* sources of transportation for non-ambulatory patients or those identified as requiring assistance
- \* a method of confirming that a sector has been evacuated
  
- \* the evacuation PAD should be reviewed and any additional information added

**4.0 Implementation**

## EMERGENCY RESPONSE PLAN

- 4.1** Once a decision has been made to evacuate an area, all residents in the affected area should be notified at once using the Town's public alerting system (See Section 3.3).
- 4.2** If the public alerting system is activated, the Public Information Officer shall promptly issue a Public Action Directive (PAD) to the designated media for immediate broadcast. The PADs for a chemical emergency are found in Appendix 7 (Standard Announcement Nos. 6, 7, and 8).
- 4.3** Those with disabilities will have been identified through the municipality's emergency pamphlet and this information shall be kept by the Amherstburg Fire Department or the Reverse 911 telephone audio mated calling system. The CCG shall ensure that transportation is provided for all those who have been identified as requiring transportation and are under evacuation order.



EMERGENCY RESPONSE PLAN

**APPENDIX 6**

**DECLARATION OF A MUNICIPAL EMERGENCY**

WHEREAS, I \_\_\_\_\_, Mayor and Head of Council of the Town of Amherstburg, believe that circumstances make it necessary to declare an emergency under the Emergency Management Act RSO 1990 Chapter E.9.

NOW THEREFORE, in exercise of the powers conferred upon me under the Emergency Management Act RSO 1990 Chapter E.9, I do hereby declare that an emergency exists in the municipality of the Town of Amherstburg.

SIGNED at \_\_\_\_\_ (place) on the \_\_\_\_\_

day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_ (time).

\_\_\_\_\_  
MAYOR OF AMHERSTBURG

EMERGENCY RESPONSE PLAN

**APPENDIX 7**

**PUBLIC ACTION DIRECTIVES**

**CHEMICAL EMERGENCY**

**STANDARD ANNOUNCEMENT NO. 6**

**INITIAL ALERT ANNOUNCEMENT**

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

RELEASED BY: \_\_\_\_\_

BROADCAST TIME: \_\_\_\_\_

**TEXT:**

**This is an official emergency announcement for the residents of the TOWN OF AMHERSTBURG...[in the area bounded by.....]\***

**An emergency situation exists at \_\_\_\_\_.**

**The public is advised to shelter immediately:**

- (1) Go inside and stay there**
- (2) Close all windows and outside doors**
- (3) Turn off air conditioners or heating**
- (4) Wait for further instructions over this station**
- (5) Review your Amherstburg Emergency Response pamphlet**

**[Do not pick up your children from school, they are being looked after.]\***

**The situation is being monitored and you will be further informed.**

**Do not use the telephone unless absolutely necessary. All telephone lines are needed by the emergency organization.**

**\*[use as appropriate]**

EMERGENCY RESPONSE PLAN

**APPENDIX 7**

**CHEMICAL EMERGENCY**

**STANDARD ANNOUNCEMENT NO. 7**

**EVACUATION ANNOUNCEMENT**

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

RELEASED BY: \_\_\_\_\_

BROADCAST TIME: \_\_\_\_\_

**TEXT:**

**This is an official emergency announcement for the residents of the TOWN OF AMHERSTBURG...[in the area bounded by.....]\***

**You are advised to leave your homes and proceed to the nearest reception centre at \_\_\_\_\_ using \_\_\_\_\_ as an evacuation route.**

**Stay calm and follow the directions of the police.**

**If you experience problems, return inside and place a white towel or sheet on your front door knob. The police will provide you with assistance.**

**If your children are at school, arrangements have been made to care for them. Do not pick them up.**

**\*[use as appropriate]**

EMERGENCY RESPONSE PLAN

**APPENDIX 7**

**CHEMICAL EMERGENCY**

**STANDARD ANNOUNCEMENT NO. 8**

**ALL CLEAR ANNOUNCEMENT**

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

RELEASED BY: \_\_\_\_\_

BROADCAST TIME: \_\_\_\_\_

**TEXT:**

**This is an official emergency announcement for the residents of the TOWN OF AMHERSTBURG.**

**The emergency situation announced at \_\_\_\_\_ a.m./p.m. is now under control and it is no longer a threat to the community.**

**It is now safe to resume normal activities.**

**The Amherstburg Emergency Response Organization thank you for your cooperation.**

**\*[use as appropriate]**

EMERGENCY RESPONSE PLAN

**APPENDIX 7**

**ADDITIONAL GENERAL AND NUCLEAR EMERGENCY ANNOUNCEMENTS  
(to be added/developed)**

# EMERGENCY RESPONSE PLAN

## **APPENDIX 8**

### **DISTRIBUTION**

#### **1. Municipalities**

##### **Town of Amherstburg**

Mayor	1
Deputy Mayor	1
Clerk-Administrator	2
Operations Officer	1
Public Information Officer	1

##### **Town of Essex**

Clerk	2
-------	---

##### **Town of LaSalle**

Clerk	2
-------	---

##### **City of Windsor**

Mayor	1
Chief Administrative Officer	1
Windsor-Essex Social Services	3

#### **2. County of Essex**

Warden	1
Chief Administrative Officer	1
County Planning Advisor	1
County Emergency Measures Planner	3
Windsor-Essex County Health Unit	
Medical Officer of Health	2
Greater Essex Board of Education	
Director of Education	3
Windsor - Essex R.C. Separate School Board	
Director of Education	3
Le Conseil Scolaire des Ecoles du Sud-Quest	3
Engineering Department	1

#### **3. Police Departments**

OPP Western Region	1
OPP Chatham Comm. Centre	1
OPP Essex	1
Amherstburg Police Chief	2
Essex Police Chief	2

## EMERGENCY RESPONSE PLAN

LaSalle Police Chief	2
Windsor Police Chief	2
<b><u>4. Fire Departments</u></b>	
Amherstburg Fire Dept.	3
Essex Fire Dept.	1
LaSalle Fire Dept.	1
Windsor Fire Dept.	2
<b><u>5. Ambulance Services</u></b>	
Central Ambulance Communications Centre	1
A. A. & M. Volunteer Ambulance Service	1
Windsor/Essex County Land Ambulance Service	3
<b><u>6. Ontario Hydro</u></b>	
Head Office (Emergency Preparedness Section)	2
<b><u>7. Provincial Ministries</u></b>	
<u>OMAF</u>	
Dairy Inspection Branch Director	1
Essex County Office	1
<u>MOE</u>	
Spills Action Centre	
Contingency Planning and Dev. Officer	1
London Regional Office	1
Windsor District Office	1
<u>MOH</u>	
Emergency Care Programs	
Coordinator, Policy and Planning	1
South-Western Region	1
<u>MOL</u>	
Radiation Protection Service Manager	1
Emergency Planning Officer (for IMO)	1

# EMERGENCY RESPONSE PLAN

## MCSS

Emergency Planning Coordinator	1
Southwest Regional Office Executive Officer	1
Windsor Area Office	1

## MNR

Water Management Section	
Coordinator, Emergency Mgmt.	1
Chatham Office	1

## MTO

Maintenance Operations Manager	1
Southwestern Regional Office	1
District No. 1, Chatham	1
Harrow Patrol Yard	1

## MCS & CS

Emergency Management Ontario	1
Community Officer, Southwestern Area	1

## **8. Essex Region Conservation Authority**

General Manager	1
Supt. Holiday Beach Park	1

## **9. Amateur Radio Emergency Service**

Emergency Coordinator	2
-----------------------	---

## **10. Designated Media**

Gen. Mgr., CKWW AM	1
Gen. Mgr., CKLW AM	1
Gen. Mgr., CBE Radio	1
Gen. Mgr., CBEF Radio	1
Gen. Mgr., CIMX FM	1
Gen. Mgr., CIDR FM	1
Gen. Mgr., CBET TV	1
Gen. Mgr., Cogeco Cable	1

## **11. Amherstburg Industries**

Plant Manager, Honeywell Chemical of Canada Ltd.	3
--	---



## EMERGENCY RESPONSE PLAN

Gen. Mgr., Diageo Co. Ltd.	1
Gen. Mgr., Precision Plastics of Canada Ltd.	1
Gen. Mgr., Amherst Quarries	1
Gen. Mgr., Tolle Bus Line	1
Gen. Mgr., Channel Industries	1

### 12. **Others**

Manager, Essex Local Info Centre	1
Essex Terminal Railway Manager	1
Bell Telephone Section Manager, Emergency Operations Planning	1
Ontario Hydro Area Manager	1
Union Gas General Manager	1
Amherstburg Water Treatment Plant General Manager	1
Essex Power Corporation General Manager	1
Fermi 2 - Supervisor RERP	2

EMERGENCY RESPONSE PLAN

**APPENDIX 9**

**RESOURCE DIRECTORY**

REFERENCE SHOULD BE MADE TO THE  
COUNTY OF ESSEX EMERGENCY RESOURCES HANDBOOK AND THE WINDSOR-  
ESSEX COUNTY SOCIAL SERVICES EMERGENCY RESPONSE PLAN

## “APPENDIX B”

# TOWN OF AMHERSTBURG

## NUCLEAR EMERGENCY RESPONSE PLAN

(To be read and applied in the context of the Provincial Part VI Fermi 2 Nuclear  
Emergency Plan)



**DRAFT – TO BE PRESENTED TO  
COUNCIL DECEMBER 2012**

NUCLEAR RESPONSE PLAN

**AMENDMENTS**

<b>No.</b>	<b>Date</b>	<b>Page</b>	<b>Amended By</b>	<b>Date</b>
------------	-------------	-------------	-------------------	-------------

---

NUCLEAR RESPONSE PLAN

**FOREWORD**

This Emergency Response Plan has been prepared for the Town of Amherstburg to prescribe the municipal response to a nuclear emergency originating at the Fermi 2 Nuclear Facility in Monroe, Michigan.

Legal authority for this municipal plan is found in the *Emergency Management Act R.S.O. 1990 Chapter E.9*, which permits the Province to designate the Town of Amherstburg as a municipality that shall prepare a nuclear emergency response plan. In accordance with that section, the Town of Amherstburg has prepared the following plan which conforms to and implements the Provincial Nuclear Emergency Response Plan and has been adopted by the Council of the Town of Amherstburg under By-Law No. 2006-21

In token thereof, the plan is signed by the Mayor and Chief Administrative Officer of the municipality, and is hereby approved for use.

\_\_\_\_\_  
Wayne Hurst  
Mayor of the Town of Amherstburg

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kristina Di Paolo  
Acting Chief Administrative Officer, Town of Amherstburg  
Pamela Malott (on Leave)

\_\_\_\_\_  
Date

NUCLEAR RESPONSE PLAN

**MEMORANDUM OF CONCURRENCE**

The following municipalities, agencies, departments and boards do hereby approve and accept the Town of Amherstburg Emergency Nuclear Response Plan and undertake to comply with its provisions. In token thereof, this concurrence memorandum is signed by their duly authorized representatives.

\_\_\_\_\_  
County of Essex

\_\_\_\_\_  
City of Windsor

\_\_\_\_\_  
Town of Essex

\_\_\_\_\_  
Town of LaSalle

\_\_\_\_\_  
Windsor-Essex County Health Unit

\_\_\_\_\_  
Town of Essex Police Services

\_\_\_\_\_  
Windsor-Essex Social Services Department

\_\_\_\_\_  
Greater Essex County District School Board

\_\_\_\_\_  
Windsor - Essex Catholic District School Board

\_\_\_\_\_  
OPP Western Region

\_\_\_\_\_  
LaSalle Police Service

\_\_\_\_\_  
Amherstburg Police Service

## NUCLEAR RESPONSE PLAN

---

Windsor Police Service

---

Amherstburg Fire Department

---

LaSalle Fire Services

---

Windsor Fire & Rescue Services

---

Town of Essex Fire Department

---

Windsor / Essex County Land Ambulance

---

General Chemical Canada Ltd.

---

Amateur Emergency Radio Service

---

Le Conseil Ecoles Scolaire de Catholique  
du Sud-Ouest

---

St. Clair College



NUCLEAR RESPONSE PLAN

**Amherstburg Nuclear Response Plan**  
**Table of Contents**

<b><u>Chapter</u></b>	<b><u>Content</u></b>	<b><u>Page</u></b>
	<b>Amendments</b>	2
	<b>Foreword</b>	3
	<b>Memorandum of Concurrence</b>	4-5
	<b>Index</b>	6-10
	<b>Tables and Figures, Nuclear Planning Glossary</b>	10
	<b>Acronyms and Abbreviations</b>	11
<b>Chapter 1</b>	<b>General</b>	12
1.1	Aim	12
1.2	Scope	12
1.3	Legal Authority	13
1.4	Legal Powers	13
1.5	Participating Municipalities and Organizations	14-15
<b>Chapter 2</b>	<b>Planning Framework</b>	16
2.1	Planning Zones and Response Sectors	16
2.2	Concept of Operations	17
2.3	Emergency Response Organization	17
2.4	Overview of Operations	18
Fig 2.1	<i>Primary Zone</i>	19
Fig 2.2	<i>Response Sectors</i>	20
<b>Chapter 3</b>	<b>Emergency Response Organization</b>	20
3.1	General	21
3.2	Responsibilities	22
Fig 3.1	<i>Emergency Response Organization</i>	23
3.3	Community Control Group (CCG)	24
3.4	Municipal Emergency Operations Center (MEOC)	25
3.5	Traffic Control Center (TCC)	25
3.6	Emergency Information Center (EIC)	26
3.7	Reception/Evacuees Center(s)	26
3.8	Monitoring and Contamination Units	27
3.9	Emergency Worker Center	27
3.10	Telecommunications	28
Fig 3.2	<i>Emergency Centers</i>	29
<b>Chapter 4</b>	<b>Notification and Response</b>	30
4.1	Initial Notification	30
4.2	Municipal Notification	30
Table 4.1	<i>Emergency Response Levels and Initial Actions</i>	31-32

## NUCLEAR RESPONSE PLAN

4.3	Response Levels and Initial Actions	33-34
4.4	Public Alerting and Notification	35-36
<b>Chapter 5</b>	<b>Operations- Phase 1</b>	37
5.1	Scope	37
5.2	Overview of Operations	37-38
5.3	Protective Actions	38-45
<b>Chapter 6</b>	<b>Operations-Recovery Phase</b>	46
6.1	General	46
6.2	Area of Operations	46
6.3	Organization	47
6.4	Transition from the Response Phase	47
6.5	The Recovery Phase Measures	47-53
<b>Chapter 7</b>	<b>Emergency Worker Safety</b>	54
7.1	Safety System	54
7.2	Safety Status	54-55
7.3	Precautionary Measures	56-57
Table 7.1	<i>Emergency Worker Safety-Precautionary Measures</i>	56-57
<b>Chapter 8</b>	<b>Public Direction and Emergency Information</b>	58
8.1	Public Direction	58
8.2	Designated Media	58
8.3	Emergency Information	58-59
8.4	Emergency Information Center (EIC)	59
8.5	Emergency Information Officer (EIO)	60
8.6	Public Inquiry	60
<b>Chapter 9</b>	<b>Liquid Emission Response</b>	61
9.1	General	61
9.2	Initial Notification	62
9.3	Response to the Liquid Emission	62-63
<b>Chapter 10</b>	<b>Plan Maintenance, Revision, and Testing</b>	64
10.1	Plan Maintenance and Revision	64
10.2	Testing of the Plan	64
<b>Appendix 1</b>	<b>Notification Procedure</b>	65
<i>Annex A</i>	<i>Notification Procedure</i>	66
1.0	Initiation of Notification	66
2.0	Continuation of Notification	66-68
3.0	Notification Procedure	68
4.0	Action on Being Notified	68
<i>Annex B</i>	<i>Notification Chart</i>	69
<i>Annex C</i>	<i>Notification Contact Procedure</i>	70-73
<i>Annex D</i>	<i>Routine Monitoring Notification Procedure and Call out List</i>	74
List 1	Routine Monitoring Notification List	75-76
List 2	Enhanced Monitoring Notification List	77-79
List 3	Partial Activation Notification List	80-86

## NUCLEAR RESPONSE PLAN

List 4	Full Activation Notification List	87-94
<i>Annex E</i>	<i>Industrial Notification</i>	95
<b>Appendix 2</b>	<b>Emergency Centers</b>	96
<b>Appendix 3</b>	<b>Responsibilities</b>	97-98
<i>Annex A</i>	<i>Responsibilities of Head of the CCG</i>	99
<i>Annex B</i>	<i>Responsibilities of Members of CCG</i>	100-101
<i>Annex C</i>	<i>Responsibilities of Operations Officer- CCG</i>	102
<i>Annex D</i>	<i>Responsibilities Municipal Operations Center Coordinator</i>	103
<i>Annex E</i>	<i>Responsibilities of the Provincial Emergency Response Team</i>	104
<i>Annex F</i>	<i>Responsibilities of the Emergency Information Officer</i>	105
<i>Annex G</i>	<i>Responsibilities of the County of Essex</i>	106-107
<i>Annex H</i>	<i>Responsibilities of the Town of Amherstburg</i>	108-109
<i>Annex I</i>	<i>Responsibilities of the City of Windsor</i>	110
<i>Annex J</i>	<i>Responsibilities of the Town of Essex</i>	111
<i>Annex K</i>	<i>Responsibilities of the Town of Lasalle</i>	112
<i>Annex L</i>	<i>Responsibilities of the Windsor-Essex County Health Unit</i>	113
<i>Annex M</i>	<i>Responsibilities of the Windsor Social and Family Service Department (Emphasis on Harrow Emergency Center)</i>	114-115
<i>Annex N</i>	<i>Responsibilities of the Windsor Social and Family Service Department (Emphasis on St. Clair College Emergency Center)</i>	116
<i>Annex O</i>	<i>Responsibilities of the Greater Essex County District School Board</i>	117-118
<i>Annex P</i>	<i>Responsibilities of the Windsor-Essex Catholic District School Board</i>	119-120
<i>Annex Q</i>	<i>Responsibilities of Le Conseil Scolaire de District des Ecoles Catholiques du Sud-Ouest</i>	121-122
<i>Annex R</i>	<i>Responsibilities of the Ontario Provincial Police</i>	123-124
<i>Annex S</i>	<i>Responsibilities of the Amherstburg Police Service</i>	125-126
<i>Annex T</i>	<i>Responsibilities of the Windsor Police Service</i>	127
<i>Annex U</i>	<i>Responsibilities of the Town of Essex Police Service</i>	128
<i>Annex V</i>	<i>Responsibilities of the Lasalle Police Service</i>	129
<i>Annex W</i>	<i>Responsibilities of the Amherstburg Fire Department</i>	130-131
<i>Annex X</i>	<i>Responsibilities of the Lasalle Fire Department</i>	132
<i>Annex Y</i>	<i>Responsibilities of the Windsor Fire and Rescue Department</i>	133
<i>Annex Z</i>	<i>Responsibilities of the Town of Essex Fire Department</i>	134
<i>Annex AA</i>	<i>Responsibilities of the Windsor/Essex County Land Ambulance Service</i>	135-136
<i>Annex BB</i>	<i>Responsibilities of Honeywell of Canada</i>	137
<i>Annex CC</i>	<i>Responsibilities of Amateur Radio Emergency Services</i>	138
<i>Annex DD</i>	<i>Responsibilities of St. Clair College</i>	139
<b>Appendix 4</b>	<b>Planning Data</b>	140
<i>Annex A</i>	<i>Response Sector Boundaries</i>	141
<i>Annex B</i>	<i>Planning Data Chart</i>	142

NUCLEAR RESPONSE PLAN

<i>Annex C</i>	<i>Schools, Daycares, Nursing Homes, Senior Citizens Apartments, Group Homes</i>	143-149
1.0	Schools	143-144
2.0	Day Care Centers	144-146
3.0	Nursing Homes	146-147
4.0	Senior Citizens Apartments	147-148
5.0	Group Homes	148-149
6.0	Additional Population Concentrations	149
<b>Appendix 5</b>	<b>Evacuation Data and Outline Plan</b>	150
<i>Annex A</i>	<i>Evacuation Plan</i>	151
1.0	General	151
<i>Annex B</i>	<i>Evacuation Data and Outline Plan Chart</i>	152-153
<b>Appendix 6</b>	<b>Thyroid Blocking</b>	154
1.0	General	154
2.0	Stocking and Distribution	154-155
3.0	Application of Thyroid Blocking	155
<b>Appendix 7</b>	<b>Declaration of Municipal Emergency</b>	156
<b>Appendix 8</b>	<b>Traffic Control</b>	157
<i>Annex A</i>	<i>Joint Traffic Control Plan</i>	158
1.1	Requirement	158
1.2	Scope	159
1.3	Responsibility	159
1.4	Activation	159
1.5	Traffic Control Center	159-160
1.6	Stage 1 of Plan	160
1.7	Stage 2 of Plan	160-161
1.8	Stage 3 of Plan	161
2.0	Implementation-Stage 1	161-162
2.1	Implementation-Stage 2	162
2.2	Implementation-Stage 3	162
	<i>Fermi 2-Evacuation Routes &amp; Traffic Control Points</i>	163-164
<i>Annex B</i>	<i>Traffic Control Map</i>	165
<i>Annex C</i>	<i>Responsibilities of Personnel</i>	166-177
<b>Appendix 9</b>	<b>Distribution</b>	178
1.0	Municipalities	178
2.0	County of Essex	178
3.0	Police Departments	178-179
4.0	Fire Departments	179
5.0	Ambulance Services	179
6.0	Ontario Hydro	179
7.0	Provincial Ministries	179-180
8.0	Essex Region Conservation Authority	180
9.0	Amateur Radio Emergency Services	180

## NUCLEAR RESPONSE PLAN

10.0	Designated Media	180
11.0	Amherstburg Industries	181
12.0	Others	181
<b>Appendix 10</b>	<b>Public Education Program</b>	182
<b>Appendix 11</b>	<b>Training, Drill &amp; Exercise Program</b>	183-184

## **TABLES AND FIGURES**

- 2.1 Primary Zone
- 2.2 Response Sectors
- 3.1 Emergency Response Organization
- 3.2 Emergency Centres
- 4.1 Response Levels and Initial Actions
- 7.1 Emergency Worker Safety Precautionary Measures

## **NUCLEAR PLANNING GLOSSARY**

See Provincial Nuclear Emergency Response Plan, Part I, Annex V

## NUCLEAR RESPONSE PLAN

### **ACRONYMS & ABBREVIATIONS**

EWC	-	Emergency Worker Centre
EIC	-	Emergency Information Centre
CCG	-	Community Control Group
MCSS	-	Ministry of Community and Social Services
MEOC	-	Municipal Emergency Operations Centre
MTO	-	Ministry of Transportation
OH	-	Ontario Hydro
OLT	-	Ontario Liaison Team
OMAFRA	-	Ministry of Agriculture, Food and Rural Affairs
Part I Plan	-	Province of Ontario Nuclear Emergency Response Plan, Part I (Master Plan)
Part VI Plan	-	Province of Ontario Nuclear Emergency Response Plan, Part VI (Fermi II)
PEOC	-	Provincial Emergency Operations Centre
TCC	-	Traffic Control Centre
EMO	-	Emergency Management Ontario
MCS&CS	-	Ministry of Community Safety and Correctional Services

**CHAPTER 1**

**GENERAL**

**1.1 Aim**

- 1.1.1 The aim of the Town of Amherstburg, in the event of a nuclear emergency, is to safeguard the health, safety, welfare and property of the inhabitants of the community, and to protect the environment.
- 1.1.2 The above aim is achieved through the Town of Amherstburg Nuclear Emergency Response Plan which prescribes the municipal emergency response to a nuclear emergency originating at the Fermi 2 Nuclear Facility in Monroe, Michigan.

**1.2 Scope**

- 1.2.1 This plan covers the responsibilities of the Town of Amherstburg, the support municipality of the Town of LaSalle, the host municipalities of the Town of Essex and the City of Windsor, as well as those of the various organizations that will respond to such an emergency (Refer to Section 1.5).
- 1.2.2 The Provincial emergency response is outlined in the Province of Ontario Nuclear Emergency Response Plan, Part I (Provincial Master Plan), and Part VI (Fermi 2 Nuclear Emergency Response Plan). The municipal emergency response outlined in this Municipal Plan conforms to and is integrated with the Provincial response.

The overall response by Provincial and Municipal Organizations to a Nuclear Emergency at the Fermi 2 Nuclear Station is described in three documents:

- Part 1: Provincial Master Plan
- Part VI: Fermi 2 Nuclear Emergency Response Plan, and
- Part VIII: Other emergencies involving radioactive materials

- 1.2.3 This plan is formally entitled the “Town of Amherstburg Nuclear Emergency Response Plan”. In this document it will be referred to as “the Municipal Plan”.

## NUCLEAR RESPONSE PLAN

### **1.3** **Legal Authority**

- 1.3.1 This Plan is based on the *Emergency Management Act R.S.O.1990 Chapter E.9* and complies with the Provincial Nuclear Emergency Response Plan formulated by the Province of Ontario under Section 8 of the said Act.
- 1.3.2 The Provincial Nuclear Emergency Response Plan designates the Town of Amherstburg as a municipality that shall have a nuclear emergency plan. It also requires this plan to cover the emergency response arrangements and actions of appropriate county departments, appropriate local boards and the local police services.

### **1.4** **Legal Powers**

- 1.4.1 Under the *Emergency Management Act R.S.O.1990 Chapter E.9*, the head of council of a municipality may declare that an emergency exists in the municipality or any part thereof. The head of council shall make such a declaration whenever the municipal emergency response organization has been fully activated.
- 1.4.2 The Premier of Ontario may, at any time, declare that an emergency (including a declared municipal emergency). The Solicitor General of Ontario, exercising the authority of the Premier, shall determine when the municipal declaration of emergency for the Town of Amherstburg is to be terminated.
- 1.4.3 In accordance with the *Emergency Management Act R.S.O.1990 Chapter E.9*, the Head of the Municipal Control Group, or alternate when filling this position, shall have the authority to take action to implement this Municipal Plan where such action is considered necessary, even though the declaration of the existence of an emergency has not yet been made under the *Emergency Management Act R.S.O.1990 Chapter E.9*.
- 1.4.4 The Head of the Community Control Group shall be the Mayor of the Town of Amherstburg. During the absence of the Mayor or his/her inability to act, the Deputy Mayor shall be the Head of the Community Control Group the *Emergency Management Act R.S.O.1990 Chapter E.9*.
- 1.4.5 No action or proceeding for damages lies or shall be instituted against a member of council, an employee of a municipality, a minister of the Crown or a Crown employee for doing any act or neglecting to do any act in good faith in the implementation or intended implementation of an emergency plan or in connection with an emergency of the *Emergency Management Act R.S.O.1990 Chapter E.9*.



**1.5 Participating Municipalities and Organizations**

1.5.1 The following municipalities, agencies, departments, and boards have been assigned some responsibility for responding to a nuclear emergency and, in token there of, have signed a memorandum of concurrence:

Town of Amherstburg (*Designated Municipality*)  
Town of LaSalle (*Support Municipality*)  
Town of Essex (*Host Municipality*)  
County of Essex (*Designated Municipality*)  
City of Windsor (*Host Municipality*)  
Windsor-Essex County Health Unit  
Windsor - Essex County Social & Family Services  
Windsor - Essex Catholic District School Board  
Greater Essex County District School Board  
Le Conseil Scolaire Des Ecoles Catholiques Du Sud-Ouest  
St. Clair College  
Ontario Provincial Police  
LaSalle Police Service  
Amherstburg Police Service  
Town of Essex Police Service  
Windsor Police Service  
Amherstburg Fire Department  
LaSalle Fire Services  
Windsor Fire & Rescue Services  
Town of Essex Fire Department  
Windsor Essex County Land Ambulance Service  
Honeywell Chemicals  
Amateur Radio Emergency Service

1.5.2 Responsibilities assigned to organizations listed in 1.5.1 shall carry the following implications:

- (a) In the case of those assigned to an organization, it shall be the responsibility of the operational/administrative head of the organization to ensure their implementation.
- (b) In the case of those assigned to a position, implementation shall also be the responsibility of any substitute, alternate or the person next in line of authority if the permanent incumbent of that position is absent or otherwise unable to take the necessary action.

## NUCLEAR RESPONSE PLAN

- 1.5.3 Those organizations listed in 1.5.1 shall ensure appropriate plans and implementing procedures are developed for carrying out their roles and tasks.
- 1.5.4 A Traffic Control Plan for the area likely to be affected by a nuclear emergency shall be prepared and coordinated by the Ontario Provincial Police, Essex Detachment.
- 1.5.5 It is important to note that the Provincial Emergency Operations Centre (PEOC) gives direction on the nuclear emergency response. The EMO Duty Manager will give the direction until such a time as the PEOC is functioning. This is because it could take several hours to setup the PEOC, so until then, the EMO Duty Manager will provide the necessary direction. A Traffic Control Plan for the area likely to be affected by a nuclear emergency shall be prepared and coordinated by the Ontario Provincial Police, Essex Detachment.

Therefore, throughout the body of the Nuclear Plan, any references to the PEOC will be interchangeable with the EMO Duty Manager and vice-versa.

**CHAPTER 2**

**PLANNING FRAMEWORK**

**2.1 Planning Zones and Response Sectors**

For the purpose of nuclear emergency planning, the Provincial Nuclear Emergency Response Plan - Part VI - has divided the area immediately across the Detroit River from Fermi 2 into the following:

**2.1.1 Primary Zone**

The Primary Zone for Fermi 2 is shown in Figure 2.1. It includes the area of Essex County lying within a radius of approximately 21km (13 miles) of the Fermi 2 nuclear facility and contains the urban area of the Town of Amherstburg as well as the Holiday Beach Conservation Area. The area is bounded generally by Lake Erie, the easterly limits of Holiday Beach Conservation Area, 7<sup>th</sup> Concession, Middle Side Road, 4<sup>th</sup> Concession, Alma Street, part of Thomas Road and the limits of General Chemical/Honeywell Chemicals. The limits of this zone were established by Emergency Management Ontario.

The Primary Zone is the area within which detailed planning and preparedness shall be carried out against exposure to a radioactive plume, including evacuations. The Primary Zone is divided into 7 response sectors as shown in Figure 2.2.

**2.1.2 Response Sectors**

The response sectors lie as follows:

- |     |                  |   |   |
|-----|------------------|---|---|
| (a) | Sector 1         | : | Town of Amherstburg;<br>Holiday Beach Conservation Area |
| (b) | Sector 2         | : | Town of Amherstburg                                     |
| (c) | Sector 3         | : | Town of Amherstburg                                     |
| (d) | Sector 4         | : | Town of Amherstburg                                     |
| (e) | Sector 5         | : | Bob-lo Island   |
| (e) | Sectors 6 and 7: | : | Lake Erie and Detroit River                             |

2.1.3 Response sector boundaries and population estimates are set out in Appendix 4 - Planning Data.

## NUCLEAR RESPONSE PLAN

### 2.1.2 Secondary Zone

The Secondary Zone encompasses the County of Essex within an 80 km (50 miles) radius of Fermi 2. The Secondary Zone includes the Primary zone.

The Secondary Zone is the area within which it is necessary to plan and prepare for taking Ingestion Control measures, such as banning the consumption of contaminated food items.

## **2.2 Concept of Operations**

2.2.1 Operations will normally be conducted in two successive phases – Response Phase and Recovery Phase. Recovery Phase is the emergency phase and is concerned with the response to an accident at Fermi 2 which results in, or has the potential to result in, an emission of radioactive material to the environment. In the case of a purely liquid emission of radioactivity into the lake, the response will be lead and directed by the Medical Officer of Health under the Health Protection and Promotion Act.

2.2.2 Recovery Phase follows the Response Phase. Recovery Phase is the follow-up phase and is concerned with the longer-term effects of the accident/event while at the same time attempting to restore conditions to normal.

2.2.3 Response Phase will commence with notification of a nuclear emergency from the Province to the Windsor Fire Dispatch. Recovery Phase will be ended by the Provincial Emergency Operations Centre.

2.2.4 Recovery Phase will commence at the ending of the Response Phase. The Provincial Emergency Operations Centre shall consult with the major organizations involved in the emergency response regarding the transition from the Response Phase to the Recovery Phase.

## **2.3 Emergency Response Organization**

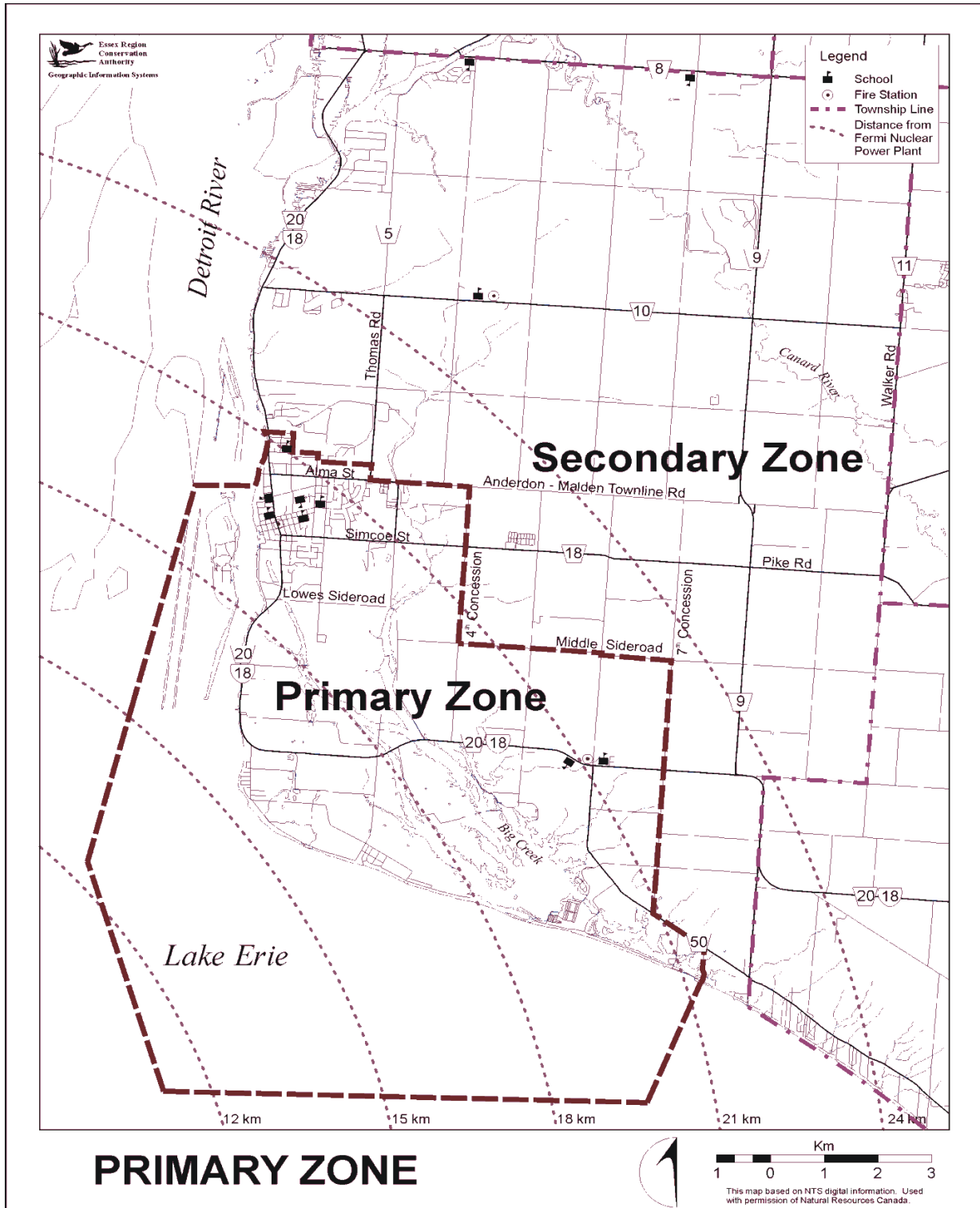
2.3.1 The main elements of the emergency response organization set up to deal with a Fermi 2 nuclear emergency are shown in Figure 3.1 in Chapter 3.

2.3.2 The Province will be in control of all operations and the emergency response organization from the commencement of the emergency. This authority will be exercised by Emergency Management Ontario until the Provincial Emergency Operations Centre has been established.

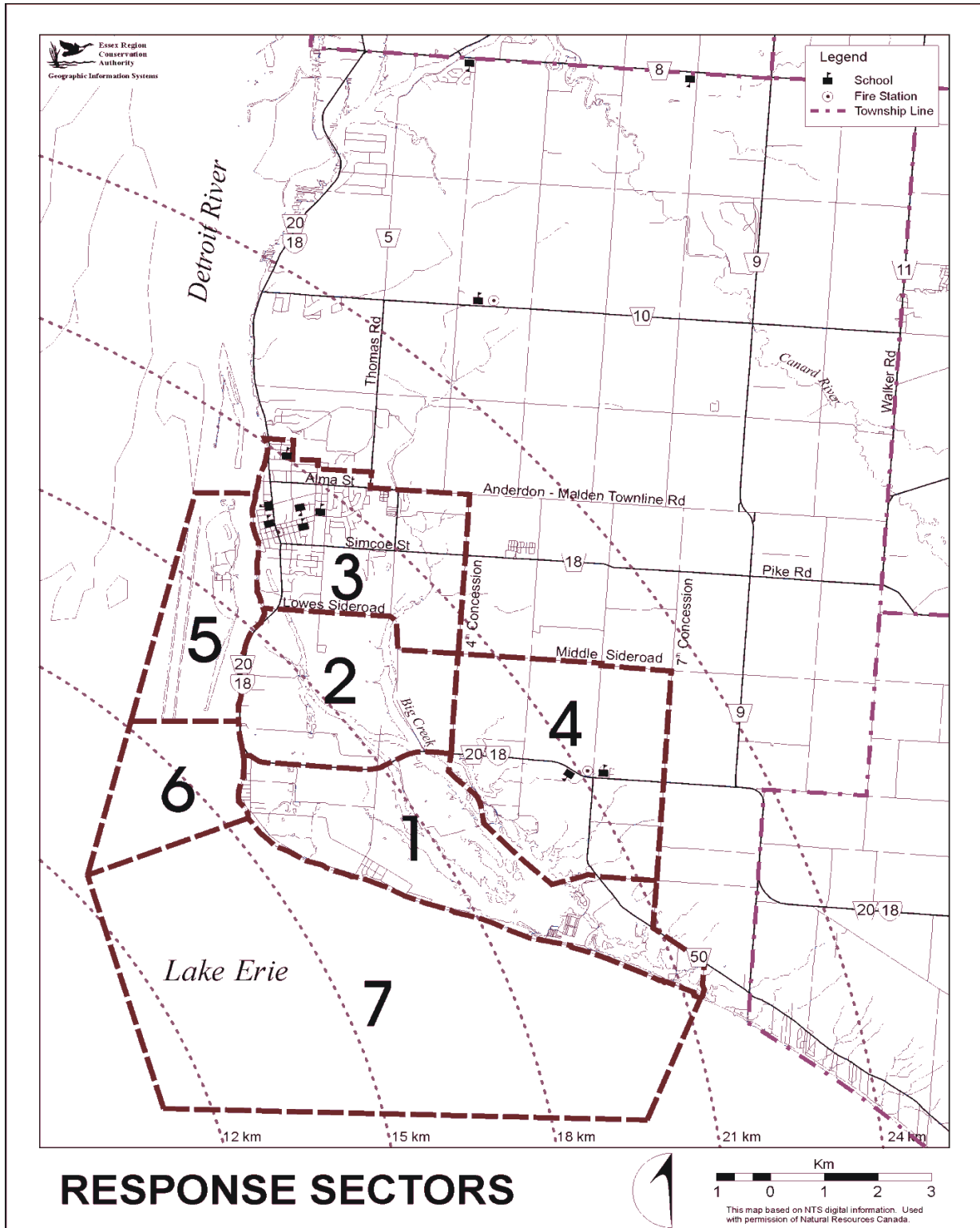
**2.4 Overview of Operations**

- 2.4.1 Initial notification of a problem at Fermi 2 will be made to the Province by the Nuclear facility and the State of Michigan. The Province shall then decide on the initial emergency response level to be adopted.
- 2.4.2 The Province will convey the initial emergency response level to the municipality through the Windsor Fire Dispatch. The personnel and agencies contacted and the municipal response will depend upon the level of notification received from the Province.
- 2.4.3 Should any protective actions be required as a result of the emergency, they will be ordered by the Province and implemented by the municipality. If the municipality considers any additional protective action necessary, it shall suggest their implementation to the Province and, if the Province concurs, it shall order them accordingly.
- 2.4.4 The Provincial Emergency Operations Centre shall terminate the Response Phase (the emergency phase) once the upset nuclear reactor has been shut down and no more controlled or uncontrolled emissions are anticipated. In the Recovery Phase, the municipality and the Province will focus on dealing with the longer-term effects of the accident and restoring conditions to normal.

**FIGURE 2.1: PRIMARY ZONE**



**FIGURE 2.2: RESPONSE SECTORS**



## **CHAPTER 3**

### **EMERGENCY RESPONSE ORGANIZATION**

#### **3.1 General**

- 3.1.1 The municipal emergency response organization which shall be set up under this plan to deal with a nuclear emergency is shown in outline in Figure 3.1. This organization is composed of the Community Control Group (CCG), individual organizations operating under the CCG, and the various emergency centres. The municipal emergency response organization (including the emergency centres) is controlled by the Community Control Group (Refer to Section 3.3).
- 3.1.2 The Emergency management and Response organization for dealing with a Fermi II emergency shall be as prescribed in the Provincial Plan, Chapter 4 with some modifications to suit the special circumstances relevant to Fermi II. To ensure liaison and coordination between different elements of the emergency response organization the following arrangements shall be made:
- (1) An Ontario Emergency Response Team (OERT) shall be sent to the State of Michigan, Emergency Operations Centre. The Role of the Ontario Emergency Response Team shall be to:
    - (a) Maintain close liaison with the State of Michigan, U.S. Federal agencies operating in the area and the Fermi II authorities as well as to obtain from them the required information and data.
    - (b) Transmit all relevant information to the Provincial Emergency Operations Centre and appropriate provincial agencies.
    - (c) Obtain relevant information from the Provincial Emergency Operations Centre and other appropriate provincial agencies on developments in Ontario and provide it to the U.S. agencies.
  - (2) A Provincial Emergency Response Team (PERT) shall join the Community Operations Centre.



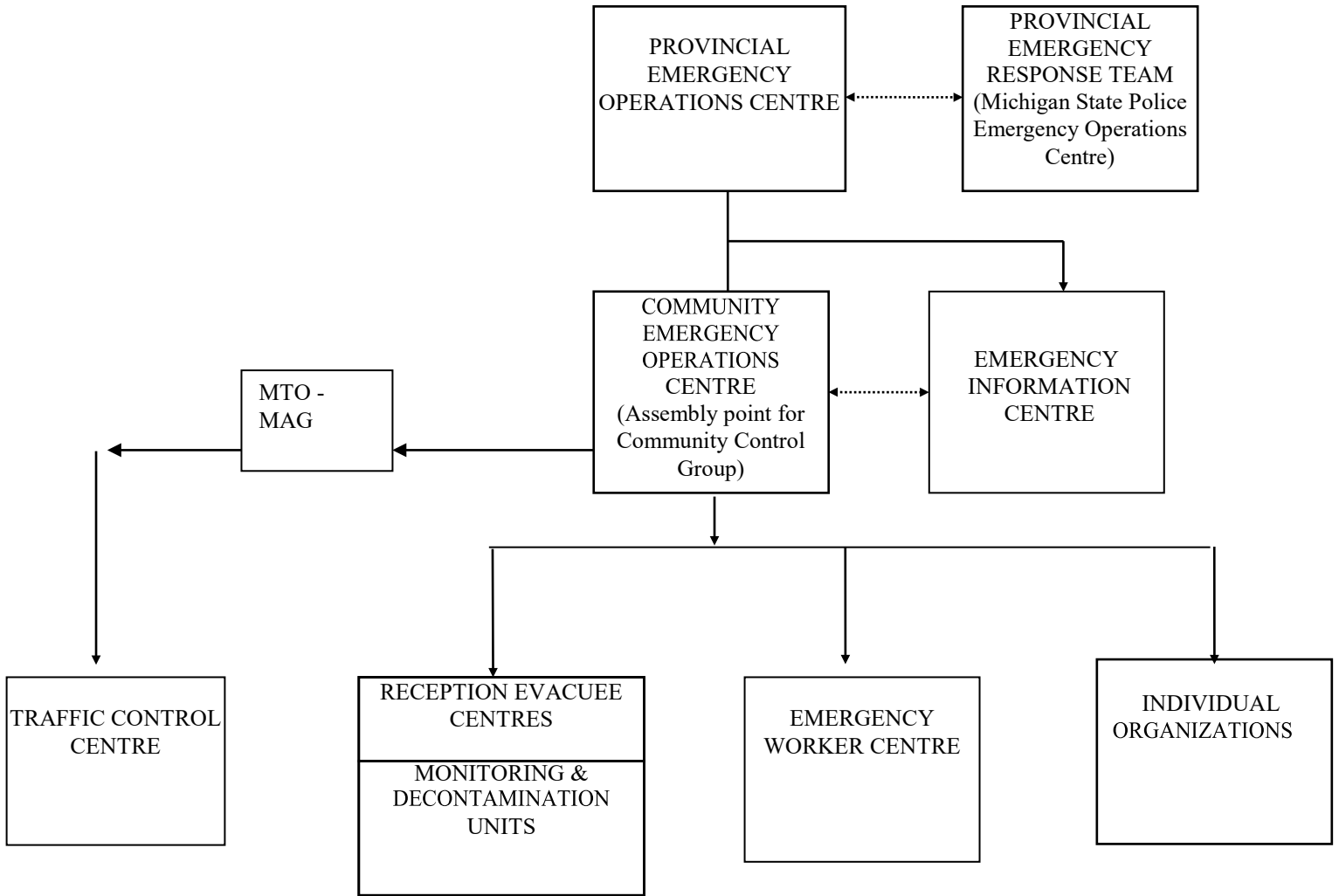
## NUCLEAR RESPONSE PLAN

### **3.2 Responsibilities**

3.2.1 The following municipalities, organizations, and individuals, which comprise or contribute to this organization, have been assigned specific responsibilities which are outlined in Appendix 3 of the Municipal Plan:

- (a) Head - CCG
- (b) Members - CCG
- (c) Operations Officer - CCG
- (d) MEOC Coordinator
- (e) Provincial Liaison Team
- (f) Emergency Information Officer
- (g) County of Essex
- (h) Town of Amherstburg
- (i) City of Windsor
- (j) Town of Essex
- (k) Town of LaSalle
- (l) Windsor-Essex County Health Unit
- (m) Windsor - Essex Social Services (for Harrow Centre)
- (n) Windsor – Essex Social Services (for St. Clair College)
- (o) Greater Essex County District School Board
- (p) Windsor Essex Catholic District School Board
- (q) Le Conseil Scolaire Des Ecoles Catholiques Du Sud-Ouest
- (r) Ontario Provincial Police
- (s) Amherstburg Police Service
- (t) Windsor Police Service
- (u) Town of Essex Police Service
- (v) LaSalle Police Service
- (w) Amherstburg Fire Dept.
- (x) LaSalle Fire Depart.
- (y) Windsor Fire And Rescue Services
- (z) Town of Essex Fire Dept.
- (AA) Windsor- Essex County Land Ambulance Service
- (BB) Honeywell Chemicals
- (CC) Amateur Radio Emergency Service
- (DD) St. Clair College

**FIGURE 3.1: EMERGENCY RESPONSE ORGANIZATION**



—————> DIRECTION AND TWO WAY INFORMATION / DATA / ADVICE  
 .....> INFORMATION / DATA / ADVICE

## NUCLEAR RESPONSE PLAN

### **3.3 Community Control Group (CCG)**

#### 3.3.1 Function

The CCG is the body that provides direction to the nuclear emergency management operation, subject to overall Provincial control, and ensures coordination between all the agencies within the designated municipality, county and host / support communities.

#### 3.3.2 Members

Members of this group include:

Mayor, Town of Amherstburg (Head, Community Control Group);  
Chief Administrative Officer, Town of Amherstburg (Operations Officer);  
Chief of Police, Town of Amherstburg;  
Fire Chief/Emergency Coordinator, Town of Amherstburg (Evacuation Coordinator);  
OPP representative;  
Medical Officer of Health;  
Windsor-Essex County Land Ambulance representative;  
Administrator, Windsor – Essex County Social & Family Services (Coordinator, Social Services representative);  
Public School Board representative;  
Separate School Board representative;  
French-Speaking School Board representative;  
County of Essex Emergency Measures Planner;  
City of Windsor representative;  
Town of Essex representative;  
Provincial Emergency Response Team.

3.3.3 Representatives shall be nominated to fill all of the above positions.

3.3.4 It shall be the responsibility of each member of the Community Control Group to designate and train an alternate who could assume their position within the group on short notice.

## NUCLEAR RESPONSE PLAN

### **3.4 Municipal Emergency Operations Centre (MEOC)**

#### 3.41 Function

The Municipal Emergency Operations Centre shall serve as the base of operations for the CCG. The location of the MEOC is addressed in Appendix 2 and Figure 3.2)

#### 3.42 Activation

The MEOC shall be set up and staffed by members of the CCG for the following levels of emergency response: ***Enhanced Monitoring, Partial Activation, And Full Activation***. (Refer to Chapter 4 for an explanation of the emergency response levels).

#### 3.43 Staffing and Equipment

All equipment required for the proper functioning of the MEOC shall be maintained at the centre. The staff required to provide support for the MEOC shall be designated in advance, including alternates and relief's, and arrangements shall be made for calling them in when required. The Operations Officer is responsible for ensuring the readiness of equipment, supplies, and support staff for the MEOC (Responsibilities are outlined in Annex C to Appendix 3).

### **3.5 Traffic Control Centre (TCC)**

#### 3.5.1 Function

A Traffic Control Centre shall be established to direct and coordinate the implementation of the Joint Traffic Control Plan (Refer to Appendix 8). The location of the Traffic Control Centre is addressed in Appendix 2 and Figure 3.2.

#### 3.5.2 Activation

The Joint Traffic Control Plan may be implemented by the CCG during ***Partial Activation*** of the emergency response organization. The Joint Traffic Control Plan shall be implemented during ***Full Activation***.

#### 3.5.3 Staffing and Equipment

The organization, plan participants, stages of implementation, and telecommunications arrangements are detailed in the Joint Traffic Control Plan (Appendix 8).

## NUCLEAR RESPONSE PLAN

### **3.6 Emergency Information Centre (EIC)**

#### 3.6.1 Function

The Emergency Information Centre is a provincial facility operated with the support of the municipality. Its role is to be providing a central outlet for the timely dissemination of emergency information to the media and the public in a direct and forthright manner. The location of the Emergency Information Centre is addressed in Appendix 2 and Figure 3.2.

#### 3.6.2 Activation

The Emergency Information Centre shall be set up and staffed during a ***Partial Activation or a Full Activation*** response.

#### 3.6.3 Staffing and Equipment

The Emergency Information Centre Procedures set out in some detail the organization and the responsibilities of the various elements of the centre. The municipality shall appoint an Emergency Information Officer who will act as the municipal spokesperson at the EIC and as the liaison person between the EIC and the MEOC.

### **3.7 Reception/Evacuee Centre(s)**

#### 3.7.1 Function

Reception/Evacuee Centres are established to receive, monitor & decontaminate, and provide emergency welfare services to evacuees from the Primary Zone. The locations of the two pre-designated Reception/Evacuee Centres are addressed in Appendix 2 and Figure 3.2.

#### 3.7.2 Activation

All centres, related to Reception/Evacuee are set up and readied to a level where they can become fully operational without undue delay when required. They are to be fully staffed and operational unless exempted by the Province. Reception/Evacuee Centres shall be set up and staffed during a ***Full Activation*** response.

## NUCLEAR RESPONSE PLAN

### 3.73 Staffing and Equipment

The Social Services departments of the City of Windsor and the County of Essex are each responsible for the operation of a Reception/Evacuee Centre (Refer to Annexes L & M of Appendix 3). This responsibility includes putting in place plans/procedures which cover organization and layout.

## **3.8 Monitoring & Decontamination Units**

### 3.81 Function

Monitoring & Decontamination Units are established to monitor Primary Zone evacuees (and their vehicles) for radioactive contamination and, if necessary, to perform decontamination. The Monitoring & Decontamination Units are co-located with the Reception/Evacuee Centres.

### 3.82 Activation

All centres, related to Monitoring and Decontamination are set up and readied to a level where they can become fully operational without undue delay when required. They are to be fully staffed and operational unless exempted by the Province.

The Emergency Worker Centre shall be set up and staffed during a *Full Activation* response.

### 3.83 Staffing and Equipment

The fire services of the City of Windsor and the Town of Essex are each responsible for setting up and staffing a Monitoring & Decontamination Unit until relieved by other agencies (Refer to Annexes X and Y of Appendix 3). This responsibility includes putting in place plans/procedures which cover organization and set up.

## **3.9 Emergency Worker Centre**

### 3.91 Function

An Emergency Worker Centre is set up to monitor and control radiation exposure to emergency workers. An Emergency Worker Centre will be set up for the emergency workers (those required to enter areas affected by radiation from an accident). The location of the Emergency Worker Centre is addressed in Appendix 2 and Figure 3.2.

## NUCLEAR RESPONSE PLAN

### 3.92 Activation

All centres related to the Emergency Worker Centres are set up and readied to a level where they can become fully operational without undue delay when required. They are to be fully staffed and operational unless exempted by the Province.

The Emergency Worker Centre shall be set up and staffed during a **Full Activation** response.

### 3.93 Staffing and Equipment

The fire service of the Town of LaSalle is responsible for setting up and staffing an Emergency Worker Centre until relieved by other agencies (Refer to Annex W of Appendix 3). This responsibility includes putting in place plans/procedures which cover set up and organization.

## **3.10 Telecommunications**

3.10.1 All Provincial and local emergency centres are currently linked through the Bell telephone system which permits voice and fax communications between the centres. In the case of the MEOC, the EIC, and the TCC, special telephone lines have been installed and a small number of these are maintained as 'live' lines.

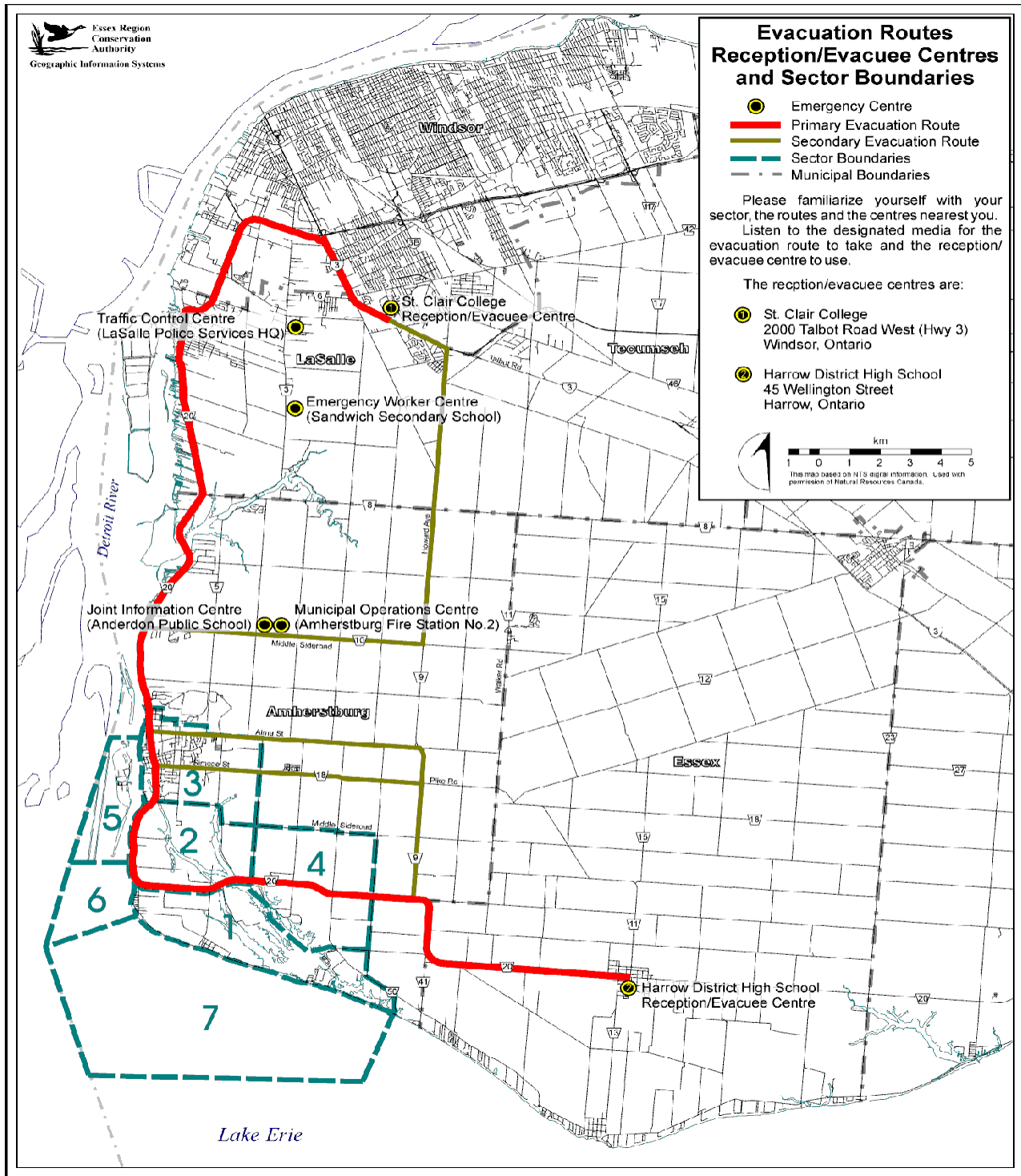
3.10.2 The number of telephone and fax lines which shall be installed expressly for this municipal plan and the number of telephone and fax lines which shall be kept 'live' at each centre will be specified in forthcoming Provincial standards. Communications links between the local centres will be brought into conformity with these standards once they have been set.

3.10.3 All emergency centres in this municipal plan shall have available back up radio communications. The centres in this radio 'net' shall include: the MEOC, the EIC, the Reception/Evacuee Centres, the Emergency Worker Centre, the County EOC, and the Red Cross Central Registry & Inquiry Bureau. The Amateur Emergency Radio Service (A.R.E.S.) has assumed responsibility for providing this service (Refer to Annex BB to Appendix 3).

3.10.4 It shall be the responsibility of each organization involved in this municipal plan to ensure that essential telephone lines needed to make outgoing calls during an emergency are covered by the Line Load Control Program.

# NUCLEAR RESPONSE PLAN

## FIGURE 3.2: EMERGENCY CENTRES





## NUCLEAR RESPONSE PLAN

### CHAPTER 4

#### NOTIFICATION AND RESPONSE

##### 4.1 Initial Notification

- 4.1.1 The Fermi 2 nuclear facility is required to make a telephone notification to Emergency Management Ontario within 15 minutes after an initial emergency classification has been established by the nuclear facility.
- 4.1.2 Emergency Management Ontario shall, within **15 minutes** of the receipt of the initial notification, decide on the initial emergency response level. Emergency Management Ontario shall then immediately inform Windsor Fire Dispatch indicating the initial response level to be adopted.
- 4.1.3 The Director, Emergency Management Ontario, (or later the Provincial Emergency Operations Centre) can at any time direct that a change be made in the response level that is in effect. Windsor Fire Dispatch shall be immediately informed of the new response level to be adopted.

##### 4.2 Municipal Notification

- 4.2.1 Upon receipt of the response level, Windsor Fire Dispatch shall immediately undertake notifications to the emergency response organization as set out in the Notification Procedure (Appendix 1). If the Provincial Emergency Operations Centre directs a change in the response level, Windsor Fire Dispatch shall undertake another notification appropriate to the response level adopted.
- 4.2.2 When the emergency response organization is to be **Fully** or **Partially Activated**, or activated for *Enhanced Monitoring*, each participating organization in this plan shall undertake internal or external notifications indicating the level of activation to be adopted. Those organizations with a responsibility to conduct external notifications are set out in the Notification Procedure (Appendix 1).
- 4.2.3 Should there be any difficulty with attempting to notify the Windsor Fire Dispatch, the alternate will be the Chief of the Amherstburg Fire Department.

NUCLEAR RESPONSE PLAN

**TABLE 4.1: EMERGENCY RESPONSE LEVELS AND INITIAL ACTIONS**

RESPONSE LEVEL (AND ASSOCIATED FERMI 2 CATEGORY)	INITIAL ACTIONS (BY MUNICIPALITY)
1. ROUTINE MONITORING (normally following an UNUSUAL EVENT notification)	<ul style="list-style-type: none"> <li>The Mayor of Amherstburg, the County Emergency Management Coordinator, the Amherstburg Fire Chief, the Amherstburg Police Chief and the Chief Administrator Officer of Amherstburg will monitor the situation from their normal workplaces or homes.</li> </ul>
ENHANCED MONITORING (normally following and ALERT notification)	<ul style="list-style-type: none"> <li>All members of the Duty Team will monitor the situation from the Municipal Emergency Operations Centre. The Duty Team shall consist of the Mayor of Amherstburg, the Amherstburg Fire Chief, the Amherstburg Chief Administrative Officer, the Amherstburg Police Chief and the Essex County Emergency Management Coordinator or designees.</li> </ul>
3. PARTIAL ACTIVATION (normally following a SITE AREA EMERGENCY notification)	<ul style="list-style-type: none"> <li>Organizations contacted by Windsor Fire Dispatch shall be placed on <u>standby</u> (All individuals should remain available at their offices or homes, as appropriate.)</li> <li>Organizations contacted by Windsor Fire Dispatch shall undertake further internal and external notifications placing their contacts on standby.</li> <li>The Community Control Group shall assemble at the Municipal Emergency Operations Centre to monitor the situation.</li> <li>The Municipal Emergency Operations Centre, the Emergency Information Centre and the Joint Traffic Control Centre shall be fully set up and fully staffed.</li> <li>All other Emergency Centres, as listed in Appendix # 2, shall be setup and appropriately staffed.</li> </ul>

NUCLEAR RESPONSE PLAN

<p>4. FULL ACTIVATION (normally following a GENERAL EMERGENCY notification)</p>	<ul style="list-style-type: none"> <li>• Organizations contacted by Windsor Fire Dispatch and the Town of Amherstburg shall be placed on standby. All individuals should remain available at their offices or homes, as appropriate. The organizations contacted shall undertake further internal and external notifications placing their contacts on standby. The list of organizations to be contacted, are listed in Annex A, Appendix 1, pages 2 and pages 3.</li> </ul>
	<ul style="list-style-type: none"> <li>• Organizations contacted by Windsor Fire Dispatch shall report to their places of duty and fully activate their own emergency plans and procedures.</li> <li>• Organizations contacted by Windsor Fire Dispatch shall undertake further internal and external notifications informing their contacts of the level of response.</li> <li>• The Community Control Group shall assemble at the Municipal Emergency Operations Centre to monitor the situation.</li> <li>• The Municipal Emergency Operations Centre, the Emergency Information Centre and the Joint Traffic Control Centre shall be fully set up and fully staffed.</li> <li>• All other Emergency Centres, as listed in Appendix # 2, shall be setup and fully staffed.</li> <li>• Organizations contacted by Windsor Fire Dispatch and the Town of Amherstburg shall be placed on standby. All individuals should remain available at their offices or homes, as appropriate. The organizations contacted shall undertake further internal and external notifications placing their contacts on standby. The list of organizations to be contacted, are listed in Annex A, Appendix 1, pages 2 and pages 3.</li> </ul>

4.2.4 As outlined in section 3.2.3, page 20 of the Interim Plan – PNERP Part VI (July 1998), the Provincial contact point is prescribed by the Director of Emergency Management Ontario. The municipal contact points which include:

## NUCLEAR RESPONSE PLAN

- (a) Notification contact point, Windsor Fire Dispatch Centre for the receipt of initial / internal notifications on a 24 hours a day, 7 days a week basis. The alternate as stated in section 4.2.3 above, is the Town of Amherstburg Fire Chief.
- (b) A municipal emergency response staff person, who can be contacted on a 24 hours a day, 7 days a week basis for passage of information and monitoring of the situation following the initiation of a notification. The Windsor Fire Dispatch Centre serves as the primary contact point however, the Town of Amherstburg Fire Chief is the alternate should more detailed information regarding the passage of information and monitoring of the situation following the initial notification be necessary.

### 4.3 **Response Levels and Initial Actions**

The various response levels and the actions required under them, are shown in outline in Table 4.1 and are described below.

#### 4.3.1 ***Routine Monitoring***

This response level would normally follow an Unusual Event notification from Fermi 2. No releases of radioactive material requiring offsite response or monitoring are expected unless further degradation of safety systems occurs.

If the response level to be adopted is ***Routine Monitoring***, the Province shall notify Windsor Fire Dispatch. Windsor Fire Dispatch, in turn, shall notify: the County Emergency Management Coordinator, the Amherstburg Fire Chief, and the Head - CCG who will monitor the situation from their normal workplaces or homes.

#### 4.3.2 ***Enhanced Monitoring***

This response level would normally follow an Alert from Fermi 2. Any releases of radioactive material, should this occur, are expected to be very limited.

If the response level to be adopted is ***Enhanced Monitoring***, the Province shall notify Windsor Fire Dispatch. Windsor Fire Dispatch, in turn, shall notify the Duty Team portion of the Community Control Group who will monitor the situation from the Municipal Emergency Operations Centre (see Table 4.1 for Duty Team Members).

#### 4.3.3 ***Partial Activation***

This response level would normally follow a Site Area Emergency notification

## NUCLEAR RESPONSE PLAN

from Fermi 2. Any releases of radioactive material, should this occur, are expected to be limited, except near the site boundary. It is anticipated that protective and/or operational measures are not likely to be immediately required.

If the response level to be adopted is *Partial Activation*, the Province shall notify Windsor Fire Dispatch. Windsor Fire Dispatch, in turn, shall notify the full emergency response organization as set out in the Notification Procedure (Appendix 1).

The Municipal Response shall consist of:

- Organizations contacted by Windsor Fire Dispatch shall be placed on standby (All individuals should remain available at their offices or homes, as appropriate.)
- Organizations contacted by Windsor Fire Dispatch shall undertake further internal and external notifications placing their contacts on standby.
- The Community Control Group shall assemble at the Municipal Emergency Operations Centre to monitor the situation.
- The Municipal Emergency Operations Centre, the Emergency Information Centre and the Joint Traffic Control Centre shall be set up and fully staffed.
- The Municipal Emergency Operations Centre shall consider the advisability of fully activating the Traffic Control Plan, and shall so order, if appropriate.
- The organization responsible for the remaining emergency operations centres shall ensure that these centres can become fully operational and staffed appropriately without undue delay.

### **4.3.4 Full Activation**

This response level would normally follow a General Emergency notification from Fermi 2. Any releases of radioactive material, should this occur, are expected to affect an area greater than the immediate site area. It is expected that protective and/or operational measures to deal with the emergency will be necessary in the near future.

If the response level to be adopted is *Full Activation*, the Province shall notify

## NUCLEAR RESPONSE PLAN

Windsor Fire Dispatch. Windsor Fire Dispatch, in turn, shall notify the full emergency response organization as set out in the Notification Procedure (Appendix 1, page).

The Municipal Response shall consist of:

- Organizations contacted by Windsor Fire Dispatch shall report to their places of duty and fully activate their own emergency plans and procedures.
- Organizations contacted by Windsor Fire Dispatch shall undertake further internal and external notifications informing their contacts of the level of response.
- All emergency operations centres shall be fully staffed and operational.
- Protective Measures, if ordered by Emergency Management Ontario or the Provincial Emergency Operations Centre, shall be implemented.

### **4.4 Public Alerting and Notification**

- 4.4.1 The Director, Emergency Management Ontario shall make the decision as to when the public in the Primary Zone is to be alerted and shall then convey this to the primary contact Windsor Fire Dispatch (failing the primary contact the secondary contact is the Amherstburg Fire Chief). Generally, the public alerting system will only be used when there is an urgent need to warn the Primary Zone population. The decision to alert the Primary Zone will be conveyed to the Amherstburg Chief of Police or the Amherstburg Fire Chief, either of whom shall give the command to activate the siren system and to commence alerting using the “Reverse 9-1-1 Telephone System” and emergency vehicles.
- 4.4.2 The Director, Emergency Management Ontario shall indicate whether the entire Primary Zone or only certain sectors shall be notified by the public alerting system.
- 4.4.3 The OPP shall be responsible for alerting the public in the Primary Zone not adequately covered by the existing siren system. This will be accomplished using emergency vehicles equipped with sirens and public address systems which shall traverse pre-designated alerting routes.
- 4.4.4 Public Alerting of the Holiday Beach Conservation Area shall be undertaken by the Park Supervisor.

#### NUCLEAR RESPONSE PLAN

- 4.4.5 Public Alerting of the Bob-lo Island community shall be undertaken by the Amherstburg Fire Department staff, providing door-to-door notification.
- 4.4.6 Whenever the public alerting system is initiated, Emergency Management Ontario shall have the Designated Media (Refer to Chapter 8) broadcast an appropriate notification message immediately afterwards. A confirmatory fax notification will be sent to the Head of the Community Control Group.
- 4.4.7 Residents will be expected to tune in, when so alerted, to radio stations appointed as Designated Media to listen for information and instructions.

## NUCLEAR RESPONSE PLAN

### CHAPTER 5

#### OPERATIONS - PHASE 1

##### **5.1** **Scope**

5.1.1 This chapter outlines the range of protective actions which may be ordered by the Province during the emergency response phase to an accident at the Fermi 2 nuclear facility which results in, or has the potential to result in, an emission of radioactive material to the atmosphere.

##### **5.2** **Overview of Operations**

5.2.1 The starting point for local operations for a Fermi 2 nuclear emergency will be the communication by Windsor Fire Dispatch to the emergency response organization of the emergency response level to be adopted. Initial actions will be taken by the emergency response organization appropriate to the response level. (The different emergency response levels and initial actions are covered in Chapter 4.)

5.2.2 At any time, Emergency Management Ontario (or later the Provincial Emergency Operations Centre) may undertake protective actions which are outlined in this section. The Province may also order that certain protective actions be implemented immediately by the Community Control Group.

5.2.3 The protective actions undertaken will depend considerably on whether a radioactive emission from the nuclear facility following an accident is ongoing/imminent or delayed. However, there are many measures which apply in both cases.

5.2.4 Protective actions may be ordered to be implemented in parallel or in a particular sequence.

##### 5.2.5 Delayed Emission

The most probable scenario for an accident at the Fermi 2 nuclear facility which results in the activation of the emergency response organization would be that any radioactivity released following the accident would be confined within the station containment system.

A radioactive emission to the environment from the Fermi 2 nuclear facility would only occur if the containment system is breached or bypassed. The nature



## NUCLEAR RESPONSE PLAN

and severity of the emission would depend on the location, size and the time of the containment failure.

Even if the containment system is damaged during the accident, it may still afford protection from a radioactive emission for a period of time. This situation is known as a delayed emission. A delayed emission could extend from 6 hours to many days. Once an emission begins, it is likely to continue for many days.

In the case of a delayed emission, the general sequence of actions required to be undertaken by the Provincial Emergency Operations Centre is likely to be as follows:

- (a) The taking of initial measures (5.3.1).
- (b) Making technical assessments of the accident situation and its projected effects (5.3.4).
- (c) Decisions on evacuations and their implementation (5.3.5).
- (d) Taking further protective measures before an emission occurs over populated areas, and during the emission.

### 5.2.6 Ongoing/Imminent Emission

In the less probable scenario of an ongoing/imminent emission at Fermi 2, quick decisions shall be made by the Province utilizing pre-planned protective actions outlined in the Part VI Plan.

These protective actions may include: evacuations, sheltering, technical assessments, personal monitoring & decontamination, thyroid blocking, and other initial measures.

During an emission the situation shall be continually reassessed by the Province to see if any additional protective actions are necessary.

## **5.3 Protective Actions**

The following section outlines the various measures which may be ordered by the Province to minimize the impact on people of a hazardous release of radioactive material from Fermi 2.

## NUCLEAR RESPONSE PLAN

### 5.3.1 *Initial Measures*

As soon as the Emergency Management Ontario duty staff and, later the Provincial Emergency Operations Centre assemble, they shall consider the measures listed below and implement those considered appropriate:

Activation of Provincial Nuclear Emergency Response Plan: if not yet fully activated.

Public Notification: if not carried out.

Establishing communications with Fermi2 / Michigan State: ensure that communication links to Fermi 2 / Michigan State is functioning, and the station is making regular reports as prescribed.

Provincial Emergency Declaration: If the Provincial Nuclear Emergency Response Plan has been, or is to be, activated the Premier will declare an emergency under the Emergency Management Act R.S.O. 1990 Chapter E.9. Normally, the area to be covered initially by this declaration will be the County of Essex.

Traffic Control: Whenever appropriate, the Traffic Control Centre shall be directed to go to Stage 2 or Stage 3 of the Traffic Control Plan.

Public Information: Check what news releases have been issued so far, including those issued by Fermi 2 / Michigan State, and considers the need for further information to the media and the public.

Review Immediate Actions: If any immediate actions have been taken, review them and take any additional measures necessary.

5.3.2 In addition, the Province will consider the advisability of applying any or all of the following precautionary measures in the Primary Zone (or part thereof) and adjacent areas, and issue the necessary directions for their implementation:

- Closing of beaches, recreation areas etc.
- Closing of workplaces and schools.
- Entry Control.
- Clearing the milk storage of dairy barns.
- Banning consumption of any item of food or water that may have been exposed outdoors.
- Banning consumption and export of locally produced milk, meat,

## NUCLEAR RESPONSE PLAN

- produce, and milk - meat producing animals.
- Removing milk-and meat-producing animals from outside pasture and exposed water sources.

### **5.3.3 *Ongoing Assessment of Situation***

The Provincial Emergency Operations Centre shall carry out an ongoing assessment of the situation as it develops. This will include both a technical assessment of the status and prognosis of the onsite event, its projected offsite effects, as well as an evaluation of the operational and public safety situation offsite.

To enable the Provincial Emergency Operations Centre to carry out the continuous assessment and decision-making required, the Municipal Emergency Operations Centre and the emergency response organization below it shall make regular reports to the Provincial Emergency Operations Centre, as prescribed by it.

### **5.3.4 *Technical Assessments***

The Provincial Emergency Operations Centre will make an evaluation of the initiating accident/event and the status of the relevant station systems as soon as possible. Based on this evaluation, an assessment will be made of the likely development of the situation. This should continue as an ongoing process.

### **5.3.5 *Evacuations***

The decision to evacuate will be made by the Provincial Emergency Operations Centre. This decision shall be made by carrying out and evaluating a technical assessment of the situation, and taking into account operational and public policy considerations.

This technical assessment and the operational/public policy considerations shall be continually updated until the time it is decided by the Provincial Emergency Operations Centre to carry out the evacuation.

The decision to evacuate will be made by the Provincial Emergency Operations Centre or the Duty Manager, EMO.

The Amherstburg Fire Chief has been designated as the Evacuation Coordinator and is responsible for co-ordinating the implementation of evacuations according

## NUCLEAR RESPONSE PLAN

to the Evacuation Plan when so ordered.

Detailed Evacuation Planning and Procedures shall be completed by the Police and Traffic Subcommittee and the Reception Centre Subcommittee. These procedures shall be included in the plan as an Appendix once they are completed.

### **5.3.6 Entry Control**

In the case of an ongoing or imminent emission, the following actions may be ordered with regard to entry control:

#### Road Traffic

Through traffic on County Road #20, County Road #18(Simcoe Street), Alma Street, Texas Rd. and County Road #10 (Middle Side Road) shall be prevented from entering the Primary Zone whenever Stage 2 of the **Joint Traffic Control Plan** (Appendix 8) is put into effect. Such traffic shall be diverted around the Zone.

#### Rail Traffic

The Town of Amherstburg Fire Chief shall provide notification of Rail Traffic closure and / or suspension. Rail traffic on the Essex Terminal Railway through the Primary Zone may be suspended.

#### Marine Traffic

Marine traffic in Lake Erie and the Detroit River may be suspended under arrangements with the Canadian Coast Guard, whenever an emission is likely to affect marine craft. As a Protective Measure, Response Sectors 5, 6 and 7 may be cleared of boats and entry control imposed by the Canadian Coast Guard.

#### Air Traffic

Whenever there is an ongoing emission, aircraft may be directed to keep clear of the Primary Zone.

## NUCLEAR RESPONSE PLAN

### Long Term Closures

If the main traffic routes are likely to remain closed for an extended period, satisfactory alternative routing arrangements shall be made.

### Evacuated Sectors

Full entry control shall be implemented for sectors that have been evacuated. However, access shall be allowed to emergency workers who have tasks to perform in such a sector. This entry control shall be the responsibility of the local police service and is outlined in the **Joint Traffic Control Plan** (Appendix 8).

### Sheltered Sectors

Entry control may be advised for sectors undergoing sheltering.

#### **5.3.7 Thyroid Blocking**

Emergency Management Ontario shall be responsible for procuring adequate quantities of stable iodine tablets for the Primary Zone population.

The Medical Officer of Health shall be responsible for the stocking and distribution of stable iodine tablets for the Primary Zone population. Stable iodine tablets shall be pre-distributed to specific Primary Zone institutions for the number of days required as set out in the section on **Thyroid Blocking** (Appendix 6).

In addition to specific institutions, the appendix on **Thyroid Blocking** identifies the public safety agencies, the reception centres, and the emergency worker centre to which stable iodine tablets have been pre-distributed.

The administration of stable iodine tablets shall be directed as indicated below, unless there are valid grounds for not doing so.

- (a) Persons in institutions/residences who have stable iodine tablets shall be directed to take a dose of stable iodine.
- (b) Persons in any sector who may have been exposed to the plume shall be provided such a dose at the Reception Centre; necessary instructions to achieve this shall be given to the Centre.

## NUCLEAR RESPONSE PLAN

### **5.3.8 *Personal Monitoring and Decontamination***

Evacuees from any sector of the Primary Zone who may have been exposed to the plume shall be directed to report to the Reception Centre so that they (and their vehicles) can be monitored for radioactive contamination and, if necessary, decontaminated.

The Essex Fire Department and the City of Windsor Fire Department will provide personnel monitoring and decontamination for the reception Centres in their jurisdiction (see Appendix 2) until relieved by other agencies.

The above Monitoring & Decontamination Units shall be prepared to follow the procedure outlined in the Part VI Plan when evacuees begin to arrive at a Reception Centre and the Units are not yet fully functional.

Procedures regarding personnel monitoring and decontamination shall be completed by the appropriate Emergency staff (Fire Personnel). Once completed the procedure will be attached to the Emergency Plan as an Appendix.

### **5.3.9 *Traffic Control***

The Traffic Control Centre shall implement the Joint Traffic Control Plan and take all necessary measures to facilitate the flow of traffic, especially evacuee traffic, in the Primary Zone and surrounding areas, under the direction of the Municipal Emergency Operations Centre.

The specific stages and their associated actions are outlined in the **Joint Traffic Control Plan (Appendix 8, Annex A)**.

### **5.3.10 *Field Monitoring***

The main aim of the field monitoring operation during the Response Phase shall be to obtain, as expeditiously and as accurately as possible, a concurrent picture of the radiological situation offsite, as it develops during the course of the emergency, to verify the accuracy of the earlier projections, and to indicate the need for any additional protective measures.

If ordered, the Province would direct the following agencies to provide information on the radiological situation: Ontario Hydro, the Federal Radiological Monitoring and Assessment Centre (U.S.), the Ingestion Monitoring Organization, and the organization set up to support the General Province-wide Monitoring Plan.

## NUCLEAR RESPONSE PLAN

### ***5.3.11 Ingestion Control Measures***

At the commencement of the emergency, appropriate ingestion control measures shall be imposed as precautionary measures in and, if necessary, adjacent to the Primary Zone. The Province will impose ingestion control measures if and when deemed necessary. Additional Protective Measures shall be ordered where and when appropriate.

### ***5.3.12 Emergency Worker Safety***

At the commencement of an emergency resulting in the activation of the emergency response organization, the Response Sectors in the Primary Zone shall be assumed to carry the following safety status, depending upon the category of notification initiated by Fermi 2.

#### (a) SITE AREA EMERGENCY Notification

- All sectors - GREEN

#### (b) GENERAL EMERGENCY Notification

- All Sectors - ORANGE

As soon as relevant data is available, Emergency Measures Ontario and, later, the Provincial Emergency Operations Centre, shall reassign a safety status to all the sectors. This shall be updated periodically; during the course of an emission over the land areas of the Primary Zone this updating shall be done on an hourly basis. The status of sectors shall be promptly communicated by the Provincial emergency Operations Centre to all concerned.

It shall be the responsibility of each organization with emergency workers operating or required to operate in the Primary Zone to ensure that they are kept apprised of the latest/current safety status of Response Sectors.

Emergency Workers who need to enter a sector assigned a safety status other than GREEN shall first report to the Emergency Worker Centre, where they will be provided monitoring devices and briefed on the precautions they should observe as well as any maximum limit on their stay in the sector.

## NUCLEAR RESPONSE PLAN

The Section on **Emergency Worker Safety** (Chapter 7) identifies those organizations whose personnel shall carry equipment to measure dose at the commencement of the emergency. This section also provides a detailed explanation of the safety status classification system.

### **5.3.13 Public Direction**

Directions to the public on the measures they should take to ensure their safety and welfare during an emergency shall be issued only by the Provincial Emergency Operations Centre (or, before it is functioning, Emergency Management Ontario). The directions to the public shall be in the form of Public Action Directives (Pads). Information relating to **Public Direction and Emergency Information** is found in Chapter 8.

### **5.3.14 Emergency Information**

The issue of information related to the emergency to the public and the media, as well as to public and private agencies, shall be carried out by the Emergency Information Centre (Refer to Chapter 8).

### **5.3.15 Transition to the Recovery Phase**

The Provincial Emergency Operations Centre will end the Response Phase of the emergency response after criteria listed in the Part VI Plan (page 47) have been met.

As the Response Phase operations wind down, increasing attention and effort will be devoted by the Province to transitional measures leading to the changeover from the Response Phase to the Recovery Phase. The purpose of these transitional measures is to assess the extent of contamination in the Primary Zone and to prescribe specific Protective Measures. The Transitional Measures are: Field Monitoring, Delineation of Zones, and the consideration of Protective Measures to be applied (Part VI Plan - page 47-48).

At a suitable stage, the Provincial Emergency Operations Centre shall consult with the major organizations involved in the emergency response regarding their transition from the Response Phase to the Recovery Phase. Based on these consultations, the Provincial Emergency Operations Centre shall set a time for ending of the Response Phase and inform all concerned in advance.



## NUCLEAR RESPONSE PLAN

### **CHAPTER 6**

#### **OPERATIONS – RECOVERY PHASE**

##### **6.1 General**

- 6.1.1 Recovery Phase is the follow-up phase after the emergency response phase of the response to the nuclear emergency. During the Recovery Phase the focus shifts to dealing with the longer term effects of the accident/event while at the same time attempting to restore conditions to normal. This may require the implementation of additional protective actions even as previously applied protective actions are being rescinded.
- 6.1.2 Operations during the Recovery Phase will depend greatly on the nature of the accident/event that caused the emergency and its progression during the Response Phase.
- 6.1.3 The basic problem to be dealt with during the Recovery Phase is the radioactive contamination of the environment, and its impact on people, both directly (through external exposure) and indirectly (through the food and water chain).
- 6.1.4 The Province shall be in control of all emergency operations during the Recovery Phase and shall exercise this control from the Provincial Emergency Operations Centre.
- 6.1.5 This section provides an overview only of operations which may be conducted during the Recovery Phase. This overview is for the information of the municipal emergency response organization in order to provide some context for protective actions, which may be ordered by the Province. Reference should be made to the Part I Plan, Chapter 4, and the Part VI Plan, Chapter 5 for more detail.

##### **6.2 Area of Operations**

- 6.2.1 The Recovery Phase of operations **may** extend to the outer limits of the Secondary Zone, but are likely to be confined only to those areas of the zone subjected to the plume during the Response Phase. The following municipalities will be involved in the Recover Phase operations: Town of Amherstburg, County of Essex and City of Windsor.

## NUCLEAR RESPONSE PLAN

### **6.3 Organization**

- 6.3.1 At the commencement of the Recovery Phase, the full municipal emergency response organization shall remain in place. Over time, and in consultation with the Province, it may be possible to close certain emergency operations centres or to operate with reduced staff.
- 6.3.2 The Provincial Emergency Operations Centre shall continue to direct the Municipal Emergency Operations Centre to implement any necessary Protective Measures during the Recovery Phase.
- 6.3.3 Other municipalities not involved in the Response Phase of the emergency response shall be linked to the Recovery Phase response through the Provincial Emergency Operations Centre.
- 6.3.4 Information on the emergency situation shall continue to be provided by the Emergency Information Centre.
- 6.3.5 The full Provincial emergency management and response organization that shall function during the Recovery Phase is outlined in the Part VI Plan (Figure 2.5). The general roles and functions of the various elements of that organization are set out in the Part I (Master) Plan, Chapter 4.

### **6.4 Transition from the Response Phase**

The transition from the Response Phase to the Recovery Phase shall take place in an orderly and smooth fashion and will involve consultations with the major organizations involved.

### **6.5 The Recovery Phase Measures**

#### **6.5.1 Field Monitoring**

Field monitoring, to assess the extent and magnitude of radioactive contamination, shall intensify at the commencement of the Recovery Phase. This field monitoring shall utilize the full resources of the Provincial emergency management organization.

The field monitoring operation will continue throughout the Recovery Phase in order to track the radiological situation.

## NUCLEAR RESPONSE PLAN

### 6.5.2 Development of a Plan

As soon as a reasonably adequate picture of the contamination situation in the Secondary Zone is available, the Provincial Emergency Operations Centre shall develop a Plan to conduct Recovery Phase of the operations.

Some of the main issues, which shall be dealt with the Plan, include:

- (a) The field monitoring plan.
- (b) The return of evacuees to their homes.
- (c) The housing of evacuees whose early return to their homes is not possible.
- (d) Ensuring the availability of essential supplies and services in areas affected by the emergency.
- (e) The imposition and lifting of ingestion control and other Protective Measures.
- (f) Provision of public information.
- (g) Coordination of the activities of the various Provincial ministries, municipalities and agencies involved in the Recovery Phase of the operations.
- (h) Coordination of Provincial operations with those of Federal and other jurisdictions.
- (i) Provincial policy on the compensation process, and Provincial participation therein.

### 6.5.3 Delineation of Zones

A preliminary delineation of zones in the contaminated area will have been done towards the end of the Response Phase. The boundaries of these zones shall be re-assessed continually throughout the Recovery Phase and re-adjusted as necessary.

The zones that shall be delineated are:

- (a) Restricted Zone(s)

This zone is one within which the projected dose from external

## NUCLEAR RESPONSE PLAN

exposure and inhalation over the next year is assessed to be 20 mSv (2 rem) or more.

(b) Buffer Zone(s)

A zone drawn around a restricted zone to allow for inadequacies in the data on which the restricted zone boundary was drawn, as well as to allow for the possibility of deposited contamination migrating across the restricted zone boundary.

(c) Ingestion Control Zone(s)

A zone within which ingestion control measures are likely to be needed.

### 6.5.4 Protective Measures

#### Initial Actions

As soon as the above zones are delineated, certain Protective Measures need to be taken. This may have already occurred during the Response Phase, but the need for the application or extension of the following measures shall be re-assessed at the commencement of the Recovery Phase and appropriate action taken:

- (a) If there are any persons still residing in the restricted and the buffer zones, they should be evacuated and should undergo personal monitoring and decontamination.
- (b) Entry control should be established for the restricted and buffer zones.
- (c) Ingestion control precautionary measures should be extended to the whole ingestion control zone.
- (d) Immediate measures to control the spread of contamination should be considered, such as:
  - Spraying high deposition areas with rapidly polymerizing solutions to fix dust and topsoil.
  - Diversion of surface water and groundwater streams away from sources of contamination.

## NUCLEAR RESPONSE PLAN

- Construction of ditches, dykes etc. to hold contaminated water.

### Subsequent Actions

As the contamination situation becomes known, and the boundaries of the zones change, the need for applying any of the measures listed above shall be reassessed and appropriate action taken.

#### 6.5.5 Ingestion Control Measures

Ingestion Control measures will be applied in areas where necessary and removed in areas where no longer considered necessary.

#### 6.5.6 Return and Relocation of Evacuees

##### Return of Evacuees

- (a) Evacuees from areas outside any buffer zone(s) and restricted zone(s) should be permitted to return to their homes in an organized and controlled manner.
- (b) **Initially**, no evacuees should be permitted to return to the buffer zone(s) and the restricted zone(s). However, as the buffer zone is reduced, areas thus cleared can be progressively reoccupied.
- (c) The issue of the return of evacuees to the restricted zone should be subjected to a detailed assessment. The decision on when such evacuees can return to their homes should be based on the levels of contamination in various parts of the zone, the prospects and costs of decontamination, the anticipated reduction in the dose over time, the benefits versus the risk involved in a return, etc. Those evacuees who are unlikely to be allowed to return to their homes in the near future should be relocated.

##### Return Procedure

- (a) Return should be by Response Sector or group of sectors, commencing with those most distant from the buffer zone boundary.

## NUCLEAR RESPONSE PLAN

- (b) Before any sector is cleared for the return of evacuees it should be checked by ground monitoring teams to ensure that it is in fact all right for reoccupation. Pregnant women should not return to areas with higher than pre-emergency background radiation levels.
- (c) Before any sector is reoccupied, essential services and facilities should be available for the returning evacuees.
- (d) Returnees should be briefed on conditions in their area, and advised on any precautions they should take, including simple decontamination and dose-control measures.

### Relocation of Evacuees

- (a) Those evacuees who will not be able to return to their homes for some time should be relocated i.e. assisted in finding alternative places of residence.
- (b) As areas of the restricted zone(s) become, over time, fit for reoccupation, relocated residents should be allowed to return to such areas in the same manner as indicated above.

### Re-entry into Restricted Areas

There will be a need for persons to enter the buffer and restricted zone(s) for such purposes as the operation of essential services, security patrols, restoration activities, retrieval of property from residences, workplaces, etc., possibly the care and feeding of farm and other animals, and later, even the operation of commercial and industrial establishments.

### Preparations

Such re-entry must be allowed only after proper preparation. These preparations should include:

- (a) Decontamination within the restricted areas of access routes, buildings and other structures, equipment, etc. that are to be occupied or used for any period of time.
- (b) Determination of the length of time that persons can spend in various parts of the restricted area and on particular activities.

## NUCLEAR RESPONSE PLAN

- (c) Setting up of an appropriate entry and exit control system along with personal monitoring and decontamination facilities.
- (d) It would probably be necessary to assemble a pool of vehicles for exclusive use within the restricted area.

### Procedure

Re-entry should be carried out under controlled conditions, including:

- (a) Entry should only be permitted to categories of persons who have a genuine and pressing need to enter the restricted area. Such categories should be prescribed by the Provincial Emergency Operations Centre.
- (b) All persons entering must register with the personal monitoring organization, be briefed on precautions to be observed, and outfitted with personal monitoring devices. On exiting, they should again report to this organization for monitoring, decontamination and dose record maintenance.
- (c) Only pool vehicles should be allowed into the restricted area.

### 6.5.7 Other Phase Measures

#### Public Information

Special emphasis will be placed on public information during the Recovery Phase in order to convey to the affected communities the true dimension of the problem, what is proposed to rectify it, and how they can contribute to restoring the situation to normal.

#### Support and Counselling

A concerted and organized effort will be made to alleviate the psychological stress of residents affected by the emergency through the provision of support and counselling.

## NUCLEAR RESPONSE PLAN

### 6.5.8 Emergency Worker Safety

The following measures shall be taken:

- (a) Emergency Worker Centres shall be established as and where necessary.
- (b) The Provincial Emergency Operations Centre shall periodically assign a safety status to Response Sectors and other areas, as appropriate. It may be necessary to divide the ORANGE category into a number of sub-categories to discriminate between different dose rate levels within the category dose rate band.
- (c) The Provincial Emergency Operations Centre shall prescribe the radiation exposure limit for emergency workers. Unit it does, an exposure limit of an effective dose of no more than 5 mSv (500 mrem) shall be observed.

### 6.5.9 Compensation

The system for compensation for persons suffering injury or economic or other losses is prescribed in and under the federal Nuclear Liability Act. The Province and municipalities should provide assistance to affected persons to enable them to receive fair compensation for their losses.

### 6.5.10 Decontamination

The magnitude and complexity of the decontamination operation will obviously depend on the level and extent of radioactive contamination. An initial assessment of the problem should be made in order to establish the scale and type of the decontamination operation.

Decontamination should be carried out not only in heavily contaminated areas but also in those with low levels of contamination.



## NUCLEAR RESPONSE PLAN

### CHAPTER 7

#### EMERGENCY WORKER SAFETY

##### 7.1 Safety System

7.1.1 A system for ensuring the safety of emergency workers shall be implemented as follows:

- (a) An Emergency Worker Centre at **Sandwich Secondary School** shall be set up to provide personal monitoring devices and, where necessary, protective equipment to emergency workers; to monitor, and if necessary decontaminate, workers leaving the affected area; and to maintain their radiation records.
- (b) The Emergency Worker Centre shall be set up and staffed first by the LaSalle Fire Department who shall later be relieved by other agencies.
- (c) It shall be the responsibility of the Emergency Worker Centre to advise an emergency worker registered with them not to incur any further exposure if this would cause them to exceed the exposure limits specified in the Part I (Master) Plan.
- (d) Periodically, the sectors in which workers may be required to operate shall be assigned a safety status in terms of a colour code.
- (e) Emergency Workers shall observe the precautions appropriate to the safety status of the sector they are working in.

##### 7.2 Safety Status

7.2.1 The safety status of a sector shall be indicated by a colour which represents the projected dose rate of that particular area. The colours are: RED ( $> 5$  mSv (0.5 rem) per hour); ORANGE (Background to 5 mSv (0.5 rem) per hour); and, GREEN ( $\leq$  Background).

7.2.2 At the commencement of an emergency resulting in the activation of the emergency response organization, the Response Sectors in the Primary Zone shall be assumed to carry the following safety status, depending on the category of notification initiated by Fermi 2.

## NUCLEAR RESPONSE PLAN

(a) SITE AREA EMERGENCY Notification

- All Sectors - GREEN

(b) GENERAL EMERGENCY Notification

- All Sectors - ORANGE

- 7.2.3 As soon as relevant data is available, Emergency Management Ontario and later, the Provincial Emergency Operations Centre shall reassign a safety status to all the sectors. This shall be updated periodically; during the course of an emission over the land areas of the Primary Zone this updating shall be done on an hourly basis. The safety status of sectors shall be promptly communicated by the Provincial Emergency Operations Centre to all concerned.
- 7.2.4 It shall be the responsibility of each organization with emergency workers operating or required to operate in the Primary Zone to ensure that they are kept apprised of the latest/current safety status of Response Sectors.
- 7.2.5 Emergency Workers who need to enter a sector assigned a safety status other than GREEN shall first report to an Emergency Worker Centre, where they will be provided personal monitoring devices and briefed on the precautions they should observe as well as any maximum limit on their stay in the sector.
- 7.2.6 Any emergency workers required to operate in the Primary Zone at the commencement of an emergency (before an Emergency Worker Centre is functioning) shall carry and use the following equipment:
- Direct reading dosimeters
  - TLD badges
  - Stable iodine tablets
  - A card listing the default safety status of sectors and the precautions to be taken for each safety status.
- 7.2.7 Under this Plan, the Town of Amherstburg Police Service, the Town of Amherstburg Fire Department, the Windsor-Essex County Land Ambulance Service, and the OPP shall be supplied with the equipment listed in 7.2.6.

## NUCLEAR RESPONSE PLAN

### **7.3 Precautionary Measures**

7.3.1 Emergency workers shall observe the following precautionary measures in sectors assigned a safety status as listed below:

**TABLE 7.1:  
EMERGENCY WORKER SAFETY  
PRECAUTIONARY MEASURES**

<b>SAFETY STATUS</b>	<b>PRECAUTIONARY MEASURES</b>
<b>RED</b>	<ol style="list-style-type: none"><li>(1) Emergency workers shall report to the Emergency Workers Centre (EWC) before entering sector.</li><li>(2) They shall enter the sector accompanied by a qualified Escort provided by the EWC and shall carry personal Monitoring devices. They shall observe any precautions Prescribed by the EWC.</li><li>(3) Dosimeters should be checked <b>every 30 minutes</b>. Workers shall exit from the sector if the reading reaches 40 mSv (4 rem), or any lower personal limit prescribed By the EWC.</li><li>(4) If duties permit, workers shall remain under shelter or Inside a vehicle. If working outside, workers should Wear an outer garment such as a plastic raincoat.</li><li>(5) Stay in the sector shall be limited to <b>one hour</b>, or the Time prescribed by the EWC.</li><li>(6) On leaving the sector, emergency workers shall again Report to the EWC.</li><li>(7) Pregnant workers shall <b>not</b> enter the sector.</li></ol>

NUCLEAR RESPONSE PLAN

**TABLE 7.1: CONTINUED**

<b>SAFETY STATUS</b>	<b>PRECAUTIONARY MEASURES</b>
<b>ORANGE</b>	Same as RED, except that:  (1) An escort need not accompany workers.  (2) Stay in the sector shall be limited to <b>four hours</b> , or the time prescribed by the EWC.  (3) Workers should check their dosimeters <b>every hour</b> .
<b>GREEN</b>	No precautions necessary. No limit on stay period.

# NUCLEAR RESPONSE PLAN

## **CHAPTER 8**

### **PUBLIC DIRECTION AND EMERGENCY INFORMATION**

#### **8.1 Public Direction**

- 8.1.1 Directions to the public on measures that should be taken to ensure their safety and welfare during an emergency shall be issued only by the Provincial Emergency Operations Centre (or, before it is functioning, Emergency Management Ontario). All other organizations which need to issue any such directives/advisories shall forward them to the Emergency Information Centre, and shall **not** issue them directly to the public.
- 8.1.2 The Provincial Emergency Operations Centre shall issue its directions in the form of Public Action Directives (Pads). Pads will be broadcast through the designated media (Refer to 8.2 below). Copies will be sent to the principal elements of the emergency response organization including the Municipal Emergency Operations Centre.
- 8.1.3 The Emergency Information Centre shall monitor the broadcast of the Pads and confirm to the Provincial Emergency Operations Centre that they have been correctly transmitted.

#### **8.2 Designated Media**

- 8.2.1 The following radio and television stations (known as ‘Designated Media’) have agreed to broadcast Public Action Directives verbatim during an emergency:

<u>AM Radio</u>	<u>FM Radio</u>	<u>Television</u>
CKWW 580	CIMX 88.7	CBET Channel 9
CKLW 800	CIDR 93.9	Shaw Cable
CBE 1550		The New WI
CBEF 540 (Fr.)		

#### **8.3 Emergency Information**

- 8.3.1 The issue of information related to the emergency to the public and the media, shall be carried out by the Emergency Information Centre.

## NUCLEAR RESPONSE PLAN

832 Organizations participating in this municipal plan shall send any information related to the emergency that they wish to release to the Emergency Information Centre for issue.

### **8.4 Emergency Information Centre (EIC)**

841 The Emergency Information Centre is a provincial facility operated with the support of the municipality. Its role is to be providing a central outlet for the timely dissemination of emergency information to the media and the public in a direct and forthright manner.

842 The Emergency Information Centre shall perform the following functions:

- (a) Issue news releases to the media and provide information to media representatives present at the EIC on the provincial and municipal response to the emergency;
- (b) Identify rumours and counter them.
- (c) Assist journalists working in the area.
- (d) Monitor the Public Action Directives (Pads) being broadcast, and ensure that they are being correctly transmitted to the public. Convey the information to the Provincial Emergency Operations Centre.
- (e) Set up public inquiry lines to assist the public seeking emergency information.
- (f) Liaise with other levels of government, stakeholders, and agencies to keep them informed.
- (g) Keep the Community Control Group, Provincial Emergency Operations Centre, and the organization/facility head office informed on media and public perceptions and reactions. Advise on remedial action, as necessary.

## NUCLEAR RESPONSE PLAN

### **8.5 Emergency Information Officer (EIO)**

- 851 The Town of Amherstburg shall designate a Emergency Information Officer who will serve as the municipality's senior representative to the EIC.
- 852 The Emergency Information Officer will fulfil the roles of Community Spokesperson and EIC Coordinator as outlined in the *Emergency Information Centre Procedures*.
- 853 The Emergency Information Officer shall be the CCG's primary contact at the EIC and there shall a regular exchange of information related to the emergency between the EIC and CCG.
- 854 Although the Emergency Information Officer shall consult regularly with the Head - CCG; during a nuclear emergency, the EIO shall be vested with the authority to sign off news releases and to act as the community spokesperson.
- 855 Occasionally, the Head - CCG may assume the role of Emergency Information Officer and personally brief the media.

### **8.6 Public Inquiry**

- 861 The EIC will set up and staff telephone lines to respond to public inquiries concerning the emergency. A designated telephone number will be broadcast over the media to funnel inquiries.
- 862 Public inquiry staff will only provide information already released through news releases, Pads, media briefings. Questions regarding evacuee information will be referred to the Red Cross who provide the registration and inquiry function at the Reception/Evacuee Centres.

# NUCLEAR RESPONSE PLAN

## **CHAPTER 9**

### **LIQUID EMISSION RESPONSE**

#### **9.1 General**

- 9.1.1 Although it is unlikely that a radioactively contaminated liquid from Fermi 2 would travel up the Detroit River against the current, the emergency response to a release of a radioactively contaminated liquid (“a liquid emission”) from the Fermi 2 Nuclear Station shall be dealt with differently from an atmospheric emission of radioactivity. (This is because the main radiation exposure pathway is through waterborne contamination of the water and food chain, and subsequent ingestion of such contaminated water and food).
- 9.1.2 The policy on dealing with liquid emissions is given in the Provincial Plan, Part I, Annex O and Part VI - the Site Specific Plan for Fermi 2, Chapter 6. The response outlined herein (Chapter 9 of the Amherstburg Emergency Response Plan - Nuclear Plan section) is based on the Provincial policies.

#### **9.1.3 Basis of Response**

The basis of the response to a liquid emission at different jurisdictional levels (section 6.3 below) shall be as follows:

(a) Local Response

The response shall be led and directed by the Medical Officer of Health under the powers available in the Health Protection and Promotion Act or/and by the Town of Amherstburg as authorized under the Emergency Management Act R.S.O 1990 Chapter E.9.

(b) Spills Action Centre, MOE

The response shall be conducted under applicable Provincial environmental legislation and regulations.

(c) Provincial Response

The response would be initiated either under the Liquid Emission Response Procedure (section 9.3.3 (c)) or under the Provincial Nuclear Emergency Response Plan (section 9.3.3 (a)).



## NUCLEAR RESPONSE PLAN

### **9.2 Initial Notification**

- 921 In case of a notification from Fermi 2 nuclear station indicating a purely liquid emission (i.e. a purely “ Waterborne “ release from the station to Lake Erie has either actually taken place or is anticipated), Emergency Measures Ontario shall within 15 minutes of the receipt of the notification, inform the Windsor Fire Dispatch and the Town of Amherstburg Fire Chief as well as the Spills Action Centre of such an occurrence.
- 922 The format and the context of the message from the Province to the Windsor Fire Dispatch Centre, the Town of Amherstburg Fire Chief and the Spills Action Centre shall be according to the requirements prescribed in the Liquid Emissions Response Procedures.

### **9.3 Response to the Liquid Emission**

#### 931 Local Response

Upon receipt of notification from Emergency Management Ontario, the Windsor Fire Dispatch or the Town of Amherstburg Fire Chief shall initiate the notification process (Appendix 1) in order to allow the Medical Officer of Health and the affected municipalities to consult together and proceed as follows:

- (a) Assess the situation and decide whether the problem will be dealt with as a local response or request Emergency Management Ontario to initiate a Provincial Response.
- (b) If a local response is decided upon, request assistance from the Ministry of Labour and the Ministry of the Environment for the assessment of water samples at the intakes and from the storage tanks of potentially affected water supply.
- (c) Subject to the results of the water sample tests, direct appropriate precautionary and protective measures (paragraph 9.3.4).
- (d) At any stage of the response, if considered appropriate, request assistance and the initiation of a Provincial Response by contacting Emergency Management Ontario.

#### 932 Spills Action Centre - MOE Response

## NUCLEAR RESPONSE PLAN

Upon receiving notification from Emergency Measures Ontario the Spills Action Centre shall either respond to the emission under its own procedures or request Emergency Managements Ontario to initiate a Provincial response.

### 933 Provincial Response

- (a) Whenever the Provincial Emergency Operation Centre (PEOC) is functioning as a result of the activation of the Provincial Nuclear Emergency Response Plan, any liquid emission from Fermi 2 nuclear station shall be dealt with by the PEOC, irrespective of whether the original activation was for a Fermi 2 or any other emergency.
- (b) In cases other than (a) above, whenever the Director, Emergency Management Ontario, is requested to initiate a Provincial response to a liquid emission from Fermi 2 nuclear station, and / or the Director considers such a response is necessary, he/she shall activate the Liquid Emission Response Procedure (LERP see below).
- (c) Liquid Emission Response Procedure (LERP)

The Liquid Emission Response Procedure is an authorized implementing document of the Provincial Nuclear Emergency Response Plan. It prescribes the organization, operating procedures, linkages, response measures, criteria for their application, etc. for undertaking a Provincial response to a liquid emission.

### 934 Protective Measures

The following measures are available to deal with a liquid emission, and may also, if considered appropriate, be applied as precautionary measures:

- (a) Closing the intakes of water supply plants.
- (b) Closing Beaches.
- (c) Banning swimming, fishing, and the consumption of fish caught from affected areas.
- (d) Restrictions on the use of water from affected water supply plants, including a complete ban on its consumption.

## NUCLEAR RESPONSE PLAN

### **CHAPTER 10**

#### **PLAN MAINTENANCE, REVISION AND TESTING**

##### **10.1 Plan Maintenance and Revision**

- 10.1.1 The Town of Amherstburg Nuclear Emergency Response Plan will be maintained and distributed by the Amherstburg Community Emergency Management Coordinator.
- 10.1.2 This municipal plan will be reviewed annually and, where necessary, revised by a meeting of the Amherstburg Emergency Preparedness Committee.
- 10.1.3 Each time this municipal plan is revised, it must be forwarded to Town Council for approval. However, revisions to the schedules and minor administrative changes can be made without submitting the plan to Council each time.
- 10.1.4 It is the responsibility of each person, agency, service or department named within this emergency plan to notify the Town of Amherstburg forthwith, of any revisions to the appendices or of any administrative changes.

##### **10.2 Testing of the Plan**

- 10.2.1 Exercises of the Amherstburg Nuclear Emergency Response Plan will be conducted in accordance with Appendix 12 Training, Drill and Exercise Program. The Provincial Policy on Nuclear Emergency Training and Exercises, as set out in Annex C of the *Province of Ontario Nuclear Emergency Response Plan Part 1 - Provincial Master Plan (Interim)* differs from Appendix 12 as the Amherstburg Community has limited resources and funding. Until the municipality of Amherstburg concludes that the Province, Federal Government and/or Detroit Edison has provided the necessary additional financial support and resources, Appendix 12 which allows for a full scale exercise once every five years, shall be adhered to.

NUCLEAR RESPONSE PLAN

**APPENDIX 1**

**NOTIFICATION PROCEDURE**

- Annex A - Notification Procedure – (TAB 1)**
- Annex B - Notification Chart – (TAB 2)**
- Annex C - Notification Contact Procedure – (TAB 3)**
- Annex D - Notification Procedure and Contact List**
  - Routine Monitoring – List 1 – (TAB 4)**
  - Enhanced Monitoring – List 2 – (TAB 5)**
  - Partial Activation – List 3 – (TAB 6)**
  - Full Activation – List 4 – (TAB 7)**
- Annex E - Industrial Notification – (TAB 8)**

**NOTIFICATION PROCEDURE**

**1.0 Initiation of Notification**

- 1.0.1 The Windsor Fire Dispatch will be notified by the Amherstburg Police Chief, or the Amherstburg Fire Chief, or the Amherstburg CAO or Mayor when a situation occurs requiring municipal notification. In the case of a Nuclear Emergency, Emergency Management Ontario (EMO) will notify Windsor Fire Dispatch directly. This notification will be received by telephone.
- 1.0.2 The Windsor Fire Dispatch will be advised of the emergency response level to be adopted (Refer to Chapter 3) and any special instructions to be conveyed with the municipal notification.
- 1.0.3 The Windsor Fire Dispatch shall select the appropriate call-out list for the emergency response level to be adopted and begin notification.

**2.0 Continuation of Notification**

- 2.0.1 Organizations receiving a *Partial or Full Activation* message shall continue the ‘fan out’ notification by passing the message along both **internally** and to those **external organizations** for which they are responsible (See below).
- 2.0.2 The following organizations shall be responsible for notifying the external and internal organizations as needed and shall make provision for this in their respective notification procedures/contact lists. As illustrated below, the agencies listed are responsible for notifying the agency listed adjacent to them.

**Windsor Fire Dispatch may be directed to call some or all of the following external contacts:**

**External**

**Internal**

a. City of Windsor (through Windsor Fire) -

- Social Services Dept.
- Red Cross, Windsor
- St. John Ambulance, Windsor
- Salvation Army, Windsor
- Social Services staff as needed,
- St. Clair College-Evac. Ctre.
- MCSS Office, Windsor

## NUCLEAR RESPONSE PLAN

<b><u>External</u></b>	<b><u>Internal</u></b>
b. Windsor / Essex County Land Ambulance-	Medical Officer of Health Ambulance Services Hospitals
c. Medical Officer of Health -	Support staff as needed
d. School Boards -	Board staff Public Board-Harrow Sec. Public Board Sandwich Sec.
e. Amherstburg Police -	Support staff as needed
f. Amherstburg Fire Chief -	Support staff as needed Activate Fire Mutual Aid (if required)
g. Amherstburg Mayor -	Support staff as needed
h. Amherstburg CAO -	Support staff as needed
i. Emergency Information Officer -	Support staff as needed
j. Municipal Co-ordinator -	Support staff as needed
k. Windsor Fire -	Internal call-out Windsor Police Windsor Social Services Windsor Public Works-Roads Windsor Administration-CAO Mayor-Elected Officials St. Clair College-Evac. Ctre.
l. Essex Fire -	Essex Fire Staff Support staff as needed
m. LaSalle Fire -	LaSalle Fire Staff Support staff as needed

## NUCLEAR RESPONSE PLAN

### **External**

n. Town of Amherstburg -

### **Internal**

Municipal staff / elected  
Officials  
Special Institutions  
Local Utilities  
MEOC support staff  
Emergency Information Officer

o. County Emergency Planner -

Windsor Social Services  
County Notifications

### **3.0 Notification Procedure**

3.01 The following procedure for continuing the notification should be followed by participating organizations as closely as possible:

- (a) The recipient of a notification message should record the emergency response level to be adopted and any instructions, and, if applicable, should continue notification according to the organization's own list.
- (b) In continuing a notification, the caller should contact the next person identified on the organization's list, identify him/herself, and dictate the message exactly as previously recorded.
- (c) All callers should attempt to make personal contact with the next person on the list and failing this, should have written instructions as to how to proceed with the notification.

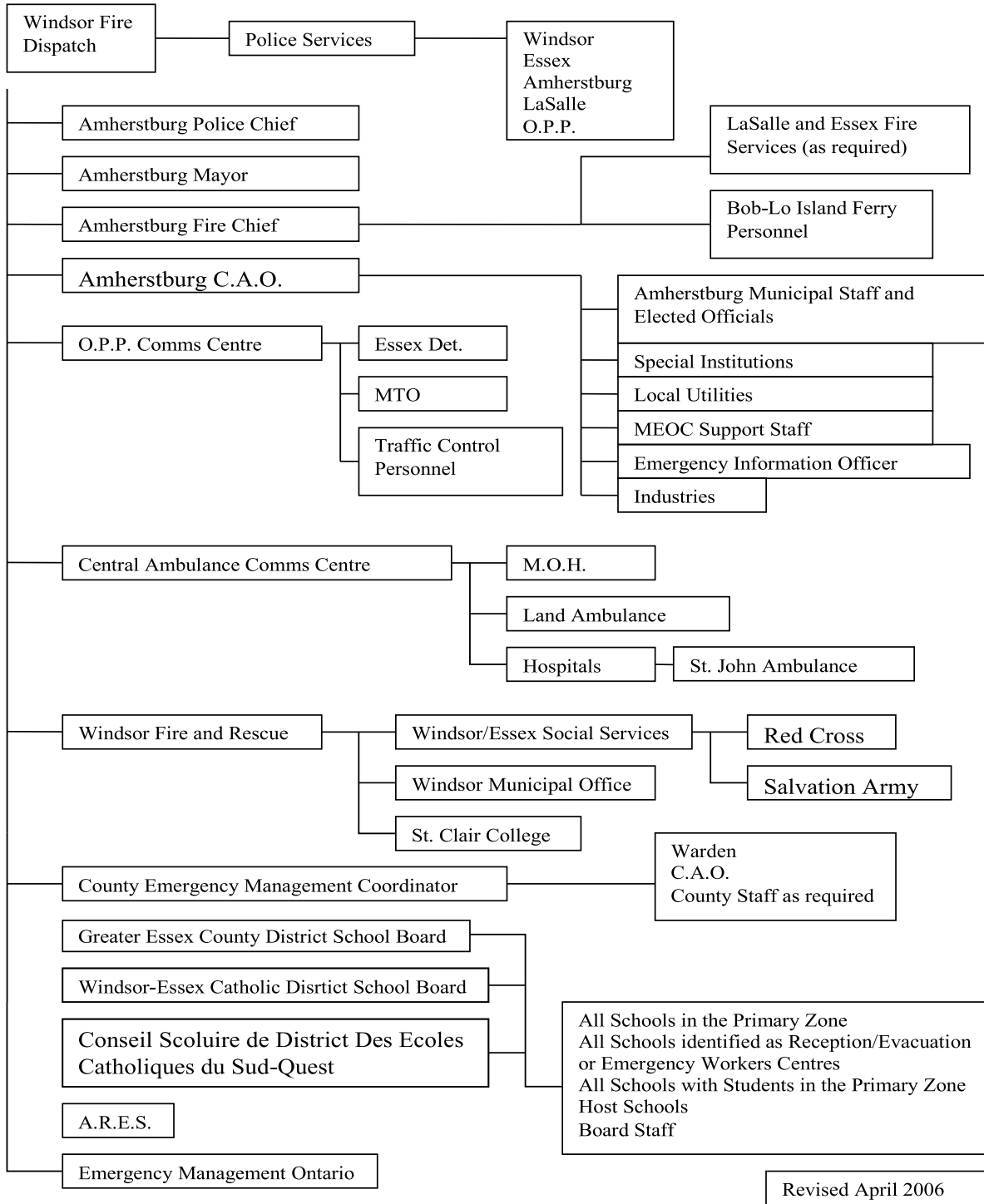
### **4.0 Action on Being Notified**

4.01 The action to be taken upon receipt of a notification message depends upon the response level to be adopted and any additional instructions received. Refer to Chapter 3 of the Amherstburg Emergency Response Plan for an overview of the response levels and initial actions.

NUCLEAR RESPONSE PLAN

NOTIFICATION CHART

ANNEX B to Appendix 1





## NOTIFICATION CONTACT PROCEDURE

### Windsor Fire Dispatch Service

1. The **Windsor Fire Dispatch** will be notified by either, the Mayor of the Municipality, the CAO of the Municipality, the Fire Chief of the Municipality or the Police Chief when a situation occurs that requires the implementation of the Town of Amherstburg Emergency Response Plan. This Notification will be received by telephone. Should the emergency event be a Nuclear Event, **Windsor Fire Dispatch** will be notified by **Emergency Management Ontario (EMO)**. This Notification will be received by telephone and a Provincial Notification of Offsite Response Initiation Check sheet (sample copy attached) will be faxed to the **Windsor Fire Dispatch Center**.
2. Either, the Mayor, the CAO, the Fire Chief or the Police Chief of the Municipality will direct the action to be taken (whether the Municipal Plan is to be ACTIVATED and at what level, PARTIAL ACTIVATION or FULL ACTIVATION) or placed on STANDBY – (ROUTINE MONITORING or ENHANCED MONITORING). The text of the non-nuclear notification message is written in paragraph 4 below.
3. If the Emergency is a result of a Nuclear Event, the Province shall initiate the notification process. Should this be the case follow the attached Provincial Notification Offsite Response Form. Once this is completed remain on the phone with the caller and complete the attached form (Information to be obtained from the caller by **Windsor Fire Dispatch**).
4. Obtain the name and telephone number of the caller. Note the time of the call. Then check the message received against the text below, deleting items not in the message.

\* **(MESSAGE TO BE RELAYED BY CALLER TO FIRE DISPATCH)**

THIS IS NOT A TEST EXERCISE. THIS IS A NOTIFICATION MESSAGE. THE TOWN OF AMHERSTBURG MUNICIPAL EMERGENCY RESPONSE PLAN IS TO BE PLACED ON STANDBY (ROUTINE MONITORING or ENHANCED MONITORING), ACTIVATED (PARTIALLY ACTIVATED or FULLY ACTIVATED) IMMEDIATELY. THIS IS NOT A TEST EXERCISE.

OR

NUCLEAR RESPONSE PLAN

THIS IS A TEST OF THE NOTIFICATION SYSTEM. TREAT THIS AS A NOTIFICATION MESSAGE, AND TAKE ACTION AS PER TEST INSTRUCTIONS. THIS IS A TEST ONLY.

- 5. Upon receiving the initial notification from the caller, obtain additional information (see attached form).

**PART 1**

\* (INFORMATION TO BE OBTAINED FROM THE CALLER BY FIRE DISPATCH)

(Date and Time of call) \_\_\_\_\_

(Name and Title of Caller) \_\_\_\_\_

(Organization) \_\_\_\_\_

(Phone Number) \_\_\_\_\_

Call back number if different \_\_\_\_\_

Time of Event \_\_\_\_\_

Type of Emergency Event \_\_\_\_\_

Name and Location of Municipal Emergency Operation Center to be activated: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has an Emergency Declaration been made \_\_\_\_\_

IF APPLICABLE  
BRIEF DETAIL OF NUCLEAR OR CHEMICAL CONTAMINATION OR SPILLS:

11. WIND DIRECTION AND SPEED \_\_\_\_\_

12. MINOR ACCIDENT/INJURIES \_\_\_\_\_

13. MAJOR ACCIDENT/INJURIES \_\_\_\_\_

14. WHAT HAPPENED \_\_\_\_\_

15. WHEN DID IT HAPPEN \_\_\_\_\_

NUCLEAR RESPONSE PLAN

16. WHAT AREA(S) AFFECTED \_\_\_\_\_

17. IS SITUATION UNDER CONTROL \_\_\_\_\_

18. IF APPLICABLE, FURTHER PERTINENT INFORMATION OR SUGGESTED PROTECTIVE ACTION (CHEMICAL OR NUCLEAR IN NATURE)

**PART 2**

**\* (FIRE DISPATCH PERSON RECEIVING THE CALL TO COMPLETE AND FOLLOW THE CONFIRMATION PROCEDURE OUTLINED BELOW)**

19. Confirm Emergency Response Plan Implementation by contacting the Town of Amherstburg Police Chief or the Town of Amherstburg Fire Chief. If in the case of a Nuclear Emergency, contact Emergency Management Ontario 1-866-314-0472 or 1-877- 314-3723.

Confirmed by \_\_\_\_\_ Time confirmed \_\_\_\_\_

**PART 3**

**\* (FIRE DISPATCH PERSON RECEIVING THE CALL TO COMPLETE AND FOLLOW NOTIFICATION PROCEDURE OUTLINED BELOW)**

20.20.

\_\_\_\_\_  
(Time) (Name of Duty Officer/Person)

21. Is there an Emergency Event or is this a Test / Exercise (Circle the most suitable)

22. On receipt of confirmation:

- a) Go to the applicable Notification Procedure and Callout List as identified below.
- b) Call organization listed on the attached form in the sequence shown.
- c) Confirm you have the right person
- d) Identify yourself
- e) Ask him/her to copy down the message exactly as you received it, and read it back to you.
- f) Note time of each call against name of person called.

Note: 1 - If the first person under an organization cannot be contacted, go to second and if necessary to third.

2 - If all three cannot be contacted go on to next organization.

## NUCLEAR RESPONSE PLAN

3 - Note time of each call and reason for failure (line busy, no response, not available, message not understood / accepted).

23. After you have gone through the entire list once, go back to the top and try again, those contacts missed the first time. Continue trying to contact those missed in their sequence until all have been reached.

### **PART 4**

Applicable Level of Response Notification Procedures and Call Out List. If Nuclear, follow the Level of Response as identified and directed by the Province (EMO).

Routine Monitoring – ANNEX D – LIST 1  
Enhanced Monitoring – ANNEX D – LIST 2  
Partial Activation – ANNEX D – LIST 3  
Full Activation – ANNEX D – LIST 4

**LIST 1-ROUTINE MONITORING**  
**NOTIFICATION PROCEDURE AND CALL OUT LIST**

**DEFINITION** - Normally following an unusual event and a Duty Team is required. Duty Team monitors situation from their current location. (Duty Team will normally consist of: the Municipal Fire Chief, the Municipal Police Chief, Municipal Chief Administrative Officer, Municipal Mayor, and County of Essex Emergency Management Coordinator).

**ROUTINE MONITORING**

(The following call-out list can be considered a Duty Team)

THE TOWN OF AMHERSTBURG POLICE CHIEF  
ESSEX COUNTY EMERGENCY MANAGEMENT COORDINATOR  
THE TOWN OF AMHERSTBURG FIRE CHIEF  
THE TOWN OF AMHERSTBURG MAYOR – HEAD OF CCG  
THE TOWN OF AMHERSTBURG, CAO

Duty team (AS SPECIFIED ABOVE) to be notified and informed that;

“THE TOWN OF AMHERSTBURG EMERGENCY RESPONSE PLAN HAS BEEN ACTIVATED TO A ROUTINE MONITORING LEVEL AND EACH MEMBER OF THE COMMUNITY CONTROL GROUP CALLED IS TO MONITOR THE SITUATION FROM THEIR PLACE OF BUSINESS OR THEIR HOME. “ NOT AN IMMEDIATE CONCERN “

NUCLEAR RESPONSE PLAN  
DATE OF LAST REVISION: May 1, 2012

List 1

**TOWN OF AMHERSTBURG EMERGENCY RESPONSE PLAN**  
**ROUTINE MONITORING NOTIFICATION LIST**

TIME CALLED

TIME COMPLETED

NUCLEAR RESPONSE PLAN

SIGNED: \_\_\_\_\_

NUCLEAR RESPONSE PLAN

**LIST 2 - ENHANCED MONITORING  
NOTIFICATION PROCEDURE AND CALL OUT LIST**

**DEFINITION** - Duty Team Notification required. Duty Team monitors situation by going to the Municipal Emergency Operation Center. (Duty Team will normally include: the Municipal Fire Chief and Police Chief, Municipal Chief Administrative Officer, Municipal Mayor, and County of Essex Emergency Management Coordinator).

**ENHANCED MONITORING**

(The following call-out list can be considered a Duty Team)

THE TOWN OF AMHERSTBURG POLICE CHIEF  
ESSEX COUNTY EMERGENCY MANAGEMENT COORDINATOR  
THE TOWN OF AMHERSTBURG FIRE CHIEF  
THE TOWN OF AMHERSTBURG MAYOR – HEAD OF CCG  
THE TOWN OF AMHERSTBURG, CAO

Duty team (AS SPECIFIED ABOVE) to be notified and informed that;

“THE TOWN OF AMHERSTBURG EMERGENCY RESPONSE PLAN HAS BEEN ACTIVATED TO AN ENHANCED MONITORING LEVEL AND EACH MEMBER OF THE COMMUNITY CONTROL GROUP IS TO REPORT TO THE MUNICIPAL EMERGENCY OPERATIONS CENTRE LOCATED AT FIRE STATION NO. 2 3400 COUNTY RD. 10 AMHERSTBURG.”



NUCLEAR RESPONSE PLAN

DATE OF LAST REVISION: May 1, 2012

LIST 2

**TOWN OF AMHERSTBURG EMERGENCY RESPONSE PLAN**  
**ENHANCED MONITORING NOTIFICATION LIST**

TIME CALLED      TIME COMPLETED

NUCLEAR RESPONSE PLAN

SIGNED: \_\_\_\_\_

## NUCLEAR RESPONSE PLAN

### **LIST 3 - PARTIAL ACTIVATION OF THE TOWN OF AMHERSTBURG EMERGENCY RESPONSE PLAN NOTIFICATION PROCEDURE AND CALL OUT LIST**

**DEFINITION** – Normally issued on notification of a potentially serious and/or large-scale emergency event. Duty Team Notification is required and will require Duty Team to assemble at the Municipal Emergency Operations Center which is located at FIRE STATION NO.2 3400 COUNTY RD. 10 AMHERSTBURG (**TO BE INFORMED BY THE CALLER**). (Duty Team includes: the Municipal Fire Chief, the Municipal Police Chief, the Municipal Chief Administrative Officer, the Mayor, and Essex County Emergency Measures Planner). The Municipal Emergency Coordinator may determine it necessary to contact support staff and direct them to go to the Municipal Emergency Operation Center. The remainder of the Community Control Group will be placed on standby to await further notification and direction.

In the event of a Nuclear Emergency the Municipal Emergency Operations Center, Emergency Information Center and the Traffic Control Center will be fully set up and staffed.

Duty team (AS SPECIFIED ABOVE) to be notified and informed that;

“ THE TOWN OF AMHERSTBURG EMERGENCY RESPONSE PLAN HAS BEEN ACTIVATED TO A PARTIAL ACTIVATION AND EACH MEMBER OF THE DUTY TEAM IS TO GO TO THE MUNICIPAL EMERGENCY OPERATION CENTER LOCATED AT FIRE STATION NO.2, 3400 COUNTY RD. AMHERSTBURG THE CURRENT SITUATION IS UNDER CONTROL BUT HAS THE POTENTIAL OF GETTING WORSE. “

(IF A CHEMICAL OR NUCLEAR EVENT) “THERE IS NO IMMEDIATE CONCERN TO DOWNWIND RESIDENTS EVEN THOUGH SOME OF THE CONTAMINANT MAY GET OFF SITE.”

**Note:** Remainder of the Community Control Group, the County Fire Coordinator, the County Police Coordinator, the County Operations Manager and the County Warden are placed on standby pending further notification and are informed that;

“THE TOWN OF AMHERSTBURG EMERGENCY RESPONSE PLAN HAS BEEN ACTIVATED TO A PARTIAL ACTIVATION AND EACH MEMBER OF THE DUTY TEAM HAS BEEN INSTRUCTED TO GO TO THE MUNICIPAL EMERGENCY OPERATION CENTER LOCATED AT FIRE STATION NO.2, 3400 COUNTY RD. 10

NUCLEAR RESPONSE PLAN

AMHERSTBURG. THE REMAINING MEMBERS OF THE COMMUNITY CONTROL GROUP ARE TO MONITOR THE SITUATION FROM THEIR PLACE OF BUSINESS OR HOME, PENDING FURTHER NOTICE. THE CURRENT SITUATION IS UNDER CONTROL BUT HAS THE POTENTIAL OF GETTING WORSE. “

(IF A CHEMICAL OR NUCLEAR EVENT) “THERE IS NO IMMEDIATE CONCERN TO DOWNWIND RESIDENTS EVEN THOUGH SOME OF THE CONTAMINANT MAY GET OFF SITE.”

LOCAL POLICE ADVISED AND PLACED ON STAND-BY (RADIO)

**Note:** IF A CHEMICAL HAZARD, M.E.O. 1-800-268-6060 SHOULD BE NOTIFIED BY THE INDUSTRY PROVIDING THE INITIAL NOTIFICATION

NUCLEAR RESPONSE PLAN  
DATE OF LAST REVISION: May 1, 2012

**LIST 3**

**TOWN OF AMHERSTBURG EMERGENCY RESPONSE PLAN**  
**PARTIAL ACTIVATION NOTIFICATION LIST**

TIME CALLED

TIME COMPLETED

# NUCLEAR RESPONSE PLAN

# NUCLEAR RESPONSE PLAN

NUCLEAR RESPONSE PLAN

SIGNED: \_\_\_\_\_



## NUCLEAR RESPONSE PLAN

### **LIST 4 - FULL ACTIVATION OF THE TOWN OF AMHERSTBURG EMERGENCY RESPONSE PLAN NOTIFICATION PROCEDURE AND CALL OUT LIST**

**Definition** – Normally following a serious emergency event and the complete activation of the Amherstburg Community Control Group Notification is required. The Municipal Control Group is informed to assemble at the Municipal Emergency Operations Center which is located at FIRE STATION NO.2, 3400 COUNTY RD. 10 AMHERSTBURG (TO BE INFORMED BY THE CALLER). The Municipal Emergency Coordinator may determine it necessary to contact additional necessary staff and direct them to go to the Municipal Emergency Operation Center. Specific Protective Action may be required by either the Police Chief or Fire Chief.

(IMMEDIATE SHELTER OR OTHER PERTINENT DIRECTION MAY BE REQUIRED IF THIS IS A CHEMICAL OR NUCLEAR EMERGENCY)

#### **FULL ACTIVATION**

**All members of the Town of Amherstburg Municipal Emergency Control Group are to be informed that there has been a Full Activation of the Emergency Plan which requires them to go to the Municipal Emergency Operations Center as identified by the caller.**

The Community Control Group is to be notified and informed that;

“THE TOWN OF AMHERSTBURG EMERGENCY RESPONSE PLAN HAS BEEN ACTIVATED TO A FULL ACTIVATION AND EACH MEMBER OF THE COMMUNITY CONTROL GROUP IS TO GO TO THE MUNICIPAL OPERATION CENTER LOCATED AT FIRE STATION NO. 2 3400 COUNTY RD. 10 AMHERSTBURG.

(IF A CHEMICAL OR NUCLEAR EVENT) “A LARGE OR UNCONTROLLED SUBSTANCE CAPABLE OF LEAVING THE SITE AND HAS THE POTENTIAL OF EFFECTING DOWNWIND RESIDENTS.”

(IF A CHEMICAL OR NUCLEAR EVENT) “DOWNWIND RESIDENTS ARE TO TAKE IMMEDIATE SHELTER AND FOLLOW SUGGESTED SHELTERING PROTOCOL AS IDENTIFIED BY THE FIRE DEPARTMENT.”

NUCLEAR RESPONSE PLAN  
(IF A CHEMICAL OR NUCLEAR EMERGENCY EVENT) “THERE MAY BE THE  
EVENTUAL NEED FOR THE TOTAL EVACUATION OF DOWN WIND  
RESIDENTS.”

## NUCLEAR RESPONSE PLAN

The Southwest Region Emergency Management Officer, the County Fire Coordinator, the County Police Coordinator, the County Operations Manager and the County Warden are placed on standby pending further notification. They are to be informed that;

“THE TOWN OF AMHERSTBURG EMERGENCY RESPONSE PLAN HAS BEEN ACTIVATED TO A FULL ACTIVATION AND EACH MEMBER OF THE COMMUNITY CONTROL GROUP HAS BEEN INSTRUCTED TO GO TO THE MUNICIPAL EMERGENCY OPERATION CENTER LOCATED AT FIRE STATION NO. 2, 3400 COUNTY RD. 10 AMHERSTBURG.

(IF A CHEMICAL OR NUCLEAR EVENT) “A LARGE OR UNCONTROLLED SUBSTANCE CAPABLE OF LEAVING THE SITE AND HAS THE POTENTIAL OF EFFECTING DOWNWIND RESIDENTS.”

(IF A CHEMICAL OR NUCLEAR EVENT) “DOWNWIND RESIDENTS ARE TO TAKE IMMEDIATE SHELTER AND FOLLOW SUGGESTED SHELTERING PROTOCOL AS IDENTIFIED BY THE FIRE DEPARTMENT.”

(IF A CHEMICAL OR NUCLEAR EMERGENCY EVENT) “THERE MAY BE THE EVENTUAL NEED FOR TOTAL EVACUATION OF DOWN WIND RESIDENTS.”

3. LOCAL POLICE HAVE BEEN PLACED ON IMMEDIATE ALERT (BY RADIO).
4. IF A CHEMICAL HAZARD, M.E.O. 1-800-268-6060 SHOULD BE NOTIFIED BY THE INDUSTRY CONTACT THAT PROVIDED THE INITIAL NOTIFICATION

NUCLEAR RESPONSE PLAN

DATE OF LAST REVISION: May 1, 2012

**LIST 4**

**TOWN OF AMHERSTBURG EMERGENCY RESPONSE PLAN**  
**FULL ACTIVATION NOTIFICATION LIST**

TIME CALLED

TIME COMPLETED

1.

# NUCLEAR RESPONSE PLAN

# NUCLEAR RESPONSE PLAN

# NUCLEAR RESPONSE PLAN

NUCLEAR RESPONSE PLAN

SIGNED: \_\_\_\_\_



# NUCLEAR RESPONSE PLAN

NUCLEAR RESPONSE PLAN

**ANNEX E**  
**To APPENDIX 1**

**INDUSTRIAL NOTIFICATION**

Honeywell of Canada, Amherstburg, has undertaken to notify the industries located in Amherstburg, and listed below, following receipt of notification that an emergency exists or that a protective measure has been ordered:

Honeywell of Canada  
395 Front Road  
(519) 736-6404

Channel Industries  
280 Bathurst St.  
(519) 736-7907

Diageo Co. Ltd.  
110 St. Arnaud Street  
(519) 736-2161

Precision Plastics of Canada  
95 Victoria Street North  
(519) 736-5466

Amherst Quarries  
667 Simcoe Street  
(519) 736-2136

It shall be the responsibility of each of the industries listed to notify, Honeywell of Canada (519-736-6404), of any changes or additions to the information provided above.

NUCLEAR RESPONSE PLAN

**APPENDIX 2**

**EMERGENCY CENTRES**

1. MUNICIPAL EMERGENCY OPERATIONS CENTRE

Amherstburg Fire Station No. 2  
3400 Middle Side Road, Amherstburg

2. JOINT INFORMATION CENTRE

Anderdon Public School  
3170 Middle Side Road, Amherstburg

3. TRAFFIC CONTROL CENTRE

Amherstburg Fire Station No.2  
3400 Middle Side Road, Amherstburg

4. RECEPTION/EVACUEE CENTRES

REC#1 Harrow District High School (Reception Centre)  
Harrow Arena & Fairgrounds (Evacuee Centre)  
45 Wellington St., Harrow

REC#2 St. Clair College  
2000 Talbot Rd. W., Windsor

5. SUPPLEMENTARY EVACUEE CENTRES

EC #1 Harrow Senior Public School  
400 Centre St., Harrow

EC #2 Sandwich West Elementary School  
2055 Wyoming, LaSalle

EC #3 Sacred Heart School  
200 Kenwood Blvd., LaSalle

6. EMERGENCY WORKER CENTRE

Sandwich Secondary School  
7050 Malden Road, LaSalle

## NUCLEAR RESPONSE PLAN

### **APPENDIX 3**

### **RESPONSIBILITIES**

The responsibilities of various Community Control Group members and organizations are shown as follows:

#### Individual Responsibilities

- Annex A - Head - Community Control Group**
- Annex B - All members – Community Control Group**
- Annex C - Operations Officer – Community Control Group**
- Annex D - Municipal Emergency Operations Centre Coordinator**
- Annex E - Provincial Emergency Response Team**
- Annex F - Emergency Information Officer**

#### Organization Responsibilities

- Annex G - County of Essex**
- Annex H - Town of Amherstburg**
- Annex I - City of Windsor**
- Annex J - Town of Essex**
- Annex K - Town of LaSalle**
- Annex L - Windsor-Essex County Health Unit**
- Annex M - Windsor - Essex Social and Family Services (for Harrow Centre)**

## NUCLEAR RESPONSE PLAN

- Annex N - Windsor – Essex Social and Family Services (for St. Clair College)**
- Annex O - Greater Essex Board of Education**
- Annex P - Windsor - Essex Catholic District School Board**
- Annex Q - Le Conseil Scolaire des Ecoles du Sud-Ouest**
- Annex R - Ontario Provincial Police**
- Annex S - Amherstburg Police Service**
- Annex T - Windsor Police Service**
- Annex U - Town of Essex Police Service**
- Annex V - LaSalle Police Service**
- Annex W - Amherstburg Fire Dept.**
- Annex X - LaSalle Fire Dept.**
- Annex Y - Windsor Fire Dept.**
- Annex Z - Town of Essex Fire Dept.**
- Annex AA - Windsor / Essex County Land Ambulance Service**
- Annex BB - Honeywell of Canada**
- Annex CC - Amateur Radio Emergency Service**
- Annex DD - St. Clair College**

## NUCLEAR RESPONSE PLAN

### **ANNEX A TO APPENDIX 3**

#### **RESPONSIBILITIES OF THE HEAD - CCG**

The Head - CCG shall be responsible for the efficient implementation of the municipal plan and an effective municipal response to the emergency. In discharging this responsibility, the Head - CCG shall carry out the following specific functions:

- (a) Ensure that the proper level of municipal response has been initiated following notification from the Province (Chapter 4).
- (b) Ensure that the activation of the public alerting system has been carried out when this measure has been ordered by the Province.
- (c) Declare that an emergency exists in the municipality when the Province orders that the emergency response organization be fully activated. (The Solicitor General must be notified when such a declaration is made.)
- (d) Chair frequent updates of the CCG to ensure a controlled and coordinated response.
- (e) Monitor the implementation of the municipal plan, and, where necessary, issue directions to ensure actions have been carried out.
- (f) Provide direction and information to the Emergency Information Officer at the Emergency Information Centre and ensure that information regarding media releases, media briefings, and management meetings is, in turn, conveyed to the Municipal Emergency Control Group.
- (g) Ensure that Emergency Management Ontario and later, the Provincial Emergency Operations Centre is kept informed of the situation in the municipal area, and consult with them as appropriate, including recommending any additional measures considered appropriate for public protection. When the Provincial Emergency Response Team is present in the Municipal Emergency Operations Centre, this shall be done through the PERT.
- (h) Order, and ensure, the implementation of any protective action ordered by the Province.
- (i) Keep members of Town Council informed of the status of the emergency and actions being undertaken.

## NUCLEAR RESPONSE PLAN

- (j) Maintain a log of decisions made and actions taken during the emergency response.

### **ANNEX B TO APPENDIX 3**

#### **RESPONSIBILITIES OF MEMBERS - CCG**

Members of the CCG shall carry out the following functions:

- (a) Advise and assist the Head CCG and other members of the CCG in carrying out their functions. In particular, individual members should be prepared to advise on matters related to their areas of responsibility.
- (b) Call-out and mobilize the organization under their jurisdiction when the emergency response organization is fully activated.
- (c) Direct the organization under their jurisdiction to undertake any protective actions ordered by the Province and ensure that these actions are implemented.
- (d) Remain informed about the situation and the actions of their respective organizations, and share this information with the rest of the CCG.
- (e) Keep their respective organizations informed about decisions taken or actions ordered by the CCG.
- (f) Regularly pass sector safety status information to their organizations.
- (g) Determine the need to appoint an Emergency Site Manager for any operation/emergency requiring it.
- (h) Determine if the composition of the Community Control Group is appropriate.
- (i) Arrange for required services and equipment from local agencies not under municipal control i.e. private contractors, volunteer agencies, service clubs, etc.
- (j) Authorize the expenditure of money required to deal with the emergency.
- (k) Provide information which should be released to the public to the Head CCG who will approve and forward this information to the Emergency Information Centre.

## NUCLEAR RESPONSE PLAN

- (l) Be prepared to respond to other accidents/emergencies within the area of operations.
- (m) Maintain a log of decisions made and actions taken during the emergency response.



## NUCLEAR RESPONSE PLAN

### **ANNEX C TO APPENDIX 3**

#### **RESPONSIBILITIES OF THE OPERATIONS OFFICER - CCG**

The Operations Officer - CCG is responsible for the efficient functioning of the Municipal Operations Centre and shall perform the following functions:

- (a) Ensure that the Municipal Emergency Operations Centre and all its equipment, facilities, supplies, maps, status boards, telecommunications, etc. are maintained in a suitable state of readiness, so that the Municipal Emergency Operations Centre can be activated on short notice at any time.
- (b) Designate the support staff required for the Municipal Emergency Operations Centre and ensure that arrangements for calling them in at short notice are in place.
- (c) When the emergency response organization is at the level of ***Enhanced Monitoring, Partial Activation, or Full Activation***, proceed immediately to the Municipal Emergency Operations Centre and set it up so that it is ready for operation. Call out support staff if necessary.
- (d) Make available and supervise administrative and clerical support for the Municipal Emergency Operations Centre when it is functioning, eg., typing, map and board marking, provision of office supplies, meals, coffee etc.
- (e) Ensure the availability and functioning of Municipal Emergency Operations Centre telecommunications, and maintain liaison with the telephone company and the local amateur radio organization.
- (f) Maintain, or have maintained, a log of major events, and files of all incoming and outgoing messages.
- (g) Ensure that all incoming written/teletyped/radio messages are directed to the appropriate person in the CCG, and check that necessary action is taken.
- (h) Assist the Head CCG in his/her functions.

## NUCLEAR RESPONSE PLAN

### **ANNEX D TO APPENDIX 3**

#### **RESPONSIBILITIES OF THE MUNICIPAL OPERATIONS CENTRE COORDINATOR**

This position will be filled by the County representative or alternate. The MEOC Coordinator is responsible for ensuring that the Municipal Plan is implemented as required and that the members of the CCG are performing the duties and functions as specified. The MEOC Coordinator shall carry out the following functions:

- (a) Remain informed about the emergency situation and the actions of the individual organizations.
- (b) Advise the Head CCG and other CCG members on the details of the nuclear plans and procedures to assist them in carrying out their functions.
- (c) Act as a link to the County emergency measures organization and County resources.
- (d) Maintain a log of decisions made and actions taken during the emergency response.

## NUCLEAR RESPONSE PLAN

### **ANNEX E TO APPENDIX 3**

#### **RESPONSIBILITIES OF THE PROVINCIAL EMERGENCY RESPONSE TEAM**

The Provincial Emergency Response Team (PERT), upon arrival at the MEOC, acts as the main link between the CCG and the Provincial Emergency Operations Centre. The PERT shall perform the following functions:

- (a) Ensure that information and directives from the Provincial Emergency Operations Centre are communicated to the CCG and directives implemented.
- (b) Ensure that the Provincial Emergency Operations Centre is kept informed of the situation in the municipal area and consult with them regularly, including recommending any additional measures considered appropriate for public protection.
- (c) Provide advice to the Head - CCG and CCG on the implementation of Provincial and Municipal plans and procedures.
- (d) Maintain a log of decisions made and actions taken during the emergency response.

## NUCLEAR RESPONSE PLAN

### **ANNEX F TO APPENDIX 3**

#### **RESPONSIBILITIES OF THE EMERGENCY INFORMATION OFFICER**

The Emergency Information Officer (EIO) acts as the Community Spokesperson at the Emergency Information Centre. He/She shall perform the following functions:

- (a) Upon notification of *Partial* or *Full Activation*, set up the Emergency Information Centre. Call out support staff if necessary.
- (b) Consult regularly with the Head - CCG to remain informed about the local situation and any actions taken.
- (c) Ensure that any information related to the emergency that a local organization wishes to release to the public is reviewed at the Emergency Information Centre and, if appropriate, released.
- (d) Inform the CCG through the Head regarding media releases, media briefings, and any other EIC activities which should be known by the CCG.
- (e) Fulfil all responsibilities assigned to the Community Spokesperson and EIC Coordinator as set out in the *Emergency Information Centre Procedures*.

NUCLEAR RESPONSE PLAN

**ANNEX G TO APPENDIX 3**

**RESPONSIBILITIES OF THE COUNTY OF ESSEX**

Pre-Emergency Responsibilities

The County of Essex shall:

- (1) Direct the County Social Services Department to participate in the municipal plan and carry out the responsibilities and tasks assigned therein to it.
- (2) Direct the County Highways Department to participate in the municipal plan and to be prepared to assist in Traffic Control operations.
- (3) Provide to the Town of Amherstburg, emergency coordination services through the County Emergency Management Coordinator.

The County Emergency Management Coordinator shall:

- (1) Ensure that a County representative and alternate are designated to participate as the Municipal Emergency Operations Centre Coordinator on the Community Control Group.
- (2) Ensure that staff required for the Municipal Emergency Operations Centre is nominated, with their alternates and relief's and that suitable arrangements are in place for them.
- (3) Ensure that the participating organizations (including the County) have plans, procedures, and internal notification procedures in place and that they are updated regularly.
- (4) Act as the link to other County municipalities in for the purposes of nuclear emergency planning and preparedness.
- (5) Organize and coordinate municipal training and participation in drills and exercises in accordance with Provincial policy.
- (6) Maintain up-to-date notification lists covering the Basic Notification Chart at Annex B to Appendix 1. These lists shall be updated at least every 6 months.

## NUCLEAR RESPONSE PLAN

### Emergency Responsibilities

The County of Essex shall:

- (1) Be prepared, during a nuclear emergency, to deploy County resources to assist the Town of Amherstburg or other municipalities, at their request or at the direction of the Province.
- (2) Direct the designated County representative or alternate to report to the Municipal Emergency Operations Centre to participate as the Municipal Emergency Operations Centre Coordinator during an emergency.
- (3) Be prepared to implement the County of Essex Emergency Support Plan during the Response Phase or the Recovery Phase of the emergency at the request of the Province.

## NUCLEAR RESPONSE PLAN

### **ANNEX H TO APPENDIX 3**

#### **RESPONSIBILITIES OF THE TOWN OF AMHERSTBURG**

##### Pre-Emergency Responsibilities

The Town of Amherstburg shall:

- (1) As the designated municipality, ensure that a high level of emergency preparedness and coordination is maintained at all times. This responsibility includes ensuring that Provincial policies and standards promulgated under the Provincial Nuclear Emergency Response Plan are adhered to.
- (2) Ensure that an Operations Officer and a Emergency Information Officer as well as their alternates are designated and trained.
- (3) Ensure that support staff and alternates to assist in the operation of the Municipal Emergency Operations Centre have been designated and trained.
- (4) Ensure that an Evacuation Plan for the Primary Zone is prepared and that all of the necessary arrangements are in place. This shall include making prior arrangements for the provision of transportation during an evacuation for residents of the municipality who will require it.
- (5) Ensure that special care facilities within the Primary Zone have plans/procedures in place to carry out sheltering and for the evacuation of staff and residents.
- (6) Ensure that appropriate plans/procedures for carrying out their assigned tasks are in place.
- (7) Ensure that internal notification lists are maintained and regularly updated.

##### Emergency Responsibilities

The Town of Amherstburg shall:

- (1) Upon notification of *Enhanced Monitoring, Partial or Full Activation*, begin internal and external notifications (see Notification Procedures Appendix #1).

## NUCLEAR RESPONSE PLAN

### **ANNEX H** **To APPENDIX 3**

- (2) Direct the Operations Officer, the Emergency Information Officer and support staff to report to the Municipal Emergency Operations Centre upon notification of *Full Activation*.
- (3) Direct the municipal corporation or any part thereof to fully implement protective measures ordered by the Province.



## NUCLEAR RESPONSE PLAN

### **ANNEX I TO APPENDIX 3**

#### **RESPONSIBILITIES OF THE CITY OF WINDSOR**

##### Pre-Emergency Responsibilities

The City of Windsor shall:

- (1) Ensure that a representative and alternate for the Community Control Group are designated and trained.
- (2) Direct the Windsor - Essex Social Services Department and the City of Windsor Fire & Rescue Service to participate in the municipal plan and carry out the responsibilities and tasks assigned therein.
- (3) Ensure that appropriate plans/procedures for carrying out assigned tasks are in place.
- (4) Ensure that internal notification lists are maintained and regularly updated.

##### Emergency Responsibilities

The City of Windsor shall:

- (1) Upon notification of ***Enhanced Monitoring, Partial Activation, or Full Activation***, direct the City representative to report to the Municipal Emergency Operations Centre.
- (2) Upon notification of ***Partial or Full Activation***, begin internal notifications as set out under the City of Windsor Emergency Preparedness Response Plan.
- (3) Activate the City of Windsor Emergency Preparedness Response Plan, if necessary, to support City emergency operations.

NUCLEAR RESPONSE PLAN  
**ANNEX J TO APPENDIX 3**

**RESPONSIBILITIES OF THE TOWN OF ESSEX**

Pre-Emergency Responsibilities

The Town of Essex shall:

- (1) Direct the Essex Fire Dept. to participate in the municipal plan and carry out the responsibilities and tasks assigned therein.
- (2) Ensure that appropriate plans/procedures for carrying out assigned tasks are in place.
- (3) Ensure that internal notification lists are maintained and regularly updated.

Emergency Responsibilities

The Town of Essex shall:

- (1) Activate the Town of Essex Emergency Response Plan, if necessary, to support emergency operations such as evacuations.
- (2) Be prepared, during a nuclear emergency, to deploy Town resources to assist with evacuations or other operations, at their request or at the direction of the Province.

NUCLEAR RESPONSE PLAN  
**ANNEX K TO APPENDIX 3**

**RESPONSIBILITIES OF THE TOWN OF LASALLE**

Pre-Emergency Responsibilities

The Town of LaSalle shall:

- (1) Direct the Town of LaSalle Fire Service to participate in the municipal plan and carry out the responsibilities and tasks assigned therein.
- (2) Ensure that appropriate plans/procedures for carrying out assigned tasks are in place.
- (3) Ensure that internal notification lists are maintained and regularly updated.

Emergency Responsibilities

The Town of LaSalle shall:

- (1) Activate the Town of LaSalle Emergency Response Plan, if necessary, to support emergency operations such as evacuations.
- (2) Be prepared, during a nuclear emergency, to deploy Town resources to assist with evacuations or other operations, at their request or at the direction of the Province.

NUCLEAR RESPONSE PLAN  
**ANNEX L TO APPENDIX 3**

**RESPONSIBILITIES OF THE WINDSOR-ESSEX COUNTY HEALTH  
UNIT**

Pre-Emergency Responsibilities

The Windsor-Essex County Medical Officer of Health shall:

- (1) Ensure that an alternate for the Community Control Group has been designated and trained.
- (2) Ensure that arrangements are in place to establish a public health team at each Reception/Evacuee Centre to assist the Centre Manager in public health matters.
- (3) Stock and distribute stable iodine tablets to the locations and institutions as prescribed in the Part VI Plan. Procedures shall be established to govern the storage and administration of these tablets.
- (4) Ensure that appropriate plans/procedures for carrying out assigned tasks are in place.
- (5) Ensure that internal notification lists are maintained and regularly updated.
- (6) Ensure that all personnel with duties under this municipal plan are trained and that appropriate personnel participate in drills and exercises.

Emergency Responsibilities

The Windsor-Essex County Medical Officer of Health shall:

- (1) Upon notification of ***Enhanced Monitoring, Partial Activation or Full Activation***, report to the Municipal Emergency Operations Centre.
- (2) Upon notification of ***Partial*** or ***Full Activation***, begin internal notifications.
- (3) Advise the Community Control Group on public health and medical matters.
- (4) Direct the activities of the Health Unit so as to implement the protective measures and directives ordered by the Province.

NUCLEAR RESPONSE PLAN  
**ANNEX M TO APPENDIX 3**

**RESPONSIBILITIES OF THE**  
**CITY OF WINDSOR SOCIAL AND FAMILY SERVICES DEPARTMENT**  
**(EMPHASIS ON HARROW EMERGENCY CENTRE)**

Pre-Emergency Responsibilities

The Administrator shall:

- (1) Ensure that appropriate plans and procedures are in place for carrying out the Department's tasks and responsibilities. These plans and procedures shall detail how emergency welfare services (lodging, food, registration and enquiry, clothing, and personal services) are to be provided to displaced persons following evacuations in the Primary Zone.
- (2) Ensure that plans establish a Social Services emergency response organization able to effectively staff a Reception/Evacuee Centre. This emergency response organization shall include a Centre Manager, Supervisors for the various services, and a Municipal Emergency Operations Centre representative. Alternates shall be established for each position.
- (3) Ensure that procedures are developed to quickly open and set up a Reception/Evacuee Centre in Harrow. These procedures shall incorporate a layout plan of the Centre.
- (4) Ensure that internal and external notification lists are maintained and regularly updated.
- (5) Ensure that assistance from volunteer organizations and the local staff of the Ministry of Community and Social Services is available.
- (6) Ensure that all Social Services personnel with responsibilities under this municipal plan are trained and that appropriate personnel participate in drills and exercises.

## NUCLEAR RESPONSE PLAN

### Emergency Responsibilities

The Administrator shall:

- (1) Upon notification of ***Enhanced Monitoring, Partial Activation, or Full Activation***, report to the Municipal Emergency Operations Centre.
- (2) Upon notification of ***Partial or Full Activation***, begin external and internal notifications.
- (3) Upon notification of ***Full Activation***, immediately set up and staff a Reception/Evacuee Centre in Harrow.
- (4) Provide overall coordination of the Social Services effort at the MEOC.

NUCLEAR RESPONSE PLAN  
**ANNEX N TO APPENDIX 3**  
**RESPONSIBILITIES OF THE**  
**CITY OF WINDSOR SOCIAL AND FAMILY SERVICES DEPARTMENT**  
**(EMPHASIS ON ST. CLAIR COLLEGE EMERGENCY CENTRE)**

Pre-Emergency Responsibilities

The Commissioner shall:

- (1) Ensure that appropriate plans and procedures are in place for carrying out the Department's tasks and responsibilities. These plans and procedures shall detail how emergency welfare services (lodging, food, registration and enquiry, clothing, and personal services) are to be provided to displaced persons following evacuations in the Primary Zone.
- (2) Ensure that plans establish a Social Services emergency response organization able to effectively staff a Reception/Evacuee Centre. This emergency response organization shall include a Centre Manager and Supervisors for the various services. Alternates shall be established for each position.
- (3) Ensure that procedures are developed to quickly open and set up a Reception/Evacuee Centre in Windsor. These procedures shall incorporate a layout plan of the Centre.
- (4) Ensure that internal and external notification lists are maintained and regularly updated.
- (5) Ensure that assistance from volunteer organizations and the local staff of the Ministry of Community and Social Services is available.
- (6) Ensure that all Social Services personnel with responsibilities under this plan are trained and that appropriate personnel participate in drills and exercises.

Emergency Responsibilities

The Commissioner shall:

- (1) Upon notification of *Partial* or *Full Activation*, begin internal and external notifications.
- (2) Upon notification of *Full Activation*, immediately set up and staff a combined Reception/Evacuee Centre in Windsor.

## NUCLEAR RESPONSE PLAN

### **ANNEX O TO APPENDIX 3** **GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD**

#### Pre-Emergency Responsibilities:

The Board shall:

- (1) Ensure that a representative and alternate for the Community Control Group are designated and trained.
- (2) Ensure that all schools in the Primary Zone have sheltering and evacuation plans, and that Board transportation is available to carry these out. As part of the Board's evacuation plans, the following Provincial policy shall be incorporated: 'Schools in a sector being evacuated shall move staff and students directly to prearranged host schools. If so directed, they shall first go to a Reception Centre for radiation monitoring. Evacuated students shall remain the responsibility of their school staff until collected from the host school by their guardians.'
- (3) Ensure that schools in the County maintain a record of students who live in the Primary Zone. These students shall not be allowed to return home if sheltering or evacuation has been ordered in their response sectors. Arrangements shall be made to care for these children until they are collected by a parent or guardian, or re-united with them.
- (4) Ensure that arrangements are made to make available at short notice the accommodation required in their schools for Reception/Evacuee Centres or Emergency Worker Centres (Appendix 2). These arrangements shall include provision for opening up of the premises if closed.
- (5) Ensure that appropriate plans/procedures for carrying out assigned tasks are in place.
- (6) Ensure that internal notification lists are maintained and regularly updated.

#### Emergency Responsibilities

The Board shall:

- (1) Upon notification of ***Enhanced Monitoring, Partial Activation, or Full Activation***, direct the CCG representative to report to the Municipal Emergency Operations Centre.



## NUCLEAR RESPONSE PLAN

### **ANNEX O** **To APPENDIX 3**

(2) Upon notification of *Partial* or *Full Activation*, notify the following:

- All schools in Primary Zone
- All host schools
- All schools earmarked for use as Reception/Evacuee Centres or Emergency Worker Centres
- All schools having students living in the Primary Zone
- Board staff

NUCLEAR RESPONSE PLAN  
**ANNEX P TO APPENDIX 3**  
**RESPONSIBILITIES OF THE**  
**WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD**

Pre-Emergency Responsibilities:

The Board shall:

- (1) Ensure that a representative and alternate for the Community Control Group are designated and trained.
- (2) Ensure that all schools in the Primary Zone have sheltering and evacuation plans, and that Board transportation is available to carry these out. As part of the Board's evacuation plans, the following Provincial policy shall be incorporated: 'Schools in a sector being evacuated shall move staff and students directly to prearranged host schools. If so directed, they shall first go to a Reception Centre for radiation monitoring. Evacuated students shall remain the responsibility of their school staff until collected from the host school by their guardians.'
- (3) Ensure that schools in the County maintain a record of students who live in the Primary Zone. These students shall not be allowed to return home if sheltering or evacuation has been ordered in their response sectors. Arrangements shall be made to care for these children until they are collected by a parent or guardian, or re-united with them.
- (4) Ensure that arrangements are made to make available at short notice the accommodation required in their schools for Reception/Evacuee Centres or Emergency Worker Centres (Appendix 2). These arrangements shall include provision for opening up of the premises if closed.
- (5) Ensure that appropriate plans/procedures for carrying out assigned tasks are in place.
- (6) Ensure that internal notification lists are maintained and regularly updated.

Emergency Responsibilities

The Board shall:

- (1) Upon notification of *Enhanced Monitoring, Partial Activation, or Full*

## NUCLEAR RESPONSE PLAN

### **ANNEX P** **To APPENIDX 3**

*Activation*, direct the CCG representative to report to the Municipal Operations Centre.

(2) Upon notification of *Partial* or *Full Activation*, notify the following:

- All schools in Primary Zone
- All host schools
- All schools earmarked for use as Reception/Evacuee Centres or Emergency Worker Centres
- All schools having students living in the Primary Zone
- Board staff

NUCLEAR RESPONSE PLAN  
**ANNEX O TO APPENDIX 3**  
**RESPONSIBILITIES OF LE CONSEIL SCOLAIRE DE DISTRICT DES**  
**ECOLES CATHOLIQUES DU SUD-OUEST**

Pre-Emergency Responsibilities:

The Board shall:

- (1) Ensure that a representative and alternate for the Community Control Group are designated and trained.
- (2) Ensure that all schools in the Primary Zone have sheltering and evacuation plans, and that Board transportation is available to carry these out. As part of the Board's evacuation plans, the following Provincial policy shall be incorporated: 'Schools in a sector being evacuated shall move staff and students directly to prearranged host schools. If so directed, they shall first go to a Reception Centre for radiation monitoring. Evacuated students shall remain the responsibility of their school staff until collected from the host school by their guardians.'
- (3) Ensure that schools in the County maintain a record of students who live in the Primary Zone. These students shall not be allowed to return home if sheltering or evacuation has been ordered in their response sectors. Arrangements shall be made to care for these children until they are collected by a parent or guardian, or re-united with them.
- (4) Ensure that arrangements are made to make available at short notice the accommodation required in their schools for Reception/Evacuee Centres or Emergency Worker Centres (Appendix 2) if applicable. These arrangements shall include provision for opening up of the premises if closed.
- (5) Ensure that appropriate plans/procedures for carrying out assigned tasks are in place.
- (6) Ensure that internal notification lists are maintained and regularly updated.

Emergency Responsibilities

The Board shall:

- (1) Upon notification of *Enhanced Monitoring, Partial Activation, or Full*

## NUCLEAR RESPONSE PLAN

### **ANNEX P** **To APPENIDX 3**

*Activation*, direct the CCG representative to report to the Municipal Operations Centre.

(2) Upon notification of *Partial* or *Full Activation*, notify the following:

- All schools in Primary Zone
- All host schools
- All schools earmarked for use as Reception/Evacuee Centres or Emergency Worker Centres
- All schools having students living in the Primary Zone
- Board Staff

NUCLEAR RESPONSE PLAN

**ANNEX R TO APPENDIX 3**

**RESPONSIBILITIES OF THE ONTARIO PROVINCIAL POLICE**

(Western Region OPP, Essex OPP)

Pre-Emergency Responsibilities

The OPP shall:

- (1) Designate a representative and alternate for the Community Control Group who would assume the role of Police Coordinator for all police operations in the emergency area where applicable.
- (2) Establish detailed procedures to carry out their responsibilities as outlined in this municipal plan and in the Joint Traffic Control Plan (Appendix 8).
- (3) Ensure that police officers are familiar with nuclear emergency safety procedures.
- (4) Ensure that internal and external notification lists are maintained and regularly updated.
- (5) Ensure that all personnel with duties under this plan are trained and that the appropriate personnel participate in drills and exercises.

Emergency Responsibilities

The OPP shall:

- (1) Upon notification of ***Enhanced Monitoring, Partial Activation, or Full Activation***, direct the CCG representative to report to the Municipal Emergency Operations Centre.
- (2) Upon notification of ***Partial or Full Activation***, begin internal and external notifications.
- (3) Provide overall coordination of police operations in the emergency area to ensure the controlled and efficient use of police resources during the emergency.

## NUCLEAR RESPONSE PLAN

### **ANNEX R** **To APPENDIX 3**

- (4) Implement the Joint Traffic Control Plan (Appendix 8) and carry out the responsibilities assigned therein if this measure is ordered by the Community Control Group.
- (5) Provide personnel to reinforce the police services participating in this plan if so requested.
- (6) Keep members of their police service informed of the latest sector safety status. Police officers who need to enter a sector assigned a safety status other than GREEN shall first report to the Emergency Worker Centre.
- (7) Carry out public alerting along pre-designated routes not adequately covered by the existing siren system when directed to do so by the Community Control Group.
- (8) Ensure that dosimetry is available immediately to officers in the Primary Zone at the commencement of an emergency.
- (9) Patrol sheltered and/or evacuated sectors under the jurisdiction of the Detachment to ensure security, to maintain law and order, and to assist people in the sectors, where applicable.
- (10) Carry out the public alerting and patrol operations when requested and if applicable.

## NUCLEAR RESPONSE PLAN

### **ANNEX S TO APPENDIX 3**

#### **AMHERSTBURG POLICE SERVICE**

##### Pre-Emergency Responsibilities

The Amherstburg Police Service shall:

- (1) Designate a representative and alternate for the Community Control Group.
- (2) Establish detailed procedures to carry out their responsibilities as outlined in this municipal plan and in the Joint Traffic Control Plan (Appendix 8).
- (3) Ensure that police officers are familiar with nuclear emergency safety procedures and that dosimetry is available for officers to use at the commencement of an emergency.
- (4) Ensure that internal notification lists are maintained and regularly updated.
- (5) Ensure that all personnel with duties under this plan are trained and that the appropriate personnel participate in drills and exercises.

##### Emergency Responsibilities

The Amherstburg Police Service shall:

- (1) Upon notification of ***Enhanced Monitoring, Partial Activation, or Full Activation***, direct the CCG representative to report to the Municipal Emergency Operations Centre.
- (2) Upon notification of ***Partial or Full Activation***, begin internal notifications.
- (3) Upon direction from the Province, order that public alerting of the Primary Zone commence.
- (4) Patrol sheltered and/or evacuated sectors of the Town of Amherstburg under their jurisdiction to ensure security, maintain law and order, and to assist people in the sectors.



## NUCLEAR RESPONSE PLAN

- (5) Keep members of their police service informed of the latest sector safety status. Police officers who need to enter a sector assigned a safety status other than GREEN shall first report to the Emergency Worker Centre.

NUCLEAR RESPONSE PLAN

**ANNEX T TO APPENDIX 3**

**WINDSOR POLICE SERVICE**

Pre-Emergency Responsibilities

The Windsor Police Service shall:

- (1) Establish detailed procedures to carry out their responsibilities as outlined in this municipal plan and in the Joint Traffic Control Plan (Appendix 8).
- (2) Ensure that internal and external notification lists are maintained and regularly updated.
- (3) Ensure that all personnel with duties under this plan are trained and that the appropriate personnel participate in drills and exercises.

Emergency Responsibilities

The Windsor Police Service shall:

- (1) Upon notification of *Partial* or *Full Activation*, begin internal notifications.
- (2) Implement the Joint Traffic Control Plan and carry out the responsibilities assigned therein if this measure is ordered by the Community Control Group.
- (3) Provide security and internal traffic control to the Reception/Evacuee Centre located at St. Clair College.

NUCLEAR RESPONSE PLAN

**ANNEX U TO APPENDIX 3**

**TOWN OF ESSEX POLICE SERVICE**

Pre-Emergency Responsibilities

The Town of Essex Police Service shall:

- (1) Establish detailed procedures to carry out their responsibilities as outlined in this municipal plan and in the Joint Traffic Control Plan (Appendix 8).
- (2) Ensure that police officers are familiar with nuclear emergency safety procedures.
- (3) Ensure that internal notification lists are maintained and regularly updated.
- (4) Ensure that all personnel with duties under this plan are trained and that the appropriate personnel participate in drills and exercises.

Emergency Responsibilities

The Town of Essex Police Service shall:

- (1) Upon notification of ***Partial*** or ***Full Activation***, begin internal notifications.
- (2) Implement the Joint Traffic Control Plan and carry out the responsibilities assigned therein if this measure is ordered by the Community Control Group.
- (3) Provide security and internal traffic control to the Reception/Evacuee Centre located at Harrow District High School in cooperation with the Centre Manager.

## NUCLEAR RESPONSE PLAN

### **ANNEX V TO APPENDIX 3**

#### **LASALLE POLICE SERVICE**

##### Pre-Emergency Responsibilities

The LaSalle Police Service shall:

- (1) Establish detailed procedures to carry out their responsibilities as outlined in this municipal plan and in the Joint Traffic Control Plan (Appendix 8).
- (2) Ensure that police officers are familiar with nuclear emergency safety procedures.
- (3) Ensure that internal notification lists are maintained and regularly updated.
- (4) Ensure that all personnel with duties under this plan are trained and that the appropriate personnel participate in drills and exercises.

##### Emergency Responsibilities

The LaSalle Police Service shall:

- (1) Upon notification of *Partial* or *Full Activation*, begin internal notifications.
- (2) Implement the Joint Traffic Control Plan and carry out the responsibilities assigned therein if this measure is ordered by the Community Control Group.
- (3) Provide security and internal traffic control to the Emergency Workers Centre located at Sandwich Secondary School.

NUCLEAR RESPONSE PLAN  
**ANNEX W TO APPENDIX 3**

**AMHERSTBURG FIRE DEPT.**

Pre-Emergency Responsibilities

The Amherstburg Fire Dept. shall:

- (1) Ensure that a representative and alternate for the Community Control Centre are designated and trained.
- (2) Ensure that all Amherstburg fire fighters are familiar with nuclear emergency safety procedures and that dosimetry is available to Amherstburg fire fighters to use at the commencement of an emergency.
- (3) Be the lead agency responsible for directing the implementation of evacuations in the Primary Zone and, as such, shall prepare an Evacuation Plan.
- (4) Ensure that detailed plans/procedures to carry out assigned responsibilities are in place.
- (5) Ensure that all personnel with duties under this plan are trained and that appropriate personnel participate in drills and exercises.

Emergency Responsibilities

The Amherstburg Fire Dept. shall:

- (1) Upon notification of ***Enhanced Monitoring, Partial Activation, or Full Activation***, direct the CCG representative to report to the Municipal Emergency Operations Centre.
- (2) Upon notification of ***Partial or Full Activation***, begin internal notifications.
- (3) Direct the implementation of any evacuations ordered for the Primary Zone and assist in the evacuation of those identified as requiring special measures.
- (4) Provide public alerting on Bob-lo Island when this measure is ordered by the Province.

## NUCLEAR RESPONSE PLAN

### **ANNEX W** **to APPENDIX 3**

- (5) Notify the County Fire Coordinator if assistance is required from other fire departments.
- (6) Keep members of their fire department informed of the latest sector safety status. Fire fighters who need to enter a sector assigned a safety status other than GREEN shall first report to the Emergency Worker Centre.

NUCLEAR RESPONSE PLAN

**ANNEX X TO APPENDIX 3**

**LASALLE FIRE DEPT.**

Pre-Emergency Responsibilities

The LaSalle Fire Dept. shall:

- (1) Be prepared to establish and operate an Emergency Worker Centre at Sandwich Secondary School until relieved by other agencies.
- (2) Ensure that all LaSalle fire fighters are familiar with nuclear emergency safety procedures.
- (3) Ensure that detailed plans/procedures to carry out assigned responsibilities are in place.
- (4) Ensure that all personnel with duties under this plan are trained and that appropriate personnel participate in drills and exercises.

Emergency Responsibilities

The LaSalle Fire Dept. shall:

- (1) Upon notification of ***Full Activation***, immediately set up an Emergency Worker Centre at Sandwich Secondary School.
- (2) Keep informed of the latest sector safety status.
- (3) Notify the County Fire Coordinator if assistance is required from other fire departments.

## NUCLEAR RESPONSE PLAN

### **ANNEX Y TO APPENDIX 3**

#### **WINDSOR FIRE & RESCUE SERVICES**

##### Pre-Emergency Responsibilities

The Windsor Fire & Rescue Services shall:

- (1) Serve as the municipal contact point for Provincial notification of an emergency at the Fermi 2 nuclear facility and shall be responsible for notifying the municipal emergency response organization of the response level that has been adopted by the Province.
- (2) Be prepared to implement personal monitoring and decontamination at the St. Clair College Reception/Evacuee Centre until relieved by other agencies.
- (3) Ensure that all Windsor fire fighters are familiar with nuclear emergency safety procedures.
- (4) Ensure that plans/procedures for carrying out assigned tasks are in place.
- (5) Ensure that internal notification lists are maintained and regularly updated.
- (6) Ensure that all personnel with duties under this plan are trained and that appropriate personnel participate in drills and exercises.

##### Emergency Responsibilities

The Windsor Fire & Rescue Services shall:

- (1) Upon notification of ***Partial*** or ***Full Activation***, begin internal notifications.
- (2) Upon notification of ***Full Activation***, immediately set up a Monitoring & Decontamination Unit at St. Clair College.
- (3) Order the activation of the Windsor Emergency Preparedness Response Plan, if necessary, to support City emergency operations.



## NUCLEAR RESPONSE PLAN

### **ANNEX Z TO APPENDIX 3**

#### **TOWN OF ESSEX FIRE DEPT.**

##### Pre-Emergency Responsibilities

The Town of Essex Fire Dept. shall:

- (1) Be prepared to implement personal monitoring and decontamination at the Harrow / Colchester Arena until relieved by other agencies.
- (2) Ensure that all fire fighters are familiar with nuclear emergency safety procedures.
- (3) Ensure that plans/procedures for carrying out assigned tasks are in place.
- (4) Ensure that internal notification lists are maintained and regularly updated.
- (5) Ensure that all personnel with duties under this plan are trained and that appropriate personnel participate in drills and exercises.

##### Emergency Responsibilities

The Town of Essex Fire Dept. shall:

- (1) Upon notification of ***Full Activation***, immediately set up a Monitoring & Decontamination Unit at Harrow/ Colchester Arena.

## NUCLEAR RESPONSE PLAN

### **ANNEX AA TO APPENDIX 3**

#### **WINDSOR / ESSEX COUNTY LAND AMBULANCE SERVICE**

##### Pre-Emergency Responsibilities

The Windsor / Essex County Land Ambulance Service shall:

- (1) Be prepared to co-ordinate the provision of ambulance services to the Amherstburg area during a nuclear emergency. This includes helping to evacuate those requiring special transportation and for this reason, the WECLA shall participate in evacuation planning.
- (2) Designate a representative and alternate for the Community Control Group.
- (3) Ensure that ambulance personnel are familiar with nuclear emergency safety procedures.
- (4) Ensure that internal and external notification lists are maintained and regularly updated.
- (5) Ensure that plans/procedures are in place to carry out their responsibilities as outlined in this municipal plan.
- (6) Ensure that all personnel with duties under this plan are trained and that appropriate personnel participate in drills and exercises.

##### Emergency Responsibilities

The Windsor / Essex County Land Ambulance Service shall:

- 1) Upon notification of ***Enhanced Monitoring, Partial*** or ***Full Activation***, direct the CCG representative to report to the Municipal Emergency Operations Centre.
- 2) Upon notification of ***Partial*** or ***Full Activation***, begin internal and external notifications.
- 3) Coordinate the provision of ambulance services to assist in the evacuation of those requiring special transportation.
- 4) Keep ambulance personnel informed of the latest sector safety status.

## NUCLEAR RESPONSE PLAN

- 5) Ambulance personnel who need to enter a sector assigned a safety status other than GREEN shall first report to the Emergency Worker Centre.

NUCLEAR RESPONSE PLAN

**ANNEX BB TO APPENDIX 3**

**HONEYWELL OF CANADA**

Pre-Emergency Responsibilities

Honeywell of Canada shall:

- (1) Maintain and regularly update the Industrial Notification List. This list shall include after hours contacts for each industry noted.

Emergency Responsibilities

Honeywell of Canada shall:

- (1) Upon receipt of a **Full Activation** message, notify local industries of the emergency.
- (2) Notify local industries when any protective measure has been ordered.

## NUCLEAR RESPONSE PLAN

### ANNEX CC TO APPENDIX 3

#### AMATEUR RADIO EMERGENCY SERVICE

##### Pre-Emergency Responsibilities

The Emergency Coordinator shall:

- (1) Ensure that appropriate plans/procedures are in place for carrying out A.R.E.S.'s tasks and responsibilities. These plans shall detail how A.R.E.S. will provide backup radio communications between the Municipal Emergency Operations Centre, the Reception/Evacuee Centres, the Emergency Worker Centre, the Emergency Information Centre, the Red Cross Central Registration and Inquiry Bureau, and, if necessary, the County EOC during a nuclear emergency.
- (2) Ensure that internal notification lists are maintained and regularly updated.
- (3) Ensure that all those personnel with duties under this plan are trained and that the appropriate personnel participate in drills and exercises.

##### Emergency Responsibilities

The Emergency Coordinator shall:

- (1) Upon notification of *Partial* or *Full Activation*, begin internal notifications.
- (2) In the case of a *Full Activation*, establish net control at the Municipal Emergency Operations Centre and set up at all of the Emergency Centres.

NUCLEAR RESPONSE PLAN

**ANNEX DD TO APPENDIX 3**  
**RESPONSIBILITIES OF**  
**ST. CLAIR COLLEGE**

Pre-Emergency Responsibilities:

The College shall:

- (1) Ensure that a representative and alternate for the Community Control Group are designated and trained.
- (2) Ensure that arrangements are made to make available at short notice the accommodation required in their College for Reception/Evacuee Centres (Appendix 2). These arrangements shall include provision for opening up of the premises if closed.
- (3) Ensure that appropriate plans/procedures for carrying out assigned tasks are in place.
- (4) Ensure that internal notification lists are maintained and regularly updated.

Emergency Responsibilities

The College shall:

- (1) Upon notification of ***Enhanced Monitoring, Partial Activation, or Full Activation***, direct the CCG representative to report to the Municipal Emergency Operations Centre.

NUCLEAR RESPONSE PLAN

**APPENDIX 4**

**PLANNING DATA**

**Annex A - Schools, Day Care Centres, Nursing Homes, Senior Citizen Apartments, Group Homes**

NUCLEAR RESPONSE PLAN

**RESPONSE SECTOR BOUNDARIES**

**ANNEX A To APPENDIX 4**

Sector	Municipality	Sector Boundary (north;east;south;west)
1	Town of Amherstburg Holiday Beach C.A.	County Road #20; east side of Big Creek; Collision Road; 7 <sup>th</sup> Concession; County Road #50; the easterly limits of Holiday Beach Conservation Area; Lake Erie.
2	Town of Amherstburg	Lowes Side Road; Creek Road; Middle Side Road; 4 <sup>th</sup> Concession; County Road #20; Detroit River.
3	Town of Amherstburg	The limits of General / Allied Signal; part of Thomas Road; Alma St.; 4 <sup>th</sup> Concession; Middle Side Road; Lowes Side Road; Detroit River.
4	Town of Amherstburg	Middle Side Road; 7 <sup>th</sup> Concession; Collision Road; east side of Big Creek; 4 <sup>th</sup> Concession.
5	Town of Amherstburg	Bob-lo Island
6	Detroit River	Detroit River south of Bob-lo Island; Essex County shoreline; a line drawn at 230 degrees from Bailey Beach to the international boundary; the international boundary.
7	Lake Erie	South boundary of sector 6; Essex County shoreline; a line drawn at 215 degrees from the east end of sector 9 to the international boundary; the international boundary.



NUCLEAR RESPONSE PLAN

**PLANNING DATA CHART**

**ANNEX B**  
**To APPENDIX 4**

<b><u>Sector</u></b>	<b><u>Population</u></b>	<b><u>Schools #Enrolment</u></b>	<b><u>Day Care &amp; Nursery Schools</u></b>	<b><u>Nursing Homes</u></b>	<b><u>Senior Citizen Apartments</u></b>	<b><u>Group Homes</u></b>
1	2582	1(342)	0	0	0	1 (4)
2	1009	0	0	2 (130)	0	0
3	10767	5(2201)	5(170)	1(129)	6(319)	7(25)
4	945	0	1(30)	0	0	0
5	1072	0	0	0	0	0
6	726	0	0	0	0	0
7	1292	0	0	0	0	0
Totals	18393	6(2543)	6(200)	3(259)	6(319)	8(29)

Zone 1 – In addition, Holiday Beach receives a maximum of 2,500 visitors per day during summer months.

Zone 5, 6 and 7 – Includes water and shoreline.

NUCLEAR RESPONSE PLAN

ANNEX A  
to APPENDIX 4

SCHOOLS, DAY CARE CENTRES, NURSING HOMES, SENIOR  
CITIZENS' APTS., GROUP HOMES

**1.0**    **Schools**

	<u>Enrolment (2012)</u>	<u>Capacity</u>	<u>Staff</u>
<b>Anderdon Public School</b> 3170 Middle Side Road 519-736-2592	<b>539</b>	<b>600</b>	<b>44</b>
<b>Amherstburg Public</b> 252 Hamilton Drive 519-736-2189	<b>459</b>	<b>725</b>	<b>40</b>
<b>General Amherst High</b> 130 Sandwich Street.South 519-736-2149	<b>781</b>	<b>900</b>	<b>56</b>
<b>Ecole St. Jean Baptiste</b> 365 Fryer St. 519-736-6427	<b>352</b>	<b>392</b>	<b>40</b>
<b>Malden Central Public School</b> 5620 County Rd. 20 519-736-4529	<b>342</b>	<b>262</b>	<b>28</b>
<b>Stella Maris</b> 140 Girard St. 519-736-6408	<b>303</b>	<b>441</b>	<b>28</b>
<b>St. Bernard</b> 320 Richmond St. 519-736-2166	<b>206</b>	<b>362</b>	<b>16</b>

## NUCLEAR RESPONSE PLAN

### **ANNEX A** **to APPENDIX 4**

#### **1.0 Schools continued**

	<u>Enrolment (2012)</u>	<u>Capacity</u>	<u>Staff</u>
<b>St. Joseph</b> 9381 Townline Rd. 519-734-1219	<b>391</b>	<b>500</b>	<b>30</b>
<b>Western Secondary School</b> 5791 N. Townline (RR#4) 519-726-6138	<b>375</b>	<b>500</b>	<b>80</b>

#### **2.0 Day Care Centres**

**Bright Child Montessori**  
38 Victoria St. S.  
519-736-4022

Capacity of 15 children  
5 staff

**Franco-Sol Garderie et Centre de Ressources**  
365 Fryer St.  
519-736-1557

Capacity of 34 children  
6 staff

**2.0 Day Care Centres continued**

**Good Shepherd Lutheran Christian Daycare**

11 Concession #3 North  
519-736-6979

Capacity of 20 children (summer camp up to 35)  
5 staff

**Montessori Interactive Learning Preschool**

65 Sandwich St. N.  
519-730-0807

Capacity of 21 children  
6 staff

**Paula's Playhouse Latch Key at Anderdon Public School**

3170 Middle Side Rd.  
519-736-0100

Capacity of 25-40 children  
3 staff

**St. Joseph Latch Key**

9385 Townline  
519-978-9479

Capacity of 25-40 children  
3 staff

**The Creative Child Learning Centre Inc.**

**1. St. Theresa's School, 6101 County Rd. 20 (Hwy 18)**

519-736-8131

Capacity of 30 children  
2 staff

NUCLEAR RESPONSE PLAN

**ANNEX A**  
**to APPENDIX 4**

**2.0 Day Care Centres continued**

**The Creative Child Learning Centre Inc. continued**

**2. General Amherst High School, 130 Sandwich St. S.**  
519-736-8500

Capacity of 50 children  
10 staff

**3. 260 Murray St.**  
519-736-8400

Capacity of 50 children  
13 staff

**3.0 Nursing Homes**

**Richmond Terrace Nursing Home**  
89 Rankin Street  
519-736-4295

Capacity: 115

Shifts of staff: Day	-	39
Afternoon	-	17
Midnight	-	5

## NUCLEAR RESPONSE PLAN

**ANNEX A**  
**to APPENDIX 4**

### **3.0 Nursing Homes continued**

#### **Seasons Amherstburg**

681 Front St. S.  
519-736-7557

Capacity: 130

Shifts of staff: Day	-	12
Afternoon	-	8
Midnight	-	2

#### **Victoria Street Manor**

184 Victoria St. S.  
519-736-2525

Capacity: 14

Shifts of staff: Day	-	2
Afternoon	-	1
Midnight	-	1

### **4.0 Senior Citizen Apartments**

#### **346 Victoria St. S.**

26 1-bedroom apartments

#### **340 Victoria St. S.**

40 1-bedroom apartments  
1 2-bedroom apartments

#### **Caldwell Towers North**

401 Dalhousie St. S.  
519-736-7295  
45 apartments, 65 people, 7 staff

**4.0 Senior Citizen Apartments continued**

**Caldwell Towers South**

421 Dalhousie

519-736-2613

43 apartments, 65 people, 2 staff

**Shevchenko Senior Citizen Apartments**

515 Dalhousie

519-736-7800

73 units (mostly older, single residents)

**Westview Apartment Building**

163 Pickering Drive

519-736-0222

50 Senior Apartments

**5.0 Group Homes**

**Channel Resource Centre**

260 Bathurst St.

## NUCLEAR RESPONSE PLAN

### Channel Resource Centre - continued

#### **6.0 Youth Centres**

**House of Shalom Youth Centre**  
247 Brock St.  
519-736-6811

#### **7.0 Additional Population Concentrations**

Beaches

Fort Malden Mall

North American Black Museum

Fort Malden National Park

Any large churches, arenas etc.

Public halls

High-rise apartments

Jellystone Park

James H. Sutton Funeral Home. 401 Sandwich St. S., 519-736-2134



NUCLEAR RESPONSE PLAN

**APPENDIX 5**

**EVACUATION DATA AND OUTLINE PLAN**

- Annex A - Evacuation Plan**
- Annex B - Evacuation Data and Outline Plan Chart**

**EVACUATION PLAN**

**1.0**    **General**

- 1.1**    The evacuation data contained in this appendix shall be used to prepare a more detailed evacuation plan for the Town of Amherstburg. The evacuation plan shall consider the following: evacuation routes and traffic control points within the urban area of the town; assembly points for those without transportation; sources of bus transport for both ambulatory and non-ambulatory residents; a method of evacuation for those who have been identified as requiring assistance; a method for confirming that a sector has been evacuated; and, a process for evacuating Bob-Lo Island, as well as other issues.
- 1.2**    The Amherstburg Fire Department shall be the lead agency in the planning and the implementation of the evacuation plan. Other agencies such as the Windsor / Essex County Land Ambulance Service shall provide assistance in the planning, as required. During an emergency, the Amherstburg Fire Chief shall assume the position of Evacuation Coordinator in the MEOC.
- 1.3**    Those with disabilities shall be identified through the municipality's emergency brochure and this information shall be kept by the Amherstburg Fire Department.

NUCLEAR RESPONSE PLAN

**EVACUATION DATA AND OUTLINE PLAN CHART**

**ANNEX B**  
**to APPENDIX 5**

SECTOR	POPULATION	TRANSPORTATION		MAIN EVAC. ROUTE	RECEPTION CENTRE	EVACUATION TIMES	
		CARS	BUSES***			NORMAL (Hrs.:minutes)	POOR CONDT.
1	1,500*	541		County Rd. 20 east	Harrow District High School	1:10	2:00
2	425	130		County Rd. 20 north	St. Clair College	2:00	3:00
3	12,000	4,634		County Rd. 20 north	St. Clair College	1:30	2:00
4	530	200		County Rd. 20 east	Harrow District High School	0:40	1:00
5	500**	-		County Rd. 20 north	St. Clair College	2:00	4:00
6	-	-	-	-	-	-	-
7	-	-	-	-	-	-	-

\* In addition, Holiday Beach receives a maximum of 2,500 visitors per day during summer months.

\*\* Projected Bob-Lo Island population over 5 year period.

\*\*\*This represents the number of buses required to transport people from the sector (excluding buses for schools).

**POSSIBLE NUMBER OF EVACUEES IN HARROW: 1,872**

**POSSIBLE NUMBER OF EVACUEES IN WINDSOR: 12,851**

## NUCLEAR RESPONSE PLAN

### NOTES

1. Evacuation times represent the period from the time the evacuation order is given by the Community Control Group to the time the last vehicle clears the Primary Zone boundary and equals:

Time required by the public to prepare (½ hour)  
Time for the last vehicle to clear the Primary Zone

2. Evacuation times are estimated under normal and poor weather conditions. Normal conditions assume:

- (I) fair weather
- (ii) a fully mobilized emergency organization
- (iii) no traffic obstruction

3. Reduced visibility assumes a 50% time factor added to the time it takes for the last vehicle to clear the Primary Zone under normal conditions to allow for adverse weather conditions such as heavy rain, snow, fog etc.

4. Evacuation Times are rounded off to the nearest 10 minutes.

# NUCLEAR RESPONSE PLAN

## APPENDIX 6

### THYROID BLOCKING

#### 1.0 General

- 1.1** Thyroid blocking is the prevention or reduction of the absorption by the thyroid gland of radio-iodine (emitted as a result of a nuclear accident) by the prior ingestion of a stable iodine compound.
- 1.2** Even though thyroid blocking has limited application as a protective measure, it should be included among those measures that are available in dealing with the effects of a nuclear emergency.

#### 2.0 Stocking and Distribution

- 2.1** It is the responsibility of Emergency Management Ontario to procure adequate supplies of stable iodine tablets for the Primary Zone population.
- 2.2** The arrangements for stocking and distribution of stable iodine tablets shall be the responsibility of the Medical Officer of Health. This responsibility shall include: maintaining records on the location and quantity of distributed tablets; conducting an annual inspection of stocks to ensure that they are adequate in quantity and quality; and, ensuring those institutions/organizations with tablets in their possession are instructed how they should be administered, if necessary, and how they should be stored. However, a third of the supply of stable iodine tablets has been stored in Amherstburg with the Amherstburg Fire Department and shall be administered only under the direction of the Medical Health Officer.
- 2.3** Stable iodine tablets may be distributed to the following institutions/residents located in the Primary Zone for the number of days indicated below:
- Schools (1 day)
  - Daycares (1 day)
  - Nursing and Seniors' homes (3 days)
  - Bob-Lo Island residents (1 day)

The Schools, Daycares, and Nursing Homes located in the Primary Zone are listed in **Appendix 4 - Planning Data**.

Police, and ambulance who may be required to respond immediately to a Fermi 2 emergency, and before an Emergency Worker Centre is functioning, may obtain stocks of stable iodine and store them so that they are available to early responders. As stated in section 2.2 on the previous

page, a supply of stable iodine tablets are currently stored in Amherstburg with the Amherstburg Fire Department, and shall be administered only under the direction of the Medical Health Officer.

In the interim, the Amherstburg Fire Department may provide stock of stable iodine tablets to public safety agencies located in the Primary Zone until such a time that those public safety agencies acquire stocks of stable iodine tablets. Those public safety agencies available include:

- **Amherstburg Police Service**
- **Amherstburg Fire Department**
- **Amherstburg Volunteer Ambulance Service**
- **OPP Essex Detachment**

2.5 Reception Centres set up during an emergency shall also have stocks of stable iodine for issue to persons passing through the centre. The Reception Centres that shall have stocks under this municipal plan include:

- **St. Clair College - Windsor**
- **Harrow District High School - Harrow**

2.6 Emergency Worker Centres set up during an emergency shall have stocks of stable iodine tablets. The Emergency Worker Centre that shall be established under this municipal plan is:

- **Sandwich Secondary School - LaSalle**

### **3.0 Application of Thyroid Blocking**

**3.1** The need for application of thyroid blocking shall be determined and specifically ordered by the Provincial Emergency Operations Centre. Necessary instructions shall be provided to the Community Control Group if this measure is deemed necessary.

**3.2** If the application of thyroid blocking is ordered, the administration of stable iodine shall be directed as indicated below, unless there are valid grounds for not doing so:

- (a) Organizations/institutions/residents who have stocks of stable iodine tablets [see Sections 2.3 and 2.4] shall be directed to take a dose of stable iodine.
- (b) Persons in any sector who may have been exposed to the plume shall be provided such a dose at the Reception Centre; necessary instructions to achieve this shall be given to the Centre.

NUCLEAR RESPONSE PLAN

APPENDIX 7

DECLARATION OF A MUNICIPAL EMERGENCY

WHEREAS, I \_\_\_\_\_, Mayor and Head of Council of the Town of Amherstburg, believe that circumstances make it necessary to declare an emergency under the Emergency Management Act RSO 1990 Chapter E.9.

NOW THEREFORE, in exercise of the powers conferred upon me under the Emergency Management Act RSO 1990 Chapter E.9, I do hereby declare that an emergency exists in the municipality of the Town of Amherstburg.

SIGNED at \_\_\_\_\_ (place) on the \_\_\_\_\_

Day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ (time).

\_\_\_\_\_  
MAYOR OF AMHERSTBURG

# NUCLEAR RESPONSE PLAN

## APPENDIX 8

### TRAFFIC CONTROL

- Annex A - Joint Traffic Control Plan**
- Annex B - Traffic Control Map**
- Annex C - Responsibilities of Personnel**



**JOINT TRAFFIC CONTROL PLAN**

**1.1 Requirement**

- 1.1.1 In the event of a nuclear emergency at the Fermi 2 nuclear facility, it may become necessary to evacuate portions of the population from the Primary Zone. Spontaneous evacuations may also occur from the Primary Zone.
- 1.1.2 To ensure that such evacuations proceed smoothly and safely, a Joint Traffic Control Plan has been prepared by the OPP Western Region and the local police services and will be implemented as described below.

**1.2 Scope**

- 1.2.1 The area covered by the Joint Traffic Control Plan is the Primary Zone (see Figure 2.1) as well as all the evacuation and diversion routes designated herein.

**1.3 Responsibility**

- 1.3.1 The OPP Western Region shall be responsible for implementing this plan, and for providing and/or designating the necessary resources to do so. The Ministry of Transportation, Contracts Office, Chatham, will provide assistance, as will the other police services referred to in this plan.

**1.4 Activation**

- 1.4.1 The Joint Traffic Control Plan will be activated by EMO or the PEOC but shall have continuous communication with the Municipal Emergency Operations Centre.

**1.5 Traffic Control Centre**

1.5.1 Functions

- (a) A Traffic Control Centre (TCC) shall be established to direct and coordinate the implementation of this Joint Traffic Control Plan.

## NUCLEAR RESPONSE PLAN

### ANNEX A To APPENDIX 8

- (b) The TCC shall receive direction from the Community Control Group who shall receive direction from EMO or the PEOC. Based on such direction, the TCC shall deploy the necessary traffic control resources according to the requirements of this plan.
- (c) The TCC shall ensure that it is kept informed of road and traffic conditions. The TCC shall keep the Community Control Group informed of major developments and problems.

#### 1.52 Organization

The TCC shall consist of the following staff:

Manager TCC (OPP Traffic & Marine Supervisor)  
Assistant Manager TCC (Amherstburg Police Service)  
West Region OPP Traffic Facilitator – RHQ London  
MTO Representative (MTO, Contracts Office, Chatham)  
Essex County Roads Representative  
Status/Resource Officer/Dispatcher (OPP Sgt., Essex Detachment)  
Civilian Radio Operator OPP (PCC London – dedicated dispatcher)  
Scribe (OPP Civilian - Essex County)  
Logistics/Staging Officer (OPP Sgt, Essex Detachment – deployed to  
Emergency Worker Centre)  
Communications Centre Advisor O.P.P. - PCC London  
Amateur Radio Emergency Services Operator – (ARES)

#### 1.53 Location

The TCC shall be established at the Amherstburg Fire Station No.2 at 3400 Middle Side Rd.

#### 1.54 Telecommunications

- (a) The TCC shall have both telephone and radio facilities available in order to communicate with the Community Control Group, the municipal police services and with the deployed units of the traffic control organization.
- (b) A direct telephone line will be established between the TCC and MOC.
- (c) A Ministry of Transportation representative shall bring a radio/cell phone to relay directions and information to Ministry of Transportation field staff, TWD field staff, and to the Chatham Office.

# NUCLEAR RESPONSE PLAN

## **1.6 Stage 1 of Plan**

### 1.61 Commencement

Stage 1 of the Traffic Control Plan shall be automatically initiated as soon as the Joint Traffic Control Plan is activated by the EMO or PEOC through the Municipal Emergency Operations Centre.

### 1.6.2. Aim and Purpose

The aim of this stage of the plan is to keep traffic flowing smoothly on the main evacuation routes, and to ensure that these routes remain open.

### 1.6.3 Implementation

See 2.0 below.

## **1.7 Stage 2 of Plan**

### 1.71 Commencement

Stage 2 of the Traffic Control Plan shall be implemented when ordered by EMO or PEOC through the Community Control Group.

Stage 2 is ordered when it appears likely that the emergency may require evacuations, or when spontaneous evacuation begins to occur.

### 1.72 Aim and Purpose

The aim of this stage is to prevent through traffic from entering the Primary Zone on the main evacuation routes. This through traffic shall instead be diverted around the Primary Zone, though local traffic may still use these routes. Stage 1 measures will continue.

### 1.73 Access to Primary Zone

When Stage 2 diversion is in effect, the following traffic shall still be permitted through the checkpoints:

- (a) Bona fide emergency workers.
- (b) Government or Ontario Hydro personnel carrying out radiation monitoring.
- (c) Anyone permitted by the Community Control Group or the TCC.

## NUCLEAR RESPONSE PLAN

### 1.74 Implementation

See 2.1 below.

## **1.8 Stage 3 of Plan**

### 1.81 Commencement

Stage 3 shall be implemented for specific sectors when so ordered by the EMO or PEOC through the Community Control Group. Stage 3 is to be implemented when it appears that particular sectors are likely to be evacuated.

### 1.82 Aim and Purpose

The aim of this stage is to facilitate evacuations from the Primary Zone. Additional resources shall be deployed to ensure that the evacuation of the named sectors proceeds smoothly up to the designated Reception/Evacuee Centre. Stage 1 and 2 measures shall remain in force.

### 1.83 Implementation

See 2.2 below.

## **2.0 Implementation - Stage 1**

### 2.0.1 Evacuation Routes to be kept clear

- (a) County Road #20 from Amherstburg north to E.C. Row Expressway, south to Huron Church Road to the entrance to St. Clair College
- (b) County Road #20 from Amherstburg south to Harrow, to McAfee St. to entrance to Harrow-Colchester South Community Centre.

### 2.0.2 Patrol Routes

- (a) County Road #20 from Harrow to County Road #18 (Simcoe Street/Pike Road); County Road #18 and the Townline Road from Sandwich St. S. to County Road #9 (Howard Avenue); to be patrolled by one car from Essex Police until relieved by OPP.
- (b) County Road #20 from Amherstburg to E.C. Row Expressway to be patrolled by one car from Essex Detachment OPP.

## NUCLEAR RESPONSE PLAN

- (c) E.C. Row Expressway to junction of Huron Church Road; Huron Church Road to Howard Avenue; to be patrolled by Windsor Police until relieved by OPP.
- (d) County Road #10 (Middle Side Road) from County Road #20 east to County Road #9 (Howard Avenue); County Road #9 (Howard Avenue) north to Highway #3 to be patrolled by one car from Amherstburg Police until relieved by OPP.

### **2.1 Implementation - Stage 2**

2.1.1 See Section 2.2 below.

### **2.2 Implementation - Stage 3**

#### **2.2.1 Traffic Control Points**

Traffic Control Points will be established at the following intersections in order to assist traffic to reach the Reception Centres. These traffic control points will be staffed initially by the local police services listed below, later to be relieved by OPP:

**FERMI 2**

**Evacuation Routes & Traffic Control Points**

Number	<i>Traffic Control Points</i> <b>Note: County Road / Hwy. designation in brackets</b>
1	King St. (20) / McAfee St. (Harrow) Essex P.S.
2	King St (20) / Queen St. (11) (Harrow) Essex P.S.
3	Sandwich St. South (20) / Simcoe St. (18) Amherstburg P.S.
4	Front Road (20) / Middle Side Road (10) LaSalle P.S.
5	Front Road (20) / Malden Road (3) LaSalle P.S.
6	Ojibway Pkwy. / Sprucewood Ave Windsor P.S.
7	Malden Road / Huron Church Road Windsor P.S.
8	E/C Row Expressway / Huron Church Road Windsor P.S.
9	Cabanna Road West – Todd Lane (6) / Huron Church Road Windsor P.S.
10	Talbot Road (Hwy 3) / Huron Church Line Road (7) Windsor P.S.
11	Talbot Road (Hwy 3) / Geraedts Drive (St. Clair College) Windsor P.S.
12	Talbot Road (Hwy 3) / Howard Avenue (9) Windsor P.S.
13	Talbot Road (Hwy 3) / Walker Road (11) Windsor P.S.
14*	Howard Ave (9) / Townline Road (8)
15*	Howard Ave (9) / Middle Side Road (10)
16*	Howard Ave (9) / Alma Street
17*	Howard Ave (9) / Pike Road (18)
18*	Howard Ave (9) / County Road 20
19*	County Road 20 / County Road 50
*	Traffic Control Points will be staffed if Secondary Route utilized Aug 2004

2.2.2 Barricades

The following traffic control points will be supplied with barricades in order to divert traffic around the Primary Zone: #3, 4, 15, and 16.

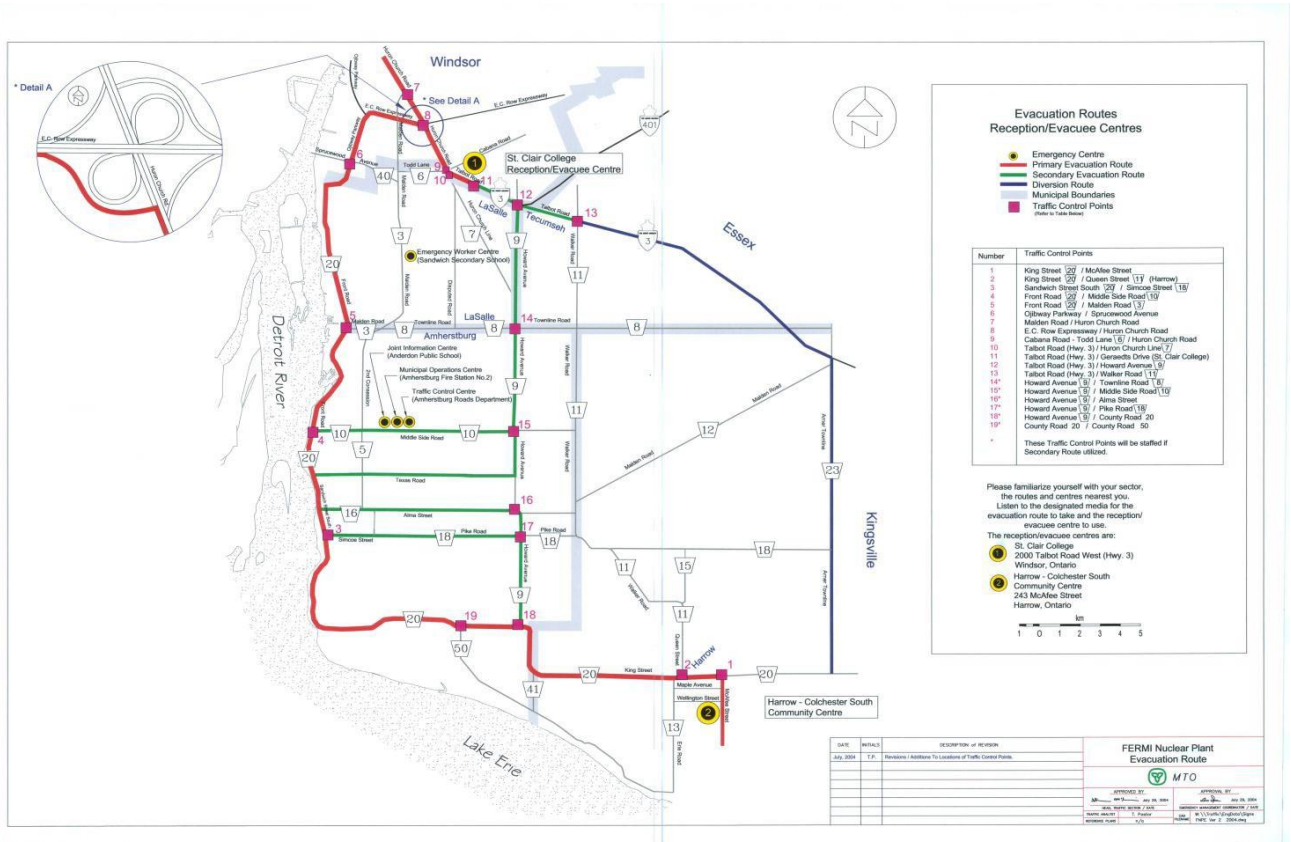
These barricades will be stored at the Essex County Roads Department’s “West End” depot located at County. Rd. #11 (Walker Rd.) and County. Rd. #12 (Malden Road.) to be erected along the evacuation route as above.

## NUCLEAR RESPONSE PLAN

### 2.2.3 Deployment of Traffic Control Resources

- (a) If considered necessary, traffic control resources will be deployed within the sector(s) being evacuated in order to assist traffic to reach the main evacuation route(s).
- (b) Traffic control resources shall be deployed at main intersections along the main evacuation route(s) from the sector(s) being evacuated up to the Reception/Evacuee Centre. The evacuation routes are designated in paragraph 2.0.
- (c) Traffic control resources shall be deployed at the Reception/Evacuee Centre to ensure orderly ingress, egress and internal circulation of traffic.

**TRAFFIC CONTROL MAP**





**RESPONSIBILITIES OF PERSONNEL**

**Position – Traffic Control Centre Manager**

**ACTION**

1. Receive initial notification of a nuclear emergency from the London Communication Centre.
2. On notification that the Plan has been “Activated”, proceed to the Traffic Control Centre. Assume the role of Traffic Control Centre Manager and begin operations.
3. Ensure that the radio communications system is operational on O.P.C. Common Channel with a qualified dispatcher in place.
4. Have an O.P.P. Civilian Stenographer and Traffic Status/Resource/Dispatcher officer attend at the T.C.C. and the Staging/Logistics officer attend at the Emergency Worker Centre.
5. Activate the Traffic Control Plan and ensure personnel required at checkpoints, evacuation routes and evacuation centers are in place and that public notification of the Town of Amherstburg is conducted.
6. Maintain continuous and complete communication with the police representative on the Community Control Group and ensure that the instructions received from the C.C.G. are completed effectively and expediently by field personnel.
7. Maintain communication with the Staging Area, providing instructions to the logistics officer regarding personnel requirements, assignments, etc. Keep Western Region Traffic Facilitator updated.
8. Ensure that the required maps and charts on display in the Traffic Control Centre are being updated as required by the officer assigned for that purpose.
9. Assist in the preparation of the required reporting procedures in accordance with Part 10, Police Orders.

**RESPONSIBILITY OF PERSONNEL**

**Position – Assistant Traffic Control Manager**

**ACTION**

1. On receipt of notification that the plan has been activated and members are placed on “Standby”, proceed to the Traffic Control Centre to ensure that the center is promptly and properly “set up” and ready for “operational” status.
2. Assist the Traffic Control Centre Manager in assisting duties and responsibilities providing liaison with Municipal Police Force personnel.
3. Assume responsibility for the maintenance of the Major Event Board/Log and the Sector Status Chart. All activities, events and decisions to be recorded.
4. To assist T.C.C. Manager to maintain constant telephone conversations with the Police representative at the C.C.G.
5. To assist in the maintenance of additional maps/charts as requested by T.C.C. Manager
6. Assume the role of T.C.C. Manager in the absence of the Manager.
7. Perform other managerial duties as required.

**RESPONSIBILITIES OF PERSONNEL**

**Western Region Traffic Facilitator**

**ACTION**

1. Receive initial notification of a Nuclear Emergency from London Communications Centre.
2. Notify Western Region Regional Commander.
3. Authorize and assist to obtain the human and material resources as required. Authorize overtime, meals, accommodations and miscellaneous expenditures.
4. Ensure preparation of required reporting procedures as per Force policy and procedure.

**RESPONSIBILITIES OF PERSONNEL**

**Position – Traffic Status Officer/Resource Officer/Dispatcher**

**ACTION**

1. Receive notification and assignment from Traffic Control Centre Manager upon “Activation” of the Plan. Report to the T.C.C. with portable radio and charger.
2. Take over responsibility for dispatching officers to appropriate patrol zones, checkpoints etc. from the P.C.C. dispatcher and advise the TCC manager when you have taken over responsibility for communications.
3. Prepare a radio log to maintain a record of members dispatched, location, assignment and vehicle number. This will include a brief record of each event and the personnel and units dispatched.
4. To receive field survey readings from the designated checkpoints and patrol cars, record the readings on the Field Survey form and arrange to promptly send the completed form to the Provincial Emergency Operations Centre and Ontario Liaison Team by fax.
5. He/she should have the Essex Vital Services Directory in their possession and be prepared to provide information on the availability of whatever services may be required.
6. On request of the T.C.C. Manager he/she will be responsible for locating, contacting and dispatching any required services. In addition, he/she shall maintain a complete and accurate log of services requested, service provided, etc.

**RESPONSIBILITY OF PERSONNEL**

**Position – Staging Area and Logistics Officer**

**ACTION**

1. Attend at Emergency Workers Centre, Sandwich Secondary School 7050 Malden Road, LaSalle, Ontario with Laptop computer.
2. Be familiar with Chapter 7 (Emergency Worker Safety) & Appendix 8 (Joint Traffic Control Plan) of the Emergency Plan.
3. Initiate action as directed from the Traffic Control Centre Manager
4. Ensure that the laptop computer is connected to the Ontario Government Network via dial-up. Send and receive “Test Message” to TCC Manager and Western Region Traffic Facilitator.
5. Record and maintain a list of all members assigned by name, rank and number, including detachment, vehicle and assignment
6. Ensure each member is briefed including a training session in “Radiation Protection Fundamentals for Nuclear Emergency Workers” and issued an information package including maps.
7. Ensure members attending are properly equipped for their assignment, including any necessary protective gear i.e. a Direct Reading Dosimeter (DRD) and Thermo Luminescent Dosimeter (TLD) badge etc.
8. Arrange shift schedules, meals and accommodations as required.
9. Obtain necessary material resources through authorization of Western Region Traffic Facilitator. Record all expenditures and obtain receipts where applicable.

## NUCLEAR RESPONSE PLAN

10. Collect FB 53 Overtime Claims, and LE 165 Major Event Daily Summary form from each member.
  
11. Prepare and submit required expense account and LE 166 Major Event Expenditure Summary to Western Region weekly ending 2400 hours Saturdays and at the termination of the emergency. Assign appropriate personnel to assist when required.

**RESPONSIBILITY OF PERSONNEL**

**Position – M.T.O. Representative**

**ACTION**

1. On receipt of notification that the plan has been activated proceed directly to the Traffic Control Centre.
2. To liaise with T.C.C. Manager and other T.C.C. personnel in order to coordinate the efforts of the police and M.T.O. personnel attending the emergency.
3. To provide M.T.O. service and equipment as required, including liaison with Essex County Roads Personnel in those instances when Municipal personnel or equipment may be required.

**RESPONSIBILITY OF PERSONNEL**

**Position – Roads Supervisor – Essex County**

**ACTION**

1. On receipt of notification that the Plan has been activated, proceed directly to the Traffic Control Centre.
2. Liaise with the T.C.C. personnel in order to coordinate the efforts of the police, M.T.O. and Essex County Roads personnel attending the emergency.
3. To provide County service and equipment as required, including liaison with M.T.O and Municipal roads personnel in those instances where their equipment or personnel may be required.



**RESPONSIBILITY OF PERSONNEL**

**Position – Civilian Stenographer (Scribe)**

**ACTION**

1. Upon notification that the plan has been activated, an OPP civilian stenographer will be directed by the Traffic Control Centre Manager to attend at the TCC. They should have a laptop computer to record events.
2. Responsible for maintaining a written/documented record of all activities, events, and decisions made in relation to the emergency. Periodically save information/log to diskette.
3. Ensure that the laptop computer is connected to the Ontario Government Network via dial-up. Send and receive “Test Message” to PEOC and MEOC contact officers.

**RESPONSIBILITY OF PERSONNEL**

**Position – Civilian Radio Dispatcher - London PCC**

**ACTION**

1. Receive notification and assignment from the Provincial Communications Center (PCC), London
2. Assume communication dispatch for all vehicles involved in traffic control, including Windsor, Amherstburg, Lasalle and Essex Police Services. Maintain this communication until advised otherwise by the Traffic Control Center Manager
3. Prepare a radio log to maintain a record of members dispatched, location, assignment and vehicle number. This will include a brief record of each event and the personnel and units dispatched.
4. Be responsible for communications with all officers attending to assist with the emergency until their arrival at the Emergency Worker Centre/Staging Area, 7050 Malden Road, Lasalle, Ontario. Utilize channel 1-OPS 5 (Essex talk group).

**RESPONSIBILITY OF PERSONNEL**

**Position–Communication Centre Advisor**

**ACTION**

1. Receive notification and assignment from the Provincial Communications Centre (PCC) London.
2. Attend at London PCC and obtain a VSU, Vitrex Antenna system and other Com. Advisor equipment as required. Proceed to the Traffic Control Centre, Amherstburg Fire Station #2, 3400 Middle Side Road, Amherstburg.
3. Assess and address any communication needs as identified by the Traffic Control Center Manager & Incident Commander.
4. Liaise with the PCC to ensure that a radio log to is being maintained maintain to record the members dispatched, location, assignment and vehicle number. This will include a brief record of each event and the personnel and units dispatched.
5. Oversee all communication functions relevant to the emergency. This would include any recording equipment, fax machines etc.

**RESPONSIBILITY OF PERSONNEL**

**Position – Amateur Radio Emergency Services Operator**

**ACTION**

1. Upon notification that the Plan has been activated proceed to the Traffic Control Centre, Amherstburg Fire Station #2, 3400 Middle Side Road, Amherstburg.
2. Set up and test all radio equipment.
3. Report to the T.C.C. Manager when the A.R.E.S. Radio System is operational.
4. Dispatch/Relay messages as directed by the T.C.C. Manager.
5. Keep an up-to-date log of all radio transmissions.

**APPENDIX 9**

**DISTRIBUTION**

**1.0 Municipalities**

**Town of Amherstburg**

Mayor	1
Deputy Mayor	1
Clerk-Administrator	2
Operations Officer	1
Public Information Officer	1

**Town of Essex**

Clerk	2
-------	---

**Town of LaSalle**

Clerk	2
-------	---

**City of Windsor**

Mayor	1
Chief Administrative Officer	1
Windsor – Essex Social Services	3

**2.0 County of Essex**

Warden	1
Chief Administrative Officer	1
County Planning Advisor	1
County Emergency Measures Planner	3
Windsor-Essex County Health Unit	
Medical Officer of Health	2
Greater Essex Board of Education	
Director of Education	3
Windsor - Essex R.C. Separate School Board	
Director of Education	3
Engineering Department	1

**3.0 Police Departments**

OPP Western Region	1
OPP Chatham Comm. Centre	1
OPP Essex	1
Amherstburg Police Chief	2
Essex Police Chief	2
LaSalle Police Chief	2

## NUCLEAR RESPONSE PLAN

Windsor Police Chief	2
<b><u>4.0 Fire Departments</u></b>	
Amherstburg Fire Dept. Station No.1	1
Amherstburg Fire Dept. Station No.2	1
Amherstburg Fire Dept. Station No.3	1
Essex Fire Dept.	1
LaSalle Fire Dept.	1
Windsor Fire Dept.	2
<b><u>5.0 Ambulance Services</u></b>	
Windsor / Essex County Land Ambulance Service	3
A. A. & M. Volunteer Ambulance Service	1
Central Ambulance Communications Centre	1
<b><u>6.0 Ontario Hydro</u></b>	
Head Office (Emergency Preparedness Section)	2
<b><u>7.0 Provincial Ministries</u></b>	
<u>OMAF</u>	
Dairy Inspection Branch Director Essex County Office	1 1
<u>MOE</u>	
Spills Action Centre Contingency Planning and Dev. Officer London Regional Office Windsor District Office	 1 1 1
<u>MOH</u>	
Emergency Care Programs Coordinator, Policy and Planning South-Western Region	 1 1
<u>MOL</u>	
Radiation Protection Service Manager Emergency Planning Officer (for IMO)	1 1

# NUCLEAR RESPONSE PLAN

## MCSS

Emergency Planning Coordinator	1
Southwest Regional Office Executive Officer	1
Windsor Area Office	1

## MNR

Water Management Section	
Coordinator Emergency Mgmt.	1
Chatham Office	1

## MTO

Maintenance Operations Manager	1
South Western Regional Office	1
District No. 1, Chatham	1
Harrow Patrol Yard	1

## MCS&CS

Emergency Management Ontario	1
EMO Community Officer Officer, South Western Area	1

## **8.0** **Essex Region Conservation Authority**

General Manager	1
Supt. Holiday Beach Park	1

## **9.0** **Amateur Radio Emergency Service**

Emergency Coordinator	2
-----------------------	---

## **10.0** **Designated Media**

Gen. Mgr., CKWW AM	1
Gen. Mgr., CKLW AM	1
Gen. Mgr., CBE Radio	1
Gen. Mgr., CBEF Radio	1
Gen. Mgr., CIMX FM	1
Gen. Mgr., CIDR FM	1
Gen. Mgr., CBET TV	1
Gen. Mgr., Cogeco Cable	1

## NUCLEAR RESPONSE PLAN

### **11.0 Amherstburg Industries**

Plant Manager, Honeywell Chemical of Canada Ltd.	3
Gen. Mgr., Diageo Co. Ltd.	1
Gen. Mgr., Amherst Quarries	1
Gen. Mgr., Channel Industries	1
Gen. Mgr., Tolle Bus Line	1
Gen. Mgr., Precision Plastics of Canada Ltd.	1

### **12.0 Others**

Manager, Essex Local Info Centre	1
Essex Terminal Railway Manager	1
Bell Telephone Section Manager, Emergency Operations Planning	1
Ontario Hydro Area Manager	1
Union Gas General Manager	1
Amherstburg Water Treatment Plant General Manager	1
Public Utilities Commission, Amherstburg General Manager	1
Bob-Lo Island General Manager	1
Fermi 2 Supervisor RERP	2



**APPENDIX 10**

**PUBLIC EDUCATION PROGRAM**

**1. Introduction**

Implementation of the Public Education Program is a joint responsibility of Emergency Management Ontario, the Municipalities with assistance from Detroit Edison.

Establishing policy and overall direction and management of the program is the responsibility of Emergency Management Ontario in consultation with other stakeholders.

The Public Education Sub-Committee will establish and implement the local program using resources from all four participants.

**2. Public Education Initiatives**

The current public education project being developed involves the development of an Emergency Preparedness Pamphlet for the public in the Primary Zone. This Pamphlet being prepared by Amherstburg will be distributed to the public once funding through JEPP (Joint Emergency Preparedness Program) has been approved.

**3. Future Initiatives**

The Public Education Sub-Committee shall meet and develop a more in depth Public Education Program with the assistance of Emergency Management Ontario. At that time future initiatives will be discussed and action shall be taken by amending the Appendix 11 to include the Program.

The Goal of the Public Education Subcommittee should be a major public education initiative each year to target schools, residents and businesses of the Primary Zone.

**APPENDIX 11**

**TRAINING, DRILL & EXERCISE PROGRAM**

1.1 Training

Training within the context of this plan is defined as providing instructions on procedures or equipment operation, identifying roles and responsibilities, or describing the various organizations and how they interface. It may also include general information on radiation hazards.

In order for training to be effective drills and exercises will be conducted to reinforce the training. Most training will be conducted as classroom instructions with appropriate audio visual aids, or possibly in the form of workshops, self study or personal instruction.

1.2 Drill

A drill is defined as a session where only one component of the emergency organization is activated. It is used to evaluate the operation of that component or as a training opportunity or both. Normally other supporting components of the emergency organization would be simulated by role players.

A table top drill is an example of where the actual component is not activated, but the operation is simulated by means of a discussion amongst the participants.

1.3 Exercise

An exercise is a larger drill where more than one centre or function is activated. In addition to the objectives of a drill, it is also used to practise and/or test the interface between centres or organizations.

\* A Municipal Exercise is where most or all Municipal Centres are activated.

\* A Provincial Exercise is where the Provincial and Municipal components are activated.

2.0 Training, Drill and Exercise Program Schedule

2.1 The Amherstburg Emergency Preparedness Subcommittees have initiated a Training, Drill and Exercise Program Schedule. This schedule is will be posted each year and discussed at the regular regional meeting for approval and implementation.

2.2 Emergency Management Ontario and the Amherstburg Emergency Preparedness Committee will develop together a full scale exercise every five (5) years.

**APPENDIX 11**

2.4 Training

Areas of training that will be examined by each subcommittee in order to develop a training schedule are listed below.

Community Control Group (CCG) and Emergency Management Centre Managers:

1. Community Control Group Procedures
2. Notification Procedures
3. Emergency Centre Operations

Municipal Spokespersons:

1. CCG Training
2. EIC Procedures and Drills
3. Media Training

Emergency Workers

1. Emergency Worker Centre Exposure Control
2. Monitoring and Decontamination
3. Radiation Risk and Biological Effects of radiation exposure
4. Elementary Radiation Protection
5. Traffic Control Procedures
6. Emergency Worker Centre Procedures
7. Evacuation Procedures (Traffic - Evacuation Route and Detour Route, Police, Reception Centre)
8. School Evacuation Procedures