THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NO. 2022-039

A By-law to adopt an Emergency Response Plan governing the provisions of necessary services during such emergencies

WHEREAS Section 3(1) of The Emergency Management Act and Civil Protection 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.

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

1. That the Amherstburg Emergency Response Plan dated June 2022, which includes the updated Annex N Amherstburg Nuclear Emergency Response Plan, attached hereto as Appendix "A" and Appendix "B", 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 That By-law 2021-008 is hereby repealed in its entirety.

3. 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 13th day of June, 2022.

MAYOR – ALDO DICARLO

CLERK – VALERIE CRITCHLEY

By-law 2022-039

Town of Amherstburg

EMERGENCY RESPONSE PLAN

JUNE 22, 2022

Town of Amherstburg
EMERGENCY RESPONSE PLAN

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7. Director of Engineering & Infrastructure Services or Alternate
8. Director Development Services or Alternate
9. Director of Corporate Services or Alternate
10. Municipal Clerk/Legislative Services or Alternate
11. Manager of Information Technology/ Designated Corporate Telecommunications Coordinator or Alternate
12. Medical Officer of Health or Alternate
13. Social Services - Manager of Housing Support Services (City of Windsor) or Alternate

14. Emergency Medical Services (EMS) Representative or Alternate
15. Utility Representatives – Electricity/ Water
16. Manager of Environmental Services/(OCWA)

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2. Chief Building Official
3. Treasurer or Alternate
4. Manager of Human Resources or Alternate
5. 211 Manager/Supervisor or Alternate
6. GIS Coordinator or Alternate
7. Manager of Roads and Fleet
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PART A: INTRODUCTION

Emergencies are defined as a situation, or an impending situation, that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise. They affect public safety; meaning the health, welfare and property, as well as the environment and economic health of the Town of Amherstburg.

The population of the Town of Amherstburg is approx. 23,500 residents.

In order to protect residents, businesses and visitors, the Town of Amherstburg requires a coordinated emergency response by a number of agencies under the direction of the Community Control Group. These are distinct arrangement and procedures which may vary from the normal, day-to-day operations carried out by emergency services.

Every official, municipal department and agency must be prepared to carry out assigned responsibilities in an emergency. The response plan has been prepared to provide key officials, agencies and departments of the Town of Amherstburg important emergency response information related to:

- Arrangements, services and equipment; and,
- Roles and responsibilities during an emergency.

In addition, it is important that residents, businesses and interested visitors be aware of its provisions. Copies of the Town of Amherstburg Emergency Response Plan may be viewed at:

- Town Hall;
- The Town of Amherstburg Website - https://www.amherstburg.ca/
- Amherstburg Fire Department Website - https://www.amherstburgfire.com/

For more information, please contact:

Community Emergency Management Coordinator (CEMC)
Fire Chief Bruce Montone
Town of Amherstburg
(519) 736-6500 X2241
bmontone@amherstburg.ca

PART B: AIM

The aim of this plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare, environment and economic health of the residents, businesses and visitors of the Town of Amherstburg when faced with an emergency.

It enables a centralized controlled and coordinated response to emergencies in or impacting the Town of Amherstburg, and meets the legislated requirements of the *Emergency Management and Civil Protection Act*. R.S.O.2000.

PART C: AUTHORITY

The *Emergency Management and Civil Protection Act* R.S.O. 2000, CHAPTER is the legal authority, for this emergency response plan in Ontario. The *Emergency Management and Civil Protection Act* states that:

> *"Every municipality shall formulate 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 the emergency and the council of the municipality shall by by-law adopt the emergency plan." [Section 3 (1)]*
>
> *"The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area." [Section 4 (1)]*

As enabled by the *Emergency Management and Civil Protection Act*, this emergency response plan and its' elements have been:

- Issued under the authority of Town of Amherstburg By-law #2022- 039; and
- Filed with the Office of the Fire Marshal & Emergency Management (OFMEM), Ministry of the Solicitor General, Ontario.

a) Definition of an Emergency

The *Emergency Management and Civil Protection Act* defines an emergency as:

> ***"A situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise."***

The Emergency Operations Centre (EOC) can be activated for any emergency for the purposes of managing an emergency, or for maintaining services to the community and/or supporting the emergency site, a "Declaration" is not mandatory.

b) Action Prior to Declaration

When an emergency exists but has not yet been declared to exist, employees of the Town, its Agencies, Boards and Commissions may take such action(s) under this emergency response plan as may be required to protect property and the health, safety and welfare of the Town of Amherstburg.

PART D: EMERGENCY NOTIFICATION PROCEDURES

The executive authority for the management and mitigation of a potential or declared emergency lies with the Community Control Group (CCG) as defined in this Emergency Response Plan and led by the Mayor or designate.

In an emergency, any member of the CCG can begin the emergency notification procedure for designated EOC personnel. The EOC team notification is delivered through telephone contact lists by Contacting the Windsor Fire Dispatch Centre or use of the Everbridge Notification system. Notification lists are provided in the Annex "A" portion of this Municipal Emergency Response Plan.

Upon receipt of a warning of a real or potential emergency, the responding department will immediately contact the City of Windsor Fire Dispatch Centre (519-258-4444) to request that the notification system be activated or use the "Everbridge" mass notification system.

Upon receipt of the warning, the City of Windsor Fire Dispatch Centre will notify the Fire Chief/CEMC, or Deputy Fire Chief/Alternate CEMC.

The above personnel will make the determination to consult with the Chief Administrative Officer (CAO), and to activate the system. The Fire Chief/CEMC or designate will notify City of Windsor Fire Dispatch to start the manual notification procedure or will utilize the Everbridge Mass Notification System to alert the CCG members. The following positions have been trained to operate the Everbridge system:

- ✓ Administrative Assistant to the Fire Chief
- ✓ Administrative Assistant to the CAO/Mayor
- ✓ Emergency Information Officer

Upon being notified, it is the responsibility of all CCG officials to implement their own internal notification procedures to notify their required support staff and volunteer organizations. Where a threat of an impending emergency exists, the CCG will be notified and placed on standby.

Note: * *The Emergency Telecommunications Coordinator will be notified anytime the CCG is notified to ensure the Emergency Corporate Radio System (CRS) Information Technology and telecommunications plan is implemented.****

Town of Amherstburg Subordinate Plans annexed to this plan may be implemented anytime in whole or in part as required.

Contacts of CCG members and Alternates are contained within **Annex "A"**

a) Requests for Assistance

Assistance or Support may be requested from the County of Essex at any time by contacting the County Warden through the Essex County Community Emergency Management Coordinator, or neighboring Municipality, and contacting the Mayor of the said Municipality. The request shall not be deemed to be a request that the County or neighboring Municipality assume authority and control of the emergency.

Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. Requests for provincial assistance should be made through OFMEM through the Provincial Emergency Operations Centre (PEOC) – Duty officer.

The Emergency notification contact list, including contact numbers for requesting assistance, is included in **Annex A**.

b) A Declared Municipal Emergency

The Mayor or Acting Mayor of the Town of Amherstburg as the Head of Council is responsible for declaring an emergency. This decision is usually made in consultation with other members of the CCG & guided by information and considerations contained in **Annex F.**

Upon declaring an emergency, the Mayor will notify:

- OFMEM/PEOC, Ministry of the Solicitor General, Ontario;
- Town Council;
- County Warden, as appropriate;
- Public;
- Neighboring community officials, as required (both Canadian and US);
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP).

A community emergency may be terminated at any time by:

- Mayor or Acting Mayor; or
- Town Council; or
- Premier of Ontario.

When terminating an emergency, the Mayor will notify:

- OFMEM/PEOC, Ministry of Solicitor General Ontario;
- Town Council;
- County Warden, as appropriate;
- Public;
- Neighboring community officials, as required (both Canadian and US);
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP).

PART E: EMERGENCY COMMUNITY CONTROL GROUP

a) Emergency Operations Centre (EOC)

The CCG will report to the Municipal Emergency Operations Centre located at 99 Thomas Road. In the event this Operation Centre cannot be used, then the alternate location will be the Lasalle Municipal Building, 5950 Malden Road, Lasalle, Ontario. In the event of an incident requiring a more distant out-of-Town alternate EOC this will be the County of Essex Civic Centre, 360 Fairview Road, Essex, Ontario. The CCG may at the discretion of the Mayor utilize virtual tools.

b) Community Control Group (CCG)

The EOC will be directed and controlled by the Community Control Group (CCG) - a group of officials who are responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the community.

The CCG consists of the following officials:

- Mayor or Acting Mayor
- CAO or Alternate
- Community Emergency Management Coordinator (CEMC) or Alternate
- Police Chief or Alternate
- Fire Chief or Alternate
- Director of Engineering & Infrastructure Services or Alternate
- Director of Development Services or Alternate
- Director of Corporate Services/Treasurer or Alternate
- Director of Parks, Facilities, Recreation and Culture
- Municipal Clerk/Legal Services or Alternate
- Manager of Information Technology/designated Corporate Telecommunications Coordinator or Alternate
- Medical Officer of Health or Alternate
- City of Windsor - Social Services Manager Housing Support Services or Alternate
- Emergency Medical Services (EMS) Representative or Alternate
- Electrical/Water Utility Representatives (Ontario Clean Water Agency (OCWA) Essex Power/Hydro One) or Alternates

Additional personnel called or added to the CCG, at any time, may include:

- Tourism Coordinator
- CEMC Administrative Assistant
- Town of Amherstburg Departments & units required
- OFMEM Ontario Representative
- Ontario Provincial Police Representative
- Liaison staff from provincial ministries
- Any other officials, experts or representatives from the public or private sector as deemed necessary by the CCG.

The CCG may function with only a limited number of persons depending upon the emergency. While the CCG may not require the presence of all the people listed as members of the control group, all members of the CCG must be notified of the EOC activation.

c) Operating Cycle

Members of the CCG will gather at regular intervals during the emergency to inform each other of actions taken and problems encountered. The Community Emergency Management Coordinator (CEMC) will establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible and may be by electronic conferencing when appropriate and available thus allowing members to carry out their individual responsibilities. The CEMC Administrative Assistant will maintain a status board and maps which will be prominently displayed and kept up to date at the EOC and within the Community Control Group Responsibilities

The members of the Community Control Group (CCG) are likely to be responsible for the following actions or decisions:

- Calling out and mobilizing their service, agency, personnel and equipment;
- Ensuring their alternates and staff are properly trained for involvement;
- Coordinating and directing their service and provide any actions necessary for the mitigation of the effects of the emergency, provided they are not contrary to law;
- Determining if the location and composition of the CCG is appropriate;
- Advising the Mayor as to whether the declaration of an emergency is recommended;
- Advising the Mayor on the need to designate all or part of the Town as an emergency area;
- Ensure an Incident Commander is appointed;
- Provide support to the Emergency site(s) by offering equipment, staff and resources, as required;
- Ordering, coordinating and/or overseeing the evacuation or sheltering of inhabitants considered to be in danger;
- Discontinuing utilities or services provided by public or private enterprise, i.e. hydro, water, gas, closing down a shopping plaza/mall;
- Arranging for services and equipment from local agencies not under community control, i.e. private contractors, industry, volunteer agencies, service clubs;
- Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under community control, as considered necessary;
- Determining if additional volunteers are required and if appeals for volunteers are warranted;
- Determining if additional transport is required for evacuation or transport of persons and/or supplies;
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer and 211 Manager, for dissemination to the media and public;
- Determining the need to establish advisory groups and/or sub- committees/working groups for any aspect of the emergency including recovery;
- Authorizing expenditure of money required for dealing with the emergency;
- Notifying the service, agency or group under their direction, of the termination of the emergency;

- Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community Emergency Management Coordinator (CEMC) within two (2) weeks** of the termination of the emergency, as required;
- Participating in the debriefing following the emergency;
- Consider applications for ODRAP and taking actions as required.

d) Relationship Between CCG & Emergency Site Incident Commander (IC):

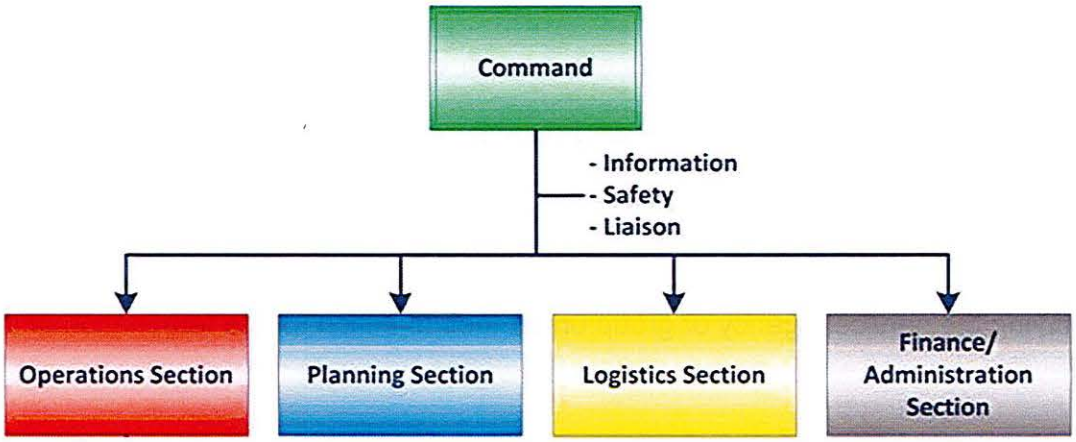
- Depending on the nature of the emergency, and once the site IC has been assigned, the CCG relationship with the IC is to offer support with equipment, staff and other resources as required, and to approve the incident action plan along with approving extraordinary expenditures in accordance with the municipal procurement policy.
- The CCG will also ensure that the rest of the community maintains municipal services where possible.

e) Relationship Between Emergency Site IC & Command And Control Structures of Emergency Responders

- The senior representative for each emergency responder agency (police, fire, EMS, public works) at the site will consult with the Site IC," so as to offer a coordinated or "Unified and effective response". Regular briefings will be held at the site and chaired by the Site IC, so as to establish the manner and process by which response to the emergency will be provided.
- The Site IC will communicate the Incident Action plan to the CCG.
- In Accordance with IMS protocols and processes, maintain a log (s) of decisions and actions utilizing appropriate forms.

f) Organization & Assignment of Responsibilities

In accordance with the Town of Amherstburg Municipal Council by-law 2022-039 adopting the Emergency Response Plan & Incident Management System (IMS), during emergency operations the EOC will be organized as needed into five major functional areas: Command, Operations, Planning, Logistics, and Finance.



This Incident Command Structure (ICS) provides an organizational structure capable of responding to various levels of emergencies ranging in complexity. It also provides the flexibility needed to respond to an incident as it escalates in severity. The purpose of the ICS is to:

- Provide an organizational structure that can grow rapidly in response to the requirements of an emergency;
- Provide management with the necessary control to direct and coordinate all operations and all agencies responding to emergency incidents;
- Assign employees with reasonable expertise and training to critical functions without loss of precious time;
- Allow the activation of only those positions needed to manage a particular incident or level of emergency; and
- Promote proper span of control and unity of command.

The organizational structure of the ICS may not resemble the day-to-day organization of the Town of Amherstburg. Employees may report to other employees to whom they do not usually have a reporting relationship.

Furthermore, as the severity of the emergency increases or if it is an extended duration, assignments may change in the ICS organizational structure - meaning an employee's position in the ICS may change during the course of a single emergency.

PART F: EMERGENCY RESPONSE SYSTEM

A) The individual responsibilities of the Emergency Community Control Group:

1. Mayor or Acting Mayor

The Mayor or Acting Mayor is responsible to:

- Provide overall leadership for the CCG;
- Declare an emergency within the designated area;
- Declare that the emergency has terminated (Note: Council may also terminate the emergency);
- Notify the OFMEM Ontario, Ministry of the Solicitor General of the declaration of the emergency, and termination of the emergency;
- Ensure the members of council are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation;
- Notify the local Member of the Provincial Parliament and Local Member of Parliament.

2. Chief Administrative Officer (CAO) or Alternate

The Chief Administrative Officer for the Town of Amherstburg is responsible for:

- Activate the emergency notification system, in consultation with the Fire Chief/CEMC, through City of Windsor Fire Dispatch Centre or Everbridge Mass Notification System and ensuring all members of the CCG are notified;
- Delegate the CCG management cycles;

- Advise the Mayor on policies and procedures, as appropriate;
- Approve, in conjunction with the Mayor, major announcements and media releases prepared by the Emergency Information Officer and 211 Centre briefing notes made in consultation with the CCG;
- Coordinate in conjunction with the Social Services Representative for the use of Town Recreational Centers/other buildings for Reception centres/ Evacuations and visitors;
- Ensure a secure, voice and data wireless or fibre optic communication link is established for the CCG by Manager of Information Technology;
- Call out additional Town staff to provide assistance, as required;
- Maintain a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community Emergency Management Coordinator (CEMC) within two (2) weeks** of the termination of the emergency, as required;
- Participate in the debriefing following the emergency.

3. Community Emergency Management Coordinator or Alternate

The Community Emergency Management Coordinator (CEMC) is responsible for:

- Consultation with the CAO/Mayor regarding the need to activate the EOC and notify the CCG;
- Activate the emergency notification system through the City of Windsor Fire Dispatch Centre Dispatch Centre or the Everbridge Notification system;
- Activate and arrange the Municipal Emergency Operations Centre;
- Ensure suitable back-up facilities and Tools are available & designated should the primary EOC not be available or suitable to be activated;
- Ensure that security is in place for the EOC and registration of CCG members;
- Provide all members of the CCG with the necessary plans, resources, supplies, maps, radios and equipment;
- Provide advice and clarifications about the implementation details of the Emergency Response Plan;
- Supervise the designated Emergency Telecommunications Coordinator;
- Provide liaison with community support agencies;
- Ensure that the operating cycle is met by the CCG and related documentation is maintained and kept for future reference;
- Address any action items that may result from the activation of the Emergency Response Plan and keeping CCG informed of implementation needs;
- Maintain the records and logs for the purpose of debriefings and post- emergency reporting that will be prepared;
- Provide the CCG with the appropriate clerical staff (Scribes) from all Town of Amherstburg Departments.

4. Police Chief or Alternate

The Police Chief is responsible for:

- Activate the emergency notification system, in consultation with the Fire Chief/CEMC, through City of Windsor Fire Dispatch Centre or Everbridge system and ensuring all members of the CCG are notified;

- Ensure the protection of life and property and the provision of law and order;
- Notifying necessary emergency and community services, as required;
- Establish a site command post with redundant and secure, voice and data wireless or fibre optic communications to the EOC;
- Depend on the nature of a police emergency, assign a Site incident commander and site command post and inform the CCG;
- Establish an ongoing redundant and secure, voice and data wireless communications link with the senior police official at the scene of the emergency;
- Establish the inner perimeter within the emergency area;
- Establish the outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel;
- Provide traffic control staff to facilitate the movement of emergency vehicles;
- Alert persons endangered by the emergency and coordinating evacuation procedures;
- Open evacuation centres in collaboration with the Social Services Representative;
- Provide liaison with the Social Services Representative regarding the establishment and operation of evacuation and reception centres;
- Provide police service in EOC, evacuation centres, morgues, and other facilities, as required;
- Notify the coroner of fatalities;
- Provide liaison with other community, provincial and federal police agencies, as required;
- Maintain a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community Emergency Management Coordinator (CEMC) within two (2) weeks** of the termination of the emergency, as required;
- Participate in the debriefing following the emergency.

5. Fire Chief or Alternate

The Fire Chief is responsible for:

- Activate the emergency notification system, in consultation with the CAO or other CCG member through the Dispatch Centre City of Windsor Fire Dispatch Centre or Everbridge System;
- Provide the CCG with information and advice on firefighting, rescues and hazardous materials or other public safety matters;
- Establish a site command post with redundant and secure, voice and data wireless communications to the EOC;
- Depending on the nature of the emergency, assigning the Site Incident Commander and a command post and inform the CCG;
- Establish an ongoing communications link with the senior fire official at the scene of the emergency;
- Inform the Mutual Aid Fire Coordinator and/or initiating mutual aid arrangements for the provision of additional firefighters and equipment, if needed;
- Determine if additional or special equipment is needed and recommending possible sources of supply, e.g., breathing apparatus, protective clothing;
- Provide assistance to other community departments and agencies and being prepared to take charge of or contribute to non-firefighting operations if necessary, e.g., rescue, first aid, casualty collection, evacuation;

- Provide an Emergency Site Manager, if required;
- Maintain a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community Emergency Management Coordinator (CEMC) within two (2) weeks** of the termination of the emergency, as required;
- Participate in the debriefing following the emergency.

6. Director of Parks, Facilities, Recreation and Culture or Alternate

- Activate the emergency notification system, in consultation with the Fire Chief, through Windsor Fire Dispatch Centre or Everbridge system and ensuring all members of the CCG are notified;
- Coordinate with the Parks & Facilities Representative for the use of tools, machinery, or vehicles that may be required.
- Liaise with Social Services staff the use of Town facilities for reception centres
- Support the Logistics function in support of the EOC. This function includes providing communication services, resource tracking; acquiring equipment, supplies, personnel, facilities, and transportation services; as well as arranging for food, lodging, and other support services as required.
- Establish the appropriate level of branch and/or unit staffing within the EOC.
- Ensure objectives as stated in the EOC Incident Action Plan are accomplished within the operational period or within the estimated time frame.
- Coordinate closely with the Operations Section Chief to establish priorities for resource allocation to activated Incident Commands within the affected area.
- Keep the CAO informed of all significant issues relating to the Department.
- Based on the situation, activate branches/units within a section as needed and designate Unit Leaders for each element:
  - Transportation Unit
  - Facilities Unit
  - Housing Unit
  - Food & Water Unit
- Mobilize sufficient section staffing for 24-hour operations.
- Meet with the CAO and Section Chiefs and identify immediate resource needs.
- Meet with the Finance/Administration Section Coordinator and determine level of purchasing authority.
- Provide periodic section status reports to the CAO.
- Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.
- Attend and participate in EOC Action Planning meetings.
- Ensure that transportation requirements, in support of response operations, are met.
- Ensure that all requests for facilities and facility support are addressed.
- Provide section staff with information updates as required.
- Maintain a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community Emergency Management Coordinator (CEMC) within two (2) weeks** of the termination of the emergency, as required;
- Participate in the debriefing following the emergency.

7. Director of Engineering & Infrastructure Services or Alternate

(Areas of Responsibility: Environmental Protection, Roads & Fleet Services, Public Works Operations, Engineering)

The Director of Engineering & Infrastructure Services is responsible for:

- Activate the emergency notification system, in consultation with the Fire Chief, through Windsor Fire Dispatch Centre or Everbridge system and ensuring all members of the CCG are notified;
- Provide the CCG with information and advice on engineering and public works matters;
- Depending on the nature of the emergency, assigning the Site incident commander (s) and informing the CCG;
- Establish an ongoing redundant and secure, voice wireless communications link with the senior public works official at the scene of the emergency;
- Provide liaison with the public works representative from the neighboring community(s) to ensure a coordinated response;
- Provide traffic emergency routes and ensure signalization is maintained in consultation with Police, Fire, and EMS;
- Coordinate the acquisition, distribution and scheduling of various modes of transport (i.e. public transit, school buses, trains, boats, trucks and airplanes) for the purpose of transporting persons and/or supplies, as required, by members of the CCG and the support and advisory staff;
- Procure staff to assist, as required;
- Ensure that records are maintained of drivers and operators involved;
- Provide provision of engineering assistance;
- Provide construction, maintenance and repair of roads;
- Provide maintenance of sanitary sewage;
- Provide equipment for emergency pumping operations;
- Discontinue any public works service to any resident, as required, and restoring these services when appropriate;
- Ensure liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions;
- Provide public works vehicles and equipment as required by any other emergency services;
- Ensure liaison with the conservation authority regarding flood control, conservation and environmental matters and being prepared to take preventative action;
- Coordinate with the Parks & Facilities Representative for the use of tools, machinery, or vehicles that may be required;
- Maintain a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community Emergency Management Coordinator (CEMC) within two (2) weeks** of the termination of the emergency, as required;
- Participate in the debriefing following the emergency.

8. Director Development Services or Alternate
(Areas of responsibility, Building Services, Planning Services,)

The Director of Development Services is responsible for:

- Activate the emergency notification system, in consultation with the Fire Chief/CEMC, through the City of Windsor Fire Dispatch Centre or Everbridge System;
- Provide liaison, communication and support between the CEMC, CAO, Mayor and the Managers of services reporting to him/her;
- Provide Building & Planning services as required;
- Maintain a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community Emergency Management Coordinator (CEMC) within two (2) weeks** of the termination of the emergency, as required;
- Participating in the debriefing following the emergency.

9. Director of Corporate Services or Alternate
(Areas of responsibility: Finance, Information Technology, and Human Resources)

The Director of Corporate Services/Treasurer is responsible for:

- Activate the emergency notification system, in consultation with the Fire Chief/CEMC, through the City of Windsor Fire Dispatch Centre or Everbridge System;
- Provide liaison, communication and support between the CEMC, CAO, Mayor and the Managers of services reporting to him/her;
- Provide information and advice on financial, technology and human resource matters as they relate to the emergency;
- Maintain a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community Emergency Management Coordinator (CEMC) within two (2) weeks** of the termination of the emergency, as required;
- Participating in the debriefing following the emergency.

10. Municipal Clerk/Legislative Services or Alternate

Municipal Clerk is responsible for:

- Activate the emergency notification system, in consultation with the Fire Chief/CEMC, through the City of Windsor Fire Dispatch Centre or Everbridge System;
- Ensure that the Town of Amherstburg Tourism Coordinator will act as the **Emergency Information Officer**'s Spokesperson during an emergency. The Emergency Information Officer is responsible for the creation and dissemination of news and information to the public and the media under the supervision of the C.A.O. A detailed Emergency Information Plan is included in Part O;
- Ensure a media centre is established in a designated location when required;
- Conduct Media Briefings and liaise with other Communications coordinating groups and agencies including 211;
- Provide the CCG with considerations of Legislation relative to the Corporation;
- Upon direction by the Mayor, Town Clerk's/council services will ensure that all councilors are advised of the declaration and termination of declaration of the emergency;
- Upon direction by the Mayor, Town Clerk's/council services will arrange special meetings of

Council, as required, and advising members of Council of the time, date, and location of the meetings;
- Maintain a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community Emergency Management Coordinator (CEMC) within two (2) weeks** of the termination of the emergency, as required;
- Participate in the debriefing following the emergency;

11. Manager of Information Technology/ Designated Corporate Telecommunications Coordinator or Alternate

The Information Technology Manager is responsible for:

- Activate the emergency notification system, in consultation with the Fire Chief/CEMC, through the City of Windsor Fire Dispatch Centre or Everbridge system;
- Establish and maintaining redundant and secure, voice and data wireless communications links, using the Corporate Technology Infrastructure (CTI) within the EOC and all CCG members requiring such service;
- Fulfill the role of Corporate Telecommunications Coordinator or alternate, provide training and advice on any radio and other telecommunications matters;
- Participate in Developing and updating the Emergency Corporate Radio System (CRS) and Telecommunications Plan;
- Liaise with and provide direction to the Amateur Radio Emergency Radio (ARES) Telecommunications Coordinator;
- Assist the community control group by providing access to the corporate applications required for use during the emergency including but not limited to:
  - Email
  - Internet
  - Cable/Satellite Television Services
  - Virtual Tools
  - GIS
  - Facility and equipment data
  - Projection capability for any required information.
- Liaison and cooperation with the Emergency Telecommunications Coordinator if not designated;
- Coordinate telephone and data communications that may be required;
- Assist with acquiring any GIS mapping and services that may be used by the community control group;
- Maintain a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community Emergency Management Coordinator (CEMC) within two (2) weeks** of the termination of the emergency, as required;
- Participating in the debriefing following the emergency.

12. Medical Officer of Health or Alternate

(Areas of Responsibility: Public Health)

The Medical Officer of Health is responsible for:

- Act as a coordinating link for all emergency health services at the CCG;
- Provide liaison with the Ontario Ministry of Health and Long Term Care, Public Health Branch;
- Provide liaison with area hospital administrators if required;
- Depending on the nature of the emergency, assigning the Site Incident Commander and informing the CCG;
- Establish an ongoing redundant and secure, voice wireless communications link with the senior health official at the scene of the emergency;
- Provide liaison with the ambulance service representatives;
- Provide advice on any matters, which may adversely affect public health;
- Provide authoritative instructions on health and safety matters to the public through the Emergency Information Officer;
- Coordinate the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health and Long Term Care policies;
- Assist in the provision of coordination of care of bed-ridden citizens and invalids at home and in evacuation centers during an emergency;
- Provide liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources;
- Provide coordination of all efforts to prevent and control the spread of disease during an emergency;
- Notify the Water Division (OCWA) Representative regarding the need for potable water supplies and sanitation facilities;
- Provide liaison with Social Services Representative on areas of mutual concern regarding health services in reception/evacuation centres;
- Maintain a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community Emergency Management Coordinator (CEMC) within two (2) weeks** of the termination of the emergency, as required;
- Participate in the debriefing following the emergency.

13. Social Services - Manager of Housing Support Services (City of Windsor) or Alternate

(Areas of Responsibility: Social Development, Ontario Works, Housing & Children's Services, Health and Long Term Care Facilities)

The Social Services Representative is responsible for:

- Ensure the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services;
- Supervise the opening and operation of temporary and/or long-term Reception/Evacuation centres, and ensuring they are adequately staffed;
- Liaison with other CCG members as necessary, to create a plan to assist with selection, preparation, establishment and operation of reception/evacuation centre(s), which can be opened on short notice;

- Establish an ongoing redundant and secure, voice wireless communications link with the official at the scene of the emergency;
- Liaise with the Medical Officer of Health on areas of mutual concern regarding operations in reception/evacuation centres;
- When a facility has been selected to serve as an evacuation center that has previously been designated as a shelter site, will ensure that one or more representative of that facility have been contacted and are prepared to meet Town/City of Windsor Community Development and Health Services Staff (CDHS), and Community partner staff at site. Those representatives will be available to provide assistance with respect to maintenance, use and operation of facility throughout duration of emergency;
- Liaison with Red Cross in making arrangements for meals for evacuees, CDHS staff/Community Partners at the reception/evacuation centre(s) as required;
- Provide liaison with LTC Homes and Homes for the Aged and Nursing Homes as required;
- Make arrangements for meals for the staff/volunteers at the evacuation centres as required
- Maintain a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community Emergency Management Coordinator (CEMC) within two (2) weeks** of the termination of the emergency, as required;
- Participate in the debriefing following the emergency.

14. Emergency Medical Services (EMS) Representative or Alternate

The Emergency Medical Services Representative is responsible for:

- Activate the emergency notification system, in consultation with the Fire Chief/CEMC, through the Dispatch Centre City of Windsor Fire Dispatch Centre or Everbridge system
- Provide emergency medical services at the emergency site(s);
- Depending on the nature of the emergency, assigning the Site IC and informing the CCG;
- Establish an ongoing redundant and secure, voice wireless communications link with the senior EMS official at the scene of the emergency;
- Obtain EMS from other municipalities for support, if required;
- Provide triage at the site;
- Advise the CCG if other means of transportation is required for large scale response;
- Liaise with the Ministry of Health and Long Term Care Central Ambulance Communications Centre to ensure balanced emergency coverage is available at all times throughout the community;
- Provide liaison with the receiving hospitals;
- Provide liaison with the Medical Officer of Health, as required;
- Maintain a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community Emergency Management Coordinator (CEMC) within two (2) weeks** of the termination of the emergency, as required;
- Participate in the debriefing following the emergency.

15. Utility Representatives – Electricity/ Water

OCWA/Essex Power/Hydro One Representatives is responsible for:

- Monitor the status of power outages and customers without water services;
- Provide updates on power outages, as required;
- Provide liaison with the public works representative;
- Establish an ongoing redundant and secure, voice wireless communications link with the senior official at the scene of the emergency;
- May provide assistance with accessing generators for essential services, or other temporary power measures;
- Maintain a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community Emergency Management Coordinator (CEMC) within two (2) weeks** of the termination of the emergency, as required;
- Participate in the debriefing following the emergency.

16. Manager of Environmental Services/(OCWA)

Manager of Environmental Services/(OCWA) is responsible for:

- Provide maintenance of water systems;
- Provide liaison with the fire chief concerning emergency water supplies for firefighting purposes;
- Provide emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health;
- Provide liaison with the public works representative;
- Discontinue any water services to any building, as required, and restoring the services when appropriate;
- Maintain a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community Emergency Management Coordinator (CEMC) within two (2) weeks** of the termination of the emergency, as required;
- Participate in the debriefing following the emergency.

B) Additional Support and Advisory Staff required to assist and fulfill alternate roles:

The following staff may be required to provide support, logistics, relief and advice to the CCG:

1. Executive Assistant to the CAO & Mayor

The Executive Assistant to the CAO or Alternate will be responsible for:

- Coordination in assisting CAO and Mayor;
- Assist the CAO with liaison and coordination with the Emergency Information Coordinator and the Citizen Inquiry Supervisor (211 Manager/supervisor);
- Upon direction of Mayor and CAO, provide advice and contact support staff to assist in duties consistent with decisions of the Community Control Group;
- Perform Scribe duties for the CAO and Mayor including; maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community**

Emergency Management Coordinator (CEMC) within two (2) weeks of the termination of the emergency, as required.

2. Chief Building Official

The Chief Building Official will be responsible for:

- Coordinating building inspection personnel to advise emergency services and the Community Control Group on the structural safety of buildings;
- Issuing any required building/demolition permits to property owners during or following the emergency;
- Providing any other technical expertise to the Community Control Group regarding construction of buildings as required;
- Providing any required staff and equipment for assisting emergency responders at the emergency site or anywhere else in the municipality.

3. Treasurer or Alternate

(Areas of Responsibility: Finance, Purchasing, Asset Management)

The Treasurer is responsible for:

- Providing oversight for the service areas reporting to him/her;
- Providing information and advice on financial, purchasing and asset management matters as they relate to policy & the emergency;
- Provide liaison, if necessary, with the Treasurers of neighboring communities;
- Ensure a process and policy is implemented for Emergency Procurement;
- Ensure that records of expenses are maintained for future claim purposes;
- Ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency;
- Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community Emergency Management Coordinator (CEMC) within two (2) weeks** of the termination of the emergency, as required.

4. Manager of Human Resources or Alternate

The Manager of Human Resources or Alternate is responsible for:

- Coordinating and processing requests for human resources;
- Coordinating offers of, and appeals for, volunteers with the support of the CCG;
- Selecting the most appropriate site(s) for the registration of human resources;
- Ensuring records of human resources and administrative detail, that may involve financial liability, are completed;
- Ensuring that a Volunteer Registration Form is completed, when volunteers are involved and a copy of the form is retained for Town records;
- Ensuring identification cards are issued to volunteers and temporary employees, where practical;
- Arranging for transportation of human resources to and from site(s);
- Obtaining assistance, if necessary, from Human Resources Development Canada, as well as other government departments, public and private agencies and volunteer groups;

- Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community Emergency Management Coordinator (CEMC) within two (2) weeks** of the termination of the emergency, as required.

5. 211 Manager/Supervisor or Alternate

The 211 Manager/Supervisor is responsible for:

- The dissemination of information to the public (as the Citizen Inquiry Supervisor) under the supervision of the C.A.O and in consultation with the emergency information officer;
- Ensuring timely and accurate information is available to the public in the interest of public safety;
- Will be notified to provide this support function at the CCG at the onset of the emergency.
- Adhere to the Emergency Information Plan included in Part O.

6. GIS Coordinator or Alternate

The GIS Coordinator or Alternate is responsible for:

- Ensuring Geomatics services are available in the EOC for the CCG.

7. Manager of Roads and Fleet

The Manager of Roads and Fleet is responsible for:

- Providing the CCG with information and advice on public works matters;
- Establishing an ongoing redundant and secure, voice wireless communications link with the senior public works official at the scene of the emergency;
- Provide liaison with the public works representative from the neighbouring community(s) to ensure a coordinated response;
- Provide traffic emergency routes and signalization is maintained in consultation with Police, Fire, and EMS;
- Provide emergency construction, maintenance and repair of Town roads;
- Discontinuing any public works service to any resident, as required, and restoring these services when appropriate;
- Ensuring liaison with the conservation authority regarding flood control, conservation and environmental matters and being prepared to take preventative action;
- Providing public works vehicles and equipment as required by any other emergency services;
- Coordinating the acquisition, distribution and scheduling of various modes of transport (i.e. public transit, school buses, trains, boats, trucks and airplanes) for the purpose of transporting persons and/or supplies, as required, by members of the CCG and the support and advisory staff.

8. Manager of Parks and Naturalized Areas

The Manager of Parks and Naturalized Areas is responsible for:

- Ensuring liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions;
- Coordinate with the Facilities Representative for the use of tools, machinery, or vehicles that may be required.

9. Manager of Environmental Services

The Manager of Environmental Services is responsible for:

- Providing the CCG with information and advice on Environmental Services matters;
- Establishing an ongoing redundant and secure, voice wireless communications link with the Director of Engineering and Public Works and officials at the scene of the emergency;
- Provide liaison with the Utilities representative (Essex power, OCWA etc.) and from the neighboring community(s) to ensure a coordinated response;
- Provide maintenance of sanitary sewage;
- Providing equipment for emergency pumping operations;
- Ensuring liaison with the conservation authority regarding flood control, conservation and environmental matters and being prepared to take preventative action;
- Coordinate with Medical Officer of Health regarding Drinking Water issues in accordance with the Drinking Water Emergencies Plan Annex W;
- Providing equipment for emergency Potable Water operations.

10. Manager of Municipal Facilities

The Manager of Municipal Facilities is responsible to:

- Coordinate with the recreation and social services Representatives to facilitate reception/evacuation centres;
- Provide advice to CCG and CEMC on suitable facilities and uses required by the management of the emergency.

11. Essex County Community Emergency Management Coordinator or Alternate

The Essex County Community Emergency Management Coordinator will assist the CCG with the coordination of any County resources that may be required and to keep neighboring communities informed of essential information that may be relevant for their own preparedness and safety.

12. City of Detroit Homeland Security Director or Alternate

The Homeland Security Director will assist the CCG with the coordination of any Detroit/Michigan resources that may be required and to keep the U.S. communities informed of essential information that may be relevant for their own preparedness and safety.

13. Greater Essex County District School Board, Windsor Essex Catholic District School Board

The school boards, local community centres, and other facilities that have been identified are responsible for:

- Providing any school (as appropriate and available) for use as an evacuation or reception centre and a representative(s) to co-ordinate the maintenance, use and operation of the facilities being utilized as evacuation or reception centres;
- Provide liaison with the municipality as to protective actions to the schools (i.e., implementing school stay in place procedure and implementing the school evacuation procedure);
- Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community Emergency Management Coordinator (CEMC) within two (2) weeks** of the termination of the emergency, as required.

14. Hospital Administrators throughout the County and City of Windsor

The Hospital Administrators are responsible for:

- Implementing the hospital emergency plan;
- Ensuring that all hospitals provide adequate site security;
- Provide liaison with the Medical Officer of Health and local ambulance representatives with respect to hospital and medical matters, as required;
- Evaluating requests for the provision of medical site teams/medical triage teams;
- Provide liaison with the Ministry of Health, Long Term Care, and Community Care Access Centre as appropriate.

15. Long-Term Care Administrators or Alternate

- Will be required to assist with long-term care facilities.

16. Other Agencies

In an emergency, many agencies may be required to work with the CCG. Others might include Ontario Provincial Police, the Office of the Fire Marshal and Emergency Management (OFMEM), industry, volunteer groups, conservation authorities, and provincial ministries.

Those who become involved may be required to maintain a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community Emergency Management Coordinator (CEMC) within two (2) weeks** of the termination of the emergency, as required.

PART G: EMERGENCY CORPORATE RADIO SYSTEM (CRS) AND TELECOMMUNICATONS PLAN

1.0 INTRODUCTION

Upon implementation of the Emergency Response Plan, it will be important to ensure that communications are established between the emergency site(s) and the EOC. Also, communications may be required at various locations including evacuation/reception centres, hospitals, and other key responding agencies.

Past disasters in Canada and the US have demonstrated that cellular networks and other public systems and even the normal fixed telephone system, become rapidly overloaded and cannot be relied upon for critical communications between emergency management personnel. In addition, the public telephone network can be disrupted by the emergency itself.

In any major emergency the ability to effectively communicate between various emergency services and their Command Centers, relief organizations and evacuation facilities and with the Emergency Operations Center (EOC) becomes crucial. The most disaster resistant communications tool available to the Town is a Radio System which is designed to Public Safety standards.

In a major emergency, in addition to the normal users of the Corporate Radio System, a number of other entities will be using the radio system, either as a prime communications tool or as a backup in the event of a failure of the public telephone system or of email. In addition, it can be expected that the traffic of the Radio system from its normal users (such as, but not limited to, Police, Fire and ambulance) will increase significantly, as will the use of 9-1-1 and the 211 centre.

2.0 AIM

The aim of this *Radio and Telecommunications Emergency Response Plan* is to provide both operational staff and administrative staff with a tool to help maximize the efficiency of communications in a major emergency.

3.0 EMERGENCY RADIO AND TELECOMMUNICATIONS MEASURES TO BE IN PLACE AT ALL TIMES

In order to be able to meet the communications needs of a major emergency the following equipment in the quantities stated should be set aside by the designated Emergency Telecommunications Coordinator and the Town Service Provider (Kelcom) and be dedicated solely to major emergency use:

- Non mission critical radios for EOC participants 6
- Additional Fire mission critical radios 6
- Additional non mission critical radios for other Town of Amherstburg departments 10

- Headsets 6
- Additional radio batteries 22
- Additional radio battery chargers 22

All of the above Corporate radio system equipment shall be checked for full serviceability by the Emergency Telecommunications Coordinator and the service provider on at least a monthly basis, including checking that the appropriate current channels and talk groups are programmed. The amateur emergency radio station should be similarly checked by the Amateur Radio Emergency Radio (ARES) Telecommunications Coordinator.

Plans are to be made for the rapid distribution of all emergency radio equipment. This plan should include brief operating instructions and the emergency radio channels to be used by each group.

Plans are to be made for the rapid cooperation on radio matters with adjacent jurisdictions including Detroit and Michigan and with the RCMP and OPP and The City of Windsor. This plan should include brief operating instructions and the emergency radio channels to be used by each group.

The Emergency Telecommunications Coordinator shall inform all users and potential users on a quarterly basis of the availability of this dedicated emergency radio equipment. Concurrently, the radio distribution plan should be circulated. Emergency communications training exercises and major event participants may use this equipment. Any weakness or discrepancies in the emergency radio equipment thus identified will then be corrected.

4.0 EMERGENCY RADIO AND TELECOMMUNICATIONS MEASURES TO BE TAKEN WHEN AN EMERGENCY EXISTS BUT HAS NOT YET BEEN DECLARED

The Emergency Telecommunications Coordinator shall inform the service provider and all users and potential users that an Emergency could be declared in the immediate future and will circulate the distribution plan and user instructions by e-mail. All emergency radio equipment will be put on charge. All accessories shall be checked.

5.0 EMERGENCY PLAN FOR THE CORPORATE RADIO SYSTEM AND FOR TELECOMMUNICATIONS

Upon implementation of the Emergency Response Plan, it will be important to ensure that communications are established between the emergency site(s) and the EOC. Also, communications may be required at various locations including evacuation centres, hospitals, and other key responding agencies. The radio communications responsibilities of the Community Control Group are given below.

Members of the CCG will gather at regular intervals during the emergency to inform each other of actions taken and problems encountered. Meetings will be kept as brief as possible and may be by electronic conferencing when appropriate.

6.0 EMERGENCY TELECOMMUNICATIONS COORDINATOR

The Manager of Information Technology or Alternate as the designated Emergency Telecommunications Coordinator has the prime responsibility for emergency radio telecommunications during a declared emergency, with the assistance of the Amateur Radio & Emergency Radio Telecommunications Coordinator.

Other specific responsibilities are:

- Establish and maintain appropriate voice communications links, using the Corporate Radio System (CRS) infrastructure with the EOC and all CCG members requiring such service;
- Issue and maintain CRS radios to all CCG members requiring them;
- Establish appropriate radio interoperability with all relevant adjacent municipalities and with other Emergency services, making use of the interoperability plan;
- Ensure that the radios issued have the appropriate talk groups;
- In conjunction with the alternate, providing training and advice on any radio and other telecommunications matters;
- Update the Emergency CRS and Telecommunications Plan;
- Liaise with and direction to the Amateur Radio Emergency Radio (ARES) Telecommunications Coordinator.

The Emergency Telecommunications Coordinator is part of the initial Emergency Notification Procedure who in turn will call upon his contacts for further communications support, as required.

The Emergency Telecommunications Office is located in the EOC. It should be equipped with portable hand radios, battery back-up, two- way radio with the necessary channels to communicate with Police, Fire, EMS and the Ontario Fire Marshal. Communications between the EOC and the other responding agencies, if necessary will be with this assistance.

7.0 INDIVIDUAL COMMUNICATIONS RESPONSIBILITIES OF THE OTHER MEMBERS OF THE COMMUNITY CONTROL GROUP:

CHIEF ADMINISTRATIVE OFFICER OR ALTERNATE

The Chief Administrative Officer for the Town of Amherstburg is responsible for:

- Ensuring that voice (and where appropriate data) wireless communication links are established between the CCG, with the resources and policies established.

POLICE CHIEF OR ALTERNATE

The Police Chief is responsible for:

- Activating the emergency notification system, in consultation with the Fire Chief.
- Establishing a site command post with voice (and where appropriate data) wireless communications to the EOC;
- Establishing an ongoing voice (and where appropriate data) wireless communications link with the senior police official at the scene of the emergency consistent with the resources and policies established by the Emergency Telecommunications Coordinator.

FIRE CHIEF OR ALTERNATE

The Fire Chief is responsible for:

- Activating the emergency notification system;
- Establishing a site command post with appropriate ongoing voice,(and data if required) wireless communications with the EOC using the plan developed and distributed by the Emergency Telecommunications Coordinator;
- Establishing an ongoing voice (and where appropriate data) wireless mobile communications link with the senior officials' command vehicles consistent with the resources and policies established by the Emergency Telecommunications Coordinator.

COMMUNITY EMERGENCY MANAGEMENT COORDINATOR OR ALTERNATE

The Community Emergency Management Coordinator (CEMC) is responsible for:

- Ensuring that all members of the CCG have necessary plans, resources, supplies, maps, radios and equipment;
- Supervising the Emergency Telecommunications Coordinator or alternate;
- Establishing an ongoing voice (and where appropriate data) wireless communications link with the senior police official at the scene of the emergency, consistent with the resources and policies established.

EMERGENCY MEDICAL SERVICES REPRESENTATIVE OR ALTERNATE

The Emergency Medical Services (EMS) Representative is responsible for:

- Establishing an ongoing appropriate voice wireless communications link, with the senior EMS official at the scene of the emergency consistent with the resources and policies established by the Emergency Telecommunications Coordinator.
- Liaising with the Ministry of Health and Long Term Care Central Ambulance Communications Centre to ensure balanced emergency coverage is available at all times throughout the community.

8.0 COMMON COMMUNICATIONS RESPONSIBILITIES OF THE REMAINING MEMBERS OF THE COMMUNITY CONTROL GROUP:

- All of the following members of the Community Control Group: are responsible for establishing an ongoing appropriate voice wireless communications link, consistent with the resources and policies established by the Emergency Telecommunications Coordinator, with the senior official of their own organization at the scene of the emergency.

Director of Engineering and Infrastructure Services or Alternate

Director of Parks, Facilities, Recreation and Culture or Alternate

Medical Officer of Health or Alternate

Community Development & Health Commissioner (Social Services) or Alternate

Director of Development Services or Alternate

Utility Representative – OCWA/Essex Power/ Hydro One

Manager of Roads and Fleet or Alternate

9.0 INDIVIDUAL COMMUNICATIONS RESPONSIBILITIES OF MEMBERS OF THE SUPPORT AND ADVISORY STAFF

MANAGER OF INFORMATION TECHNOLOGY/CORPORATE COMMUNICATIONS COORDINATOR OR ALTERNATE

Assisting the Community Control Group by providing access to the corporate IT applications required for use during the emergency including but not necessarily limited to:

- Email
- Internet
- Cable/Satellite Television Services
- Virtual Tools
- GIS
- Facility and equipment data
- Projection capability for any required information.

- Liaison and cooperation with the Emergency Telecommunications Coordinator;
- Initiating all necessary actions to ensure the telephone system at the EOC or alternate EOC (if in use) functions as effectively as the event permits;
- Coordinating all telephone and data communications that may be required.

AMATEUR RADIO EMERGENCY RADIO (ARES) TELECOMMUNICATIONS COORDINATOR

- Activating the emergency notification system of the local amateur radio operators group;
- Ensuring that the ARES emergency communications facilities are properly equipped and staffed and that any problems, which may arise, are corrected;
- Liaison and cooperation with the Emergency Telecommunications Coordinator;
- Maintaining an inventory of community and private sector ARES communications equipment and facilities within the community, which could, in an emergency, be used to augment existing communications systems;
- Making arrangements to acquire additional ARES communications resources during an emergency;
- Establishing an ongoing voice (and where appropriate data) wireless communications link with the senior official at the scene of the emergency, consistent with the resources and policies established by the Emergency Telecommunications Coordinator;
- All messages are to be written on the Amateur Radio Message Forms and logged.

EMERGENCY INFORMATION OFFICER

- Establishing a communication link with the Community Spokesperson, the 211 centre Manager/Supervisor and any other media coordinator(s) (i.e. provincial, federal, private industry, etc.) involved in the incident, ensuring that all information released to the media and public is timely, full and accurate.

COMMUNITY SPOKESPERSONS

- Establishing a communication link and regular liaison with the Emergency Information Officer at the EOC, consistent with the Emergency Telecommunications plan.

CITIZEN INQUIRY SUPERVISOR (211 Centre Manager/Supervisor)

The Citizen Inquiry Supervisor is responsible for:

- Establishing the 211 Call Centre as the Citizen Inquiry Service, including the appointment of additional personnel as required;
- Informing the Emergency Information Officer of the establishment of the Citizen Inquiry Service at the 211 Call Centre;
- Informing the affected emergency services, the CCG and Town of Amherstburg reception of the establishment of the Citizen Inquiry Service at the 211 Call Centre;
- Ensuring liaison with the Emergency Information Officer to obtain current information on the emergency.

PART H: EMERGENCY INFORMATION PLAN

Upon implementation of this Emergency Response Plan, it will be important to co-ordinate the release of accurate information to the news media, issue authoritative instructions to the public, and respond to or redirect individual requests for, or reports on, information concerning any aspect of the emergency.

In order to fulfill these functions during an emergency, the following positions will be established:

- Emergency Information Officer
- Community Spokesperson
- Citizen Inquiry Supervisor (211 Centre Manager/Supervisor)

During the first 12 hours of an emergency, the following positions may also be required:

- Emergency Information Coordinator
- Media Centre Coordinator
- Writer
- Public Mass Notification Officer

The local Emergency Information Centre (EIC) will be located in the Municipal Emergency Operations Centre (EOC) with a media briefing facility to be located at Libro Credit Union Centre, 3295 Meloche Road, Amherstburg, ON. Depending on the nature of the emergency, it may be necessary to establish a media information area adjacent to the emergency site, as

decided by the Community Control Group. This area, if established, will be staffed as determined by the community spokesperson. It may be determined that Virtual Tools are a useful alternative.

The Citizen Inquiry Centre is to be located at the 211 Call Centre if possible and practical under the supervision of the Citizen Inquiry Supervisor.

Note: 211 provides non-emergency community, social, health and federal, provincial and municipal government service information for residents in Southwest Ontario including Windsor-Essex, Sarnia-Lambton, Chatham-Kent, London-Middlesex, Elgin County, Oxford County.

1. Emergency Information Officer

The Emergency Information Officer reports to the CAO and is responsible for:

- Establishing a communication link with the Community Spokesperson, the Citizen Inquiry Supervisor and any other media coordinator(s) (i.e. provincial, federal, private industry, etc.) involved in the incident, ensuring that all information released to the media and public is timely, full and accurate;
- Ensuring that a EIC is established, (physical or virtual) and a site EIC, if required;
- Ensuring liaison with the CCG to obtain up-to-date information for media releases, co-ordinate individual interviews and organize press conferences;
- Ensuring that the following are advised of the establishment of the Citizen Inquiry Centre through 211:
    - Media;
    - Community Control Group;
    - Reception desk (Town Hall);
    - Community Spokesperson;
    - Police/Fire Public Information Officers;
    - Neighboring Communities;
    - Media contact at the Reception/Evacuation Centres;
    - Any other appropriate persons, agencies or businesses.
- Providing direction and regular updates to the Citizen Inquiry Supervisor to ensure that the most accurate and up-to-date information is disseminated to the public;
- Ensuring that the media releases are approved by the Chief Administrative Officer (in consultation with the Mayor) prior to dissemination, and distributing hard copies of the media release to the EIC, the CCG, Citizen Inquiry Supervisor and other key persons handling inquiries from the media;
- Maintaining copies of media releases and newspaper articles pertaining to the emergency in cooperation with the E.O.C. logistical staff.

2. Community Spokespersons

The community spokesperson will be The Mayor unless an alternate is appointed by the Community Control Group and is responsible for:

- Giving interviews on behalf of the Town of Amherstburg with the assistance of the EIO.
- Establishing a communication link and regular liaison with the Emergency Information Officer at the EOC;

- Redirecting all inquiries about decisions made by the CCG and about the emergency as a whole;
- Coordinating media photograph sessions at the scene when necessary and appropriate;
- Coordinating on-scene interviews between the emergency services personnel and the media if practical and appropriate.

3. Citizen Inquiry Supervisor (211 Centre Manager/Supervisor)

The Citizen Inquiry Supervisor is responsible for:

- Establishing the 211 Call Centre as the Citizen Inquiry Service, including the appointment of additional personnel as required;
- Informing the Emergency Information Officer of the establishment of the Citizen Inquiry Service at the 211 Call Centre and any additional designated telephone number(s);
- Informing the affected emergency services, the CCG and Town of Amherstburg reception desk of the establishment of the Citizen Inquiry Service at the 211 Call Centre;
- Ensuring liaison with the Emergency Information Officer to obtain current information on the emergency;
- Responding to, and re-directing inquires and reports from the public based upon information from the Emergency Information Officer. (Such information may be related to school closings, access routes or the location of evacuation centers.);
- Responding to and redirecting inquiries pertaining to the investigation of the emergency, deaths, injuries or matters of personnel involved with or affected by the emergency to the appropriate emergency service;
- Responding to and redirecting inquiries pertaining to persons who may be located in evacuation and reception centers to the registration and inquiry telephone number(s);
- Procuring staff to assist, as required;
- Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the **Community Emergency Management Coordinator (CEMC) within two (2) weeks** of the termination of the emergency, as required.

Part I COMMUNITY EMERGENCY MANAGEMENT PROGRAM COMMITTEE (CEMPC)

O. Reg. 380/04* - Section *11

(1) Every community shall have an emergency management program committee. O. Reg. 380/04, s. 11 (1).

(2) The committee shall be composed of,

- *a) the municipality's emergency management program coordinator;*
- *b) a senior municipal official appointed by the council;*
- *c) such members of the council, as may be appointed by the council;*
- *d) such municipal employees who are responsible for emergency management functions, as may be appointed by the council; and*
- *e) such other persons as may be appointed by the council. O. Reg. 380/04, s. 11 (2).*

(3) The persons appointed under clause (2) (e) may only be,

- *(a) officials or employees of any level of government who are involved in emergency management;*

(b) *Representatives of organizations outside government who are involved in emergency management; or persons representing industries that may be involved in emergency management. O. Reg. 380/04, s. 11 (3).*

(4) *The council shall appoint one of the members of the committee to be the chair of the committee. O. Reg. 380/04, s. 11 (4).*

(5) *The committee shall advise the council on the development and implementation of the municipality's emergency management program. O. Reg. 380/04, s. 11 (5).*

(6) *The committee shall conduct an annual review of the municipality's emergency management program and shall make recommendations to the council for its revision if necessary. O. Reg. 380/04, s. 11 (6).*

Context

Every municipality must form a committee responsible for overseeing the development and implementation of its emergency management program. The committee's membership is somewhat defined within the EMCPA; however, in addition to the individuals required to be part of the committee under the legislation, the municipality is free to include whomever else it wishes. It is not required that all committee members be municipal employees.

Committee Membership

The Town of Amherstburg municipal emergency management program committee is a key organizational step toward making the emergency management process more effective. To reach its full potential, the committee represents the various organizations that have, or should have, a role in implementing and maintaining the municipal emergency management Plan and Program.

Roles and Responsibilities

The municipal emergency management program committee's legislative responsibility is to oversee the development, implementation, and maintenance of the municipal emergency management program, including the municipal emergency response plan, public education program, training, and exercises. The committee is also accountable for the annual review of the municipality's emergency management program.

To achieve consistency with recommended practice, the committee also reviews and evaluates municipal activities, such as exercises, actual emergencies, and provides support and resources to the CEMC, based on the current goals and objectives of the emergency management program. Annually the committee conducts a review of the whole program, including goals and objectives, and make revisions as necessary for the upcoming year. If it is determined that changes are indeed required, then the committee is responsible for making recommendations for program changes or enhancements to Municipal council.

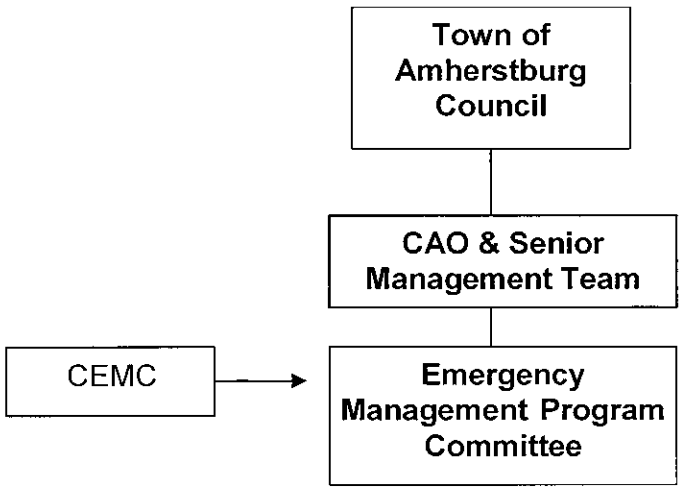
During an Emergency

Although in general the municipal emergency management program committee does not play a formal role during emergencies, some of the program committee members are also members of the Community Control Group (CCG). Therefore, these members play a more official role in the municipality during an emergency, while other members of the program committee may be called upon for support if needed.

The CEMPC is comprised of:

- ** Chairperson** - Municipal Clerk/Risk Manager
- Community Emergency Management Coordinator
- Medical Officer of Health
- Chief of Police
- Fire Chief or Alternate
- Treasurer
- Manager of Facilities
- Essex-Windsor EMS Chief
- Chief Building Official
- Electrical/Water Utility Representatives (OCWA/Essex Power/Hydro One) or Alternates
- Manager of Tourism and Culture
- Ontario Provincial Police Representative
- Manager of Human Resources
- Manager of Recreation
- Manager of Licensing and Enforcement
- Information Technology Manager or Alternate
- Manager of Parks
- Manager of Roads and Fleet
- Manager of Environmental Services
- Manager of Planning
- Manager of Engineering
- Social Services- Manager of Housing Support Services
- Manager/Supervisor- 211 Centre

Below is the flow chart to illustrate the EMPC legislated reporting relationship to municipal council. Recommendations made by the Emergency Management Program Committee are reviewed by the CAO & Senior Management Team.



ANNEX N

AMHERSTBURG NUCLEAR EMERGENCY RESPONSE PLAN

(ANERP)

June 2022

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NUCLEAR EMERGENCY

Chapter 1 - General

1.1 Introduction

The overall response by Provincial and Municipal Organizations to a nuclear emergency originating from/at the DTE Fermi 2 Nuclear Power Plant (Fermi 2) site, is described in three provincial documents:

1. Provincial Nuclear Emergency Response Plan - PNERP Master Plan
2. Provincial Nuclear Emergency Response Plan - Implementing Plan for Fermi 2 Nuclear Power Plant (Dec.2021)
3. Provincial Nuclear Emergency Response Plan – Other Radiological Emergencies

These plans describe the overall emergency organization and response by Provincial organizations, and the response of the Town of Amherstburg.

The Provincial Master Plan (Annex I, Appendix 15, 2) requires that plans and procedures be prepared by the Municipality near the Fermi site, to deal with a nuclear emergency, and that these Municipal plans conform to the Provincial plans.

It is important to note that in a nuclear emergency, the Province of Ontario is responsible for overall direction and control of off-site actions. (Refer to section 1.13 of the Master Plan)

On September 12, 2016, Council supported amendments to the Town of Amherstburg's primary zone from 23km to 16km, as well as additional amendments in the PNERP Master Plan for a more equitable emergency response in the event of a Fermi 2 Nuclear Emergency. The proposed amendments to the PNERP Master Plan were approved by Cabinet in December of 2017, this plan has been revised to ensure conformity with the 2017 PNERP Master Plan and 2021 Implementing Plan for Fermi 2.

This plan describes the Municipal organization, which is established in response to a nuclear emergency at the Fermi II site, and how the Municipality will implement the directives of the Provincial organization, and support the overall Provincial emergency response.

1.2 Definition of "Municipality"

Designated Municipality: A municipality in the vicinity of a nuclear facility which has been designated under the Emergency Management and Civil Protection Act, as one that shall have a nuclear emergency plan.

Within the context of this plan, the following entities will have roles and responsibilities in the event of a Fermi II nuclear emergency of:

(a) The elected officials and staff of the Town of Amherstburg,
(b) Local emergency services organizations, i.e. Police, Fire and Emergency Medical Services (EMS),

(c) County Governments and staff, including Roads Department and City of Windsor Community Development and Health Commissioner,
(d) Adjoining Municipalities,
(e) The Windsor Essex County Health Unit and local hospitals,
(f) Greater Essex County District School Board and the Windsor Essex Catholic District School Board,
(g) Local volunteer organizations and service clubs, including Red Cross and St. John Ambulance and,
(h) Local businesses and recreational facilities.

1.3 Scope

The Municipal Nuclear Emergency Plan - Annex N describes what actions will be taken by the Municipality to respond to a nuclear emergency originating from the Fermi site that creates off-site impact. How this is accomplished is described in the plans and procedures of the various organizations and Departments comprising the Municipality.

1.4 Host Municipality

Host Municipality Definition: The municipality assigned responsibility in the Provincial Nuclear Emergency Response Plan for the reception and care of people evacuated from their homes in a nuclear emergency (PNERP Master Plan ANNEX K Nuclear and Radiological Glossary Sec. 3.3 of Dec. 2021 Implementing plan for Fermi II).

The Provincial Nuclear Emergency Response Plan designates municipalities to act as a Host Municipality in the event of a nuclear emergency. Host municipalities will have plans for the reception and accommodation of evacuees, and for coordination of monitoring and decontamination arrangements. The designated Host Municipalities for Amherstburg during a nuclear emergency are the City of Windsor and the Town of Essex.

Activation of the City of Windsor and Town of Essex Nuclear plan is achieved through a formal notification system from the Provincial Emergency Operations Centre (PEOC) to the designated municipality and the host municipalities.

The Town of Essex and the City of Windsor are designated host municipalities with respect to Fermi 2 (PNERP Master Plan, Annex A).

In this document the terms "municipal" and "municipality" shall include, unless the context indicates otherwise, the designated municipality, as well as the local police services and local boards whose area of operation includes the area covered by the municipal plans. PNERP Implementing Plan for Fermi 2 Nuclear Power Plant Page 2 of 79

Pursuant to Section 3(4) of the EMCPA, as designated municipalities, the Town of Amherstburg, Town of Essex and the City of Windsor shall formulate plans to mitigate the off-site consequences of nuclear emergencies at Fermi 2. e) Where applicable, these plans shall also contain arrangements for the provision of services and assistance by municipal departments, local police services, fire services, paramedic services, hospitals and local boards.

Town of Essex
The centers are located at:

Initial Decontamination, Reception, and Accommodations Facility
Essex Fire and Rescue – Station 2
3575 North Malden Road
Essex, ON
This facility has an occupant load of 150 occupants, space is with non fixed seating and tables

Overflow Accommodations Facility
Essex Centre Sports Complex
60 Fairview Avenue West,
Essex, ON

City of Windsor.Reception, and Accommodations Facility
WFCU Centre
8787 McHugh Street,
Windsor, ON

Activation of the Town of Essex Nuclear plan is achieved through a formal notification system from OFMEM Duty Officer to the designated municipalities and the host municipalities.

The City of Windsor Fire Dispatch Service is the designated 24-hour on call for the alert and activation of the Town of Essex Nuclear Plan.

County of Essex;

Identified in the County of Essex 2021 ERP, the County will assist a Municipality within the county of Essex when requested. **Essex-Windsor Emergency Medical Services** (EWEMS), would assist, with dispatching DC's and Paramedic resources to the identified Emergency Worker Centre or where required.

Likewise if the UTCC, Municipality of Amherstburg and its Roads Department , along with Windsor Police Services, OPP and/or MTO requested assistance from our Infrastructure Department specifically "Roads", or other resources to assist there would be an assist made.

Chapter 2 - Planning Basis

2.1 Introduction

The Provincial Nuclear Emergency Response Plan - Implementing Plan for Fermi 2 Nuclear Power Plant describes the various reactor accident scenarios which form the basis for emergency plans and procedures. The extent of the emergency and the resultant off-site effects, prescribe the emergency response and organization required to deal with these scenarios.

The various accident scenarios involving the actual or potential release of airborne radioactive material to the environment are categorized in four groups in ascending order of severity. A fifth category - liquid emissions is a waterborne release from nuclear facility (see Table 4.1 Fermi Implementing plan).

2.2 Emergency Classification System And Initial Provincial/ Municipal Response

2.2.1 Notification Categories

The four emergency notification categories with actual or potential for airborne releases, in ascending order of severity, are listed as follows:

1. Unusual Event: A situation is in progress or already completed which could potentially degrade the plant's level of safety or indicate a security threat to the facility. No releases of radioactive material requiring offsite actions are expected unless safety systems degrade further.

   Provincial and municipal duty staff will monitor the situation. [Routine Monitoring]

2. Alert: Events are in progress or have occurred which have (or could) substantially degrade the plant safety; or, a security event that could threaten site personnel or damage to site equipment is in progress. Any offsite releases of radioactive material that could occur are expected to be minimal and far below limits established by the Environmental Protection Agency's (EPA) protective action guides (PAGs).

   Provincial/municipal emergency response staff will normally monitor the situation from their operations centres. Other provincial and municipal staff is notified to remain available to report for duty. [Enhanced Monitoring]

3. Site Area Emergency: Events are in progress or have occurred which have caused (or likely will cause) major failures of plant functions that protect the public, or involve security events with intentional damage or malicious acts that could lead to the likely failure of (or prevent effective access to) equipment needed to protect the public. Any offsite releases of radioactive material are expected to remain below EPA PAG exposure levels beyond the site boundary.

   Response plans are either partially or fully activated, depending on the absence/ presence of an ongoing or imminent emission. Provincial and Municipal emergency operation

centres are fully staffed. Municipal centres are set up and staffed as required. EIC and UTCC are set up and staffed to begin operation. [Partial Activation/Full Activation]

4. General Emergency: Events are in progress or have occurred which: a) have caused (or shortly will cause) substantial reactor core damage, with the potential for uncontrolled releases of radioactive material; or, b) involve security events that deny plant staff physical control of the facility. Offsite releases can be reasonably expected to exceed EPA PAG exposure levels beyond the plant site.

   Response plans and organizations are fully activated and, if necessary, appropriate protective measures are taken. [Full Activation]

2.2.2 Liquid Emissions

2.2.2.1 General

a) A liquid emission results from a release of *radioisotopes* to a water supply source such as a lake, river, groundwater, etc.

b) The *response* to a liquid emission will depend on:

   i. whether it is occurring in conjunction with an airborne emission

   ii. the source of the liquid emission

c) The following guidance *should* be used in determining the *response* mechanism to be followed in the event of a liquid emission:

   i. Where a liquid emission has occurred at a *reactor facility* and has not occurred in conjunction with an event that meets the *notification* category system as detailed in the Implementing Plans (Pickering, Darlington, Bruce Power, CRL), it *shall* be dealt with under the Liquid Emission Response Procedure for the applicable *reactor facility*.

   ii. Where a liquid emission has occurred at a *reactor facility* in conjunction with an event that meets the *notification* category system as detailed in the Implementing Plans (Pickering, Darlington, Bruce Power, CRL), it *shall* be dealt with under the applicable PNERP Implementing Plan.

   iii. The Other Radiological Emergencies Implementing Plan to the PNERP *shall* be applied in the event of Liquid Emissions occurring as a result of:

      - *accidents* or occurrences at *nuclear establishments*
      - *accidents* or occurrences during the transportation of *radioactive material*
      - *Radiological Dispersal Devices (RDD)/Radiological Exposure Devices (REDs)*
      - *Radiological Device* (RD)
      - lost/stolen/orphan sources
      - satellite re-entry
      - nuclear weapon detonation

2.2.2.2 Responsibility

a) The Provincial Liquid Emission Response Plan (PLERP) *shall* be developed and maintained by the Office of the Fire Marshal and Emergency Management (OFMEM) for each of the *reactor facilities* described under **2.2.2.1c)**.
b) Ministry of the Environment and Climate Change legislation for spills and other discharges to the environment, including Part X of the *Environmental Protection Act*, the *Ontario Water Resources Act* and the *Safe Drinking Water Act*, 2002, *shall* support the provincial *response* under the PLERP.

2.3 Emergency Planning Zones

2.3.1 Detailed Planning Zone (Figure 2.1)

The DPZ is a pre-designated area surrounding a reactor facility where pre-planned protective actions are implemented as needed on the basis of reactor facility conditions, dose modelling, and environmental monitoring, with the aim of preventing or reducing the occurrence of stochastic effects.

The Fermi 2 DPZ is the area immediately surrounding the reactor facility extending out to an approximate radius of 16 kilometres (10 miles) which is consistent with the United States Nuclear Regulatory Commission (U.S. NRC) regulation for U.S. reactor facilities' plume exposure pathway emergency planning zones.

Although outside the 16km DPZ distance, Bois Blanc Island (commonly referred to as Boblo Island) has been included as a sector of the DPZ due to practical and logistical issues associated with an island evacuation. As such, in the event of an initial nuclear emergency notification from Fermi 2 resulting in the evacuation of the 16 km sector, a precautionary evacuation of Bois Blanc (Boblo) Island should also be directed. However, as the emergency progresses and when time is available to undertake an assessment, the need for a Bois Blanc (Boblo) Island evacuation will be determined through consultation with applicable stakeholders, including the designated municipality.

The Detailed Planning Zone for Fermi is shown in Figure 2.1. It includes an area within the Town of Amherstburg.

2.3.2 Contingency Planning Zone (CPZ)

The CPZ is a pre-designated area surrounding a reactor facility, beyond the DPZ (see **2.3.1** above), where contingency planning and arrangements are made in advance, so that during a nuclear emergency, protective actions can be extended beyond the DPZ as required to reduce potential for exposure.

The Contingency Planning Zone encompasses areas of the County of Essex within a 16-32 km radius of the Fermi Site. The Contingency Planning Zone is shown in Figure 2.1 (and includes the Detailed and Contingency Planning Zones).

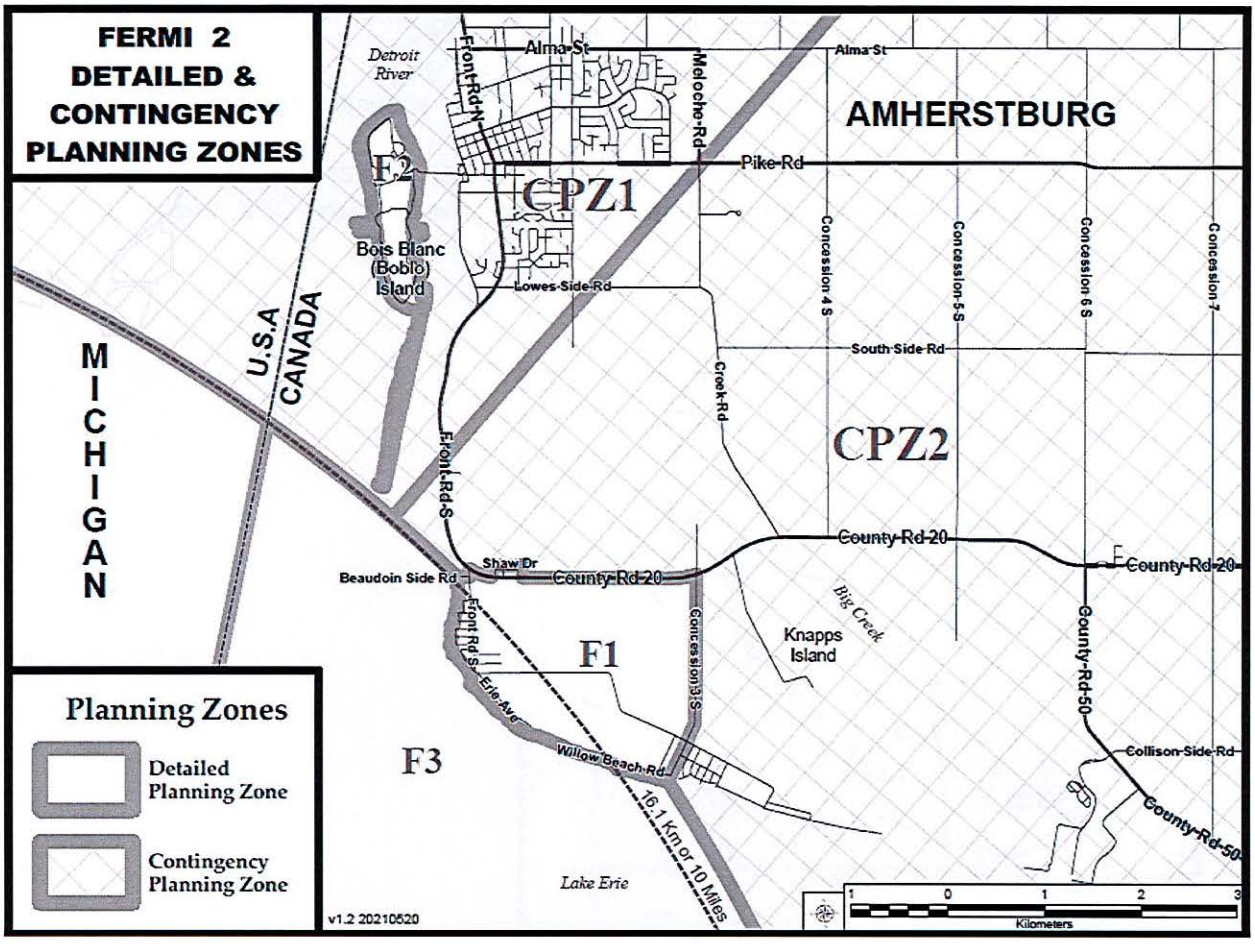
The Contingency Planning Zone is the area within which it is necessary to plan and prepare for taking Ingestion Control Measures, based on the monitoring of the food chain for contamination.

Figure 2.1: Detailed and Contingency Planning Zones

The Detailed Planning Zone for Fermi is divided into 3 Response Sectors:

Town of Amherstburg Area	Sector F1
Bois Blanc (Boblo) Island	Sector F2
Lake Sector	Sector F3

*The boundaries of the Response Sectors are shown below in Figure 2.1



2.3.3 Ingestion Planning Zone (IPZ)

This Fermi 2 IPZ (see Figure 2.2) is the area immediately surrounding the reactor facility extending out to an approximate radius of 80 kilometres (50 miles) which is consistent with the United States Nuclear Regulatory Commission (U.S. NRC) regulation for U.S. reactor facilities' ingestion exposure pathway emergency planning zones. Provincial plans and arrangements are undertaken for this area in order to:

- Protect the food chain
- Protect drinking water supplies
- Restrict consumption and distribution of potentially contaminated produce, wild-grown products, milk from grazing animals, rainwater, animal feed
  Note: Wild-grown products can include mushrooms and game.
- Restrict distribution of non-food commodities until further assessments are performed

The Fermi 2 IPZ encompasses Essex County, the City of Windsor, and an area of Chatham-Kent lying within an 80 km radius of Fermi 2. The IPZ includes the DPZ and CPZ. **Figure 2.2** also shows the sub-zones of the IPZ.

Figure 2.2: Ingestion Planning Zone

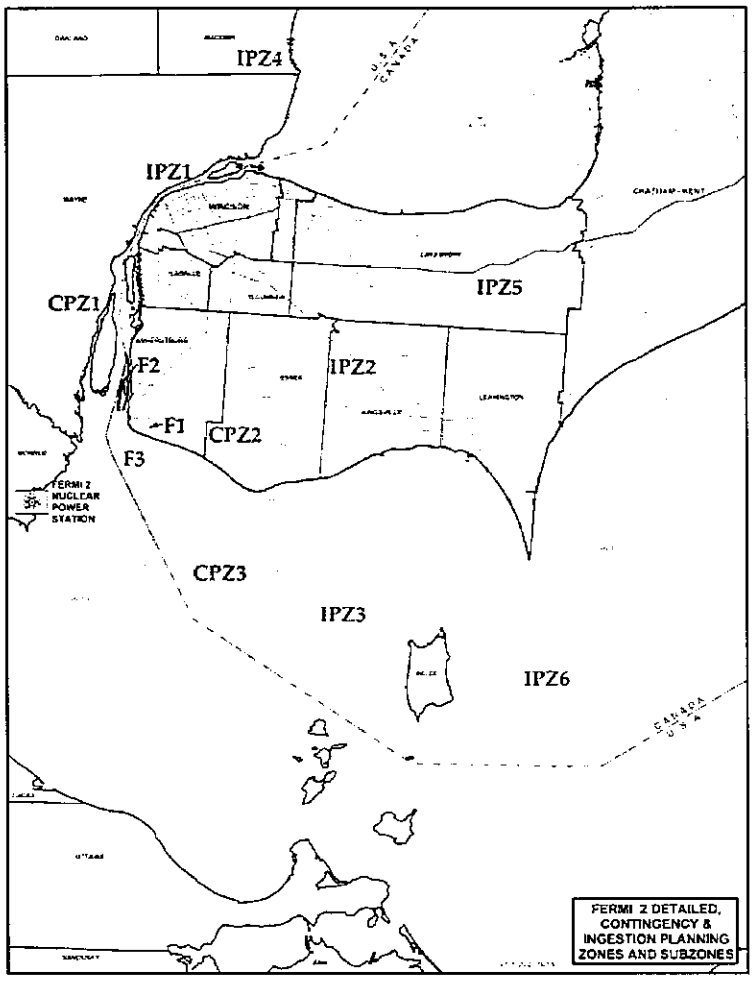


Figure 2.3: 10 Mile Emergency Planning Zone and Protective Action Areas for Fermi 2 Nuclear Power Plant, Michigan, USA

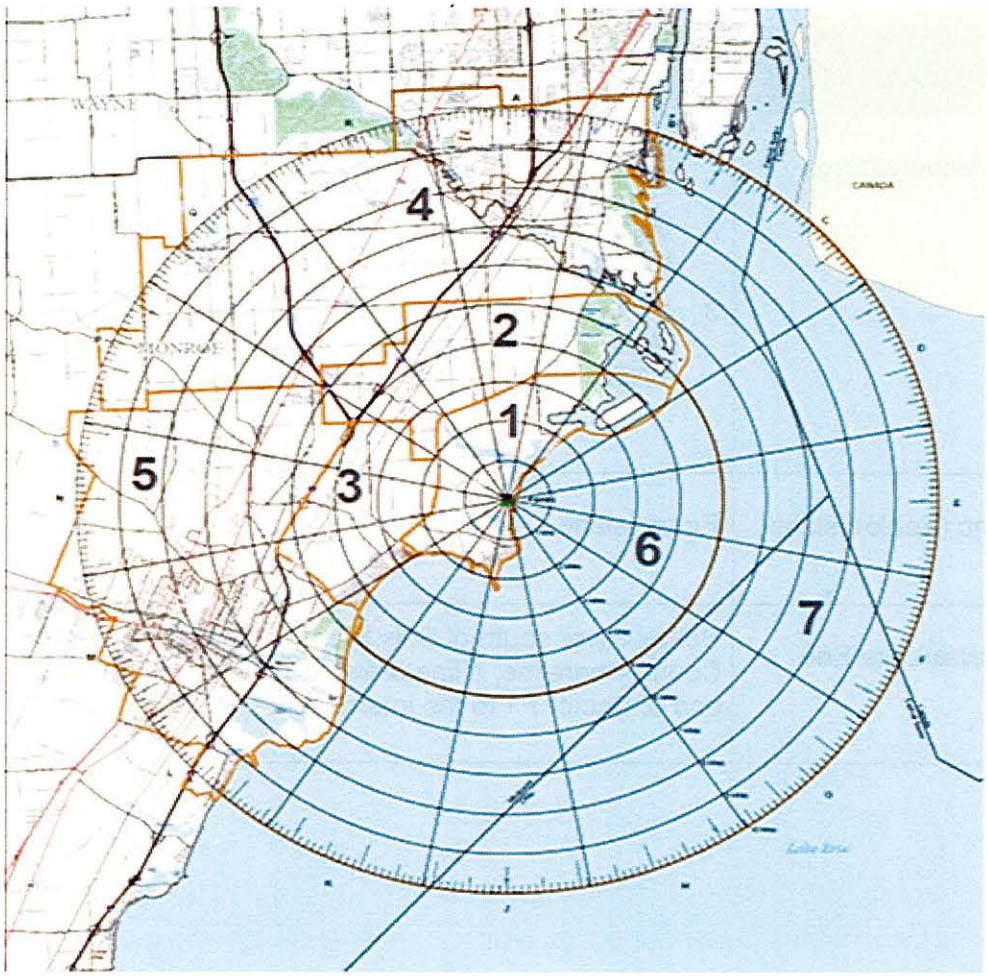


Figure 2.4: Response Sector Boundaries
(Reference: PNERP Implementing Plan for Fermi 2 NPP Section 2.4.2)

SECTOR	MUNICIPALITY	SECTOR BOUNDARY (north; east; south; west)
F1	Town of Amherstburg	1 South of Shaw Drive and south of County Road 20 from Front Road S. to Concession3 S; 2 West of Concession 3 S. from County Road20 to Willow Beach Road; 3 North and East Lake Erie Shoreline from County Road 20 along Front Road S., ErieAvenue and Willow Beach Road.
F2	Bois Blanc (Boblo) Island	Entire island
F3	Detroit River/Lake Erie	Detroit River south of Bois Blanc (Boblo) Island;Essex County shoreline; a line drawn at 215o from the east end of Sector F1 to the international boundary.

Chapter 3 - Concept of Operation

3.1 Overview

The following is an overview of the sequence of events and actions taken in the event of an incident at the Fermi site:

1. Fermi decides on the emergency classification based on available information, and within 15 minutes, makes the initial notification to the Provincial Emergency Operations Centre.

2. Within 15 minutes of being notified, the Provincial Emergency Operations Centre will decide on the Provincial response level to be taken as follows:

    (a) Routine Monitoring
    (b) Enhanced Monitoring
    (c) Partial Activation
    (d) Full Activation

3. The Provincial Emergency Operations Centre will then contact the Windsor Fire Dispatch Centre and notify them of the Provincial response level . Windsor Fire Dispatch Centre will then contact the Community Emergency Management Coordinator/alternate and inform him/her of the Provincial response level .

4. The Community Emergency Management Coordinator/alternate will initiate the notification plan. (Response is described below and in section 3.2).

5. If the response level is partially or fully activated, the following Emergency Centres could be established and staffed if decided as described in 3.2.3(3) and 3.2.4(2) respectively:

    (a) Emergency Operations Centre
    (b) Emergency Information Centre
    (c) Reception/Evacuee Centre
    (d) Unified Transportation Coordination Centre
    (e) Emergency Worker Centre

6. If the response level is partially or fully activated the entire Community Control Group will assemble at the Emergency Operations Centre, and assume control of Emergency Operations. Until the Community Control Group is fully assembled and activated, the Head of the Community Control Group will authorize any urgent emergency actions.

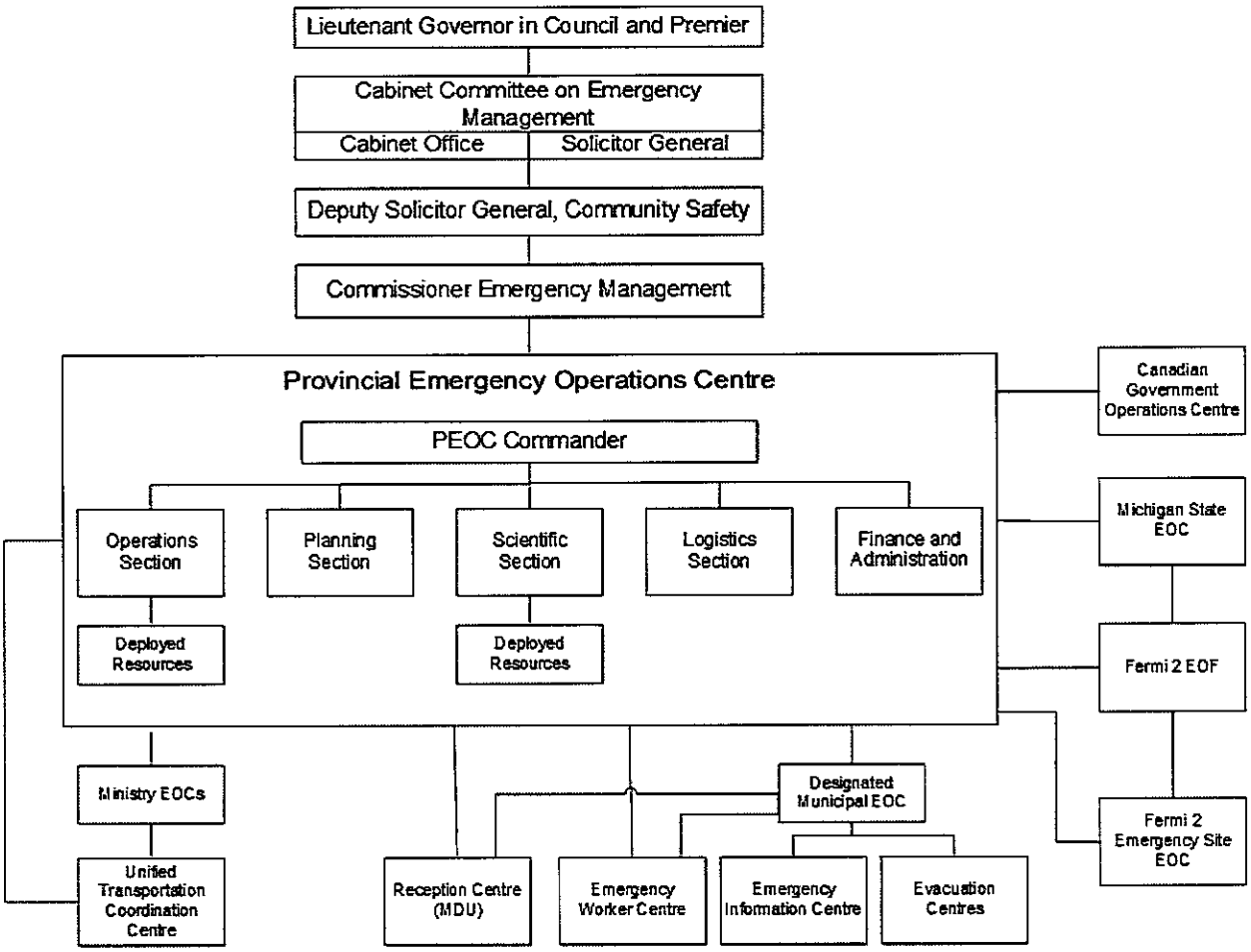
7. The Head of Council/or alternate for the Town of Amherstburg will declare a municipal emergency and immediately notify the Provincial Emergency Operations Centre of this action.

8. The Province of Ontario, through the Provincial Emergency Operations Centre will issue operational directives for Protective Measures to be taken.

9. After immediate actions are taken to protect the public from exposure to radiation during the Early Phase Response, the emergency will enter Intermediate Phase Response in which longer term actions are taken to monitor the environment and

prevent the public from ingestion of radioactive materials. After this phase the emergency will transition to the Recovery Phase, during which actions are taken to restore the situation to normal.

Figure 3.1: Provincial Nuclear and Radiological Emergency Response Organizational Structure

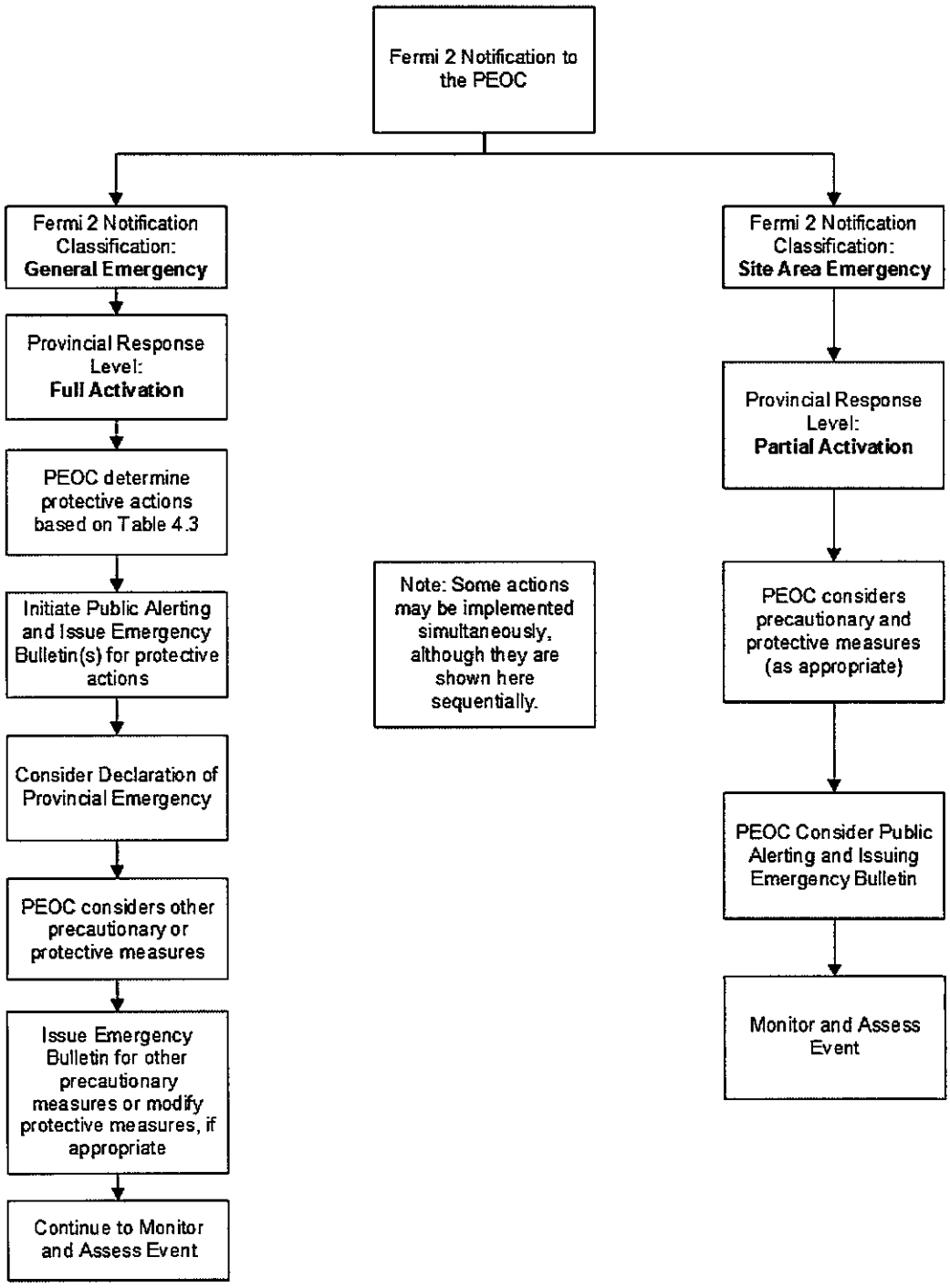


Refer to the PNERP Master Plan Chapter 4 for more information.

3.2 Initial Provincial Protective Action Strategy Response to a Site Area or General Emergency Notification

Initial Provincial Protective Action Strategy Response to a Site Area or General Emergency Notification

Figure 3.2



3.2.1 Routine Monitoring

Routine Monitoring would normally be adopted by the Provincial Emergency Operations Centre following an "Unusual Event", unless decided otherwise by the Provincial Emergency Operations Centre.

1. Fermi informs the Provincial Emergency Operations Centre of an unusual event. The Provincial Emergency Operations Centre contacts the Windsor Fire Dispatch Centre within 15 minutes of determining the provincial response level. Windsor Fire Dispatch Centre then contacts the Community Emergency Management Coordinator of the unusual event.

2. The Community Emergency Management Coordinator and/or alternate establish contact with the Provincial Emergency Operations Centre who will confirm that Routine Monitoring is required. The Community Emergency Management Coordinator and/or alternate will then continue to monitor the situation and keep the persons listed below informed until requested to stand down by the Provincial Emergency Operations Centre.

3. The Community Emergency Management Coordinator and/or alternate will inform the following:

    (a) Mayor, Town of Amherstburg
    (b) Municipal CAO (Chief Administrative Officer)
    (c) Medical Officer of Health
    (d) Administrative Fire Chief
    (e) Town of Essex Community Emergency Management Coordinator
    (f) City of Windsor Community Emergency Management Coordinator
    (g) County of Essex Community Emergency Management Coordinator

3.2.2 Enhanced Monitoring

Enhanced Monitoring would usually be adopted by the Provincial Emergency Operations Centre following an "Alert", unless decided otherwise by the Provincial Emergency Operations Centre.

Fermi informs the Provincial Emergency Operations Centre of an Alert. The Provincial Emergency Operations Centre contacts the Windsor Fire Dispatch Centre within 15 minutes of determining the provincial response level. Windsor Fire Dispatch Centre notifies the Community Emergency Management Coordinator within 15 minutes of determining the provincial response level.

1. The Community Emergency Management Coordinator/alternate establishes contact with the Provincial Emergency Operations Centre and confirms that Enhanced Monitoring is required.
2. The Community Emergency Management Coordinator/alternate informs the following:
    (a) Mayor, Town of Amherstburg
    (b) Municipal CAO (Chief Administrative Officer)
    (c) Medical Officer of Health
    (d) Administrative Fire Chief
    (e) Town of Essex Community Emergency Management Coordinator
    (f) City of Windsor Community Emergency Management Coordinator
    (g) County of Essex Community Emergency Management Coordinator.
    (h) Emergency Information Officer

3. If required, the Head of the Community Control Group will request that the Community Control Group, including some or all of the following, assemble at the Emergency Operations Centre:

   (a) Head, Community Control Group
   (b) Chief Administrative Officer
   (c) Medical Officer of Health
   (d) Police Chief
   (e) Ontario Provincial Police Representative
   (f) Emergency Information Officer
   (g) Community Emergency Management Coordinator and/or alternate

4. The Community Control Group will monitor the situation and take whatever actions are appropriate.

3.2.3 Partial Activation

Partial Activation would usually be adopted by the Provincial Emergency Operations Centre following an initial notification of a "Site Area Emergency", unless decided otherwise by the Provincial Emergency Operations Centre.

1. Fermi informs the Provincial Emergency Operations Centre of a Site Area Emergency. The Provincial Emergency Operations Centre contacts the Windsor Fire Dispatch Centre within 15 minutes of determining the provincial response level. Windsor Fire Dispatch Centre contacts the Community Emergency Management Coordinator within 15 minutes of determining the provincial response level.

2. The Community Emergency Management Coordinator and/or alternate will establish contact with the Provincial Emergency Operations Centre and confirm with the Provincial Emergency Operations Centre that "Partial Activation" is required. The Community Emergency Management Coordinator will activate the fan-out notification procedure requesting that all responding agencies place their organizations on standby for both set up and staffing with the exception of the EOC and EIC.

3. The Emergency Operations Centre and Emergency Information Centre will be established and staffed. All other centers will be set up and emergency responders for these centers shall remain on standby in a state of readiness should there be a need to assemble.

4. The Emergency Information Centre may be requested by the Community Control Group to issue a news release concerning the above activities.

3.2.4 Full Activation

Full Activation would usually be adopted by the Provincial Emergency Operations Centre following an initial notification of a "General Emergency" unless decided otherwise by the Provincial Emergency Operations Centre.

1. Fermi informs the Provincial Emergency Operations Centre of a General Emergency. The Provincial Emergency Operations Centre contacts the Windsor Fire Dispatch Centre within 15 minutes of determining the provincial response level. Windsor Fire Dispatch Centre will

notify the Community Emergency Management Coordinator within 15 minutes of determining the provincial response level.

2. The Community Emergency Management Coordinator and/or alternate will confirm with the Provincial Emergency Operations Centre that the Emergency Plan be fully activated.

   (a) All Emergency Operations Centers are fully set up and staffed.

   (b) The Emergency Worker Centre fully set up and staffed in accordance with the Municipal Emergency Worker Centre Plan (Nov./2019).

   (c) On the instructions of the Provincial Emergency Operations Centre, the Public Alerting System shall be activated if conditions so dictate. If delays are experienced in establishing contact with the Provincial Emergency Operations Centre, the Community Emergency Management Coordinator and/or alternate may activate the Public Alerting System.

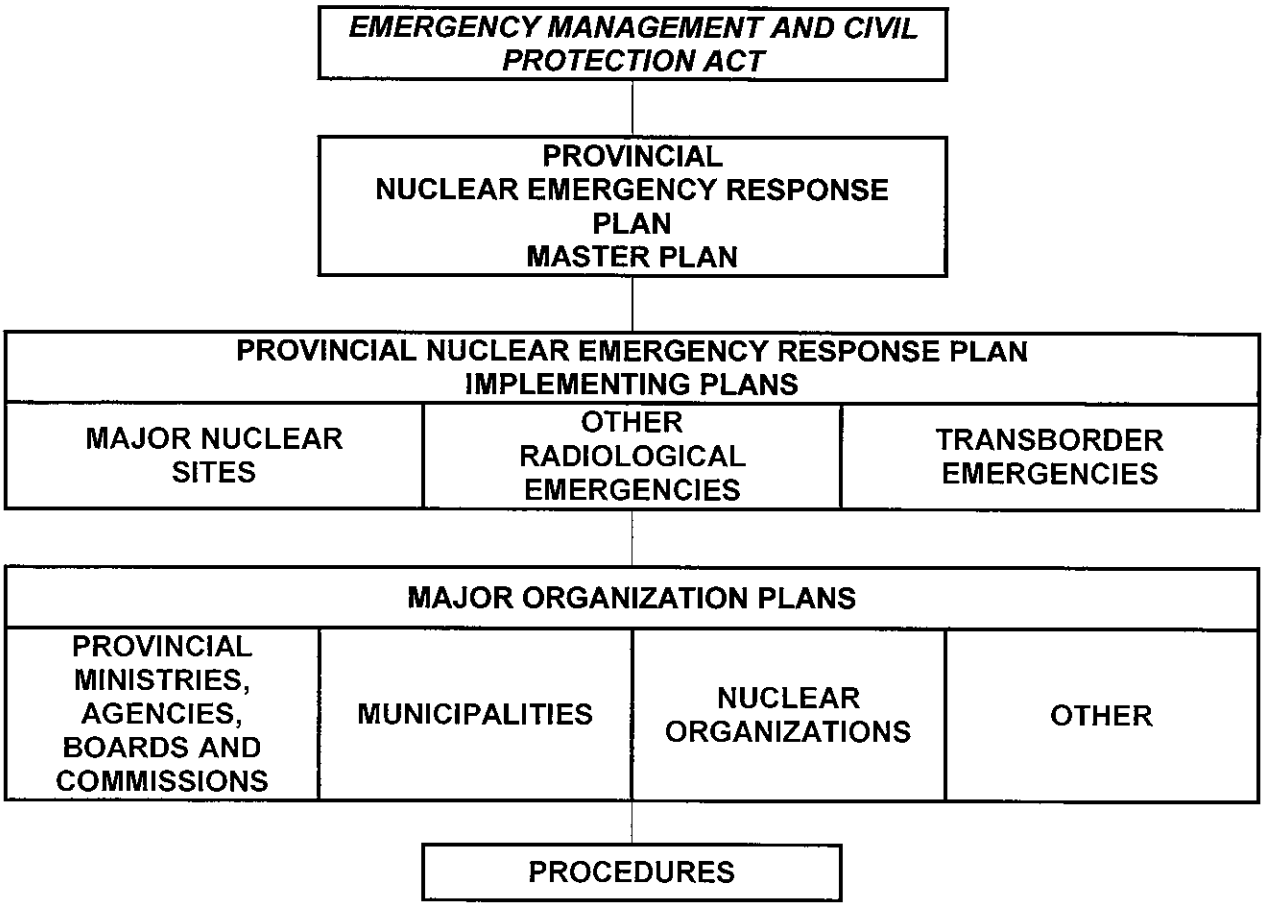
   (d) In case of an initial notification of a General Emergency containing a statement that a radioactive emission is either ongoing or expected to commence within 6 hours, or if no estimate of the commencement is given, the Community Emergency Management Coordinator and/or alternate shall immediately initiate the public alerting system without reference to any other authority.

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

City of Windsor (through Windsor Fire)
Windsor / Essex County EMS
Medical Officer of Health
School Boards
Windsor Police Chief
Amherstburg Mayor
Amherstburg CAO
Emergency Information Officer
Windsor Fire
Essex Fire
LaSalle Fire
Town of Amherstburg
County Emergency Planner

Chapter 4 – Provincial and Municipal Emergency Organization

Nuclear and Radiological Emergency Response Planning Structure



4.1 Provincial Emergency Operations Centre (PEOC)

Overall coordination is provided by the PEOC. Details on the roles and functions of the various elements of this organization are described in the PNERP Master Plan, Chapter 4.

The Provincial Emergency Operations Centre (PEOC):

a) Provides overall coordination of the provincial *response*, based on the strategic direction from the PEOC Commander.
b) Provides timely support, information and analysis to the PEOC Commander to co-ordinate the provincial emergency *response*.
c) Assists communities in responding to *nuclear and radiological emergencies* by providing protective action direction, advice, assistance and support in coordinating the provision of additional resources.
d) May deploy personnel to assist in coordinating the emergency *response*.

4.2 Emergency Operations Centre (EOC)

The Community Control Group assembles at the EOC and is responsible for the overall coordination and management of the Municipal emergency response. It is comprised of the following staff:

(a) Mayor or Acting Mayor - Head, Community Control Group
(b) Chief Administrative Officer or Alternate
(c) Community Emergency Management Coordinator (CEMC) or Alternate
(d) Municipal Clerk/ Legislative Services
(e) Emergency Information Officer or Alternate
(f) Medical Officer of Health or Alternate
(g) Fire Chief or Alternate
(h) Police Chief or Alternate
(i) Director of Engineering & Public Works or Alternate
(j) Emergency Medical Services (EMS) or Alternate
(k) Information Technology Manager or Alternate
(l) Director of Planning, and Development or Alternate
(m) Director of Parks, Facilities, Recreation and Culture
(n) Director of Corporate Services/Treasurer or Alternate
(o) Electrical/Water Utility Representatives (Essex Power/Hydro One) or Alternates
(p) Ontario Provincial Police Representative
(q) Community Development and Health Commissioner or Alternate
(r) Office of the Fire Marshal and Emergency Management

All members of the Community Control Group are responsible for the following:

(a) Advising and assisting the Head of the Community Control Group in his/her functions and implementing the directives of the Provincial Emergency Operations Centre.
(b) Ordering, recording and tracking actions requested of the organizations they represent.
(c) Similarly recording and tracking requests from the Community Control Group for their own organizations and following up to ensure they are implemented.
(d) Keeping informed of the emergency situation and actions of their organization and passing this information to the rest of the Community Control Group through regular management cycle meetings.
(e) Keeping their own organizations informed about the on-going emergency situation and the measures being taken to deal with it.
(f) Regularly passing nuclear sector safety status information to their organization.

4.3 Community Control Group - Specific Responsibilities

In addition to general responsibilities, the following specific duties and responsibilities are assigned to individual Community Control Group members in a nuclear emergency:

4.3.1 Mayor or Designate

The Mayor or designate acts as the Head, Community Control Group and has overall responsibility for managing the Municipal emergency response by ordering and coordinating the actions of the various organizations and centers.

Specifically, he/she has the following responsibilities:

(a) Remaining in regular contact with the Provincial Emergency Operations Centre.
(b) Remaining in contact with the County of Essex Community Emergency Management Coordinator and local Municipal, Provincial and Federal elected officials,
(c) Providing an oversight function to ensure that necessary actions are being carried out by the Community Control Group and the Community Control Group staff are performing adequately,
(d) Approving municipal portions of Emergency Information Centre media releases,
(e) Keeping the Emergency Information Officer informed, and participating in media conferences as required,
(f) Declaring a Municipal Emergency if required.
(g) Directing the implementation of Protective Actions or other orders by the Provincial Emergency Operations Centre on the advice of the Community Control Group.

4.3.2 Chief Administrative Officer (CAO)

The CAO acts as the Command Officer and Chief of Staff for the Community Control Group. He/she has the following specific functions:

(a) Coordinate Community Control Group activities on behalf of the Head Community Control Group, as requested,
(b) Advise members of the Community Control Group on the content of the Municipal Emergency plan and assist them to find appropriate information

4.3.3 Community Emergency Management Coordinator (CEMC)

(a) Remain on call 24 hours a day, seven days a week to receive emergency notifications from the Provincial Emergency Operations Centre and take actions according to the Town of Amherstburg Emergency Plan.
(b) Initiate the emergency notification system
(c) Initiate the emergency public alerting system
(d) Ensure the Emergency Operations Centre is in a constant state of readiness and initiate and supervise set up of the center when required
(e) Prior to activation of the Community Control Group, in the case of a general nuclear emergency initiate the public notification system for the primary zone without reference to any other authority should there be an ongoing or an expected emission within 6 hours
(f) Advise members of the Community Control Group and the Municipal Operations Officer (Chief Administrative Officer) on the content of the Municipal Plan and assist them, to find appropriate information
(g) Provide information to the Emergency Information Officer and other Emergency Information Centre staff on the Municipal Plan

4.3.4 Municipal Emergency Information Officer

The designated Emergency Information Officer is responsible for the overall physical operation of the Emergency Operations Centre including administrative support. He/she has the following responsibilities:

(a) Ensuring all Emergency Operations Centre decisions and actions are recorded, tracked and acted on when required,

(b) Ensuring minutes of meetings are kept and critical information is posted on the major event logs,
(c) Coordinating security of the facilities with the Community Emergency Management Coordinator
(d) Maintaining a shift schedule and log of persons who enter and leave the Emergency Operations Centre
(e) Ensuring sector safety status information is passed on to the Municipal organization,
(f) Maintaining a list of volunteers,
(g) Arranging for all communications requirements (Liaise with the Community Emergency Management Coordinator), and ensuring all communications are logged,
(h) Arranging for food, through the Logistics Section Chief accommodation, rest facilities, and other physical amenities for the Community Control Group as required,
(i) Arranging for and supervising all clerical support functions for the Emergency Operations Centre which includes:
    - Word processing services
    - Faxes (incoming and outgoing)
    - Filing
    - E-mail messages
    - Phone messages and switchboard operation.
    - Maintaining a chronological board or binder on all written communications
    - Maintaining and operating PowerPoint projection system to meet Community Control Group needs i.e. mapping, charts, graphics etc.

As the Emergency Information Officer he/she is the primarily responsible for ensuring timely and accurate information is distributed to the public via normal media outlets as required during an emergency. Specific responsibilities include:

(a) Creating municipal portions of Emergency Information Centre media releases
(b) Assisting the Head of the Community Control Group with creation of media releases
(c) Liaising with media representatives
(d) Escorting media representatives during on-site visits if necessary
(e) Verifying media credentials
(f) Updating media advisories on Municipal website

4.3.5 Population Monitoring and Medical Management

The Ministry of Health (MOH) is responsible for leading and coordinating the health response and maintaining health services during nuclear and radiological emergencies. As such and per the Radiation Health Response Plan (RHRP), the MOH shall develop arrangements in coordination with hospitals, the Town of Amherstburg, the coordinator of the MDU(s) (refer to Section 6.9.1) and public health units, to track evacuees for the purposes of assessing contamination and dose (internal and external) and to provide follow up with those affected.

The RHRP shall be fully activated through the MOH EOC when it seems likely that the incident may result in high radiation exposures to some persons necessitating medical management.

4.3.6 Windsor Police Services/Ontario Provincial Police Representatives

The Windsor Police Services/Ontario Provincial Police Representative is the primary liaison with the Unified Transportation Coordination Centre. Through this Centre, he/she initiates and coordinates all activities associated with:

(a) Traffic control, road blocks and diversion points, and
(b) Security at all Emergency Centers.

4.3.7 Community Development and Health Commissioner /Red Cross

They are responsible for relaying information and requests for assistance to and from their respective organizations, particularly as it relates to evacuation of the public. They assist and relay all Community Control Group information to the Reception/Evacuee Centre Manager. They handle any specific requests the Reception/Evacuee Centre might have with regards to securing food, drink, lodging requirements etc. They coordinate all activities and information with respect to their own organizations.

4.3.8 Emergency Response Organization

The provincial Emergency Response Organization (ERO) for managing a nuclear emergency at Fermi 2 Nuclear Power Plant is shown in Figure 3.1 and detailed in the PNERP Master Plan, Chapter 4.

Role of Deployed Provincial Staff

a) Maintain close liaison with representatives in the municipal emergency operations centres.

b) Transmit all relevant information to the PEOC and appropriate provincial agencies.

c) Provide relevant information from the PEOC on developments in Ontario to the applicable emergency operations centre

4.3.9 Director of Engineering & Public Works

(a) Arrange and coordinate Public Works issues as they pertain to the Emergency as requested by the Unified Transportation Coordination Centre.
(b) Advise the Head of the Emergency Operations Centre on issues relating to the Emergency and Public Works issues.
(c) Coordinate Public Works staffing requirements as they pertain to the emergency.

4.3.10 Fire Chief

The Fire Chief is the primary liaison between other fire departments within Essex County. He/she initiates and coordinates all activities associated with:

(a) Fire suppression and rescue
(b) Motor vehicle extrications
(c) Assisting with vehicle decontamination of vehicles at the Reception/Evacuation Centre and the Emergency Worker Centre
(d) Scheduling and rotation of firefighting staff

4.3.11 Director of Parks, Facilities, Recreation and Culture

- Coordinate with the recreation and social services Representatives to facilitate reception/evacuation centres.
- Provide advice to CCG and CEMC on suitable facilities and uses required by the management of the emergency
- Coordinate with the Facilities and Parks Representatives for the use of tools, machinery, or vehicles that may be required.

4.3.12 Municipal Clerk/Legal services

- Upon direction by the Mayor, Town Clerk's/council services will arrange special meetings of Council, as required, and advising members of Council of the time, date, and location of the meetings;
- Provide liaison, communication and support between the CEMC, CAO, Mayor and the Managers of services reporting to him/her.
- Provide legal counsel as required.

4.4 Municipal Emergency Organization - Support Functions

There are many activities, agencies and organizations that would be required to support the Municipal emergency response effort. These are listed as follows:

1. Emergency Social Services, including radiation monitoring and decontamination for residents of the primary Zone, is coordinated at the Reception/Evacuee Centre.
2. Dose Control for emergency workers and other persons who must enter the Detailed Planning Zone is performed at the Emergency Worker Centre.

4.5 Emergency Worker Safety

At the commencement of an emergency resulting in the activation of this plan, the DPZ [9] shall be assumed to carry the following default safety status (PNERP Master Plan, Annex H), based on the category of the notification initiated by Fermi 2:

a) General Emergency notification: ORANGE
b) All other notification categories: GREEN

4.5.1 The PEOC Scientific Section chief shall make recommendations on sector safety status

to the PEOC commander for approval and update recommendations as data becomes available.

4.5.2 The PEOC Commander shall reassign safety status to the DPZ and update it periodically as soon as relevant data is available.

4.5.3 During the course of an emission over land, safety sector status updates shall be done on an hourly basis and promptly communicated by the PEOC commander to all stakeholders.

4.5.4 It is the responsibility of each organization with emergency workers operating or required to operate in the DPZ to ensure that they are kept apprised of the current safety status of the DPZ.

4.5.5 The municipal plan shall provide for the setting up of Emergency Worker Centres (EWCs), as appropriate (PNERP Master Plan, Paragraph 7.10.3). This includes administrative responsibilities and location facility.

4.5.6 The PEOC will co-ordinate the monitoring and decontamination aspect of EWCs as soon as notification of a Site-Area or General Emergency at Fermi 2 is received by the PEOC Duty Office. The Province of Ontario is responsible for coordinating the resourcing and maintaining the monitoring and decontamination function of the EWC.

a) The initial monitoring and decontamination support provided to the EWC will be provided by Windsor Chemical, Biological, Radiological, Nuclear, Explosive (CBRNE) team, which operates under the City of Windsor Fire and Rescue Services. Additional provincial CBRNE teams will be deployed as required.
b) The PEOC should enter into agreements with the Ontario-based reactor facilities and the federal government to support the deployment of additional monitoring and decontamination resources as required throughout the emergency.

4.5.7 Emergency workers who need to enter a sector shall first report to an EWC, where they will be provided with personal dosimeters and briefed on the health risks and precautions they should observe and any maximum time limit on their stay in the sector (see Paragraph 6.8.1 above).

4.5.8 If an emission is ongoing, emergency services (e.g., police, fire and paramedic services) required to operate in the impacted sectors (before an Emergency Worker Centre is functioning) should be equipped with the following:

a) Personal protective equipment
b) Dosimetry
c) Potassium iodide tablets
d) A card listing the default safety status of sectors (see Paragraph 6.8.1 above) and the precautions to be taken for each safety status (PNERP Master Plan, Annex H)

4.5.9 The Municipal plan shall detail how these emergency services obtain these items, appropriately store them, and maintain such equipment so that it is readily available when needed.

Table 4.1: Emergency Classification System – Fermi 2 Nuclear Power Plant

EMERGENCY CLASSIFICATION	DEFINITION[1]	INITIAL PROVINCIAL RESPONSE
UNUSUAL EVENT	A situation is in progress or already completed which could potentially degrade the plant's level of safety or indicate a security threat to the facility. No releases of radioactive material requiring offsite actions are expected unless safety systems degrade further.	ROUTINE MONITORING
ALERT	Events are in progress or have occurred which have (or could) substantially degrade the plant safety; or, a security event that could threaten site personnel or damage to site equipment is in progress. Any offsite releases of radioactive material that could occur are expected to be minimal and far below limits established by the Environmental Protection Agency's (EPA) protective action guides (PAGs).	ENHANCED MONITORING
SITE AREA EMERGENCY	Events are in progress or have occurred which have caused (or likely will cause) major failures of plant functions that protect the public, or involve security events with intentional damage or malicious acts that could lead to the likely failure of (or prevent effective access to) equipment needed to protect the public. Any offsite releases of radioactive material are expected to remain below EPA PAG exposure levels beyond the site boundary.	PARTIAL ACTIVATION
GENERAL EMERGENCY	Events are in progress or have occurred which: a) have caused (or shortly will cause) substantial reactor core damage, with the potential for uncontrolled releases of radioactive material; or, b) involve security events that deny plant staff physical control of the facility. Offsite releases can be reasonably expected to exceed EPA PAG exposure levels beyond the plant site.	FULL ACTIVATION

[1] Source: U.S Nuclear Regulatory Commission

Table 4.2: Initial Provincial and Municipal Response

INITIAL NOTIFICATION	INITIAL PROVINCIAL RESPONSE	INITIAL MUNICIPAL RESPONSE
UNUSUAL EVENT	ROUTINE MONITORING 1. Provincial Emergency Operations Centre (PEOC) should maintain Routine Monitoring and shall notify the municipal contact point(s), Michigan State EOC, and others as appropriate, and shall monitor the situation. 2. PEOC Scientific staff is consulted, if appropriate. 3. If and when appropriate, Emergency Information Section (EIS) staff issues news release(s).	Emergency response staff remain in contact with the PEOC, and monitor event.
ALERT	ENHANCED MONITORING 1. PEOC should adopt Enhanced Monitoring and shall inform the municipal contact point(s), Michigan State EOC, and any other organizations affected. 2. External notifications to New York, Ohio and Quebec are made. 3. PEOC to set up a duty team consisting of operations staff, scientific staff, EIS staff, and others as required. 4. If and when appropriate, EIS staff shall issue news release(s). 5. Provincial staff are notified to remain available to report in for duty.	Emergency response staff monitor event, preferably from Municipal Emergency Operations Centres (EOCs).
SITE AREA EMERGENCY	PARTIAL ACTIVATION 1. PEOC should adopt partial activation response (for details, see Section 4.6.3), and shall initiate the appropriate internal and external notifications (Section 4.4 and Section 4.5 respectively), including the municipal contact points and the host communities. The PEOC shall be fully staffed. 2. If a reactor emission is expected to occur in 36 hours or less, PEOC should consider adopting full activation response and consider the need to implement immediate measures per Table 4.3. 3. Consideration shall be given to issuing an emergency bulletin (Section 6.4), news release or both. 4. Ministry EOCs and Unified Transportation Coordination Centre (UTCC) to be established and appropriately staffed.	1. Issue notification placing municipal Emergency Response Organization on standby. 2. Municipal EOCs fully staffed. 3. Emergency Information Centres (EICs) to be established. 4. Other emergency centres readied to become operational without undue delay.
GENERAL EMERGENCY	FULL ACTIVATION 1. PEOC shall notify and ensure that the municipal contacts have activated the public alerting system (Section 6.2). 2. PEOC shall issue the appropriate emergency bulletin (Section 6.4). 3. PEOC shall issue operational directives implementing the appropriate protective measures based on the State of Michigan's Protective Action Orders (see Table 4.3). 4. PEOC shall adopt full activation (Section 4.6.4), and shall initiate the appropriate internal and external notifications (Section 4.4 and Section 4.5 respectively), including the host community. 5. The PEOC shall be fully staffed with provincial deployments as appropriate. 6. PEOC shall assess the situation for further action. 7. PEOC shall issue further emergency bulletins, as appropriate (Section 6.4). 8. EIS staff shall issue news releases, as appropriate. Ministry EOCs and UTCC to be established.	1. Initiate public alerting. 2. Issue notification activating municipal Emergency Response Organization. 3. Municipal EOCs, EICs and other centres activated and fully staffed. 4. Implement operational directives, as issued by the PEOC.

Table 4.3: Guidelines for Implementing Protective Measures in Ontario

Michigan State Protective Action Order (As indicated on the initial Event Notification Form)	Ontario Protective Measures
1. **Evacuate** any of Michigan Areas 1,2,3 + Shelter rest of the Emergency Planning Zone (EPZ)	• Suspension of road, rail, marine and air traffic throughout the DPZ • Precautionary measures in the DPZ as applicable • **Shelter** DPZ Sectors F1 and F2
2. **Evacuate** Michigan Areas 4 and/or 5 and there is no imminent/ongoing emission	• Suspension of road, rail, marine and air traffic throughout the DPZ • Precautionary measures in the DPZ as applicable • Precautionary evacuation of Bois Blanc (Boblo) Island DPZ Sector F2 • **Evacuate** DPZ Sector F1
3. **Evacuate** Michigan Areas 4 and/or 5 and there is an imminent/ongoing emission	• Suspension of road, rail, marine and air traffic throughout the DPZ • Precautionary measures in the DPZ as applicable • Precautionary evacuation of Bois Blanc (Boblo) Island DPZ Sector F2 • **Evacuate** DPZ Sector F1 • **Consider Iodine Thyroid Blocking** in the DPZ

Chapter 5 - Municipal Emergency Centres

5.1 Introduction

There are five (5) facilities that are designated as Emergency Centres in Amherstburg. These are described below along with a brief description of the functions they are to perform.

5.2 Emergency Operations Centre

This Emergency Centre is located at 99 Thomas Road, Amherstburg. The primary purpose of the Emergency Operations Centre is to provide a location for the Community Control Group to gather to coordinate and effect decisions concerning emergency operations. The Community Emergency Management Coordinator is responsible to ensure the Emergency Operations Centre is suitably equipped and ready for operation.

5.3 Emergency Information Centre

The Emergency Information Centre is located at 271 Sandwich Street South, Amherstburg (Town Hall). The primary purpose of this facility is to provide a location for Emergency Information Centre staff to:

(a) Issue news releases and conducts press conferences.
(b) Keep the Provincial Emergency Information Section, as well as the Municipal EOC, informed of public and media perception and reactions.
(c) Identify and counter rumours.
(d) Assist the media.
(e) Monitor the Emergency Bulletins.
(f) Conduct a public enquiry and information service.
(g) Issue any news releases on behalf of the local Emergency Centres. All news releases should be handled through the Emergency Information Centre.

The Community Emergency Information Officer is responsible for ensuring this facility is suitably equipped and ready for operation.

5.4 Reception/Evacuee Centre

The Reception/Evacuee Emergency Centre is located at Western Secondary School, 5791 N Townline Rd, Amherstburg. The primary functions of Reception/Evacuation Centre staff are:

(a) To register evacuees and answer inquiries from friends and relatives as to their whereabouts, to provide emergency supplies and services to evacuees, i.e., shelter, food, clothing.
(b) Provide temporary financial assistance, transportation and other services.
(c) To provide a location where evacuees and the general public can receive information and counselling, both in an individual and group setting.
(d) A Monitoring and Decontamination Unit may be set up at this location to monitor evacuees for contamination and decontaminate them and their vehicles if necessary.
(e) To provide a location where evacuees can be categorized and referred for follow up treatment in the event of suspected high exposure to radiation.

The Reception/Evacuation Centre Manager, assisted by the Community Emergency Management Coordinator is responsible for ensuring that the Reception/Evacuation Centre is suitably equipped and ready for operation.

Additional reception evacuation centers are provided by the City of Windsor and Town of Essex.

5.5 Emergency Worker Centre

The Emergency Worker Centre (EWC) is located at 3295 Meloche Road, Amherstburg (Libro Credit Union Centre). Its primary purpose is to provide a location to provide dose and exposure control, monitoring, and decontamination of Emergency Workers, or any other staff or visitor who enters the Detailed Planning Zone when Stage II of the Unified Transportation Coordination Plan is implemented.

If a marine response is required, the Unified Transportation Coordination Centre Manager will make provisions for transportation of Marine Emergency Workers to and from the Emergency Worker Centre.

5.6 Unified Transportation Coordination Centre

The Traffic Control Centre is located at 99 Thomas Road, Amherstburg, within the Emergency Operations Centre and is managed by the Windsor Police Services and Ontario Provincial Police with assistance from the Ministry of Transportation Ontario. Its primary functions are to implement the Traffic Control & Security Plan as follows:

(a) Provide sufficient Police staff to ensure roads are patrolled and kept clear for evacuation purposes.
(b) Ensure all non-staffed roadblocks are kept in place.
(c) Provide staffs at check points.
(d) Provide staff to ensure evacuated areas are cleared and secured.
(e) Coordinate with all roads maintenance and snow clearing with Public Works.
(f) Coordinate all activities associated with Public Utilities such as gas, hydro, phones, etc.
(g) Coordinate access for Emergency Services - search & rescue, fire and ambulance services within the Detailed Planning Zone.
(h) Provide security and traffic control for the Reception/Evacuee Centre, the Emergency Worker Centre, and the Emergency Operations Centre.
(i) Coordinate all marine emergency response with Ontario Provincial Police and Canadian Coast Guard, including establishing provisions to transport Marine Emergency Workers to and from the Emergency Worker Centre (Public Works to assist).

The Traffic Control Centre Manager, assisted by the Community Emergency Management Coordinator, is responsible to ensure the Traffic Control Centre is fully equipped, functional and ready for operation.

5.7 Host Municipality

The PNERP Master Plan designates municipalities to act as a Host Municipality in the event of a nuclear emergency. Host municipalities will have plans for the reception and accommodation of evacuees, and for coordination of monitoring and decontamination arrangements. The Host Municipalities during a nuclear emergency are the City of Windsor and the Town of Essex.

Chapter 6 - Emergency Communications

6.1 Landline Telephones

The primary means of communication during a nuclear emergency are landline telephones.

6.2 Additional Phones and Pagers

The Community Control Group carries cell phones. These phones are used as a 24/7 primary emergency contact for all emergencies.

6.3 Agency Radios

Radio systems used by local emergency services include:

(a) Ontario Provincial Police Radio System
(b) Windsor Police Services
(c) Fire Department Radio System
(d) EMS Radio System
(e) Public Works/Facilities/Parks Department
(f) Marine Radio used by Canadian Coast Guard, Ontario Provincial Police & private craft

6.4 Others

The Emergency Operations Centre has one fax machine.

The Emergency Operations Centre uses high-speed wireless internet and laptop computers to be used at the Emergency Operations Centre.

Chapter 7 - Emergency Notification & Public Information

7.1 Introduction

Notification of emergency response staff and the public are the two most important elements of the emergency plan. It is necessary to ensure people are notified promptly, are given the correct information, and are kept informed through the emergency phase of the actions required by them, and the progress of the emergency in general.

7.2 Municipal Emergency Response Organization

The following applies to this plan:

7.2.1 Under agreement with the provincial government, Fermi 2 shall notify the PEOC and the Town of Amherstburg via the designated contact points as soon as conditions arise at the reactor facility, which require such initial notification under the criteria described in Table 4.1 and, as incorporated in facility procedures.

7.2.2 Fermi 2 shall complete this initial notification, including a confirmatory telephone notification, to the PEOC within 15 minutes of classification of the emergency

7.2.3 The emergency classification system followed by Fermi 2 and the corresponding initial provincial response levels to be adopted in Ontario are shown in Table 4.1. This emergency classification system is used by the station for initial notification and subsequently, throughout the course of the accident, for conveying information on onsite status to the offsite authorities.

7.2.4 The standard notification message, via the Nuclear Event Notification form and the Nuclear Event Plant Technical Data form, from Fermi 2 shall contain the following information relevant to Ontario:

(a) Class of emergency (see Table 4.2):
- Unusual Event
- Alert
- Site Area Emergency
- General Emergency

(b) Reason for Classification
(c) Status of radiological release
(d) Protective Action Recommendations for the State of Michigan
(e) Meteorological Data (including the wind direction)
(f) Type of Release: Airborne, Waterborne or Surface Spill
(g) Radiological Release Data (Actual or Potential)
(h) Calculated and measured offsite doses

7.2.5 After receiving the initial notification from Windsor Fire Dispatch, the Community Emergency Management Coordinator will await confirmation and direction from the Provincial Emergency Operations Centre before proceeding with the Municipal notification. If confirmation is not received within 30 minutes, the Community Emergency Management Coordinator will attempt to contact the Provincial Emergency Operations Centre. If this is not successful, the Community Emergency Management Coordinator will proceed with emergency notification as per this plan.

7.2.6 Follow up notification and information after the initial notifications will be the responsibility of the Community Emergency Management Coordinator. All emergency notifications and information messages after the initial notifications will be authorized by the Head, Community Control Group.

7.2.7 All alternate notifications will be confirmed by fax where these are available.

7.3 Public Alerting System

7.3.1 Public Alerting System Activation and Responsibilities:

a) Whenever the public alerting system is to be activated, the PEOC commander shall concurrently issue an emergency bulletin (see **Section 7.4**) to the broadcast media. The bulletin shall contain specific instructions on what actions the public should take and where to get more information. Emergency bulletins should be consistently repeated.

b) In case of a General Emergency initial notification from Fermi 2 stating that an emission is ongoing or imminent, the municipal contact points for the Town of Amherstburg should immediately activate the public alerting system. Reference to any other authority is not required.

c) In all other cases, the PEOC commander shall decide when to activate the public alerting system and issue the necessary instructions to the Town of Amherstburg. The Everbridge Mass Notification System with over 10,600 contacts is in place. Also, the former Nuclear Siren System continues to be operational.

d) The all-hazards municipal alerting system in place in the Town of Amherstburg may be used for a nuclear emergency.

e) The provincial Alert Ready program shall also be used to alert all Canadian populations within and beyond the DPZ[8].

7.3.2 Public alerting systems used to implement this PNERP shall conform to the following principles:

a) The Town of Amherstburg and the province shall include provisions in their nuclear emergency response plans to coordinate the timing of public alerting, public direction and emergency information. This should ensure that the population receives timely and accurate information on what protective measures to take once they have been alerted of an emergency.

b) The Town of Amherstburg's nuclear emergency response plan shall describe how the public alerting system has the capability to issue a public alert to the population in the DPZ.

c) Regular integrated testing of existing public alerting systems shall be included as a component of municipal exercise programs.

d) Such a public alerting system, coupled together with emergency bulletins, should ensure that the population within the DPZ is notified in an effective and timely manner.

7.4 Public Direction - Emergency Bulletins

7.4.1 The responsibility for issuing emergency bulletins rests with the PEOC commander and may be delegated to the PEOC Operations chief.

7.4.2 The aim of public direction is to communicate, directly to the affected public through emergency bulletins, the direction and guidance regarding protective actions they should take in order to ensure their safety and welfare. Public direction principles are described in the PNERP Master Plan, Section 7.3.

7.4.3 Emergency bulletins issued during a partial activation response level should be informative and permissive, whereas emergency bulletins issued once a full activation response has been adopted should be increasingly directive.

7.4.4 While the need for future sheltering should be broadcast through emergency bulletins as soon as that need is identified, the actual sheltering directive should be made, via emergency bulletin, at least four hours prior to the expected emission time if known.

7.4.5 At a partial activation response, the emergency bulletin shall include the following information, as applicable:

a) Date and time of expected emission, if known
b) Sectors (by geographical description) which may be affected
c) Applicable precautionary and protective measures for the affected sectors or area and applicable timings (if appropriate).

7.4.6 Once a full activation response level has been adopted an emergency bulletins should include directions regarding:

a) Date and time of expected emission, if known
b) Precautionary measures directed in the applicable zone(s)
c) Protective measures and the affected sectors or zones
d) Reception/Evacuation Centres which can receive evacuees who have no alternate accommodation.
e) KI pill ingestion details and availability information, as applicable

7.4.7 Marine Notification and Public Direction

a) The Canadian Coast Guard is notified whenever the PEOC receives a notification (partial or full activation) under this plan (see **Paragraph 4.5.3**) and they, in turn, shall notify the U.S. Coast Guard.

b) In the case of a full activation response, the Canadian Coast Guard shall broadcast an emergency message through their radio stations to marine craft on

the marine radio channel. The message should notify all marine craft in the vicinity of the emergency and direct them to remain clear of the DPZ.

c) The Municipal Plan shall detail how notification and evacuation assistance will be provided to the marine craft (with and without radios) on the Ontario side of the Detroit River and Lake Erie. Such detail shall include any arrangements with the local OPP detachment.

7.4.8 The Office of the Fire Marshal and Emergency Management (OFMEM) shall provide advice and assistance regarding the nuclear content of the Town of Amherstburg's emergency public awareness and education programs and OFMEM shall coordinate with other stakeholders as appropriate (see PNERP Master Plan Annex C). The Town of Amherstburg's nuclear public awareness and education program shall include information regarding the means by which public direction will be communicated.

Chapter 8 – Emergency Public Information & Direction

8.1 Introduction

The emergency public information system depends on:

1. People being alerted to the fact there is a problem.
2. Accurate information being available in a timely manner to ensure that people are aware of what actions they must take to protect themselves, their families, and others in the area that may not know of what they are to do.

Emergency Public Information system encompasses: Emergency Bulletins; Media Information including News Releases; and Public Enquiry

8.2 Emergency Public Information

8.2.1 Lower Level Response

When the offsite response adopted is Routine Monitoring or Enhanced Monitoring, all news releases or posts for social media pertaining to the event and prepared on behalf of the province, shall be issued by the SOLGEN Communications Branch. The SOLGEN communications director acts as the Provincial Chief Emergency Information Officer (PCEIO).

8.2.2 Higher Level Response

When the offsite response adopted is Partial Activation or Full Activation, the Director of Communications Branch, SOLGEN, assumes his/her role as PCEIO, establishing the Provincial Emergency Information Section (EIS), on behalf of the Province.

The Town of Amherstburg and the federal/provincial government will each have their own emergency information operation.

In order to ensure the coordination and consistency of all emergency information issued to the public, all stakeholders should inform the Provincial EIS if they plan to issue news releases or other emergency information materials.

8.2.3 The Provincial Emergency Information Section (EIS)

The PEIS, located in Toronto or operating virtually as determined by the PEOC, shall ensure that the province's emergency information is coordinated with the emergency information produced and disseminated by the designated municipalities, nuclear operator, federal partners and other stakeholders to ensure consistent messaging.

a) The PEIS shall deploy a liaison officer, either in-person or virtually, to the PEOC.
b) Stakeholders should share emergency information prior to release wherever possible and practicable.
c) The PEIS functions include: i.
    i. Coordinating all the provincial communications related to the nuclear emergency.
    ii. Coordinating information and communication on behalf of the province with the State of Michigan and DTE Energy.

iii. Developing and issuing news releases and social media posts and arranging media briefings.
iv. Providing notices and public service announcements to broadcasters.
v. Answering media and public inquiries.
vi. Monitoring media and social media, correcting inaccuracies and dispelling rumours.
vii. Providing communications advice to the PEOC commander and the Commissioner of Emergency Management.
viii. Providing information to the Premier's Office via Cabinet Office.
ix. Sharing and coordinating emergency information with Municipal EICs to ensure continuity and uniformity of messaging.
x. Sharing copies of all news releases, fact sheets, and other public information materials with EICs prior to release to the public, if or when possible.
xi. Deploying (in-person or virtually) a liaison officer(s) to the municipal EICs, if so requested.

8.2.4 Municipal Emergency Information Centre (EIC)

The Town of Amherstburg emergency plan shall describe how an EIC is established at a partial or full activation response. The EIC is responsible for the collection, dissemination and monitoring of local emergency information.

The functions of the municipal EIC include:

a) Issuing news releases and other public information documents to the local media and residents describing the emergency and response measures.
b) Keeping the PEIS informed regarding the development and distribution of news releases and other public information documents to local residents and media.
c) Keeping the EIS apprised of local public perceptions, rumours, and reactions.
d) Monitoring local media to ensure that local news is being accurately transmitted to the public by the media and confirming this with the PEIS.
e) Informing the PEIS about the development and distribution of news releases and other documents for the local media and residents and, as a courtesy, share such documents with the PEIS.
f) Informing the PEIS about the context, tone and reaction of the media, the public and other major stakeholders.
g) Assisting media covering the emergency.
h) Arranging media briefings, as required, to communicate "key messages" to the public.
I) The EIC operation will be amalgamated into a JIC if one is activated in the local area.

8.3 Emergency Information Centre Functions

As above in 8.2 the following functions are performed at the Emergency Information Centre:

a) Issuing news releases and other public information documents to the local media and residents describing the emergency and response measures.
b) Keeping the PEIS informed regarding the development and distribution of news releases and other public information documents to local residents and media.
c) Keeping the EIS apprised of local public perceptions, rumours, and reactions.
d) Monitoring local media to ensure that local news is being accurately transmitted to the public by the media and confirming this with the PEIS.
e) Informing the PEIS about the development and distribution of news releases and other

documents for the local media and residents and, as a courtesy, share such documents with the PEIS.

f) Informing the PEIS about the context, tone and reaction of the media, the public and other major stakeholders.

g) Assisting media covering the emergency.

h) Arranging media briefings, as required, to communicate "key messages" to the public.

I) The EIC operation will be amalgamated into a JIC if one is activated in the local area.

8.4 Public Inquiries & Information

Provincial public inquires shall be coordinated by the Provincial EIS and include the use of the Service Ontario Call Centre.

The Town of Amherstburg will be responsible for establishing their own public inquiry operation in accordance with 8.2 and 8.3.

Prior to establishing the Emergency Information Centre, the area 211 call centre will be notified and a supervisor requested to attend the Emergency Operations Centre to act as a liaison between the Community Control Group and the 211 call centre. Once the Emergency Information Centre is established, that person(s) shall join the Public Enquiry section of the Emergency Information Centre and all calls from the public should be directed to the 211 call centre.

When the Emergency Information Centre is established, the Public Enquiry phone number (211) will be broadcast over the news media. This action is the responsibility of the Emergency Information Centre.

In addition to individual inquiries, it will be necessary to provide general information to the public to advise them of actions being taken to deal with the emergency. This may be done by:

(a) Providing announcements, news releases, or press conferences
(b) Broadcasting paid messages over the radio and TV or paying for advertisements in local newspapers,
(c) Providing information over local Cable TV channels,
(d) Conducting public meetings coordinated by the Emergency Information Centre.

If it becomes necessary to conduct public meetings, as identified by the Emergency Information Centre staff or the Community Control Group, it shall be organized, and coordinated by the Emergency Information Centre.

Inquiries as to the whereabouts of evacuees will be referred to the Registration & Enquiry section of the Reception/Evacuation Centre.

8.5 Public Direction - Emergency Bulletins

8.5.1 The responsibility for issuing emergency bulletins rests with the PEOC commander and may be delegated to the PEOC Operations chief.

8.5.2 The aim of public direction is to communicate, directly to the affected public through emergency bulletins, the direction and guidance regarding protective actions they should take in order to ensure their safety and welfare. Public direction principles are described in the PNERP Master Plan, Section 7.3.

8.5.3 Emergency bulletins issued during a partial activation response level should be informative and permissive, whereas emergency bulletins issued once a full activation response has been adopted should be increasingly directive.

8.5.4 While the need for future sheltering should be broadcast through emergency bulletins as soon as that need is identified, the actual sheltering directive should be made, via emergency bulletin, at least four hours prior to the expected emission time if known.

8.5.5 At a partial activation response, the emergency bulletin shall include the following information, as applicable:

a) Date and time of expected emission, if known
b) Sectors (by geographical description) which may be affected
c) Applicable precautionary and protective measures for the affected sectors or area and applicable timings (if appropriate).

8.5.6 Once a full activation response level has been adopted an emergency bulletins should include directions regarding:

a) Date and time of expected emission, if known
b) Precautionary measures directed in the applicable zone(s)
c) Protective measures and the affected sectors or zones
d) Reception/Evacuation Centres which can receive evacuees who have no alternate accommodation.
e) KI pill ingestion details and availability information, as applicable

8.5.7 Marine Notification and Public Direction

a) The Canadian Coast Guard is notified whenever the PEOC receives a notification (partial or full activation) under this plan (see **Paragraph 4.5.3**) and they, in turn, shall notify the U.S. Coast Guard.

b) In the case of a full activation response, the Canadian Coast Guard shall broadcast an emergency message through their radio stations to marine craft on the marine radio channel. The message should notify all marine craft in the vicinity of the emergency and direct them to remain clear of the DPZ.

c) The Municipal Plan shall detail how notification and evacuation assistance will be provided to the marine craft (with and without radios) on the Ontario side of the Detroit River and Lake Erie. Such detail shall include any arrangements with the local OPP detachment.

8.5.8 The Office of the Fire Marshal and Emergency Management (OFMEM) shall provide advice and assistance regarding the nuclear content of the Town of Amherstburg's emergency public awareness and education programs and OFMEM shall coordinate with other stakeholders as appropriate (see PNERP Master Plan Annex C). The Town of Amherstburg's nuclear public awareness and education program shall include information regarding the means by which public direction will be communicated.

Chapter 9 – Municipal Emergency Operations

9.1 Overview

The sequence of operation in the event of an emergency at Fermi 2 is as follows:

1. Fermi informs the Provincial Emergency Operations Centre and municipal contact point when event is categorized. The Provincial Emergency Operations Centre will decide the response to be taken within 15 minutes and phones the Windsor Fire Dispatch Centre.

2. The Community Emergency Management Coordinator will continue Municipal notifications and take whatever early actions are required according to his/her procedures. The principal actions would be to activate the Public Alerting System, and assemble all or part of the Community Control Group.

3. If the Plan is fully activated, the Province and Municipalities will each consider declaring an emergency.

4. Once the Community Control Group is assembled, Protective Measures as described in the section following will be implemented when so directed by the Provincial Emergency Operations Centre. Similarly, if the response level changes as advised by the Provincial Emergency Operations Centre, the appropriate actions shall be implemented to deal with that response level.

5. Once the initial phase dealing with protecting the public from exposure to radiation due to airborne radioactivity has been implemented, the emergency will then enter the Intermediate Phase Response, which deals more with recovery and prevention of exposure due to contamination and the ingestion of radioactive material.

9.2 Command and Control

As per section 1.1.3 of the PNERP Master Plan, the Province of Ontario is primarily responsible for mitigating the off-site effects and coordinating the off-side response to a nuclear emergency. . In a nuclear emergency the Provincial Emergency Operations Centre is responsible for all decision making with respect to the emergency. In the event that communications are lost between the PEOC and the Community Control Group, the Community Control Group will make the necessary decisions until such time as communications are reestablished.

The Community Control Group is responsible for issuing orders and directing emergency response within the Municipality during a nuclear emergency as advised by the Provincial Emergency Operations Centre. All orders to implement protective measures within the Municipality will be confirmed in writing, signed by the Head of the Community Control Group.

The Provincial Emergency Operations Centre may also issue directives directly to any element of the emergency management organization. However, all directives shall be confirmed in writing by the Provincial Emergency Operations Centre utilizing the appropriate IMS forms issued by the OFMEM to the Community Control Group and the Community Control Group shall be kept informed of all actions.

9.3 Precautionary Measures

The PEOC commander shall direct as appropriate, any or all of the following precautionary measures in the DPZ and adjacent areas (e.g., CPZ). Consideration shall also be given to the most suitable timing for the measures (in the case of a delayed emission it may be appropriate to delay the application of some of them) and issue the necessary bulletin(s) and directions for their implementation.
These measures are:

(a) Closing of beaches, recreation areas, etc.
(b) Closing of workplaces and schools
(c) Suspension of admissions of non-critical patients in hospitals (per Ministry of Health direction)
(d) Entry control
(e) Clearing the milk storage of dairy farms
(f) Banning consumption of any item of food or water that may have been exposed outdoors
(g) Banning consumption and export of locally produced milk, meat, produce, milk- and meat-producing animals
(h) Removing milk- and meat-producing animals from outside pasture and exposed water sources.
(i) Evacuating Bois Blanc (Boblo) Island (based on practical and logistical considerations)

9.4 Traffic & Entry Control

Traffic Control is implemented in three stages using the Unified Transportation Coordination Plan developed jointly by Windsor Police Service, the Ontario Provincial Police, Ministry of Transportation Ontario and the Town of Amherstburg:

(a) This plan shall include provisions for preventing traffic on the main evacuation routes from entering the Detailed Planning Zone whenever Stage 2 of the plan is put into effect.
(b) Such through traffic shall be diverted around the Detailed Planning Zone via a pre-designated diversion route.
(c) Entry to emergency workers (who have tasks in the zone) shall be permitted on these routes.
(d) If main traffic routes are likely to remain closed for an extended period, the Unified Transportation Coordination Centre, under the guidance of the PEOC, shall make alternative routing arrangements. Prior planning for this eventuality will minimize the disruption created by such closures.

Unified Transportation Coordination Centre

A Unified Transportation Coordination Centre shall be developed for the Detailed Planning Zone as well as the main roads entering it. During an emergency, the Unified Transportation Coordination Centre shall be responsible for implementing the Unified Transportation Coordination Plan.

The traffic control plan shall be designed to allow implementation in three incremental stages:

(a) Stage 1. Automatically initiated as soon as the traffic control plan is activated. The aim in this stage shall be to keep traffic flowing smoothly on the main evacuation routes and, to ensure that these routes remain open.

(b) Stage 2. Initiated when it appears likely that the emergency may require evacuations or, when spontaneous evacuations begin to occur. Traffic shall be prevented from entering the Detailed Planning Zone on the main evacuation routes and shall instead be diverted around it (local traffic can still enter the Detailed Planning Zone on other routes). However, access should be allowed to emergency workers who have tasks to perform in the Detailed Planning Zone. Stage 1 measures will continue.

(c) Stage 3. Initiated when it appears that particular sectors are likely to be evacuated. Additional resources shall be deployed to ensure that evacuation proceeds smoothly beyond the Detailed Planning Zone boundary. Stages 1 and 2 measures will continue.

The timing and order of sector evacuations will be determined by the PEOC, in coordination with the UTCC.

The Unified Transportation Coordination plan shall provide, where applicable, for the priority evacuation of any Response Sector(s) if and when ordered.

Operational directives implementing evacuations (or emergency orders issued in the event of a declared emergency) will be accompanied by emergency bulletins issued by the PEOC.

9.5 Evacuation

Evacuation is one of the protective measures considered by the PEOC in a nuclear emergency.

The purpose of an evacuation is to prevent or minimize the exposure of members of the public to the effects of radiation.

All routes will be utilized to evacuate the Detailed Planning Zone.

Shadow evacuations may occur spontaneously in areas contiguous to the Detailed Planning Zone and thus contribute to the evacuation time for the Detailed Planning Zone DPZ.

9.5.1 Contamination

In the event evacuations are necessary and are completed prior to an emission, evacuees are not expected to be contaminated and will therefore not require monitoring and/or decontamination.

In the event of an ongoing or imminent emission, evacuees exposed to the radioactive emission can be expected to have varying levels of contamination.

Contamination, where found, would be in the form of loose particulate on people, their belongings and vehicles.

Internal contamination may be present in individuals exposed to a radioactive emission.

Self-decontamination may be a primary means of decontamination, if required.

Monitoring and decontamination facilities are required for evacuees who have been exposed to a plume, as well as or for those who desire assurance monitoring.

9.5.2 Traffic

During a nuclear emergency, traffic density and volume on major arterial roads and highways will be significantly increased and therefore, travel time in all directions will be significantly longer than normal.

To ensure that evacuations can proceed as smoothly as possible, integrated and multi-modal transportation management shall be coordinated by the UTCC

9.5.3 Family Reunification Prior to Evacuation

Families will want to reunite and evacuate together, as far as possible.

The ability for families to reunite will depend on the time of day at the onset of the emergency and on the urgency for evacuations to proceed (i.e. timing of the emission).

Factors affecting family reunification include workplace location, school children, residents of hospitals, nursing homes or other institutions, etc.

9.5.4 Mass Care

The majority of evacuees will make their own arrangements for care and lodging. The Town of Essex and the City of Windsor, as the designated Host Municipalities, are responsible for making mass care arrangements for those evacuees without such resources.

Assurances will be required that evacuees requiring either publicly or privately provided accommodation, are not contaminated.

9.5.5 Directing Evacuations

Evacuations will be directed by Response Sector or groups of sectors, detailing the boundaries of the evacuation area by readily identifiable roads/landmarks.

Evacuees who may have been exposed to an emission will be directed either to proceed to a Monitoring and Decontamination Unit (MDU) within the designated evacuation/reception centre or, if not possible, to self-decontaminate upon reaching the destination of their choosing. Information on locations for monitoring shall be provided at the time of the emergency.

Evacuees who are not at risk of being contaminated will be instructed to leave the Detailed Planning Zone and will not be directed to an MDU or to self-decontaminate.

Evacuees who are not at risk of being contaminated will be permitted to evacuate in the direction and to the destination of their choosing, subject to restrictions (due to weather, traffic conditions etc.) announced by the PEOC through the Emergency Bulletins.

The smooth and expeditious movement of evacuee traffic is the responsibility of the traffic control organization set up under the Unified Transportation Coordination Plan.

The Unified Transportation Coordination Centre will monitor the evacuating traffic and inform the PEOC and the Municipal EOC of any issues impacting the evacuation.

9.5.6 Evacuation Arrangements

Municipal plans for the Town of Amherstburg shall include arrangements for mass evacuation transportation.

The evacuation of the affected public should be facilitated by the planning and preparedness undertaken in advance, including:

- Transportation management (e.g., MTO)
- Reception and evacuation centres (e.g., designated host municipalities)
- Long-term housing (e.g., multi-ministry and multi-jurisdictional planning group)
- Health issues and medical transfers (led by the local public health units and medical officers of health in conjunction with the MOH, Ontario health regions, and paramedic services as appropriate)

Medical assistance required during an evacuation is the responsibility of the emergency medical services and hospitals in coordination with health partners and other evacuation efforts.

Designated municipalities and designated host municipalities shall include provisions for the reception and care of evacuees in their emergency plans.

Emergency plans of the schools in the DPZ, if any, should provide for the movement of staff and students to pre-arranged host schools and, if necessary, to Monitoring and Decontamination Units for prior monitoring and decontamination. Evacuated students are the responsibility of their school staff until collected from the host school by their guardians, or parents.

Emergency plans of hospitals, long-term care homes, and other institutions in the DPZ, if any, should include provisions for the transfer of staff/residents/patients to an appropriate facility outside the DPZ, with which prior arrangements have been made per the Radiation Health Response Plan. Provisions should also be made to take staff/residents/patients to Monitoring and Decontamination Units, if necessary.

As it may not be possible or desirable to evacuate some of these persons, special arrangements shall be made for the care of staff/residents/patients remaining behind, as identified in the organizational plans.

9.5.7 Monitoring and Decontamination

OFMEM is responsible (PNERP Master Plan, Annex B Section 4.6) for coordinating, in advance of a Fermi 2 emergency, arrangements for monitoring and decontamination for evacuees and for emergency workers. This shall be accomplished through engagement and agreement with applicable stakeholders and other organizations, as required, with the appropriate expertise to resource and undertake the following:

- Selection of pre-designated sites (in coordination with designated municipalities)
- Resourcing fixed and/or mobile Monitoring and Decontamination Units (MDUs)
- Provision of core staff and resources
- Transport of staff and resources

- Staff training
- Drills and exercises

Fixed and mobile MDUs shall provide for those evacuees who either require or desire it upon evacuating the DPZ.

Mobile MDUs can also be deployed to support fixed MDUs if additional capacity is required at those locations.

During the early phase of an emergency at Fermi 2, the PEOC shall coordinate the implementation of the monitoring and decontamination arrangements as described above.

9.5.8 Municipal Evacuation Procedures/Actions:

If a decision is made to evacuate any sector(s) the Community Control Group will be informed and directed by the Provincial Emergency Operations Centre over public media via the Emergency Bulletins. If an evacuation is ordered the following actions are required:

1. Each Community Control Group member should immediately inform his or her alternates.

2. The Reception/Evacuation Centre should prepare to receive the evacuees.

3. Police should monitor evacuation routes after a suitable time to allow the main flow of evacuees to leave.

4. Police, with the assistance of the Amherstburg Fire Department if necessary, will patrol the area to ensure it is cleared if possible.

5. Road blocks should be established around the evacuated area and only persons authorized by the Traffic Control Centre allowed to enter. Authorized persons would be emergency workers or others authorized by the Unified Transportation Coordination Centre/Emergency Worker Centre. See Section 9.4

6. All persons entering the evacuated area must be registered and issued dosimetry.

7. All evacuees will be instructed to report to the Reception Evacuee Centre where they will be registered and monitored for possible contamination.

8. After evacuation takes place, the Emergency Information Centre is responsible for providing information to evacuees, both collectively and individually. When it is safe to return to their homes, evacuees will be informed by Emergency Information Centre via the local media.

9. The City of Windsor Community Development and Health Commissioner representative on the Community Control Group is responsible for arranging transportation for evacuees, including disabled persons under home care, if required.

For Emergency Bulletins see Section 8.5. Emergency Information Centre procedures will identify a process for informing the Reception/Evacuation Centre of transportation requirements.

a) **Prompt Evacuations**
In the event that an evacuation is necessary in any sector prior to the Reception/ Evacuation Centre being established, Municipal staff will be informed directly by the Community Emergency Management Coordinator.

These staff will immediately proceed to the Reception Evacuation Centre, ensure it is either cleared, or opened, depending on the time of day, greet evacuees and direct them to a waiting area to await the arrival of the City of Windsor Social Services Department and the Red Cross Reception/Evacuation Centre staff.

b) **Contingency Planning Zone Evacuations**
The Provincial Emergency Operations Centre will coordinate any evacuations that are required in the Contingency Planning Zone with the appropriate municipality.

9.6 Sheltering

The need for any future sheltering-in-place as a protective measure should be broadcast through the emergency bulletin as soon as that need is identified. The timing to actually issue an operational directive for sheltering-in-place (or, in the event of a declared emergency, advise that emergency orders have been made) shall be ultimately made by the PEOC commander (as a general guidance, however, the emergency bulletin to direct this protective measure should be issued at least 4 hours prior to the expected emission time) following escalation to a full activation response.

9.7 Iodine Thyroid Blocking

The Town of Amherstburg shall detail in their plan the means by which they and Windsor- Essex County Public Health Unit facilitate: the pre-distribution of KI pills together with instructions on KI administration to DPZ residences, businesses, institutions and for emergency centres (e.g., Emergency Worker, Reception and Evacuation Centres).

Windsor-Essex County Public Health Unit and Chatham Kent Public Health Unit shall detail in their plans the means by which they will facilitate the following within their respective jurisdictions: availability of KI pills for any resident of the CPZs and IPZs, including vulnerable populations who may wish to possess a supply in advance of an emergency.

The MOH shall procure, in advance, adequate quantities of Potassium Iodide (KI) pill, for use by local authorities of the Fermi 2 DPZ, CPZ and IPZ populations during a nuclear emergency (PNERP Master Plan, Annex I, Appendix 7).

The Ministry of Health shall provide support to local authorities for the Fermi 2 DPZ, CPZ and IPZ populations to ensure that the ITB related requirements of the PNERP Master Plan and municipal plans are completed (PNERP Master Plan, Annex I, Appendix 7).

The Town of Amherstburg and the local health units previously identified should perform periodic reviews of the local populations to assess the adequacy of their ITB distribution programs.

Other operational responsibilities regarding iodine thyroid blocking (stocking, distribution and administration) are described in the Radiation Health Response Plan, as prepared by MOH.

The Chief Medical Officer of Health shall decide when to administer KI in consultation with the PEOC Commander and affected local medical officer(s) of health.
Detailed Planning Zone

9.7.1 Ingestion Control Measures

Before an emission commences, appropriate ingestion control measures should be directed by the PEOC Commander as a precaution within and, if necessary, adjacent to the Detailed Planning Zone.

After an emission commences, precautionary ingestion control measures should be reviewed by the PEOC Scientific Section and adjusted as necessary by the PEOC commander once environmental monitoring results become available.

If environmental monitoring indicates the need, appropriate ingestion control measures should be considered in areas known or suspected to be contaminated.

Based on the data produced by ground monitoring, additional ingestion control measures should be considered, where necessary, while the original precautionary measures may be lifted where appropriate.

Chapter 10 - Emergency Operations – Transition to the Recovery Phase

The Recovery Phase of the emergency occurs when it is clear that conditions within the damaged reactor are stabilized, and there is no possibility of any further abnormal releases to the environment. The Provincial Emergency Operations Centre will decide and direct the transition to Recovery Phase after appropriate consultation, and will specify a formal date and time.

Recovery Phase is the period when the long-term effects of the emergency are dealt with, and the situation is restored to as close to normal as possible. To do this, the emergency zones are re-defined, and the emergency organization is changed somewhat to reflect the changed roles and tasks.

During the recovery phase actions will commence to restore the affected area to pre-emergency conditions and to scale back the emergency response organization.

As there may not be a clear distinction between phases, with emergency response operations occurring in all three, planning for recovery should begin as soon as practical.

Stakeholder recovery plans should include measures to address the following as applicable to their organization:

- Recovery organization structure
- On-going population monitoring and medical management
- Long-term relocation
- Resettlement and return of evacuees
- Long-term support for those living in contaminated areas
- Decontamination and reconstruction of property damaged during the emergency
- Economic impact issues and improvement plans

Stakeholder recovery plans should be prepared in advance and conform to the provincial recovery plan.

Chapter 11 - Emergency Worker Safety

11.1 Introduction

The Province of Ontario and the Town of Amherstburg are currently working towards establishing resources that will be responsible for implementing the measures to ensure the safety of Emergency Workers and for the organization and operation of the Emergency Worker Centre. See Section 4.5 above.

The Provincial Emergency Operations Centre will determine the measures to be taken for Emergency Worker Safety based on known or projected conditions and transmit this information to the Community Control Group in the form of a "Sector Safety Status Code" which defines the level of protection required. These codes are transmitted to all agencies, including the Emergency Worker Centre and/or Remote Exposure Control Desk. All verbal transmission will be confirmed by Fax.

11.2 Definition of Emergency Worker

A person performing emergency services to support emergency response.
Notes:

1. Emergency workers can include the following: nuclear emergency workers required to remain in, or to enter, areas affected or likely to be affected by radiation from a nuclear emergency, and for whom special safety arrangements are required; emergency workers required to provide response outside the affected areas.
2 This does not include nuclear energy workers.
3 Emergency workers can include police, firefighters, paramedic services and emergency social services workers, and other essential services.

(Source: *CSA N1600, General requirements for nuclear emergency management programs*)

Emergency Workers are required to enter areas likely to be affected by radiation outside the Nuclear Facility Boundary, and for whom special safety arrangements are required. They may include Police, Fire Fighters, Emergency Medical Services, City of Windsor Social Services Department, Canadian Armed Forces personnel, Municipal, County, Provincial or Federal Government staff, the media, or residents approved by the Community Control Group to enter the area to tend to livestock or other purposes.

Figure 11.1

EMERGENCY WORKER SAFETY
GUIDELINES FOR ASSIGNING SECTOR SAFETY STATUS IN A NUCLEAR EMERGENCY

Sector Status Colour	Dose Rate
Green	Up to 1 µSv/h or Up to 0.1 mrem/h
Yellow	1 µSv/h - 25 µSv/h or 0.1 mrem/h – 2.5 mrem/h
Orange	25 µSv/h - 1000 µSv/h or 2.5 mrem/h – 100 mrem/h
Red	>1000 µSv/h or > 100 mrem/h

Figure 11.2

EMERGENCY WORKER SAFETY
PRECAUTIONARY MEASURES FOR EACH SAFETY STATUS

SAFETY STATUS	PRECAUTIONARY MEASURES FOR EMERGENCY WORKERS AND HELPERS
GREEN	No precautions necessary. No limit on stay period.
YELLOW	Restriction of drinking water, milk and other *foodstuffs* and beverages.
ORANGE	a) Pregnant workers *shall* not enter the sector. b) Report to the *Emergency Worker Centre* (EWC) before entering the sector. c) Carry *personal monitoring* devices and observe all precautions prescribed by the EWC. d) *Dosimeters should* be checked every hour. Exit from the sector if the reading reaches 40 mSv (4rem), or any lower personal limit prescribed by the EWC. e) If duties permit, remain under shelter or inside a vehicle. If working outside, wear an outer garment such as a plastic raincoat. f) Stay in the sector *shall* be limited to 4 hours, or the time prescribed by the EWC. g) Report again to the EWC on leaving the sector.
RED	a) Pregnant *emergency workers* and *helpers shall* not enter the sector. b) Report to the *Emergency Worker Centre* (EWC) before entering the sector. c) Enter the sector accompanied by a qualified escort provided by the *reactor facility* and *shall* carry *personal monitoring* devices. They *shall* observe any precautions prescribed by the EWC. d) *Dosimeters should* be checked every 30 minutes. Exit from the sector if the reading reaches 40 mSv (4 rem), or any lower personal limit prescribed by the EWC. e) If duties permit, remain under shelter or inside a vehicle. If working outside, wear an outer garment such as a plastic raincoat. f) Stay in the sector *shall* be limited to one hour, or the time prescribed by the EWC. g) Report again to the EWC on leaving the sector.

Figure 11.3

EMERGENCY WORKER SAFETY
DOSE LIMITS FOR
OFF-SITE EMERGENCY WORKERS AND HELPERS

DEFAULT Effective Dose limit during emergency for non-licensee Off-site Emergency Workers and Helpers	**VOLUNTARY* Effective Dose Limit for non-licensee Off-site Emergency Workers and Helpers**
50 mSv (5 rem) over the duration of the *response*.	100 mSv (10 rem) over the duration of the *response*.

*Voluntary requires documented informed consent.

(Source: Health Canada, *Canadian Guidelines for Protective Actions during a Nuclear Emergency* (Draft 2016))

Chapter 12 - Training and Education

12.1 Training

The Town of Amherstburg Community Emergency Management Coordinator (CEMC) provides generic staff training programs to staff and agency emergency personnel on an ongoing basis. Topics provide a level of understanding about upcoming exercises and training events or just provide general information on the Amherstburg Nuclear Emergency Response Plan (Annex N) or nuclear awareness.

All Community Control Group members and support staff are providing with training to ensure that they have a general knowledge of the PNERP Master Plan, the Town of Amherstburg Emergency Response Plan and are trained to carry out their specific responsibilities under the PNERP Master Plan and other specific plans and implementing procedures.

Staff training may be achieved through all or any of the following activities at the discretion of the Community Emergency Management Coordinator.

This may include the following:

(a) Staff attending internal or external training sessions on appropriate plans and procedures covering their assigned responsibilities under the plans.
(b) Staff attending specific training prior to exercises or drills.
(c) Staff may also be provided generic professional development opportunities such as Basic Emergency Management (BEM) and the IMS courses.

Chapter 13 - Exercises and Drills

13.1 General

The Town of Amherstburg conducts exercises and drills to test various components of the emergency management program and to assist with legislative compliance. Exercises and drills are designed to test things including:

(a) Specific emergency plans (Nuclear and conventional)
(b) Nuclear emergency centre set-up/operational procedures (Reception/Evacuation Centre, Emergency Worker Centre)
(c) Notification procedures
(d) Emergency Management Structure (Emergency Control Group)
(e) Emergency Information Centre (EIC)
(f) Unified Transportation Coordination Centre (UTCC)
(g) Interfacing with Community and Provincial agencies and NGO's

To ensure each department or agency maintains a high level of readiness, departments or agencies with responsibilities under the plans shall be encouraged to take every practical opportunity to participate in exercises and drills.

13.2 Testing the Plan

Testing this Plan or other supporting plans is an effective hands-on method of training staff. The Town of Amherstburg tests its plans regularly to training Municipal and agency staff.

The following components of the emergency plan may be tested as indicated below:

Review/Exercise	Participation	Frequency
Plan Familiarization	Emergency Control Group Support Staff External Organizations	Annually
MEOC Set-up Simulation Exercise	Emergency Control Group Support Staff Volunteers & Agencies	Annually

Chapter 14 - Public Education & Awareness

14.1 General

Public awareness is an important component of the Emergency Management Program put in place so that the general public will know what to expect before, during and after an emergency event.

The Town of Amherstburg through its Community Emergency Management Coordinator has an obligation to protect the residents of the Municipality through the implementation of an Emergency Management Program that includes the provision of public education and awareness.

All municipalities in Ontario are legislated to provide a public education and awareness component as part of their Emergency Management Program under the Emergency Management and Civil Protection Act, R.S.O., 1990.

14.2 Responsibilities

As part of the Emergency Management Program under the Emergency Management and Civil Protection Act, the Town of Amherstburg is committed to a public education and awareness program that covers the following information but is not limited to:

(a) Nuclear Emergency Plans and response procedures
(b) Nuclear Public Alerting and evacuation procedures
(c) General Emergency Preparedness
(d) Personal Emergency Preparedness

14.3 Public Education & Awareness Delivery Methods

The public awareness information program provided might include:

(a) Brochures
(b) USB/Compact discs
(c) Emergency news releases / media articles
(d) Municipal/County/Provincial web sites
(e) Community Displays
(f) Public Presentations

The Town of Amherstburg publicizes emergency exercises and events where possible through local media and on the Town web site.

The CEMC responds to e-mail and telephone requests for information from the general public on emergency preparedness.