



Chippewas of RAMA  
First Nation

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## **EMERGENCY PLAN**

**September 15, 2015**



## **CHIPPEWAS OF RAMA FIRST NATION EMERGENCY PLAN**

This plan has been prepared to address the health & safety of Rama First Nation community members, staff, guests and visitors by providing key officials, agencies and departments within the Rama First Nation with a general guideline to the initial response to an emergency and an overview of their responsibilities during an emergency.

For this plan to be effective, it is important that all concerned be made aware of its provisions and that every official, agency and department be prepared to carry out their assigned functions and responsibilities in an emergency. The Plan shall be reviewed and updated at least annually.

Chippewas of Rama First Nation Emergency Planning Bylaw is the legal authority for this plan. It states that "the Chief or the Chief's designate may declare that an emergency exists in the community or in any part thereof and may take such action and may make such orders as necessary and are not contrary to law to implement the Emergency Plan of the community and to protect property and the health, safety and welfare of the inhabitants of the emergency area."

Emergencies are situations or the threat of impending situations abnormally affecting property and the health, safety and welfare of the community, which by their nature require a coordinated response by a number of agencies under the direction of the Rama First Nation Community Control Group (CCG). These situations are distinct from the normal day-to-day operations carried out by the first response agencies. The CCG is comprised of key Rama First Nation officials who are responsible for providing essential services necessary to minimize the effects of an emergency on the community.

While many emergencies could occur within the Chippewas of Rama First Nation, those most likely to occur are: floods, tornadoes, blizzards, transportation accidents involving hazardous materials, air crashes, toxic or flammable gas leaks, electrical power blackouts, building or structural collapse, uncontrollable fires, explosions, pandemic or any combination thereof.

### **Purpose**

The purpose of this plan is to make provisions for the extraordinary arrangements and measures that may have to be taken to protect the health, safety and welfare of the Chippewas of Rama community members, staff and visitors when faced with an emergency.



## **Emergency Notification System & Call-Out Process**

Upon receipt of a warning of a real or potential emergency, the responding department will immediately contact the Community Emergency Management Coordinator (CEMC) and request that the notification system be activated.

Upon receipt of the warning, CEMC or the Executive Assistant to the First Nation Manager will notify by email all members of the CCG. Where an emergency arises on weekends, staff holidays, or on any work day after 10:00pm or before 7:00am, notification of the CCG will be carried by Encore Telecommunications. The CCG members and alternates shall use email by way of Blackberry PDA as the main source of communication within the Group.

Call-out notice to CCG members will be made as follows:

1. To the CCG member by email;
2. Failing acknowledgement of the email, to the CCG member by telephone to their cellular;
3. Failing acknowledgement of the email or response to the cellular, to the CCG member by telephone to their home phone;
4. Failing acknowledgement of the email or response to the cellular or home phone, to the CCG member by telephone to any other alternate phone number provided;
5. Failing acknowledgement from the CCG member to any of the above notices, the CCG member's alternate shall be notified by email and steps 1-4 shall be repeated with the alternate(s) as necessary until all options to reach the CCG member and alternate(s) are exhausted.

The CEMC will activate only those members of the CCG that are required to mount an appropriate response to each emergency that arises.

Where a threat of an impending emergency exists, the CCG will be placed on standby and all CCG members will be responsible to monitor for further communications from the CEMC.

In all circumstances, both the primary and secondary CCG member groups shall be notified of the emergency. Where a CCG member is unavailable or incapable to respond to a notice their alternate shall act on their behalf.

The CCG emergency contact list includes both the primary and secondary CCG group members as well as their alternates (see attached at Appendix "A").



Upon being notified of a real or potential emergency, it is the responsibility of all CCG members to notify their staff and volunteer organizations of the emergency as necessary and appropriate further to this plan.

### **Action Prior to Declaration**

When an emergency exists but has not yet been declared to exist, Rama employees may take such action(s) under this emergency protection plan as may be required to protect lives and property in the Chippewas of Rama First Nation.

### **Declaration of a Community Emergency**

The Chief of the Chippewas of Rama First Nation, or the Chief's Designate, is responsible for declaring that a community emergency exists. This decision is usually made in consultation with members of the CCG.

Upon declaring a Community Emergency (and on terminating the Emergency) the Chief, or the Chief's Designate, will notify:

1. The Chippewas of Rama First Nation Council;
2. The Chippewas of Rama First Nation community;
3. Neighboring community officials as required;
4. The County Warden as appropriate;
5. The Minister of Community Safety and Correctional services.

A Community Emergency may be declared terminated at any time by:

1. The Chippewas of Rama First Nation Chief; or
2. A majority of the Chippewas of Rama First Nation Council in the event that the Chief is unavailable or incapacitated.

### **Requests for Outside Assistance**

In addition to the services provided by the Chippewas of Rama First Nation in an emergency situation, assistance may also be requested from the Simcoe County at any time by contacting the County Warden. In no circumstances shall such a request be deemed to be a request that the County assume authority and control of the emergency.

Assistance may also be requested from the Province of Ontario or Canada at anytime without any loss of control or authority. Such request can be done by contacting Emergency Measures Ontario (EMO) via the Duty Officer at OPP General H.Q. in Orillia at 1-800-461-2281.



## **Emergency Operations Center (EOC)**

Upon notification of an emergency situation by the CEMC, members of the CCG will report to the Emergency Operations Center (EOC) located at the Rama Fire Rescue Station located at 7454 Williams Side Road. The EOC will be the location for all meetings of the CCG and the command centre for all emergencies unless specifically stated otherwise by the CEMC.

If for any reason the primary EOC is not available, the CCG will report to the Alternate EOC at the Casino Rama Hotel Boardroom which is located at the north-west corner of the Casino Rama Hotel Lobby.

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

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

This group is known as the Community Control Group of “CCG” and is comprised of the following Rama First Nation officials:

### **PRIMARY CCG GROUP**

1. Chief of the Rama First Nation or designate;
2. Community Emergency Management Coordinator (CEMC);
3. First Nation Manager or alternate;
4. Executive Assistant to the First Nation Manager (CCG Scribe);
5. Fire Chief or alternate;
6. Police Chief or alternate;
7. Manager of Emergency Medical Services or alternate;
8. Director of Facilities & Operations or alternate;
9. Community Health Nurse or alternate
10. Manager of Communications or alternate;



## **11. SECONDARY CCG GROUP**

12. Director of Education or alternate;
13. Director of Health and Social Services or alternate;
14. General Counsel or alternate;
15. Controller or alternate;
16. Manager of Information Technology or alternate;
17. Director of Human Resources or alternate;
18. Health and Safety Manager or alternate;
19. Any other officials, experts or representatives deemed necessary by the CCG.

Additional or secondary personnel may be called or added to the CCG on an as-needed basis.

The Control Group may function with only a limited number of CCG members 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.

### **Meetings of the Community Control Group (CCG)**

Upon the declaration of an emergency, members of the CCG will gather at the Emergency Operations Centre at regular intervals to inform each other of actions taken and problems encountered. Frequency of meetings and agenda items will be established by the CEMC.

CCG meetings will be kept as brief as possible thus allowing members an opportunity to carry out their individual responsibilities.

Maps and status boards will be prominently displayed and kept up to date by the CEMC.



### **Community Control Group - General Responsibilities**

The actions or decisions that the members of the CCG are likely to be responsible for in the event of an emergency include:

1. Advising the Chippewas of Rama First Nation Chief as to whether the declaration of an emergency is recommended;
2. Advising the Chippewas of Rama First Nation Chief on the need to designate all or part of the community as an emergency area;
3. Determining if the location and composition of the CCG are appropriate;
4. Determining the need to establish advisory group(s) and/or committees as necessary;
5. Ensuring that pertinent information regarding the emergency is promptly forwarded to the Manager of Communications for dissemination to the community and the media;
6. Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger;
7. Determining if additional transport is required for evacuation or transport of persons and/or supplies;
8. Ensuring utilities or services provided by public or private concerns are discontinued as necessary;
9. Arranging for services and equipment from local agencies not under community control as necessary;
10. Notifying, requesting assistance from, and/or liaising with various levels of government and any public or private agencies not under community control, as necessary;
11. Determining if additional volunteers are required and if appeals for volunteers are warranted;
12. Authorizing expenditure of money required to deal with the emergency as necessary;
13. Participation in the debriefing following the emergency and in annual reviews of the Emergency Plan.



## **Departmental Responsibilities under the Plan**

1. Each Rama First Nation Director shall ensure that functional emergency procedures or guidelines are prepared and maintained for their division/department, outlining how their staff will fulfill their responsibilities during an emergency.
2. Each Director shall ensure that they designate a member of their staff to maintain and revise their emergency procedures or guidelines as necessary and at least annually.

## **PRIMARY CCG GROUP - INDIVIDUAL RESPONSIBILITIES:**

### **The Chippewas of Rama First Nation Chief**

The Chippewas of Rama First Nation Chief or their designate is responsible for:

1. Appointing a designate to act in the Chief's place in the event the Chief is unavailable or incapacitated during an emergency;
2. Declaring an emergency to exist within the designated area;
3. Declaring when the emergency has been terminated (Note: Should the Chief be either unavailable or incapacitated, a majority of Council may also declare when the emergency is terminated);
4. Ensuring members of Rama First Nation Council are advised of the declaration of the emergency and its termination, and are kept informed throughout the emergency situation;
5. Approving all communications to the public and the media during the emergency situation;
6. Notifying the Minister of Public Safety and Security of Ontario of the declaration of the emergency, and of the termination of the emergency.



## **Community Emergency Management Coordinator (CEMC)**

The Community Emergency Management Coordinator is appointed by Chief and Council and is responsible for:

1. Activating the emergency notification system;
2. Coordinating the CCG and all operations within the Emergency Operations Centre, including the scheduling of regular meetings of the CCG;
3. Ensuring that an Emergency Site Manager (ESM) is appointed for each emergency site;
4. Ensuring that a communication link is established and maintained between the CCG and the ESM.

## **First Nation Manager**

The First Nation Manager of the Chippewas of Rama First Nation is responsible for:

1. Activating the emergency notification system where appropriate through notifying the CEMC;
2. Upon direction by the Chippewas of Rama First Nation Chief, arranging a special meeting of Chief & Council, as required, and advising members of Chief & Council of the time, date and location of the meeting;
3. Ensuring that all members of Council are advised of the declaration and termination of the declaration of the emergency;
4. Advising the Chippewas of Rama First Nation Chief on policies and procedures, as appropriate;
5. Approving all major announcements and media releases prepared by the Communications Manager, in conjunction



with or at the direction of the Chippewas of Rama First Nation Chief, and in conjunction with the CCG;

6. Directing the allocation of additional Rama First Nation staff to provide assistance in an emergency situation as required.

### **The Executive Assistant to the First Nation Manager (CCG Scribe)**

The Executive Assistant to the First Nation Manager is responsible for:

1. Assisting the First Nation Manager, as required;
2. Maintaining a written log outlining all important decisions made and actions taken by the CCG, and submitting a summary of the log to the First Nation Manager within one week of the termination of the emergency as required;
3. Upon direction from the First Nation Manager, notifying the required support and advisory staff of the emergency and the location of the Emergency Operations Center;
4. Initiating the opening, operation and staffing of communications equipment at the EOC, as the situation dictates;
5. Arranging for printing of materials as required;
6. Coordinating the provision of clerical staff to assist the CCG as required.



## **Fire Chief**

The Fire Chief or alternate is responsible for:

1. Activating the emergency notification system where appropriate through notifying the CEMC;
2. Calling out and mobilizing their staff and equipment as necessary;
3. Coordinating and directing their staff and equipment, ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
4. Notifying the service, agency or group under their direction, of the termination of the emergency;
5. Establishing an emergency site Command Post with communications to the EOC where appropriate;
6. Providing the CCG with information and advice on firefighting and rescue matters;
7. Providing an Emergency Site Manager where appropriate;
8. Establishing an ongoing communications link with the senior Fire Department official at the scene of the emergency;
9. Informing the Mutual Aid Fire Coordinators and/or initiating mutual aid arrangements for the provision of additional firefighting services and equipment, if needed;
10. Determining if additional or special equipment is needed and recommending possible sources of supply;
11. Providing assistance to other community departments and agencies and being prepared to take charge of or contribute to non-fire fighting operations if necessary.



## **Police Chief**

The Police Chief or alternate is responsible for:

1. Activating the emergency notification system where appropriate through notifying the CEMC;
2. Calling out and mobilizing their staff and equipment as necessary;
3. Coordinating and directing their staff and equipment, ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
4. Notifying the service, agency or group under their direction, of the termination of the emergency;
5. Notifying necessary emergency and community services;
6. Establishing an emergency site Command Post with communications to the EOC where appropriate;
7. Providing an Emergency Site Manager where appropriate;
8. Establishing an ongoing communications link with the senior Police Department official at the scene of the emergency;
9. Protecting life and property and preserving law and order;
10. Establishing an inner perimeter within the emergency area;
11. Establishing an outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel;
12. Providing traffic control to facilitate the movement of emergency vehicles;
13. Alerting persons endangered by the emergency and coordinating evacuation procedures;



14. Liaising with Social Services representatives regarding the establishment and operation of evacuation and reception centers;
15. The provisions of police services in evacuee centers, morgues and other facilities, as required;
16. Notifying the County Coroner of fatalities;
17. Liaising with other police agencies as required.

### **Chief of Emergency Medical Services**

The Chief of Emergency Medical Services or alternate is responsible for:

1. Activating the emergency notification system where appropriate through notifying the CEMC;
2. Calling out and mobilizing their staff and equipment as necessary;
3. Coordinating and directing their staff and equipment, ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
4. Notifying the service, agency or group under their direction, of the termination of the emergency;
5. Establishing an emergency site Command Post with communications to the EOC where appropriate;
6. Assisting in the coordination for the evacuation of the Seniors Home and Extended Care Unit Facility;
7. Ensuring the appropriate deployment of Emergency Medical Services (EMS) to the emergency site;
8. Depending on the nature of the emergency, assigning the Incident Commander and informing the CCG of the appointee;



9. Establishing an ongoing communication link with the EMS Incident Commander of the emergency site and the CCG;
10. Obtaining EMS from other municipalities for support as required;
11. Establishing effective triage and transportation of casualties at the site(s);
12. Advising the CCG if other means of transportation are required for large scale response for casualties and or medical supplies;
13. Liaising with the Ministry of Health and Long Term Care and Central Ambulance Communications Centre to ensure balanced emergency coverage is available for paramedic service at all times throughout the Rama First Nation EMS service area;
14. Ensuring liaison with the receiving and area hospitals and providing continuous update of events as they unfold;
15. Providing a Emergency Site Manager or County Emergency Site Coordinator, if required and directed by the CCG or by the County of Simcoe Emergency Community Control Group;
16. Ensuring that a record is maintained of drivers and operators contracted to provide assistance in provision of EMS during an emergency;
17. Procuring staff to assist as required, in providing paramedic services.



## **Director of Facilities and Operations**

The Director of Facilities and Operations or alternate is responsible for:

1. Activating the emergency notification system where appropriate through notifying the CEMC;
2. Calling out and mobilizing their staff and equipment as necessary;
3. Coordinating and directing their staff and equipment, ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
4. Notifying the service, agency or group under their direction, of the termination of the emergency;
5. Providing the CCG with information and advice on engineering matters pertaining to the buildings, infrastructure, operation and services for all Rama First Nation structures and services and implementing the required engineering actions as determined;
6. Liaising with senior Public Works officials from Simcoe County, Ramara Township, and the City of Orillia in the event that a coordinated response is required;
7. Carrying out emergency actions and repairs to roads and infrastructure as required to ensure the ability of emergency response vehicles to get to the incident site or other sites as determined necessary by the CCG;
8. Providing pumping equipment and staff for emergency flood control and coordinating with environmental agencies having jurisdiction;



9. Arranging with all public utilities or other service providers as required for the disconnection of services and utilities presenting a hazard;
10. Providing vehicles, heavy equipment and skilled staff to undertake the required actions determined by the CCG;
11. Providing an Emergency Site Manager as required for incidents pertaining to infrastructure or Facilities;
12. Assisting with the operation, maintenance and security of an emergency shelter for the community;
13. Maintaining the emergency Notification List and reissuing the list quarterly to the CCG.

#### **Manager of Communications**

The Manager of Communications shall act as the Public Information Coordinator of the CCG in the event of an emergency. The Manager of Communications or alternate is responsible for:

1. Activating the emergency notification system where appropriate through notifying the CEMC;
2. Calling out and mobilizing their staff and equipment as necessary;
3. Coordinating and directing their staff and equipment, ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
4. Notifying the service, agency or group under their direction, of the termination of the emergency;
5. Working with the CCG in identifying the information needs for the Rama First Nation Community, for the Public at large, and for the media on an ongoing basis throughout the emergency situation;



6. Providing flyers, speaking notes, facilitate public announcements by designated officials throughout emergency situation;
7. Preparing all communications at the direction of the CCG; all communications shall be reviewed by the relevant CCG members for accuracy and appropriateness before ultimately being forwarded to the Chief and/or the First Nation Manager for approval;
8. Maintaining open communication link with CEMC and the First Nation Manager throughout the emergency situation via email (Blackberry), or alternatively by way of cell phone, telephone or transmitter;
9. Assisting in contacting external resources as directed by the CCG;
10. Working with the CEMC to contact external parties to secure additional resources as needed (e.g. contacting local hotels, food services, rental facilities, etc.); and facilitating the set-up of additional resources as required;
11. Establishing a Community Information Station in the MASK lobby where community members can check-in for updates. A representative should be posted at all times throughout emergency or as specified by the CEMC. Depending on the situation, the Information Station may be staffed by appropriate staff from within the Rama First Nation administration, such as the Fire Department, Health & Social Services, Chief and Council, Communications, Facilities & Operations, etc.;
12. Posting notices throughout the community, specifically at the Band Office, Community Hall and MASK Bulletin Boards, and updating all notice boards as required;
13. Dropping flyers and/or conducting a door-to-door notification to community members as needed to ensure that the



community is alerted and is taking the necessary precautions. This may include representatives from various administration departments depending on the situation;

14. Contacting local radio and/or television stations with bulletins as needed at the direction of the Chief and/or the First Nation Manager;
15. Updating the Rama First Nation “public information line” on a continuous basis in an emergency situation to ensure up-to-date and accurate information is accessible for community members;
16. Recording and activating the emergency outgoing message for all Rama First Nation central telephone number general inquires;
17. Establishing and managing a “press desk” or designated area for providing information and updates to the media; including issuing identification badges for media and coordinating all interviews as required;
18. Monitoring news coverage to ensure that accurate information is being disseminated and to monitor situations outside the community; and correcting misunderstandings, misinformation and incorrect information in the media as necessary;
19. Establishing boundaries for members of the media and communicating same to Rama Police who shall be responsible to tape off the area as required.



## **SECONDARY CCG GROUP – INDIVIDUAL RESPONSIBILITIES:**

### **Director of Education**

In the event of an emergency during normal school hours, the Director of Education or alternate is responsible for:

1. Activating the emergency notification system where appropriate through notifying the CEMC;
2. Calling out and mobilizing their staff and equipment as necessary;
3. Coordinating and directing their staff and equipment, ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
4. Notifying the service, agency or group under their direction, of the termination of the emergency;
5. Ensuring that representatives of the appropriate Boards of Education are notified as required;
6. Implementing the School “Stay-Put” Emergency Plan and/or the school “Evacuation Plan”, depending on the nature and scope of the emergency.



## **Director of Health and Social Services**

The Director of Health and Social Services or alternate is responsible for:

### **Health:**

1. Activating the emergency notification system where appropriate through notifying the CEMC;
2. Calling out and mobilizing their staff and equipment as necessary;
3. Coordinating and directing their staff and equipment, ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
4. Notifying the service, agency or group under their direction, of the termination of the emergency;
5. Acting as a coordinating link for all emergency health services and the CCG;
6. Liaising with Health Canada and the Ontario Ministry of Health and Public Health Unit;
7. Liaising with ambulance service representatives as needed;
8. Providing advice on matters which may adversely affect public health;
9. Providing authoritative instructions on health and safety matters to the public through the Manager of Communications;
10. Coordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health policies;



11. Ensuring coordination of care for bed-ridden citizens and invalids at home and in evacuee centers during an emergency;
12. Ensuring liaison with voluntary and private agencies as required for augmenting and coordinating public health resources;
13. Ensuring coordination of all efforts to prevent and control the spread of disease during an emergency;
14. Notifying the senior Public Works Officer regarding the need for potable water supplies and sanitation facilities;
15. Liaising with senior Social Services officers on areas of mutual concern regarding health services in evacuee centers.

**Social Services:**

1. Activating the emergency notification system where appropriate through notifying the CEMC;
2. Calling out and mobilizing their staff and equipment as necessary;
3. Coordinating and directing their staff and equipment, ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
4. Notifying the service, agency or group under their direction, of the termination of the emergency;
5. Ensuring the well-being of residents who have been displaced from their homes by arranging for emergency lodging, clothing, feeding, registration and inquiries, and personal services;
6. Supervising the opening and operation of temporary and long-term evacuee centers and ensuring they are adequately staffed;
7. Liaising with the Police Chief with respect to the predestinated evacuee centers which can be opened on short notice;
8. Liaising with the Simcoe Muskoka County Medical Officer of Health on areas of mutual concern regarding operations in evacuee centers;
9. Liaising with homes for the aged, group homes and other institutions regarding placements for Rama First Nation citizens as needed.



## **General Counsel**

The General Counsel or alternate is responsible for:

14. Advising the CCG on legal issues;
15. Providing strategic advice and direction to the CCG.

## **Controller**

The Controller or alternate is responsible for:

1. Activating the emergency notification system where appropriate through notifying the CEMC;
2. Calling out and mobilizing their staff and equipment as necessary;
3. Coordinating and directing their staff and equipment, ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
4. Notifying the service, agency or group under their direction, of the termination of the emergency;
5. Ensuring access to the necessary financial resources to resource the CCG and the emergency response activities;
6. The provision of information and advice on financial matters as they relate to the emergency;
7. Liaising, if necessary, with the Treasurer(s) of neighboring communities;
8. Ensuring that records of expenses are maintained for future claim purposes;
9. Ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency;
10. Arranging for the provision of IT support to the CCG as required.



## **Other Agencies**

In an emergency situation many external agencies may be required to work with the CCG. These may include the Office of the Fire Marshall, industry, and volunteer groups.

## **Testing of Plan**

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

A debriefing of each exercise shall be conducted by the CCG. The CEMC shall be responsible to provide Chief and Council with a written report following each exercise debrief.

## **Plan Maintenance and Revision**

This Emergency Plan will be reviewed annually by the CCG and revised as necessary.

Each time this plan is substantially revised it shall be forwarded to Chief and Council for approval. However, revisions to the annexes and minor administrative changes can be made without resubmitting the plan to Chief and Council each time.

It is the responsibility of each person or department named within this Emergency Plan to notify the CEMC of any revisions, updates, or administrative changes that are required.