



Six Nations of the Grand River

EMERGENCY RESPONSE PLAN

June 30, 1994

UPDATED OCTOBER, 2008



NOTE: Please do not release this plan
with the contents of Annexes
“C” - “H”.



Chronological No. - N° consécutif Amendment #23 - 1994/95
File Reference - N° de référence du dossier

BAND COUNCIL RESOLUTION
RÉSOLUTION DE CONSEIL DE BANDE

NOTE: The words "From our Band Funds" "Capital" or "Revenue", whichever is the case, must appear in all resolutions requesting expenditures from Band Funds.
 NOTA: Les Mots "des fonds de notre bande" "capital" ou "Revenu" selon le cas doivent paraître dans toutes les résolutions portant sur des dépenses à même les fonds des bandes

The council of the Le conseil de la bande indienne	SIX NATIONS COUNCIL	Current Capital Balance Solde de capital	\$ _____
Agency District	SOUTHERN DISTRICT	Committed Engagé	\$ _____
Province	ONTARIO	Current Revenue Balance Solde de revenu	\$ _____
Place Nom de l'endroit	OHSWEKEN	Committed Engagé	\$ _____
Date	19 July AD 19 94 Day - Jour Month - Mois Year - Année		

DO HEREBY RESOLVE:
DÉCIDE, PAR LES PRÉSENTES:

That the Six Nations Council accept the main body of the Six Nations of the Grand River Emergency Plan, with the minor changes as reviewed on June 30, 1994, and in doing so understand that this resolution allows for changes and alterations to the annexes.

A quorum for this Band Pour cette bande le quorum est
consists of fixé à <u>5 (five)</u>
Council Members. Membres du Conseil.

 _____ (Councillor - Conseiller)	 _____ (Councillor - Conseiller)	_____ (Councillor - Conseiller)
 _____ (Councillor - Conseiller)	 _____ (Councillor - Conseiller)	_____ (Councillor - Conseiller)
 _____ (Councillor - Conseiller)	 _____ (Councillor - Conseiller)	_____ (Councillor - Conseiller)
 _____ (Councillor - Conseiller)	 _____ (Councillor - Conseiller)	_____ (Councillor - Conseiller)

FOR DEPARTMENTAL USE ONLY - RÉSERVÉ AU MINISTÈRE					
1. Band Fund Code Code du compte de bande	2. Computer Balances - Soldes d'ordinateur		3. Expenditure - Dépenses	4. Authority (Indian Act Section) Autorité (Article de la Loi sur les Indiens)	5. Source of Funds Source des fonds <input type="checkbox"/> Capital <input type="checkbox"/> Revenu
	A. Capital \$	B. Revenue - Revenu \$			
6. Recommended - Recommandable			Approved - Approuvable		
Date _____ Recommending Officer - Recommandé par _____			Date _____ Approving Officer - Approuvé par _____		

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Linda Butler, Project Researcher

Wanda Henhawk, Project Researcher

Emergency Measures Committee (1994):

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*Barb Curley, Councillor**

*Constable Terry Martin**

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Leslie Isaacs, Fire Chief

Audrey Powless-Bomberry, Education

Representative

Bob Johnson, Gane Yohs Medical Centre

Chuck Burnham, Commercial Leasing

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Glen Lickers, Police Chief

Rebecca McComber, Committee

Recording Secretary

David Green, Councillor

Six Nations Health Commission

Health Review Monitor Committee:

Arlene Whitlow

Sheila Green

Jan Longboat

Anita Hill

Ruby Jacobs

Melba Thomas

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Gane Yohs Med. Centre

Six Nations Police

Home Support for the Elderly

Tammy Martin, Council Admin. Sec.

Six Nations Natural Gas

G.R.E.A.T. Employment and Business Centre

Canadian Gypsum Co.

Chester Gibson, Communications Consultant

S.N. Economic Development

Ian Cunningham, M.O.H.

Tekawennake

CKRZ Radio

First Nations Cable

Cayuga O.P.P.

Six Nations Public Works

Six Nations Social Services

First Nations Nursing

Six Nations Elementary Schools

Iroquois Lodge

Woodland Cultural Centre Staff

Myles D'Arcy, Ontario Hydro

Brantford Fire Dept.

Brant, Haldimand-Norfolk

County Fire Department

Geoffrey Wilson, Brantford CEO

Randy Reid, Emergency Measures Ontario

Mary Cann, Emergency Measures Ontario

Eleanor Carter, Emergency Measures Ontario

The Canadian Red Cross Society

***MANY THANKS TO ALL THE PEOPLE IN THE VITAL SERVICES RESOURCE DIRECTORY
WHO GAVE CONSENT TO USE THEIR EQUIPMENT AND EXPERTISE.***

DISTRIBUTION LIST

The Emergency Response Plan will be distributed to members of Emergency Control Group, Council and the Emergency Measures Planning Committee. Each plan is numbered and should be updated annually.

Copy #	Plans	Access	Date Rev.	Initial
1.	Chief Elect	Six Nations Council		
2.		Dist. #1 Councillor		
		Dist. #1 Councillor		
3.		Dist. #2 Councillor		
		Dist. #2 Councillor		
4.		Dist. #3 Councillor		
		Dist. #3 Councillor		
5.		Dist. #4 Councillor		
		Dist. #4 Councillor		
6.		Dist. #5 Councillor		
		Dist. #5 Councillor		
7.		Dist. #6 Councillor		
		Dist. #6 Councillor		
8.	Police Chief			
		Deputy Chief of Police		
9.	Fire Chief, Community Emergency Management Coordinator			
		Deputy Fire Chief		
10.	Director, Public Works			
		PW Roads Foreman		
11.	Director, Social Services			
		Social Services Alternate		
12.	Director, Health Services			
13.	Nurse-in-Charge Public Health			
		Zone Nursing Officer		
		Regional Nursing Officer		
		Regional Community Medicine Specialist		
14.	Senior Administrative Officer, Administration			
15.		Director, Human Resources		
16.	Primary Recording Secretary			
		Secondary Recording Secretary		
17.	Six Nations Ambulance Manager			
		Ambulance Supervisor		

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SIX NATIONS OF THE GRAND RIVER - EMERGENCY RESPONSE PLAN

DEFINITIONS OF WORDS AND PHRASES

DISASTER RELIEF COMMITTEE (DRC): is a committee composed of community members representing legal, health, social planning and public works service sectors. This committee will provide direction and coordinate activities addressing the recovery needs of all residents in the Six Nations of the Grand River community.

CHIEF ELECT: means the head of the elected council or alternate for Six Nations of the Grand River.

EMERGENCY AREA: means the area in which the emergency exists.

EMERGENCY CONTROL GROUP (ECG): means the group of officials who are responsible for providing the essential services necessary to minimize the effects of the emergency on the community. The emergency response will be directed and supported by these officials at the designated EOC.

EMERGENCY INFORMATION ASSISTANT: is a department employee or Councillor appointed by the Emergency Control Group. The EIA is responsible for responding to and redirecting inquiries from the public, based on information from the Emergency Information Officer and the evacuation centres.

EMERGENCY INFORMATION CENTRE (EIC): is a centre located at or near the Emergency Operations Centre (EOC). It will be a central area where the media may gather for updated media releases and press conferences. This location will be determined by the Emergency Information Officer (EIO).

EMERGENCY INFORMATION CENTRE MANAGER: is an employee of the Emergency Information Centre facility with Emergency Management training. The EIC Manager assists the Emergency Information Officer and ensures that the media receives up to date information.

EMERGENCY INFORMATION OFFICER (PIO): is a Police, Fire or Public Works employee who will monitor all news releases, press conferences, etc. to ensure accurate accounts, regarding the emergency are released to the public.

EMERGENCY OPERATIONS CENTRE (EOC): means the designated area where the Emergency Control Group (ECG) will assemble to direct and support all operations regarding the emergency.

EMERGENCY SITE MANAGER (ESM): is appointed by the Emergency Control Group (ECG) and is responsible for coordinating all operations with emergency response teams at the emergency site. The Emergency Site Manager (ESM) must maintain communications with the Emergency Control Group (ECG).

EVACUATION CENTRE: is a facility that provides temporary care and shelter to persons displaced by the emergency. Persons may be sent to an Evacuation Centre after registering at a Reception centre, and/or they may register at the Evacuation Centre directly.

INNER PERIMETER/IMPACT AREA: is a restricted area where the greatest threat or impact exists established and secured by the Police Department and the Emergency Site Manager (ESM). Access to

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the inner perimeter is restricted to those essential emergency personnel actively involved in the occurrence.

MUTUAL AID: is the reciprocal agreement of sharing of Fire Departments resources with other communities.

MUTUAL ASSISTANCE: are the reciprocal agreements of sharing community resources with other communities (i.e., evacuation centres, workers, equipment, etc.).

OUTER PERIMETER: is the geographic area surrounding the inner perimeter which serves as a staging, rest and feeding areas for essential personnel and equipment; access authorized by the Emergency Site Manager? This area is the responsibility of the Emergency Control Group and the Site Team. All response operations outside of the outer perimeter are the responsibility of the Emergency Control Group.

RECEPTION CENTRE (i.e., Social Services): is a facility that is used as a short term redistribution point that receives and registers persons displaced by the emergency. Dispatching families to Evacuation Centres or other accommodations, or re-uniting them.

SITE MEDIA SPOKESPERSON: is appointed by the Emergency Site Manager and is responsible for the media at the emergency site.

TELECOMMUNICATIONS OFFICER: is appointed by the Emergency Control Group and is responsible for all activities, communications and telecommunications equipment and making arrangements to acquire additional communications resources within the Emergency Operations Centre.

TRIAGE: means a system of priorities designed to maximize the number of survivors in an emergency. The system consists of the sorting of casualties and the allocation of medical treatment to these casualties.

SIX NATIONS OF THE GRAND RIVER – EMERGENCY RESPONSE PLAN

SIX NATIONS OF THE GRAND RIVER EMERGENCY RESPONSE PLAN

1. PREAMBLE

This plan has been prepared to provide a general guideline for a prompt and coordinated response to all types of emergencies affecting the Six Nations of The Grand River.

For this plan to be effective, it is important that all concerned be made aware of its provisions and be prepared to carry out their assigned functions and responsibilities in an emergency.

2. AUTHORITY

This plan is authorized by the Chief Elect and Council of the Six Nations Of the Grand River in accordance with Band Council Resolution #1, 23-1994/95, of the meeting dated June 30, 1994 and second reading on July 5, 1994.

Section 91(24) of the Constitution Act 1867 outlines the federal government responsibility respecting First Nations. In emergency planning, the federal government (INAC) has made an agreement with the provincial government (Ontario) through the Ministry of the Solicitor General, to assume the responsibility for emergency preparedness and response to First Nation communities within Ontario's boundaries. Indian and Northern Affairs Canada in turn, agree to finance emergency assistance provided by Ontario. Refer to 1992 Ontario Agreement.

Therefore, the Emergency Plans Act, 1983 Statutes of Ontario, sets out the Terms of Reference for this plan. It states that a Head of Council may declare that an emergency exists in all or part of a community. He/She may make such orders as considered necessary and are not contrary to law to carry out the emergency plan of the community and to protect the health, safety, welfare and property of the inhabitants of the emergency area.

3. INTRODUCTION

Peacetime emergencies are defined as situations or the threat of impending situations abnormally affecting the health, safety, welfare and property of the people of Six Nations Of The Grand River territory. By the nature or magnitude of the emergency may require a controlled and coordinated response by a number of agencies, both governmental and private, under the direction of the Emergency Control Group (ECG). The duties in an emergency are distinct from the normal, day-to-day operations carried out by the Six Nations agencies and organizations.

4. AIM

The aim of this emergency plan is to provide for the extraordinary arrangements and measures that may need to be taken to protect the health, safety, welfare and property of the Six Nations of the Grand River community.

5. NOTIFICATION SYSTEM

SIX NATIONS OF THE GRAND RIVER – EMERGENCY RESPONSE PLAN

Upon receipt of a warning of a real or potential emergency, calling the Fire Department Dispatch at **(519) 445-2929** will activate the notification system.

Where a threat of an impending emergency exists, the Emergency Control Group (ECG) will be notified and placed on standby. The emergency notification list is attached in Annex “C”.

i) ACTION PRIOR TO DECLARATION

When an emergency exists but has not yet been declared, community leaders may take such action(s) under this emergency plan as may be required to protect lives and property of the Six Nations of The Grand River.

ii) DECLARATION OF AN EMERGENCY

The Chief Elect or Alternate of the Six Nations of the Grand River is responsible for declaring that an emergency exists. This decision is usually made in consultation with other members of the Emergency Control Group (ECG). Declaration form should be completed and signed. Refer to Annex “M” for sample of the form.

Upon such *declaration*, the Chief Elect will notify the following:

- a) EMO Duty Officer, through Emergency Management Ontario at: **Toll Free number 1-866-314-0472**, 24 hours a day, 7 days a week. Or call the Field Officer – (905) 812-7602.
- b) the elected Council (*See Annex “C”*);
- c) the Confederacy Council, as appropriate (*See Annex “C”*);
- d) the community;
- e) Indian and Northern Affairs Canada, as required (*See Annex “C”*);
- f) neighbouring community officials, as required;
- g) Ministry of Natural Resources, as required;
- h) Ministry of Environment, as required;
- i) the Media, as appropriate.

iii) REQUESTS FOR PROVINCIAL ASSISTANCE

NOTE: Assistance **MUST** be requested from the provincial government, **EMO Duty Officer at 1-866-314-0472**, if locally available resources, including those that might be available from bordering communities and/or county sources are insufficient to meet emergency requirements.

Such requests should normally be directed through area/region/district offices of the provincial ministry/agency that normally provide services in the local area.

SIX NATIONS OF THE GRAND RIVER – EMERGENCY RESPONSE PLAN

NOTE: Ministry/agency offices have responsibility for informing their headquarters and for arranging types and levels of assistance beyond local capabilities. (Telephone numbers are listed in Annex “C” - the “Notification List “and Annex “H” - the “Vital Services Resource Directory”).)

The Provincial Ministries' areas of special responsibility are:

- a) Community Safety and Correctional Services- coordination of provincial emergency management. All other peacetime emergencies, war emergencies;
- a) Environment - spills of pollutants to the natural environment, i.e., oil;
- b) Energy - energy supply matters, i.e., major electrical disruption;
- d) Natural Resources - floods, forest fires;
- e) Health and Long Term Care - epidemics, emergency health services;
- f) INAC - funding and coordination of extraordinary provincial expenditures on emergencies;
- g) Northern development and Mines - abandoned mine hazards;
- h) Labour - emergency workers health and safety;
- i) Agricultural Food and Rural Affairs - agriculturally related emergencies;
- j) Community and Social Services - emergency shelter, clothes, food, victim registration and inquiry services, and personal services required in support of all emergencies;
- k) Municipal Affairs and Housing - Coordination of extraordinary provision of expenditures for emergencies;
- l) Transportation - Highway and other transportation services;
- m) Option (especially in case of severe or wide-spread emergencies) notification and assistance can be obtained by telephoning: Six Nations Police **(519) 445- 2811 or 911**

NOTE: The Director of **Emergency Management Ontario** - responsible under the direction of the Solicitor General for implementation of emergency plans made by provincial government bodies and for ensuring coordination contact directly by telephone at: **1-866-314-0472, 1-905-812-7602** for routine enquiries.

iv) REQUESTS FOR FEDERAL ASSISTANCE

NOTE: The Six Nations Chief Elect requests assistance from INAC. **Emergency Management Ontario** can be invited to the Six Nations Emergency Operations Centre as an advisory agency.

6. TERMINATION

An emergency may be declared *terminated* at any time by mutual consent of the Six Nations Emergency Control Group and;

- a) the Chief Elect or Alternate, or;
- b) the Premier of Ontario, refer the Emergency Management Act, or;
- c) the elected Council

Upon *termination* of an emergency the Chief Elect will notify the following:

- a) EMO Duty Officer at: **1-866-314-0472**
- b) the elected Council (*See Annex “C”*);

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- c) the Confederacy Council, as appropriate (*See Annex “C”*);
- d) the community;
- e) Indian and Northern Affairs Canada, as required; Fax: 1-416-954-4326 (*See Annex “C”*);
- f) neighbouring community officials, as required;
- g) Ministry of Natural Resources, as required;
- h) Ministry of Environment, as required;
- i) the Media, as appropriate.

7. EMERGENCY OPERATIONS CENTRE (EOC) Annex “D”

In the advent of an emergency, an Emergency Operations Centre will be established. The Emergency Control Group, Support and Advisory Staff will meet and work together at the centre to make decisions, share information and provide support as needed to manage the effects of the emergency. The **Senior Administrative Officer** is responsible for the coordination of all operations within the Emergency Operations Centre (EOC).

The Emergency Operations Centre (EOC) will consist of a meeting room for the Emergency Control Group, a communications room, and rooms for the support and advisory staff.

In order to promote an effective emergency meeting, this room requires maps of suitable scale showing up-to-date information on the emergency, a recording device suitable for recording Emergency Control Group (ECG) meetings and telephones for outgoing calls only. The centre should be fully equipped, preferably with portable equipment to facilitate the movement of the equipment to an alternate Emergency Operations Centre (EOC) location in the event that an emergency renders the primary location unsuitable for use. The Emergency Control Group should have a secure and quiet meeting room for their use. i.e., board room. A communications room should be established in close proximity to the E.C.G. boardroom.

i) COMMUNICATIONS ROOM:

The purpose of the communications room is to:

- a) provide coordinated and controlled messages in an emergency.
- b) to provide emergency alerting systems.
- c) to communicate with higher levels of government.
- d) to provide cross-over facilities for communications with all other agencies involved.
- e) to provide equipment and operators in an effort to provide Emergency Information.

While the Emergency Control Group (ECG) is in meetings, they will require assistants to take messages and convey their decisions. Therefore, a separate communications room must be established near the Emergency Control Group (ECG).

Each member of the Emergency Control Group (ECG) should consider designating at least one or two persons (depending on the emergency) to handle or assist with incoming and outgoing communications.

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The communicators will be responsible for operating telephones and radios within the communications room and relaying messages between Emergency Control Group (ECG) and other key locations.

ii) COORDINATING COMMUNICATIONS

Upon arrival at the Emergency Operations Centre each member of the Emergency Control Group (ECG) will:

- a) establish telecommunications with their respective organization;
- b) log in all messages and copies retained;
- c) control and direct all In and Out messages; and
- d) log in all actions taken by their agencies for the purpose of debriefing.

iii) TELECOMMUNICATIONS OFFICER:

A Telecommunications Officer will be designated by the Emergency Control Group (ECG) to coordinate activities and communications within the communications room within the Emergency Operations Centre. The Telecommunications Officer will be selected at the time of the emergency with preference given to the communicator not involved directly in the incident; or another council employee with emergency planning experience may be available to carry out this function.

The Telecommunications Officer will be responsible for providing the **Senior Administrative Officer** with reports on the emergency and any other pertinent information at regular intervals or as requested. He/she will provide assistance to the communicators in relation to communications equipment problems and where possible and practical, will overcome them. He/she will coordinate and prioritize the flow of messages between the communications room and the Emergency Control Group (ECG) and other desired groups and locations. He/she will ensure that there is maintenance of a chronological log of significant communications and events. He/she will carry out maintenance of the status board and keep maps up-to-date containing vital information of the emergency.

8. EMERGENCY INFORMATION CENTRE

To ensure prompt and effective communications, the Emergency Control Group will establish a Emergency Information Centre near the Emergency Operations Centre or alternate location, according to the nature of the emergency. This will allow officials involved in emergency operations to have information at the earliest time available. *Annex “E” - Emergency Information Centres* - lists the locations that are suitable for use as information centres. The Emergency Information Centre will act as an information centre for the issue of accurate releases to the news media and for issuing authoritative instructions to the public.

i) EMERGENCY INFORMATION OFFICER - Annex “A”

The Emergency Information Officer is the Chief Elect, or the Emergency Information Officer appointed by the Emergency Control Group. The Emergency Information Officer monitors all news releases, press conferences, etc. to ensure accurate accounts are released to the public

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through the media regarding the emergency. The Chief Elect, or designate will summarize the community emergency and confirm information given by the Emergency Information Officer.

ii) EMERGENCY INFORMATION CENTRE MANAGER AND ASSISTANT - Annex “A”

The Emergency Information Centre Manager and assistant are department employees or councillors appointed by the Emergency Control Group and is responsible for responding to and redirecting inquiries from the public, based on information from the Emergency Information Officer and the evacuation centres.

9. CODE WORDS - Annex “C”

During emergencies (disasters) or exercise occasions that may arise requiring immediate response to prevent loss of life. Under these circumstances, and to establish communication priority, the phrase “Community Emergency” OR “Community Emergency Exercise” is to be used before and after the message. This code phrase is to be used only if the situation is life threatening or if an official exercise is being conducted.

10. EMERGENCY CONTROL GROUP (ECG) - Annex “A”

All emergency operations will be directed and supported by a group of officials responsible for providing the essential services needed to minimize the effects of the emergency.

The Emergency Control Group (ECG) may function with only a limited number of persons depending upon the emergency. While the Emergency Control Group (ECG) may not require the presence of all the people listed as members of the control group, *all members of the Emergency Control Group (ECG) must be notified.* The **EMERGENCY CONTROL GROUP** members’ telephone numbers are listed in *Annex “C” - Emergency Control Group Notification List.*

i) EMERGENCY CONTROL GROUP COMPOSITION

The Emergency Control Group will consist of the following officials or their assigned alternates:

	OFFICIAL	ALTERNATE
a)	Chief Elect	Councillor
b)	S.N. Police Chief	S.N. Deputy Chief of Police
c)	S.N. Fire Chief	Deputy Fire Chief
d)	Senior Administrative Officer	Human Resources Director
e)	Director, Health Services	Nurse-In-Charge, Gane Yohs
	Regional Community Medicine Specialist	Zone Nursing Officer
		Regional Nursing Officer
f)	Director Public Works	Roads Foreman
g)	Director Social Services	Exec. Assist.
h)	Ambulance Manager	Ambulance Supervisor
i)	Community Emergency Management Coordinator	Community Emergency Management Officer
j)	Primary Recording Secretary	Alternate Recording Secretary
j)	Emergency Information Officer	Alternate Emergency Information Officer
k)	Telecommunications Officer	Second Telecommunications Officer

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OFFICIAL		ALTERNATE
l)	Assistant to the Chief	Second Assistant to the Chief
m)	Assistant to the Senior Administrative Officer	Second Assistant to the Senior Administrative Officer
n)	Assistant to the S.N. Police Chief	Second Assistant to the S.N. Police Chief
o)	Assistant to the S.N. Fire Chief	Second Assistant to the S.N. Fire Chief
p)	Assistant to the Director, Health Services	Second Assistant to the Director, Health Services
q)	Assistant to the Director Public Works	Second Assistant to the Director Public Works
r)	Assistant to the Director Social Services	Second Assistant to the Director Social Services
s)	Assistant to the Ambulance Manager	Second Assistant to the Ambulance Manager
r)	Main Emergency Operations Centre Receptionist	Second Emergency Operations Centre Receptionist

ii) SUPPORT AND ADVISORY STAFF - Annex “B”

The following staff may be required to provide support, logistics and advice to the Emergency Control Group (ECG):

- a) Property Manager;
- b) Legal Services Officer;
- c) Treasurer/Purchasing Officer;
- d) Human Resources Officer;
- e) Transportation Coordinator;
- f) Telecommunications Coordinator and radio operators;
- g) Emergency Control Group assistants

Additional personnel called to the Emergency Operations Centre (EOC) may include:

- a) a representative from the Receiving Community in the event of an evacuation;
- b) a representative of Emergency Management Ontario;
- c) an O.P.P. representative, (if not already represented);
- d) a representative of the Ministry of Natural Resources (MNR) or the Grand River conservation Authority;
- e) liaison staff from other provincial ministries;
- f) public utilities (hydro, telephone, natural gas CO etc.);
- g) major industries, especially those that may pose a potential hazard;
- h) airport management agency;
- i) volunteer agencies (i.e., organized Six Nations groups, Red Cross, St. John Ambulance, the Salvation Army, local ham radio clubs, etc.);
- j) other emergency health services or an ambulance representative;
- k) a representative from education;
- l) transportation companies representatives, as required;
- m) suppliers of equipment;
- n) any other officials, experts or support staff the Emergency Control Group (ECG) feel is necessary.

iii) INCIDENT COMMANDER (EMERGENCY SITE MANAGER)

SIX NATIONS OF THE GRAND RIVER – EMERGENCY RESPONSE PLAN

The Emergency Site Manager will be appointed by the Emergency Control Group from one of the first response agencies involved in the specific type of emergency. (i.e., fire incident - fire dept., evacuation - Police Dept.) When there is enough information to determine the lead agency for the type of emergency, then the Emergency Site Manager (ESM) should be appointed and later confirmed by the Emergency Control Group. Once appointed, the Emergency Site Manager (ESM), **WILL NO LONGER** be responsible for the operation or command in his/her own agency.

The selection of the Emergency Site Manager will take into consideration the availability of the individual and the approval of his/her agency, the training and field experience, the knowledge of various responding agencies, the responsibilities and the resources with which he/she is familiar.

11. EMERGENCY CONTROL GROUP MEETINGS - Business Cycle

The Emergency Control Group (ECG) members will gather at regular intervals (i.e., every 3 hrs.) to keep each other informed of actions taken and problems encountered during the emergency. The **Senior Administrative Officer** or alternate will establish the frequency of meetings and prepare agenda items. In order for the members of the ECG to carry out their individual responsibilities the meetings will be kept as brief as possible. The Senior Administrative Officer will ensure that the up-dated maps and status boards are prominently displayed.

12. PLAN MAINTENANCE AND REVISION

i) ANNUAL REVIEW

An annual review of this plan is recommended and, where necessary, this plan will be revised by a meeting(s) of the Emergency Control Group (ECG).

The Elected Council must approve substantial revisions to this plan. However; revisions to the annexes and minor administrative changes (i.e., telephone numbers) can be made by the Community Emergency Management Coordinator without resubmitting the plan to council each time.

Each person, agency, service or department named within this emergency plan is responsible for notifying the Community Emergency Management Coordinator, of any revisions to the annexes, or administrative changes. The Community Emergency Management Coordinator should notify the **Senior Administrative Officer** of changes.

Each agency, service or department named within this emergency plan is responsible for developing an operation plan and resource list for their service. The plan should be included in the Six Nations Emergency Plan and a copy should be available at the Emergency Operations Centre (EOC).

SIX NATIONS OF THE GRAND RIVER – EMERGENCY RESPONSE PLAN

As newly elected councillors are appointed, they should be briefed on their possible responsibilities outlined in this plan.

ii) INTERNAL OPERATIONS (AGENCIES)

Each service involved with this emergency plan will prepare functional emergency procedures or guidelines outlining how it will fulfil its responsibilities during an emergency. Each service will ensure that it designates a member of its staff to maintain and revise its own emergency procedures or guidelines.

The Community Emergency Management Coordinator and the Emergency Control Group (ECG) will plan, develop and conduct emergency exercises.

iii) EMERGENCY EXERCISES

Purpose of Exercises:

1. To test emergency plans and to search for defects and flaws.
2. To ensure that the responding staff is trained in emergency procedures.
3. To check on personnel and material resources.
4. To test and practice inter-agency co-operation and coordination.
5. Ensure that all new staff and elected councillors are briefed on emergency responsibilities.

Types of Exercise:

1. A test of the notification list of the Emergency Control Group and their alternates.
2. A paper exercise to test the Emergency Operations Centre.
3. An exercise involving a single organization or agency.
4. A dual or multiple agency exercise.
5. A test of communication network.
6. A full scale community exercise.

After the initial test and revision of the Emergency Plan is complete, a yearly test of steps 1 and 2 should be done. A steady progression from Step 1 to Step 5 should be carried out. It is estimated that it will take at least two years to move through to Step 6.

Each exercise should be carefully planned, actions and reactions recorded, and the results analyzed with modifications made to the plan.