



**M'CHIGEENG FIRST NATION
EMERGENCY RESPONSE PLAN**

Version 2

**Approved by Chief and Council: July 7, 2020
BCR # 4449 Motion # 263/20**

REVISED DECEMBER 15, 2020 EMERGENCY OPERATION GROUP

PART I: OVERVIEW

Emergency means a situation or an impending situation that constitutes 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 risks, 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 community.

In order to protect residents, businesses and visitors the First Nation Community requires a coordinated emergency response by a number of agencies under the direction of the Emergency Operations Group. These are distinct arrangement and procedures from the normal, day-to-day operations carried out by emergency services.

The Community of M'Chigeeng Emergency Operations Group developed this emergency response plan. Every official, First Nation Community 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 Community of M'Chigeeng important emergency information related to:

- Arrangements, services and equipment;
- 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 Community of M'Chigeeng Emergency Response Plan may be viewed at the Band Office or online. For more information please contact:

Emergency Management Coordinator
Administration Office
705-377-5362

PART III: AUTHORITY

A M'Chigeeng First Nation Band Council Resolution is the legal authority for this plan. The Chief or Deputy Chief may declare that an emergency exists in the community or in part thereof and may take action and may make such orders as he/she considers necessary and are not contrary to law to implement the Emergency Response Plan for the community and to protect the health, safety and welfare, and property of the inhabitants of the emergency area.

This plan is authorized by the Chief and Council of M'Chigeeng First Nation in accordance with Band Council Resolution #4449 dated July 7, 2020.

Definition of an Emergency

The Emergency Measures and Civil Protections 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 purposes of managing an emergency, by maintaining services to the community and supporting the emergency site.

Action Prior to Declaration

Where an emergency exists but has not yet been declared to exist, First Nation Community officials and employees 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 Community of M'Chigeeng.

When terminating an emergency, the Chief will notify the same as when the emergency was declared:

- The Community;
- The Band Council;
- The Minister of Community Safety and Correctional Services through OFMEM;
- The Neighbouring Communities' Officials;
- The News Media; and
- Other – ISC, Provincial Ministries, Transport Canada etc.

recommended to the Chief and Council for approval. Any changes to the Appendices do not require approval by Chief and Council, however, shall be communicated to all staff and update provided to the Chief and Council, which may be carried out by email notice.

Emergency Operations Group Responsibilities

The members of the Emergency Operations Group are likely to be responsible for the following actions or decisions:

- Calling out and mobilizing their emergency services, agency and equipment;
- Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
- Determining if the location and composition of the EOG are appropriate;
- Advising the Chief as to whether the declaration of an emergency is recommended;
- Advising the Chief on the need to designate all or part of the First Nation Community as an emergency area.
- Ensuring that an Emergency Site Manager (ESM) is appointed, if required;
- Ensuring support to the ESM by offering equipment, staff and resources, as required;
- Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger;
- Discontinuing utilities or services provided by public or private concerns (ie Hydro, water, gas)
- Arranging for services and equipment from local agencies not under community control (ie. Private contractors, industry, volunteer agencies, etc.);
- 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 to 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 Communication Coordinator for dissemination to the media and public;
- Authorizing expenditure of money required 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 Enaagdenjged within one week of the termination of the emergency, as required;
- Participating in the debriefing following the emergency.

- Alerting persons endangered by the emergency and coordinating evacuation procedures;
- Ensuring the protection of life and property and the provision of law and order;
- Providing police service in EOC, evacuee centres, morgues, and other facilities as required;
- Notifying the coroner of fatalities;
- Ensuring liaison with other community, provincial and federal police agencies, as required.

Fire Prevention Officer

- The Fire Prevention Officer is responsible for:
 - Activating the emergency notification system through the Community Emergency Coordinator;
 - Providing the EOG with information and advice on firefighting and rescue matters;
 - Informing the Mutual Aid Fire Coordinators and/or initiating mutual aid arrangements for the provision of additional firefighters and equipment, if needed
 - Determining if additional or special equipment is needed and recommending possible source of supply (ie. Breathing apparatus, protective clothing, etc.);
 - Providing assistance to other community departments and agencies and being prepared to take charge of or contribute to non-fire fighting operations if necessary.

CPPW Representative

- The Public Works Representative is responsible for:
 - Providing the EOG with information and advice on engineering and public works matters;
 - Establishing an ongoing communications link with the EOG at the scene of an emergency;
 - Ensuring liaison with the public works representative from the neighbouring community(s) to ensure a coordinated response;
 - Ensuring provision of Engineering assistance;
 - Ensuring construction, maintenance and repair of community roads;
 - Ensuring the maintenance of sanitary sewage and water systems;
 - Providing equipment for emergency pumping operations;
 - Ensuring liaison with the fire prevention officer concerning emergency water supplies for firefighting purposes;
 - Providing emergency potable water, supplies and sanitation facilities to the requirements of health officials;
 - Discontinuing any public works service to any resident, as required, and restoring these services when appropriate;
 - Ensuring liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions;
 - Providing public works vehicles and equipment as required by any other emergency services;
 - Ensuring liaison with the local flood authority regarding flood control, conservation and environmental matters and being prepared to take preventative action,

- Support the Representatives in each of their respective sectors.

Emergency Medical Services Representative or Community Health Nurse Representative

- The Emergency Medical Services Representative or Community Health Nurse Representative is responsible for:
 - Ensuring emergency medical services at the emergency site;
 - Establishing an ongoing communications link with EMS officials at the scene of emergency;
 - Obtaining EMS from other communities for support, if required;
 - Evaluating requests for the provision of medical site teams/medical triage teams;
 - Ensuring triage at the site;
 - Advising the EOG if other means of transportation is required for large scale response;
 - Ensuring liaison with the receiving hospitals;
 - Ensuring liaison with the Medical/Health Authority as required.

Community Emergency Management Coordinator (CEMC) or alternate

- The Community Emergency Management Coordinator or Alternate is responsible for:
 - Activating the emergency Notification System, and ensuring all members of the EOG are notified upon direction from the Operations Officer;
 - Provide support to the Operations Officer in Activating and arranging the Emergency Operations Centre;
 - Ensuring that security is in place for the EOC and registration of EOG members;
 - Ensuring that all members of the EOG have necessary plans, resources, supplies, maps, equipment, etc. in consultation with the Operations Officer;
 - Ensuring that the operations cycle is met by the EOG and related documentation is maintained and kept for future reference;
 - Support the Operations Officer in addressing any action items that may result from the activation of the Emergency Response Plan and Keep EOG informed of implementation needs;
 - Maintaining the records and logs for the purpose of debriefing and post-emergency reporting that will be prepared.

Support of Advisory Staff

The following staff and/or required roles may be required to provide support, logistics and advice to the EOG:

- Chief and Council Executive Assistant;
- Office Administrator;
- Health Services Executive Assistant (In collaboration with Health Representative)
- Community Evacuation Coordinator;
- Emergency Communication Coordinator;
- Education Representative
- Any other support required as identified by the Emergency Operations Group.

The Support of Advisory Staff is responsible for the following as required and delegated by the Operations Officer:

responsible for the dissemination of news and information to the media for the public. The Communication Coordinator shall follow the Communication Plan created by the Emergency Operations Group that will be specific to the Emergency.

Education Department Representative

- The Education Department Representative is responsible for:
 - Providing any school (as appropriate and available) for use as an evacuation or reception centre and delegating a representative to coordinate the maintenance, use and operation of the facilities being utilized as evacuation or reception centres.
 - Ensuring liaison with the EOG and M'Chigeeng First Nation Community as to protective actions to the school (ie implementing school stay in place procedure and implementing the school evacuation procedure).

APPENDICIES

The following Appendices are considered “living documents” and can be amended from time to time by the Emergency Operations Group. Any amendments will require all Emergency Plans to be updated and communicated to Staff through the respective Department Managers. The Enaagdenjged shall communicate any of the administrative changes to the Chief and Council as required.

The Notification may be activated by any member of the EOG.

Upon activation, the notification process will be carried out at once by the CEMC, who will note the detail of the message (eg. Description of the emergency, instructions to remain on standby or assemble at EOC, etc). This CEMC will ensure this information is passed to and understood by each person called.

Persons on the notification list will be called in order, starting with the Chief.

If the primary person cannot be reached at any of the listed numbers, telephone the alternate.

If neither can be reached, go to the next appointment on the list.

Once the end of the list has been reached, try again to reach those who were not available on the first attempt.

Sample Script

I am _____, and I am calling you to inform you that the Emergency Operations Centre will be activated at _____ insert date and time _____ due to (State the nature of emergency). As a member of the Emergency Operations Group you should report to (list location: primary/alternate EOC or other location at (insert date/time)) and report to the CEMC or Operations Officer. Please bring the following resources with you (list any required items, including a copy of the Emergency Response Plan, extra clothing, phone list etc.)

Thank you

Note: The Caller delivering this message MUST record the date and time EACH member (or alternate) of the EOG was contacted.

Sample EOG Contact Sheet

Name	Contacted @ time	DAY/MONTH/YEAR

Communicable Disease Emergency Plan

M'Chigeeng First Nation



Approved by Chief and Council Motion # 263/20

PREAMBLE

The M'Chigeeng First Nation Communicable Disease Emergency Plan (CDE Plan) outlines activities to effectively respond to and manage infectious disease outbreaks in M'Chigeeng First Nation. The CDE Plan is a supporting plan to the M'Chigeeng First Nation Emergency Response Plan. The CDE Plan can be scaled up or down as appropriate.

The CDE Plan consists of four levels of a CDE response. Regardless of the level of response, a Planning Section, Operations Section, Logistics Section and Finance and Administration Section will be involved in the response. Their level of involvement will be scaled to the level necessary for the response and as the response progresses.

The CDE Plan is initiated when the M'Chigeeng Emergency Response Plan Emergency Operations Group recommends activation.

The CDE Plan addresses significant public health emergencies at the community level. These emergencies are situations that could adversely affect a significant number of people within the community.

There are four (4) levels of response briefly described as follows:

Level 1 Response: Small Scale incidents and/or issues

- Planning, Preparation and Response to a potential threat;
- Does not exceed normal resourcing capabilities, but may require enhanced planning and/or operations within the mandated Communicable Disease (CD) Program of First Nations & Inuit Health Branch, Indigenous Services Canada
- Planning to return to pre-communicable disease emergency state

Level 2 Response: Smaller incidents and outbreak operations that exceed the normal resourcing or operation capabilities indicated in Level 1

- Planning, Preparation and Response to an imminent threat;
- May require increased safety protocols within the Administration and Operation of M'Chigeeng First Nation
- Requires enhanced planning and/or operations within the CD Program and may involve more resources or occur over a longer period of time;

Level 3 Response: Larger Scale incidents and/or issues

- Planning, Preparation and Response to local threat;
- May require increased safety protocols in addition to those established in Level 2;
- Requires the Health Services Department or other Departments to make local preparations;
- May require augmentation of M'Chigeeng First Nation Services;
- May require closure of identified spaces;
- May require additional, but minimal personnel and financial resources beyond the established organizational roles and funding

1.0 Introduction

M'Chigeeng First Nation acknowledges its role and responsibility in the event of a communicable disease emergency (CDE). Ensuring consistency in outbreak management is important in the event of a public health emergency, such as an infectious disease outbreak. The CDE Plan details M'Chigeeng First Nation Health Services' investigative response for infectious disease outbreaks in M'Chigeeng First Nation.

The CDE Plan is utilized where there are threats and imminent exposure where a large number of people become ill with a virus, or a large geographical area in Ontario and M'Chigeeng First Nation are affected simultaneously. Some events can be expected to last many months and will seriously compromise the life, health, and safety of M'Chigeeng First Nation Citizens.

The CDE Plan has the ability to cover more than one wave where a number of cases could occur within several months either in the same year or in successive seasons. Health Services and other departments will use the interim period between waves to prepare for a resurgence of disease by addressing shortfalls in supplies, personnel and institute amendments based on lessons learned and best practices.

This plan will cover the recovery stage that involves activities designed to help M'Chigeeng return to a pre-communicable disease emergency state.

This plan supports the M'Chigeeng Emergency Response Plan and provides guidelines to respond to a communicable disease emergency. M'Chigeeng First Nation must be prepared to mobilize resources quickly and effectively to contain any outbreak thereby limiting its impact. It describes the emergency management concepts and structures under which M'Chigeeng First Nation departments, local agencies, and the public will operate to:

- Prevent, control and contain the extent of infection;
- Minimize serious illness and overall deaths;
- Minimize societal disruption as a result of the emergency.

The purpose of the CDE Plan is to also provide a model to guide Health Services to:

- Respond effectively, efficiently and in a timely manner to a Health related issue;
- Ensure that M'Chigeeng Health Services have the appropriate resources during an incident, outbreak or investigation that exceeds normal business hours, processes, capacity and/or resources; and
- Ensure communication is disseminated as appropriate.

2.0 Authority

This plan is published as a supporting plan to the M'Chigeeng First Nation Emergency Response Plan which outlines the federal government's responsibility respecting First Nations. In emergency planning, the federal government has made an agreement with the provincial government through the Ministry of the Solicitor General, to assume the responsibility for emergency preparedness and response to First Nation communities within Ontario's boundaries. Indigenous Services Canada in turn, agree to finance emergency assistance provided by Ontario (Emergency Management Ontario).

population will require the coordinated efforts of most of the Health Services staff and other M'Chigeeng First Nation Departments and resources

This plan may be implemented in whole or in part, as required, by M'Chigeeng First Nation Emergency Operations Group with or without the declaration of emergency by the Chief and Council if:

- a) A communicable disease emergency, pandemic or outbreak is declared;
- b) There is a potential for M'Chigeeng First Nation to be affected;
- c) A communicable disease is identified in the Sudbury-Manitoulin District;
- d) The ability to maintain critical community services is at risk due to widespread absenteeism in the workplace;
- e) M'Chigeeng First Nation and surrounding healthcare providers and systems are becoming overwhelmed.

At the time of a communicable disease emergency, decisions and actions of international, federal and provincial levels of government will likely influence the implementation of this plan.

The Emergency Operations Group and with the guidance of the Health Services Representative and/or the Emergency Medical Services Representative or Community Health Nurse Representative shall ensure the following:

- Continued assessment of health services workers and other departmental workers during the communicable disease emergency;
- Continued monitoring of local health care systems and ability to provide adequate response;
- Continued assessment of the availability of emergency medical supplies throughout the departments;
- Continued monitoring and assessment of local situation.

9.0 COMMUNICABLE DISEASE EMERGENCY RESPONSE

The level of response is dependent on the ability of the Public Health and Health Services staff to successfully manage an incident (ie. Conduct the case management and contact investigation) in a timely and effective manner. The General Levels of Activation are described below and summarized in Table 1. The Levels of Activation shall be amended as appropriate to ensure the response is consistent with the communicable disease and Public Health Guidance as required.

Regardless of the level of response, the Emergency Operations Group and others as identified or recommended as appropriate will be involved in the response. The level of involvement will be scaled to the level necessary for the response and as the response progresses.

10.0 Planning Strategies

The Health Services Representative will ensure that Health Services creates and implements an operational planning strategy that will be utilized to inform the Emergency Operations Group. The Health Services Representative will ensure the Emergency Operations Group is continuously informed and will provide recommendations on behalf of the Health Services Department. The Emergency Operations Group will support the operational planning strategy of Health Services to respond to a Communicable Disease Emergency. The Emergency Operations Group will inform the Chief and Council and will assist with the overall communication strategy. The Emergency Operations group shall ensure that Health Services is supported including assisting in reassignment of other departmental staff to assist.

Health Services shall maintain health related communication and strategies to all departments and community as it relates to the communicable disease and offer strategies to help mitigate the impact of the communicable disease on the community.

The Health Services Representative in collaboration with Health Services Staff and external partners shall ensure that Public Health Measures and interventions are communicated effectively and efficiently to the Emergency Operations Group and to the Community.

11.0 Surveillance

The Communicable Disease Emergency Response phase may be prolonged, depending on the number of waves and the interval between the waves.

A Surveillance Plan shall be established by the Health Services Representative in collaboration with Health Services Staff and external partners. This plan shall be shared with the Emergency Operations Group.

The Health Services Representative shall ensure the continued surveillance and update as required as the Communicable Disease Emergency unfolds including new facts, research, best practices etc.

The Emergency Operations Group shall assist where required to ensure the Health Services Department is fully supported.

12.0 M'Chigeeng Operational Services Continuity

The Health Services Representative shall provide advice and recommendations to the Emergency Operations Group with respect to M'Chigeeng Operational Services Continuity and Levels of Activation Plans. This will ensure that health protocols and best practices as recommended by the Health Services Department are implemented within the Levels of Activation planning document for each respective Department.

The Emergency Operations Group shall work in a supportive role with Senior Management to ensure that essential services to the M'Chigeeng First Nation Citizens of M'Chigeeng are continued in a safe manner.