

AAMJIWNAANG FIRST NATION



Emergency Response Plan

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SECTION 1.0 INTRODUCTION

1.1 Aamjiwnaang First Nation Profile

Aamjiwnaang is a progressive First Nation Community. We have a total band membership of 2304 and a population of 920 individuals living in 270 residences on Aamjiwnaang First Nation. The history of our community indicates we have occupied this area from time immemorial and we are of Chippewa descent.

Current services and public facilities include: Administration Complex, Senior's Complex, Community Centre, Health Centre Facility, Public Works Facility and Day Nursery/Pre-Kindergarten. We also have located within our community an Industrial Park which currently has 15 tenants with expansion being planned for the future. Within the Industrial Park we also have a commercial plaza which is the location for 6 businesses including a restaurant.

Aamjiwnaang has a land base of 1,214 hectares or 3,000 acres and is approximately 50% residential, 17% reserved for industrial use with 2% used to date and 33% bush or open land.

Our community is in a unique situation in that it is located just within the southern boundary of the City of Sarnia. The City of Sarnia is widely known as an industrial community, which forms the core of the Chemical Valley. Aamjiwnaang is surrounded on all sides by Chemical Valley industries that include Lanxess, Shell Canada, Suncor Energy, Praxair, Air Products, Styrolution Canada, Trans Alta Energy, Pembina Pipelines, Nova Chemicals Canada and Cabot Canada. There are two major rail companies, CP and CN having lines through our land. There is also an international rail tunnel, and two international bridges that join Canada and the United States located near the Aamjiwnaang community.

1.2 Preamble

The Aamjiwnaang First Nation Emergency Response Plan (ERP) was originally prepared by the Aamjiwnaang Emergency Planning Committee, to provide a prompt and coordinated response to all types of emergencies. For this ERP to be effective, it is important that all concerned be made aware of its provisions and be prepared to carry out their assigned duties and responsibilities in an emergency. Heads of Departments are also required to develop and maintain their own emergency plans, including an employee listing complete with 24 hour contact numbers.

It must be noted that Aamjiwnaang First Nation is in a unique situation. We are a community within another community. Many services for the community are contracted with the City of Sarnia. Because of this, the City of Sarnia will play an important role in our emergency response plan. In this emergency plan, Aamjiwnaang may be the only community affected by an emergency situation. There may be incidences where Aamjiwnaang and the surrounding areas are affected. Regardless of the situation, all duties will be recorded in this plan and will stipulate where necessary who has the responsibility, jurisdiction and authority to mitigate the emergency in that area.

In the event of an emergency situation within Aamjiwnaang, the Aamjiwnaang ERP may be activated. The members of the Aamjiwnaang Emergency Control Group would be notified and procedures followed as set out in the plan.

If the City of Sarnia Emergency Operation's Centre is activated, our Chief or his/her representative would go there to represent Aamjiwnaang's interests and to act as the community conduit for concerns at the local level and the city level. The Chief would then make the determination whether the Aamjiwnaang Emergency Control Group should be activated.

This Emergency Response Plan is designed to deal specifically with emergencies that have the potential to occur at any time (as recorded in the Hazard Analysis portion of this Plan-Section 1.5).

SECTION 1.0 INTRODUCTION (continued)

1.3 Emergency Planning Committee

As a recommendation of Chief and Council, an Emergency Planning Committee was formed to develop and maintain an emergency plan. This group was comprised of:

- Chief or Alternate
- Band Administrator
- Assistant Band Administrator
- Emergency Management Planner
- Community Representative (Appointed)
- Social Services Coordinator
- Community Health Nurse
- Development Coordinator
- Senior Roads & Maintenance
- 3 Members of Council
- Education Coordinator
- City of Sarnia Emergency Planning Coordinator
- Recording Secretary or Alternate (Non-voting Member)

The responsibilities of this committee were as follows:

1. Make agreements i.e. mutual aid agreements, with the City of Sarnia or neighbouring communities, where it is prudent, to have certain services provided by an outside agency.
2. Submission to Chief and Council, estimates of expenditures for the maintenance and operation of the Emergency Response Program.
3. Submission to Chief and Council at least once per year of a progress report of activities.
4. Make recommendations that this committee feels will enrich the emergency response capabilities of this community to either the Aamjiwnaang Emergency Control Group or Chief and Council as may be appropriate. These new ideas or directions may come from meetings, debriefings and exercises.
5. Develop a training and education program.
6. Design and conduct an exercise per year to test the overall effectiveness of the Emergency Response Plan and suggest corrections as may be required.
7. Design and conduct a major exercise every three years to test the overall effectiveness of the Emergency Response Plan and suggest corrections as may be required.
8. Make recommendations yearly to the Aamjiwnaang Emergency Control Group for emergency

1.4 Emergency Definition

An emergency is defined as a situation or impending situation that by its nature or magnitude affects the health, safety, welfare and property of a community and requires a prompt, controlled and coordinated response by one or more agencies and that is beyond the normal day-to-day capabilities of a community.

SECTION 1.0 INTRODUCTION (continued)

1.5 Hazard Analysis

While many emergencies could occur within this First Nation Community, those most likely to occur **(due to the number of past recorded occurrences)** are: accidents involving dangerous goods and hazardous material releases. Other hazards include a breakdown in flow of essential services/supplies, storms (including wind, rain and winter weather), air crashes, electrical power outages and isolation or any combination thereof. Following is a breakdown of past and possible future emergencies based on community information and concerns.

Occurrences in the past	low	medium	high
1. Accidental release of toxic/hazardous materials from industry			X
2. Transportation accidents (road, rail, water)			X
3. Pipeline incidents (spills, releases)			X
4. Tank fires (industrial tank complex)			X
5. Explosions (chemical and pressurized containers)			X
6. Storage facilities surrounding community creates anxiety	X		
7. Recreational accidents (boat, airplane, bus)	X		
8. Severe Weather (tornado, severe thunderstorms, etc.)			X
9. Threat of Violence	X		
Possible future occurrences and/or concerns	low	medium	high
1. Accidental releases of hazardous material			X
2. Daily living environmental health issues			X
3. Airplane crash (Several small airports and one international)		X	
4. Emergency routes to critical care, evacuations routes closed		X	
5. Health Pandemics (Influenza, etc.)		X	
6. Nuclear Emergency	X		
7. Severe Weather (tornado, severe thunderstorms, etc.)			X
8. Extended electrical power outages			X
9. Community evacuation		X	
10. Shelter-in-place orders		X	
11. Rail Accidents (release of dangerous material, fire)		X	
12. Drinking water pollution/shortage		X	

SECTION 2.0 PLAN PREPARATION & MAINTENANCE

2.1 Authority

An agreement was made on the 10th day of April, 1992 between the Department of Indian Affairs Canada and the Ministry of the Solicitor General. In this, the Federal Government has given its fiduciary responsibility of providing First Nations in Ontario with Emergency Preparedness assistance to Emergency Management Ontario (EMO).

1. The Government of Ontario operates within The Emergency Management and Civil Protection Act, R. S. O. 1990. The act is therefore the legal authority for this Emergency Response Plan.
2. The Act states that the Chief or his/her alternate may declare that an emergency exists in the community or any part thereof. Usually this decision is made in consultation with one or more members of the City of Sarnia Emergency Control Group or the Aamjiwnaang Emergency Control Group.
3. The Chief or Delegate may take such action(s) and may make such order(s) as he/she considers necessary to mitigate the emergency.
4. The actions must not be contrary to law.
5. The Chief or his/her delegate may also implement the Emergency Response Plan of the community to protect the health, safety, welfare and property of the inhabitants of Aamjiwnaang First Nation.
6. This Emergency Response Plan is authorized by the Chief and Council of Aamjiwnaang First Nation by Band Council Resolution.

Important measures enabled under this legislation and which form part of this emergency plan, are:

- I. Extra powers to the leaders of community to mitigate the emergency.
- II. Once the emergency is declared, financial assistance may be available.

2.2 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 and property of the inhabitants of this First Nation community when faced with an emergency whether real or perceived to be real.

2.3 Requests for Assistance

Assistance may be requested from the Province of Ontario at any time without any loss of control or authority. Such requests can be made by contacting Emergency Management Ontario at 1-877-314-3723 or the Provincial Operations Centre's (POC) direct line at 416-314-0472.

In the event of an emergency, Emergency Management Ontario will assist the Community in any way it can. For example, it can coordinate assistance from a number of other Native agencies, provincial agencies and federal agencies. Emergency Management Ontario is also prepared to send an Area Officer or a Provincial Emergency Response Team and/or a Mobile Command Post to provide advice and assistance.

2.4 Plan Maintenance and Revision

This Emergency Response Plan will be reviewed annually and, where necessary, revised by the Emergency Management Planner. Each time this Emergency Response Plan is revised, it must be forwarded to Chief and Council for approval. However, minor administrative changes can be made without resubmitting the Plan to Council each time.

It is the responsibility of each person, agency, service or department named within this Emergency Response Plan to notify the Emergency Management Planner forthwith, of any revisions or administrative changes. This will include all agencies as stated in this plan, with regard to services being provided by that agency.

SECTION 2.0 PLAN PREPARATION & MAINTENANCE (continued)

2.5 Testing of the Plan

An annual exercise will be conducted in order to test the overall effectiveness of this Emergency Response Plan and to provide training to the Aamjiwnaang Emergency Control Group (AECG). These tests include tabletop exercises or mock disaster exercises. Revisions to this plan should incorporate recommendations stemming from such exercises.

Tests of the internal notification system shall be conducted several times each year. Test messages can be sent out to all subscribers via the **Aamjiwnaang Notification System**.

2.6 Aamjiwnaang Notification System

Aamjiwnaang First Nation has obtained for its exclusive use a notification system obtained and powered by Everbridge Inc. The **Aamjiwnaang Notification System** is named “Noondan Gezhawebag” (to hear what will happen). This system is the primary method of notification to community residents. It features cell text, phone calls email and TTY notifications. The method of contact is the option of residents who have self-registered for the system. Users must update their own information should it change since their original sign up.

Community residents are strongly encouraged to register for this notification system as it is the primary method of notification. Individuals may receive notifications from other sources but there could be a delay in receiving timely information regarding an incident.

Test messages regarding the emergency notification system will occur throughout the year to ensure residents are able to receive the notifications.

The use of community sirens will remain as a method of notification followed by information being provided via local radio and TV broadcasts. MyCNN notifications are also used for notification purposes.

2.7 Internal Procedures

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

SECTION 3.0 IMPLEMENTATION OF EMERGENCY PLAN

3.1 Action Prior To Declaration

When an emergency exists but has not yet been declared to exist, community members may take such action(s) under this emergency plan as may be required to protect lives and property in this First Nation Community. This decision will be made in consultation with one or more members of the Aamjiwnaang Emergency Control Group or upon recommendation from the Chief who may be attending the Primary Control Group meetings at the City of Sarnia. It is also recognized that the activation of the Plan and/or the Declaration of an Emergency due to the nature of the incident will require every effort to minimize the time factor.

3.2 Declaration of an Emergency

The Chief or his/her designated alternate is responsible for declaring that an emergency exists for Aamjiwnaang First Nation and therefore will be the one signing the Declaration of an Emergency for Aamjiwnaang. This decision is usually made in consultation with other members of the Aamjiwnaang Emergency Control Group (AECG). In the Absence of the Chief, the Acting Chief will assume this responsibility.

The Mayor or Alternate for the City of Sarnia, in consultation with the other members of the City Primary Control Group which includes our Chief, may declare an emergency for the City of Sarnia.

SECTION 3.0 IMPLEMENTATION OF EMERGENCY PLAN (cont'd)

Upon such declaration by the Chief or Acting Chief, he/she will notify:

1. The Band Council
2. The Community
3. The Ministry of the Solicitor General of Ontario through Emergency Management Ontario, @ 416-314-3723; or, through the Provincial Operations Centre at 416-314-0472.
4. Indian and Northern Affairs Canada
5. Neighboring community officials, as required.
6. The media, as required.
7. City of Sarnia, 911 communications, as required.
8. Elder (regional representative).
9. The Tribal Council, Southern First Nations Secretariat, as appropriate.
10. The Union of Ontario Indians, as appropriate.

3.3 Termination of an Emergency

Upon termination of an emergency, the Chief or Acting Chief will notify the list of groups or individuals listed as above in section 3.2

3.4 Emergency Operations Centre (EOC)

The Aamjiwnaang Emergency Control Group (AECG) will report to the primary Emergency Operations Centre (EOC) located in the Aamjiwnaang Community Centre at 1972 Virgil Ave. In the event that this EOC cannot be used, then the secondary location will be in the Aamjiwnaang Health Centre, at 1300 Tashmoo Ave. A third location is in the Aamjiwnaang Band office at 978 Tashmoo Avenue. A fourth location of the EOC, not within the First Nation boundary is located in The City of Sarnia, at their Emergency Operations Centre in Sarnia Police Headquarters. The Chief, if in attendance at the City of Sarnia EOC, may recommend the Aamjiwnaang Emergency Control Group (AECG) convene during an emergency. The AECG would then meet at one of the designated areas available at the time of the emergency. Occasionally, ECG members may utilize conference calls as a meeting tool.

3.5 Notification System

Upon receipt of a warning of a real or potential emergency within Aamjiwnaang, any member of the Aamjiwnaang Emergency Control Group (AECG) may activate the notification system of the AECG. The first person to activate the call-out will designate a person to call out the remainder of the AECG.

Notification of the AECG may come from the Chief who may be situated at the City of Sarnia Emergency Operations Centre. Or, notification of the AECG may be activated by any member of the AECG. Upon being notified, it is the responsibility of all AECG members to assemble at the Emergency Operations Centre (if required) and to notify their staff and volunteer organizations.

Where the threat of an emergency exists, the Aamjiwnaang Emergency Control Group will be notified and placed on standby. Information regarding the incident can be forwarded to residents by the **Aamjiwnaang Notification System** (Noondan Gezhawebag).

Regarding the Chief's position on the City of Sarnia Primary Control Group, he/she will be contacted by the Sarnia Police Service and advised as to what actions are required be it placed on standby or to report to the City of Sarnia Emergency Operations Centre. The Aamjiwnaang First Nation Chief has the authority to assemble the Primary Control Group after consultation with the Emergency Operations Centre Chair. The Chief may activate the notification for the Aamjiwnaang Emergency Control Group when he/she is placed on standby or asked to assemble at the City of Sarnia Emergency Operations Centre.

SECTION 3.0 IMPLEMENTATION OF EMERGENCY PLAN (cont'd)

It should be recognized that there are several scenarios that may immediately create an “evacuation notification” or a “shelter-in-place” notification for the community. This will be accomplished via the City of Sarnia “MyCNN” Notification System or by the **Aamjiwnaang Notification System**.

Residents are encouraged to sign up for both notification systems in order they receive timely notifications. Door to door foot patrol may also occur and may include sirens and hand held loud speakers. Sirens located within Aamjiwnaang, along local radio and TV broadcasts may also be used.

Reception centres are locations that can be set up to receive community members in the event of “evacuation notifications”. The specific location will be determined at the time of an incident as it may be dependent on the time of day or availability of various centres. The location of the reception centre will be included in the evacuation notification.

3.6 Aamjiwnaang Emergency Control Group (AECG)

The emergency or disaster response for an event within Aamjiwnaang will be directed and controlled by the Aamjiwnaang Emergency Control Group who is responsible for providing the essential services necessary to minimize the effects of an emergency on the community. The emergency or disaster response that includes Aamjiwnaang will be directed and controlled by the Primary Control Group of the City of Sarnia.

Some of these services will be delivered directly by the Aamjiwnaang First Nation and some will be provided by the City of Sarnia. It is noted and should be recognized that the City of Sarnia is contracted by the Aamjiwnaang First Nation to provide water and sewage services, fire services and police services. The Ontario Provincial Police have jurisdiction on one road that passes through the community, Highway 40, and certain boundary roads.

The emergency or disaster response will be directed and controlled by the City of Sarnia Primary Control Group. The Aamjiwnaang Emergency Control Group will be responsible for supporting the Chief who will be located at the Sarnia Emergency Operations Centre and to address specific issues/concerns for the people of Aamjiwnaang First Nation.

3.7 Composition of Control Groups

The Aamjiwnaang Emergency Control Group (AECG) and is comprised of:

- The Chief or Alternate - (Council - 9 Members)
- The Band Administrator or Alternate
- Assistant Band Administrator or Alternate
- Health Director or Alternate
- Community Health Nurse or Alternate
- Public Works Coordinator or Alternate
- Development Coordinator or Alternate
- Social Services Coordinator or Alternate
- Community Services Coordinator or Alternate
- Housing Coordinator or Alternate
- Emergency Management Planner or Alternate
- Education Coordinator or Alternate
- Environment Coordinator or Alternate
- Community Information Officer or Alternate
- Recording Secretary or Alternate (non-voting member of AECG)

The Aamjiwnaang Emergency Control Group may function with only a limited number of persons depending upon the emergency. While the Aamjiwnaang Emergency Control Group may not require the presence of all the people listed, all members of the Control Group must be notified.

SECTION 3.0 IMPLEMENTATION OF EMERGENCY PLAN (cont'd)

The City of Sarnia Primary Control Group consists of:

- ◆ Head of Council
- ◆ Chairman of Operations Centre (Chief of Police)
- ◆ City Manager
- ◆ Chief of Police Service (Police Designate)
- ◆ Chief of Fire Services
- ◆ Medical Officer of Health
- ◆ Media Coordinator
- ◆ City Emergency Planning Coordinator
- ◆ City Clerk
- ◆ Director of Community Services
- ◆ Chief of Aamjiwnaang First Nation
- ◆ Industrial Advisor

3.8 Operating Cycle

Members of the Aamjiwnaang Emergency Control Group will gather at regular intervals to inform each other of actions taken and problems encountered. The frequency of the meetings and agenda items will be established by the Assistant Band Administrator or his/her Alternate. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. Maps and status boards will be prominently displayed and kept up to date by the Assistant Band Administrator and/or a designated volunteer.

3.9 Support Personnel

Additional personnel may be called upon or added to the Aamjiwnaang Emergency Control Group and may include:

- ◆ Senior Police Representative i.e. City of Sarnia Police Services and/or the Ontario Provincial Police
- ◆ Senior Fire Representative i.e. City of Sarnia Fire Services or Industry Fire Officers
- ◆ Public Works i.e. City of Sarnia – Roads, Water Treatment and Filtration Departments
- ◆ Elder from the community or from the region
- ◆ Representative from receiving community in the event of an evacuation
- ◆ Emergency Measures Ontario – Area Officer
- ◆ Any other emergency organization representatives i.e. CVECO, CAER
- ◆ Emergency Planning Coordinator – City of Sarnia
- ◆ Medical Officer of Health, Lambton Health Unit
- ◆ Animal Control Officer
- ◆ Emergency Site Manager
- ◆ Security Services Coordinator
- ◆ Purchasing Officer/Treasurer
- ◆ Legal Services Advisor
- ◆ Human Resource Coordinator
- ◆ Property Manager
- ◆ Telecommunications Coordinator
- ◆ Transportation Coordinator
- ◆ Member of Clergy

This could apply to either an “Aamjiwnaang-only” emergency, or “Aamjiwnaang and surrounding area” emergency.

SECTION 4.0 DUTIES AND RESPONSIBILITIES

4.1 Aamjiwnaang Emergency Control Group (AECG)

The actions/decisions which the members of the Aamjiwnaang Emergency Control Group (AECG) are likely to be collectively responsible for are:

1. Calling out and mobilizing their own department's emergency services and equipment. Also, notifying their department/volunteers, etc. of the declaration of an emergency.
2. Coordinating and directing their own departments services and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided that they are not contrary to law.
3. Determining if the composition and location of the Emergency Operations Centre and AECG are appropriate.
4. (a) Advising the Chief or his/her alternate whether the declaration of an emergency is recommended for an emergency situation within Aamjiwnaang. (Aamjiwnaang emergency only)

(b) Pursuant to the City of Sarnia, advising the Chief or his/her designated alternate as to whether a declaration of an emergency is recommended or advising with regards to any other concerns that may affect the Aamjiwnaang community, i.e. evacuation, discontinuation of utilities, etc. If the City of Sarnia makes a Declaration of an Emergency, the Chief would likely be making a similar declaration.
5. Designating an area in the community as an "emergency area".
6. Appointing a person to provide assistance and to keep information flowing to the family members of the Aamjiwnaang Emergency Control Group while they are performing their duties. This will ensure the needs of family members are being looked after and thereby allowing their full attention to be dedicated toward the emergency response.
7. Dispatching a community leader from the Aamjiwnaang First Nation to the Evacuation Centre that is receiving evacuees from here.
8. Ordering, coordinating and/or overseeing (or assisting, in the case of a City of Sarnia declaration) the evacuation of residents who are considered to be in danger.
9. Discontinuing utilities or other services provided by public or private concerns, i.e. electric power, water, gas, closing down stores.
10. (a) Arranging for services and equipment from local agencies not under Aamjiwnaang control i.e. City of Sarnia, private contractors, volunteer agencies, service clubs. (Aamjiwnaang emergency only)

(b) The Aamjiwnaang Emergency Control Group will determine if additional human or equipment resources are required for this community. This would then be communicated to the Chief who would then liaise with the Primary Control Group at the City of Sarnia to obtain these resources.
11. Requesting assistance from and/or liaison with neighboring communities, various levels of government and any public or private agencies not under community control, as considered necessary.
12. Determining if additional volunteers are required and if appeals for volunteers are warranted.
13. (a) Ensure a telecommunications link is provided between the Emergency Site (Command Post) and the Aamjiwnaang Emergency Operations Centre. (Aamjiwnaang only)

(b) Ensure a telecommunications link is provided between the Chief at the City of Sarnia Emergency Operations Centre, the Emergency Site (Command Post) and Aamjiwnaang Emergency Operations Centre. (Sarnia and area emergency including Aamjiwnaang)
14. Ensure there is a telecommunications link between the Evacuation Centre and the Aamjiwnaang Emergency Operations Centre (when required).

SECTION 4.0 DUTIES AND RESPONSIBILITIES (continued)

4.1 Aamjiwnaang Emergency Control Group (AECG) -cont'd

15. Maintain a log of all actions taken and decisions made.
16. Determining if additional transportation is required for evacuation or supplies.
17. Maintaining a telecommunications link between the Public Information Coordinator and Community Inquiry Supervisor.
18. (a) Authorizing the expenditure of money needed to deal with the emergency regarding Aamjiwnaang First Nation. (Aamjiwnaang emergency only)
(b) Authorizing the expenditure of money needed to deal with the emergency including Aamjiwnaang First Nation. (Sarnia and area emergency including Aamjiwnaang)
19. Notifying their department/volunteers under their direction, of the termination of the emergency.
20. Submit to the Band Administrator within one week of the termination of the emergency, a summary report of the emergency situation/response.
21. Participating in the debriefing (within 1 week) following the emergency.
22. Advising the Chief or his/her alternate of any necessary actions that should be taken but that are not covered in the Emergency Response Plan.
23. Maintaining a record of volunteers to ensure coverage by the Workers Safety and Insurance Board (WSIB).
24. Provide recovery guidelines including Critical Incident Stress Debriefing.

SECTION 5.0 INDIVIDUAL DUTIES AND RESPONSIBILITIES

5.1 Chief or Alternate

The Chief or Alternate is responsible for:

1. Responding to the City of Sarnia Emergency Operations Centre, when required.
2. Ensuring the Aamjiwnaang Emergency Control Group is notified.
3. Making the decision to activate the Aamjiwnaang Emergency Control Group.
4. (a) Activating the **Aamjiwnaang Notification System** in whole or in part, based on information received and severity of the event, etc., or upon recommendation of the AECG (Aamjiwnaang emergency only).

(b) On the occurrence of a City of Sarnia event, activating the **Aamjiwnaang Notification System** in whole or in part, based on information received and severity of the event, etc., in concert with the City of Sarnia's decisions on Public Notification. (Sarnia and area emergency including Aamjiwnaang)
5. Chair meetings of the Aamjiwnaang Emergency Control Group.
6. (a) As a member of the Aamjiwnaang Emergency Control Group, support the directions and decisions that are being taken as a group (Aamjiwnaang emergency)

(b) As a member of the City of Sarnia Primary Control Group, support the directions and decisions that are being taken as a group, but most importantly, relaying issues/concerns from our community to the Primary Control Group. (Sarnia and area emergency including Aamjiwnaang)
7. (a) Upon the recommendation of the Aamjiwnaang Emergency Control Group, declare that a "State of Emergency" exists within Aamjiwnaang.(Aamjiwnaang emergency only)

(b) Should the Mayor for the City of Sarnia declare that a "State of Emergency" exists, Aamjiwnaang First Nation should be declaring also. It will be up to the Chief to advise his community of this information. (Sarnia and area emergency including Aamjiwnaang)
8. Upon the recommendation of the Aamjiwnaang Emergency Control Group, declare that the "State of Emergency" is terminated.
9. Notify Emergency Management Ontario at 416-314-3723 or by contacting the Provincial Operations Centre at 416-314-0472 of an impending emergency or the declaration of an emergency.
10. (a) Authorize the expenditure of funds required to minimize the effects of the emergency.(Aamjiwnaang emergency only)

(b) Authorize the expenditure of funds, specific to Aamjiwnaang First Nation, required to minimize the effects of the emergency. (Sarnia and area emergency including Aamjiwnaang)
11. Ensure that members of council are advised of the declaration and termination of the emergency.
12. Inform the Aamjiwnaang Emergency Control Group about information that our community needs to know.

SECTION 5.0 INDIVIDUAL DUTIES AND RESPONSIBILITIES (continued)

5.1 Chief or Alternate - Continued

13. Request and or approve mutual aid assistance from/for other First Nation communities, municipal, provincial and federal government agencies.
14. Authority to exercise all powers necessary as conferred by the Provincial Emergency Plans Act, prior to and once a declaration of a State of Emergency has been made.
15. When it is safe and appropriate, visit the emergency site.
16. (a) When required, brief media at the Media Information Centre (Aamjiwnaang emergency only).

(b) Be present at the City Media Conferences to address questions/concerns specific to Aamjiwnaang First Nation. (Sarnia and area emergency including Aamjiwnaang)
17. When necessary, inform public of important or significant developments occurring. Community can be informed by utilizing the **Aamjiwnaang Notification System**.
18. Maintain a log of all decisions made and/or actions taken.
19. Participating in an internal debriefing between Chief, the Band Administrator and the Assistant Band Administrator immediately following the emergency.
20. (a) Participating in the Operational Debriefing hosted by the Band Administrator and Assistant Band Administrator within one week following termination of the emergency. (Aamjiwnaang emergency only)

(b) Participating in the Operational Debriefing hosted by City of Sarnia officials. (Sarnia and area emergency including Aamjiwnaang)

Standard Operating Procedures

- I. (a) Occupy the Chief's position at the Aamjiwnaang Emergency Operations Centre (Aamjiwnaang emergency only)

(b) Respond to the City of Sarnia Emergency Operations Centre, when required (Sarnia and area emergency including Aamjiwnaang)
- II. Ensure that the Aamjiwnaang Emergency Control Group is notified.
- III. If required, make and sign declaration/termination of a "State of Emergency".
- IV. (a) Inform and continually update the Aamjiwnaang Emergency Control Group on the current emergency situation. (**Aamjiwnaang Notification System** or via phone)

(b) Advise and continually update the community (**Aamjiwnaang Notification System**) and the public on the current emergency situation. (Press releases)
- V. If necessary, activate the Emergency Plan without declaring a "State of Emergency".
- VI. Maintain log of all actions taken and decisions made. (via Recording Secretary, when available)

SECTION 5.0 INDIVIDUAL DUTIES AND RESPONSIBILITIES (continued)

5.2 Band Administrator or Alternate

When an Emergency Site Command Post is established (specifically affecting Aamjiwnaang First Nation), the Band Administrator will attend there. If not established, the Band Administrator will coordinate operations within the Aamjiwnaang Emergency Operations Centre. These responsibilities are similar to the Assistant Band Administrator but each position should be addressed as individual responsibilities in consultation with each other.

The Band Administrator or Alternate is responsible for:

- 1) Ensuring the Aamjiwnaang Emergency Operations Control Group is notified.
- 2) Coordinating all operations within the Emergency Operations Centre in conjunction with the Assistant Band Administrator or if an Emergency Site Command Post is established, attend there. In this case, the Assistant Band Administrator will fulfill this role.
- 3) (a) Activating the Community Notification System in whole or in part, based on information received and severity of the event, etc., or upon recommendation of the Aamjiwnaang Emergency Control Group (Aamjiwnaang emergency only).

(b) Activating the Community Notification System in whole or in part, based on information received and severity of the event, etc., in concert with the City of Sarnia's decisions on Public Notification.
- 4) Advising the Chief on policies and procedures, as appropriate.
- 5) (a) Approving, in conjunction with the Chief, major announcements and media releases prepared by the Public Information Coordinator, and/or in consultation with the Aamjiwnaang Emergency Control Group (Aamjiwnaang emergency).

(b) Approving, in conjunction with the Chief, joint media releases prepared by the City of Sarnia Public Information Coordinator, and/or in consultation with the Aamjiwnaang Emergency Control Group. (Sarnia and area emergency including Aamjiwnaang)
- 6) Ensuring that a telecommunications link is established between the Aamjiwnaang Emergency Control Group and the Emergency Site Command Post.
- 7) Calling out additional staff to provide assistance, as required.
- 8) Assure proper deployment of resources.
- 9) Ensure a list of volunteers is maintained and available.
- 10) Preparing a report to Council in a timely manner.
- 11) Assuming the responsibilities as the Emergency Operations Centre Manager when at the Aamjiwnaang Emergency Operations Centre.
- 12) Assume the responsibilities of information gathering and decision making in consultation with the Chief and Assistant Band Administrator.

SECTION 5.0 INDIVIDUAL DUTIES AND RESPONSIBILITIES (continued)

5.2 Band Administrator or Alternate - Continued

- 13) Coordinate First Nation, Municipal, Government and Industry agencies' response, in consultation with Chief and Assistant Band Administrator as it may pertain to Aamjiwnaang First Nation from an Emergency Site Command Post point of view.
- 14) Participating in Emergency Site Management Activities as it relates to Aamjiwnaang First Nation.
- 15) Dialog with the agency/person who is the Emergency Site(s) Manager.

Ensuring security is provided for the Emergency Control Centre.
- 16) Participating in an internal debriefing between you, the Chief and the Assistant Band Administrator immediately following the emergency.
- 17) Hosting, in consultation with the Assistant Band Administrator, the Operational Debriefing within one week of the termination of the emergency.
- 18) Maintain a log of all actions taken and decisions made.

Standard Operating Procedures

Upon receipt of a real or potential emergency situation, the Band Administrator will:

- I. Activate the Aamjiwnaang Emergency Control Group Notification System.
- II. Report to the Emergency Site Command Post or the Aamjiwnaang Emergency Operations Centre, as required.
- III. Activate Aamjiwnaang First Nation's Emergency Plan, in whole or in part.
- IV. Assume the responsibilities of information gathering and decision making in consultation with the Chief and the Assistant Band Administrator.
- V. Ensure activation of the **Aamjiwnaang Notification System**, when required.
- VI. Maintain communication with the person or agency who is the Emergency Site Manager.
- VII. Maintain a log of all actions taken and decisions made.

SECTION 5.0 INDIVIDUAL DUTIES AND RESPONSIBILITIES (continued)

5.3 Assistant Band Administrator or Alternate

The Assistant Band Administrator will fulfill the coordinating role of the Aamjiwnaang Emergency Operations Centre when the Band Administrator is at the Emergency Site Command Post. The responsibilities of the Band Administrator and the Assistant Band Administrator are similar but each should be addressed as individual responsibilities and in consultation with each other.

The Assistant Band Administrator or Alternate is responsible for:

1. Ensuring that the Aamjiwnaang Emergency Operations Control Group is notified.
2. Coordinating operations within the Aamjiwnaang Emergency Operations Centre in conjunction with the Band Administrator, or overseeing all operations of the Aamjiwnaang Emergency Operations Centre when the Band Administrator is at the Emergency Site Command Post.
3. Activating the Community Notification System in whole or in part, based on information received and severity of the event, etc., or upon recommendation of the Chief or Aamjiwnaang Emergency Control Group.
4. Advising the Chief on policies and procedures, as appropriate.
5. Approving in conjunction with the Chief, major announcements and media releases prepared by the Public Information Coordinator, in consultation with the Emergency Operations Control Group.
6. Ensuring that a telecommunications link is established between the Aamjiwnaang Emergency Control Group and the Emergency Site Command Post.
7. Calling out additional staff to provide assistance, as required.
8. Assure proper deployment of resources.
9. Ensure a list of volunteers is maintained and available.
10. Participating in an internal debriefing between you, the Chief and the Band Administrator immediately following the emergency.
11. Hosting, in consultation with the Band Administrator, the Operational Debriefing within one week of the termination of the emergency.
12. Preparing a report to Council in a timely manner, in conjunction with the Band Administrator.

SECTION 5.0 INDIVIDUAL DUTIES AND RESPONSIBILITIES (continued)

5.3 Assistant Band Administrator or Alternate – Continued

Standard Operating Procedures

Upon receipt of a real or potential emergency situation, the Assistant Band Administrator will:

- I. Activate the Aamjiwnaang Emergency Control Group emergency notification system in whole or in part.
- II. Report to Aamjiwnaang Emergency Operations Centre or the Emergency Site Command Post when delegated.
- III. Activate Emergency Plan in whole or in part.
- IV. Ensure activation of the **Aamjiwnaang Notification System**, when required.
- V. Act as “Message Sender” for **Aamjiwnaang Notification System**, if required.
- VI. Assume the responsibilities as the Emergency Operations Centre Manager when the Band Administrator is at the Emergency Site Command Post.
- VII. Maintain a log of all decisions made and actions taken.

SECTION 5.0 INDIVIDUAL DUTIES AND RESPONSIBILITIES (continued)

5.4 Health Director or Alternate

The responsibilities of the Health Director or Alternate during a real or potential emergency or disaster are:

1. Activate the health department's emergency alert system, as required.
2. Report to the Emergency Support Centre unless an evacuation is required, then she/he would report to the Reception Centre.
3. Activate the health department's emergency plan.
4. Ensure the Chief, Band Administrator or Assistant Band Administrator is notified.
5. Act as a coordinating link for all emergency health services at the Emergency Operations Centre.
6. Liaison with the Ontario Ministry of Health, the Lambton Health Unit, the Environmental Health Officer and Health Canada, as appropriate.
7. Liaison with the Ambulance Service and Wheelchair Accessible Van services.
8. Providing advice on any matters that may adversely affect public health.
9. Providing authoritative instructions on health and safety matters to the public through the Public Information Coordinator.
10. Coordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to Health Canada policies. Liaise with Ministry of Health with regards to those responses, according to Health Canada guidelines, in consultation with Community Health Nurse.
11. In a Sarnia Emergency event, ensuring coordination of care for bed-ridden members and invalids at home and in evacuee centers during the emergency, in consultation with the Community Health Nurse.
12. Liaise with other health agencies thereby ensuring coordination of all efforts to prevent and control disease during an emergency, in consultation with Community Health Nurse.
13. Notifying the Emergency Control Group regarding the need for potable water supplies and sanitation facilities.
14. Liaison with the Evacuation Coordinator on areas of mutual concern regarding operations in evacuee centers.
15. When required, designate appropriate duties to Community Health Nurse or other health staff.
16. Hosting an internal debriefing between yourself and Health Department staff immediately following the emergency
17. Attend the Operational Debriefing held within one week of the termination of the emergency.

SECTION 5.0 INDIVIDUAL DUTIES AND RESPONSIBILITIES (continued)

5.4 Health Director or Alternate - continued

Standard Operating Procedures

On receipt of a warning of a real or potential emergency situation, the Health Director will:

1. Activate the health department's emergency alert system.
2. Report to the Aamjiwnaang Emergency Operations Centre, when required.
3. Activate the department's emergency plan.
4. Coordinate (or assist in) the response of all health services.
5. Maintain a log of decisions made and actions taken.

SECTION 5.0 INDIVIDUAL DUTIES AND RESPONSIBILITIES (continued)

5.5 Community Health Nurse or Alternate

The responsibilities of the Community Health Nurse or Alternate during a real or potential emergency or disaster are:

1. Activate the health department's emergency alert system, as required.
2. Ensure the Chief, Band Administrator or Assistant Band Administrator is notified.
3. Liaison with the Ontario Ministry of Health, the Lambton Health Unit, the Environmental Health Officer and Health Canada, as appropriate.
4. Providing advice on any matters that may adversely affect public health.
5. Coordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to Health Canada policies. Liaise with Ministry of Health with regards to those responses, according to Health Canada guidelines, in consultation with Health Director.
6. In a Sarnia Emergency event, ensuring coordination of care for bed-ridden members and invalids at home and in evacuee centers during the emergency, in consultation with the Health Director.
7. Liaise with other health agencies thereby ensuring coordination of all efforts to prevent and control disease during an emergency, in consultation with the Health Director.
8. Liaison with the Evacuation Coordinator on areas of mutual concern regarding operations in evacuee centers.
9. Arrange for special medical needs of evacuees, i.e. medication left at home, wheelchairs, etc.
10. In coordination with Health Director, arrange for mass immunization, if required.
11. Monitoring the preparation of food for evacuees and workers to ensure food quality meets Health Canada Food standards and, that dietary and allergy sensitivity requirements are met.
12. Attend internal debriefing with Health Director and other Health department staff immediately following the emergency.
13. Attend the Operational Debriefing held within one week of the termination of the emergency.

Standard Operating Procedures

On receipt of a warning of a real or potential emergency situation, the Health Director will:

- I. Activate the health department's emergency alert system.
- II. Report to the Aamjiwnaang Emergency Operations Centre, when required.
- III. Activate the department's emergency plan.
- IV. Assist in the response of all health services.
- V. Maintain a log of decisions made and actions taken.

SECTION 5.0 INDIVIDUAL DUTIES AND RESPONSIBILITIES (continued)

5.6 Public Works Coordinator or Alternate

Aamjiwnaang has contracted the City of Sarnia to provide road services and water/sewage treatment services. Some or all of these services will be delivered by the City of Sarnia through the Aamjiwnaang Emergency Control Group. Secondary roads in the community though are a responsibility of Aamjiwnaang First Nation.

The responsibilities of the Public Works Coordinator or alternate are as follows:

1. Activate Public Works Department's emergency alert system.
2. Ensure that the Chief, Band Administrator or Assistant Band Administrator is notified.
3. Report to the Emergency Operations Centre, when required.
4. Provide the Emergency Control Group with information and advice.
5. Consultation with the Band Administrator, who will be in direct contact with the Chief, in conjunction with Senior Public Works Officials from the neighboring community(s) to ensure a coordinated response. This may include the City of Sarnia from whom this community purchases these services.
6. Consultation with the Band Administrator and other agencies, when engineering matters or questions arise. These types of issues are the responsibility of the City of Sarnia.
7. In consultation with the Band Administrator and other agencies, advise the City of Sarnia on the need to construct, repair and provide maintenance for community roads.
8. In consultation with the Band Administrator and water/sewage treatment services, advise the City of Sarnia as to the need for maintenance of sanitary sewage and water supply systems.
9. The provision of equipment for emergency pumping operations.
10. The provision of emergency potable water, supplies and sanitation facilities to the requirements of the Community Health Nurse.
11. Liaise with outside agencies to provide public works vehicles and equipment as required.
12. Maintaining communication with flood control, conservation and/or environmental agencies and being prepared to take preventative action.
13. Liaise to provide assistance and/or direction to outside agencies regarding clean-up operations and/or repairs to damages.
14. Advise the Emergency Control Group when sustained damages to buildings exceed safe limits, (within the knowledge and scope of the Public Works personnel), otherwise this will be referred to the City of Sarnia Works Department.
15. Liaise to provide barricades and construction flashers from outside agencies.
16. Provide, or assist in providing traffic control in the affected emergency area.

SECTION 5.0 INDIVIDUAL DUTIES AND RESPONSIBILITIES (continued)

5.6 Public Works Coordinator or Alternate - Continued

17. Liaise to assist search and rescue operations when applicable.
18. Liaise to restore essential road services.
19. Organize and/or liaise to provide backup with volunteers and outside agencies.
20. Maintain a log of all decisions made and actions taken.
21. Hosting an internal debriefing between you and Public Works staff immediately following the emergency.
22. Attending the Operational Debriefing held within one week of the termination of the emergency.

Standard Operating Procedures

Upon receipt of a warning of a real or potential emergency situation, the Public Works representative will:

- I. Active the Public Works Department's emergency alert system.
- II. Report to the Aamjiwnaang Emergency Operations Centre.
- III. Activate your department's emergency plan.
- IV. Coordinate the response of Public Works with associated agencies, if required.
- V. Maintain a log of all decisions made and actions taken.

SECTION 5.0 INDIVIDUAL DUTIES AND RESPONSIBILITIES (continued)

5.7 Social Services Coordinator or Alternate

The responsibilities of the Social Services Coordinator or alternate during a real or potential emergency situation are:

1. Activate the Social Service Department's emergency alert system.
2. Ensure the Chief, Band Administrator or Assistant Band Administrator is notified.
3. Activate the Emergency Evacuation Plan for Aamjiwnaang First Nation.
4. Liaison with the Chief, who may be at the City of Sarnia's Emergency Operations Centre, police and other officials with respect to the opening of a Reception Center.
5. Ensuring the well-being of persons who have been displaced from the home by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services.
6. Supervising the opening and operation of temporary and/or long term Reception Centers, and ensuring that they are adequately staffed.
7. Appointing/directing staff to attend the Reception Centre(s) to act as a liaison between the centre managers and the people of Aamjiwnaang.
8. Liaison with the Community Health Representative on areas of mutual concern regarding operations in Reception Centers.
9. Ensuring that a representative of a facility is notified when it is required as an evacuation centre.
10. Hosting an internal debriefing between you, Social Service Staff and Reception Centre Staff immediately following the emergency.
11. Attending the Operational Debriefing held within one week of the termination of the emergency.

Standard Operating Procedures

When the community must be evacuated, the Social Services Director will ensure that:

- a) Upon evacuation, ensure that a representative from the community being evacuated is dispatched to attend the receiving facility to help prepare for the arrival of the evacuees.
- b) That the evacuees take the appropriate belongings with them such as medications if time allows.
- c) That coordination takes place between the community and/or officials or agencies to prepare the list of evacuees to be transported, ensuring that the sick, elderly and families with children are given priority.
- d) Ensure the receiving community is advised of the number of evacuees to be expected.
- e) A close working relationship exists between evacuation directors of different reception centres and the Aamjiwnaang Emergency Control Group.

SECTION 5.0 INDIVIDUAL DUTIES AND RESPONSIBILITIES (continued)

5.8 Community Services Coordinator or Alternate

The responsibilities of the Community Services Coordinator or alternate during a real or potential emergency situation are:

1. Activate the Community Services Department's emergency alert system.
2. Ensure the Chief, Band Administrator or Assistant Band Administrator is notified.
3. Activate the Emergency Evacuation Plan for Aamjiwnaang First Nation, if required.
4. Ensure proper information is received regarding an emergency order, either local area or community wide.
5. Liaison with the Aamjiwnaang's Emergency Control Group or other officials with respect to the opening of a Reception Center within Maawn Doosh Gumig Community Centre.
6. Ensuring the well-being of persons who may be in attendance at Maawn Doosh Gumig, including staff members.
7. Supervising the opening/operation of the Community Centre as a "Safe Haven" in the event of a 'Shelter-in-Place" order.
8. Supervising the opening/operation of the Community Centre as a temporary Reception Center, and ensuring adequate staffing is available, should Maawn Doosh Gumig be required for Reception Centre duties.
9. Appointing/directing staff to attend the Reception Centre(s) to act as a liaison between the centre managers and the people of Aamjiwnaang.
10. Liaison with the Community Health Representative and /or Social Services representative on areas of mutual concern regarding operations in Reception Centers.
11. Ensuring that a representative of a facility is notified when it is required as an evacuation centre.
12. Hosting an internal debriefing between you and Community Services/Maawn Doosh Gumig staff immediately following the emergency.
13. Attending the Operational Debriefing held within one week of the termination of the emergency.

Standard Operating Procedures

When the community is notified of an emergency order, the Community Services Coordinator will ensure that:

- a) Upon notification of a "Shelter-in-Place" order, ensuring the Community Centre's heating/air conditioning units are shut off for the duration of the order. Follow building protocol for this type of emergency ensuring all entranceways are closed and sealed, where possible.
- b) Appropriate actions by the staff ensure accommodation of residents and visitors takes place while under a "shelter-in-place" event. This includes events that are held outdoors (e.g. Pow-wow).
- c) Shelter-in-Place remains in effect until notification received from **Aamjiwnaang's Notification System** or City of Sarnia's MyCNN Notification System. Notification may also come from local radio stations that are able to issue the "All Clear" status.

SECTION 5.0 INDIVIDUAL DUTIES AND RESPONSIBILITIES (continued)

5.8 Community Services Coordinator or Alternate (cont'd)

Standard Operating Procedures (cont'd)

- d) Upon notification of an “Evacuation” order, ensuring visitors to the building are aware of the order and directed to safely exit the building, heating/air conditioning units are shut down, all doors are locked once confirmation has taken place that all visitors and staff have evacuated.
- e) Visitors and staff are aware of instructions related to the location of a reception centre that will be arranged for evacuees.
- f) Once the “All Clear” has been issued for the emergency order, ensure building is opened with open air ventilation occurring, where possible.

SECTION 5.0 INDIVIDUAL DUTIES AND RESPONSIBILITIES (continued)

5.9 Public Information Coordinator or Alternate (when required)

The Public Information Coordinator or Alternate is responsible for:

1. Ensuring the Aamjiwnaang Emergency Control Group is notified.
2. Ensure that the Chief, the Band Administrator or Assistant Band Administrator is advised notified of the situation.
3. Upon arrival at the Aamjiwnaang Emergency Operations Centre, report to the Assistant Band Administrator or alternate to be briefed on the emergency situation.
4. Ensure all media releases have been checked and approved by the Chief in consultation with the Band Administrator and/or Assistant Band Administrator.
5. Ensure the Media Centre is set up and staffed.
6. Liaison with the Aamjiwnaang Emergency Control Group to obtain up-to-date information for media releases and to organize press conferences.
7. Ensure that the following are advised of the telephone number of the Media Centre:
 - i. The Media
 - ii. Aamjiwnaang Emergency Control Group
 - iii. Switchboard (Community & Emergency Services)
 - iv. Site Media Spokesperson and/or Police Public Relations Officer
 - v. Neighboring Communities
 - vi. Community Inquiry Supervisor
 - vii. Any other appropriate persons, agencies or businesses
8. Providing direction and regular updates to the Community Inquiry Supervisor, to ensure that the most accurate and up-to-date information is disseminated to the public.
9. Distributing of hard copies of the media releases to the Media Centre, the Aamjiwnaang Emergency Control Group, the Community Inquiry Supervisor and other key persons handling inquiries from the media.
10. Monitoring news coverage, and correcting any erroneous information.
12. Maintaining copies of media releases and newspaper articles pertaining to the emergency.
13. Hosting an internal debriefing between you, Social Service Staff and Reception Centre Staff immediately following the emergency.
14. Attending the Operational Debriefing held within one week of the termination of the emergency.

Standard Operating Procedures

- a) Ensure that the Aamjiwnaang Emergency Control Group is informed and report to Emergency Operations Centre.
- b) Ensure media releases are accurate and are approved by the Chief in consultation with the Band Administrator and/or Assistant Band Administrator.
- c) Ensure Media Centre is open and operational.

SECTION 5.0 INDIVIDUAL DUTIES AND RESPONSIBILITIES (continued)

5.10 Development Coordinator or Alternate

The Development Coordinator will be responsible for:

1. Activating the Aamjiwnaang Emergency Control Group Notification System.
2. Reporting to the Aamjiwnaang Emergency Operations Centre.
3. Activating your department's Emergency Alert System (when required)
4. Maintaining communications with businesses located within the Industrial Park as required.
5. Notifying businesses/industries within the Industrial Park of the implementation of the Emergency Evacuation Plan or of a Shelter-In-Place Notification.
6. Advising and supporting businesses/industries located within the Industrial Park.
7. Maintaining a log of all decisions made and actions taken.
 - (a) Hosting an internal debriefing between yourself and your staff immediately following the emergency.
 - (b) Hosting an internal debriefing between yourself and industrial representatives following the emergency.
8. Attending the Operational Debriefing held within one week of the termination of the emergency.

5.11 Education Coordinator or Alternate

The Education Coordinator will be responsible for:

1. Activating the Aamjiwnaang Emergency Control Group Notification System.
2. Report to the Aamjiwnaang Emergency Operations Centre.
3. Activate your department's Emergency Alert System.
4. Maintaining communications with all schools that service Aamjiwnaang First Nation.
5. Communicate with the bus lines as to early dismissal or regarding arrangements for students who cannot go home because of an Emergency Evacuation affecting Aamjiwnaang First Nation.
6. Maintaining a log of all decisions made and actions taken.
7. (a) Hosting an internal debriefing between yourself and your staff immediately following the emergency.

(b) Hosting an internal debriefing between yourself, your staff, the school boards and bus services following the emergency.
8. Attending the Operational Debriefing held within one week of the termination of the emergency.

SECTION 5.0 INDIVIDUAL DUTIES AND RESPONSIBILITIES (continued)

5.12 Housing Coordinator or Alternate

The Housing Coordinator or Alternate will be responsible for:

1. Activating the Aamjiwnaang Emergency Control Group Notification System.
2. Report to the Aamjiwnaang Emergency Operations Centre.
3. Activate your department's Emergency Alert System.
4. Communicate with Band Administrator or Assistant Band Administrator regarding potential damage or destruction of homes within Aamjiwnaang First Nation.
5. Make arrangements to have preliminary inspection completed to assess damage or destruction of homes when affected area has been deemed safe.
6. Maintaining communications with contactors and/or general maintenance personnel that service Aamjiwnaang First Nation homes.
7. Make arrangements to have emergency repairs completed once the area of damaged homes has been deemed safe.
8. Maintaining a log of all decisions made and actions taken.
 - (a) Hosting an internal debriefing between yourself and your staff immediately following the emergency.
 - (b) Hosting an internal debriefing between you, your staff, contractors and maintenance personnel following the emergency.
9. Attending the Operational Debriefing held within one week of the termination of the emergency.
10. Arrange (assist) for permanent repairs to damaged band homes that were affected by emergency event.

5.13 Environment Coordinator or Alternate

The Environment Coordinator will be responsible for the following:

1. Activate the Aamjiwnaang Emergency Control Group Notification System.
2. Report to the Aamjiwnaang Emergency Operations Centre (if required).
3. Activate your department's Emergency Alert System.
4. Communicate with Band Administrator or Assistant Band Administrator regarding potential or actual environmental damage within Aamjiwnaang First Nation.
5. Ensure contact is made with Spills Action Centre, local Ministry of the Environment and Climate Change (MOECC) office and possibly Environment Canada to make them aware of situation.
6. Make arrangements with the appropriate agencies (Environment Canada, Ministry of the Environment and Climate Change, etc.) to have inspection, testing or investigation completed to assess damage when affected area has been deemed safe.
7. Liaise with appropriate authorities to oversee water quality checks with the City of Sarnia.
8. Maintaining communications with agencies, contactors and consultants to ensure remediation actions are arranged based on the inspections, testing or investigations for assessment purposes.
9. Maintaining a log of all decisions made and actions taken.
10. Hosting an internal debriefing between yourself and your staff immediately following the emergency.
11. Attending the Operational Debriefing held within one week of the termination of the emergency.

SECTION 5.0 INDIVIDUAL DUTIES AND RESPONSIBILITIES (continued)

5.14 Emergency Management Planner or Alternate

The responsibilities of the Emergency Management Planner or alternate during a real or potential emergency or disaster are:

1. Activate notification of the Aamjiwnaang Emergency Control Group.
2. Prior to an emergency, coordinating and maintaining the Aamjiwnaang Emergency Response Plan. Ensuring the **Aamjiwnaang Notification System** is operational and ready for messaging.
3. Monitoring and passing on information regarding real or potential emergencies (such as industrial accidents, floods, forest fires, and severe weather).
4. Forwarding messages via the **Aamjiwnaang Notification System** when updates are approved for distribution to community.
5. Being available to liaise with various levels of government, the City of Sarnia, and/or other provincial ministries and agencies to obtain and update information on the emergency situation.
6. Recommending to the Aamjiwnaang Emergency Control Group and Council how the community should respond to the emergency.
7. Make arrangements to have emergency response equipment made available.
8. On a day to day basis, act as liaison with any emergency measures organizations, i.e. Emergency Measures Ontario, CVECO, CAER, etc.
9. Make arrangements to support the Aamjiwnaang Emergency Control Group.
10. Acting as a resource to the Aamjiwnaang Emergency Control Group.
11. Make arrangements with the City of Sarnia Police Services or the Ontario Provincial Police for the dispatch of the Emergency Site Command Post.
12. Provide lists of resources, advisors and provincial or federal emergency response agencies.
13. Recommend to the Emergency Operations Center Manager, the activation of mutual aid when required and or liaise with other agencies and support group personnel when required to enhance emergency response.
14. Act as the Emergency Operations Centre Officer in the absence of the Band Administrator or the Assistant Band Administrator of his/her alternates until their arrival.
15. Alert and communicate with CVECO response teams, when required.
16. Maintain a log of all decisions made and actions taken.
17. Attending an internal debriefing between you and Band Administrator and staff immediately following the emergency.
18. Attending the Operational Debriefing held within one week of the termination of the emergency.

SECTION 5.0 INDIVIDUAL DUTIES AND RESPONSIBILITIES (continued)

Standard Operating Procedures

On receipt of the warning of a real or potential emergency or disaster the Emergency Planning Coordinator shall:

- I. Activate the notification of the Aamjiwnaang Emergency Control Group.
- II. Report to the Aamjiwnaang Emergency Operations Center, when required.
- III. Activate your volunteer's Emergency Alert System.
- IV. Ensure Aamjiwnaang's **Aamjiwnaang Notification System** is operational.
- V. Planner or alternate "message sender" issues messages to the community via the **Aamjiwnaang Notification System**.
- VI. Ensure the dispatch of the Emergency Site Command Post, when required.
- VII. Alert and co-ordinate the response of the volunteer organizations as required.

SECTION 5.0 INDIVIDUAL DUTIES AND RESPONSIBILITIES (continued)

5.15 Recording Secretary

There will be a need for two (2) recording secretaries. One will be located at the Aamjiwnaang First Nation Emergency Support Centre and, when required, one will attend with the Chief at the City of Sarnia Emergency Operations Centre. The Recording Secretary will be responsible for:

- 1) Assisting the Chief, the Band Administrator or the Assistant Band Administrator, as required.
- 2) Ensuring all important decisions made and actions taken by the Aamjiwnaang Emergency Control Group or Primary Control Group are recorded.
- 3) Upon direction from the Band Administrator or Assistant Band Administrator, notify the required support and advisory staff of the emergency, and the location of the Emergency Operations Centre.
- 4) Initiating the opening, operation and staffing of the switchboard at the community office, as the situation dictates, and ensuring operators are informed of Aamjiwnaang Emergency Control Group member's telephone numbers at the Emergency Operations Centre.
- 5) Assuming the responsibilities of the Community Inquiry Supervisor.
- 6) Arranging for printing of materials, as required.
- 7) Coordinating the provision of clerical staff to assist in the Emergency Operations Centre, as required.
- 8) Upon direction from the Chief, ensuring that all Council are advised of the Declaration and the Termination of the emergency.
- 9) Upon direction by the Chief, arranging a special meeting(s) of Council, as required, and advising Council of the time, date, and location of the meeting,
- 10) Procuring staff to assist, as required.
- 11) Maintain log of all actions taken.
- 12) Attend the Operational Debriefing held within one week of termination of the emergency.

Standard Operating Procedures

- a) Upon being notified of an emergency situation, report to the Emergency Operations Centre.
- b) Ensuring all important decisions made or actions taken by the Community Control Group are recorded.
- c) Assume the role of Community Inquiry Supervisor.
- d) Procurement of staff to assist.
- e) Attend the Operational Debriefing.

SECTION 5.0 INDIVIDUAL DUTIES AND RESPONSIBILITIES (continued)

5.16 Emergency Site Manager (Aamjiwnaang Emergency)

The first responding agency to arrive at the emergency area will assume the role of Emergency Site Manager until the situation dictates which agency would most likely be the lead responding agency. The responsibilities of the Emergency Site Manager during a real or potential emergency are as follows:

1. If not already on the scene, move to the emergency site and assume the management of the site.
2. Establish communication with Incident Commanders at the scene.
3. Assess the situation, establish an aim and determine the site operational plan.
4. Establish the site layout.
5. Establish a telecommunications link with the Aamjiwnaang Emergency Operations Centre.
6. Advise and continuously update the Emergency Operations Centre Manager on the current emergency situation.
7. Determine if resources are adequate or if additional resources are required.
8. Receiving requests from Incident Commanders to obtain resources that are not held within their respective agencies.
9. Continuously update the Incident Commanders of site operations.
10. Request public information support as required.
11. Take such action as is necessary to minimize the effects of the emergency or disaster.
12. Maintain a log of all decisions made and actions taken.
13. Hosting an internal debriefing between yourself and your staff immediately following the emergency.
14. Attend the Operational Debriefing held within one week for the termination of the emergency.

Standard Operating Procedures

On appointment as the Emergency Site Manager:

- a) Assume the management of the emergency site.
- b) Assess the situation, establish an aim and determine the site operational plan.
- c) Coordinate site operations.

SECTION 6.0 SUPPORT STAFF DUTIES & RESPONSIBILITIES

6.1 Senior Police Representative or Alternate (Aamjiwnaang Emergency)

All police services will be provided by the City of Sarnia Police Services and/or the Ontario Provincial Police as the jurisdiction dictates. The Senior Police Representative or Alternate is responsible for:

1. Ensure that the Chief, the Band Administrator or the Assistant Band Administrator of Aamjiwnaang First Nation is notified.
2. Attend the Aamjiwnaang Emergency Control Group Meetings, as required.
3. Notification of other emergency and community services, as required.
4. To ensure that the knowledge and respect of Aamjiwnaang Legislation, Laws and Tradition are recognized by all officers when responding to an emergency involving this Anishinabek Community.
5. The provision of an Emergency Site Manager if requested.
6. The establishment of an Emergency Site Command Post.
7. Establishment of a telecommunications link with the Senior Police Official at the scene of the emergency and the Aamjiwnaang Emergency Operations Centre.
8. The establishment of inner perimeters within the emergency area(s).
9. The establishment of an outer perimeter to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel.
10. The provision of traffic control outside of the outer perimeter to facilitate the movement of emergency vehicles.
11. Alerting persons endangered by the emergency and aiding in the coordination of evacuation procedures.
12. Conduct the evacuation of building and/or residential areas as authorized by the Aamjiwnaang Emergency Control Group.
13. Liaison with the Social Services Coordinator regarding the establishment and operation of evacuation and reception centers.
14. The protection of life and property and the provision of law and order.
15. The provision of police service at reception centers, morgues, and other facilities.
16. Notifying the coroner of fatalities and providing assistance to the Coroner with respect to fatalities.
17. Liaison with other municipal, provincial and federal police agencies, as required.
18. Control and dispersing crowds within the emergency or disaster site.
19. Act as liaison with other police agencies
20. Provide security to prevent looting of evacuated areas.

SECTION 6.0 SUPPORT STAFF DUTIES & RESPONSIBILITIES (continued)

6.1 Senior Police Representative - Continued

21. Liaison with Water Conservation Authority with respect to flooding, etc.
22. Provide assistance in search and rescue operations.
23. Make recommendations to the Emergency Operations Centre Manager regarding the activation of mutual aid if required.
24. Act as liaison with Aamjiwnaang Animal Control Officer and/or Humane Society when animal control is required.
25. Maintain a log of all decisions made and actions taken.
26. Hosting an internal debriefing between yourself and your staff immediately following the emergency.
27. Attending the Operational Debriefing held within one week of the termination of the emergency.

Standard Operating Procedures

On receipt of a real or potential emergency situation, the Senior Police Representative shall:

- a) Report to the Aamjiwnaang Emergency Operations Centre.
- b) Activate the City of Sarnia Police Services and/or the Ontario Provincial Police Emergency Plan.
- c) Coordinate all police operations.

6.2 Senior Fire Representative or Alternate (Aamjiwnaang Emergency)

All fire services are contracted from the City of Sarnia. The responsibilities of the Fire Chief or the alternate during a real or potential emergency or disaster are:

1. Ensure that the Aamjiwnaang Emergency Control Group is notified.
2. Attending the meetings of the Aamjiwnaang Emergency Control Group if requested.
3. Activating the fire department's emergency plan.
4. Providing the Aamjiwnaang Emergency Control Group with information and advice on fire fighting and rescue matters.
5. Provide search and rescue when necessary within the scope of firefighting services or cooperate with the search and rescue group when requested by the Aamjiwnaang Emergency Control Group.
6. Establish a telecommunications link with the Senior Fire Official at the scene of the emergency.
7. Informing the Mutual Aid Fire Coordinators and/or initiating mutual aid arrangements for the provision of additional firefighting manpower and equipment.

SECTION 6.0 SUPPORT STAFF DUTIES & RESPONSIBILITIES (continued)

6.2 Senior Fire Representative or Alternate (Aamjiwnaang Emergency) – cont'd

8. Determining if additional or special equipment is needed and recommending possible sources of supply, i.e., breathing apparatus, protective clothing, etc.
9. Providing assistance to other community departments and agencies and being prepared to take charge of, or contribute to non-firefighting operations if necessary, i.e., rescue, first aid, casualty collection, evacuation, etc., when requested.
10. Ensure that Dangerous Goods Agencies are notified or contacted when necessary.
11. Advise the Aamjiwnaang Emergency Control Group when sustained damages to buildings exceed safe limits (within the knowledge and scope of the Fire Department).
12. Maintain a log of all decisions made and actions taken.
13. Hosting an internal debriefing between yourself and your staff immediately following the emergency.
14. Attending the Operational Debriefing held within one week of the termination of the emergency.

Standard Operating Procedures

On receipt of a warning of a real or potential emergency situation, the Senior Fire Representative will:

- a) Report to the Aamjiwnaang Emergency Operations Centre.
- b) Activate the City of Sarnia fire department's emergency plan.
- c) Coordinate all firefighting operations.

SECTION 6.0 SUPPORT STAFF DUTIES & RESPONSIBILITIES (continued)

6.3 Security Services Coordinator or Alternate (Aamjiwnaang Emergency)

The responsibilities of the Security Services Coordinator or alternate during a real or potential emergency situation are as follows:

1. Activate the security department's emergency alert system.
2. Ensure that the Aamjiwnaang Emergency Control Group is notified.
3. Attend the meetings of the Aamjiwnaang Emergency Control Group if requested.
4. Activate the security department's emergency plan.
5. Establish a telecommunications link with the Emergency Operations Centre.
6. Provide the Aamjiwnaang Emergency Control Group with information and advice on security issues.
7. Ensure crowd control in conjunction with police services.
8. Provide security for on-reserve reception center.
9. Secure evacuated buildings.
10. Liaise with the Senior Police Representative at the Emergency Operations Centre.
11. Maintain a log of all decisions made and actions taken.
12. Hosting an internal debriefing between yourself and your staff immediately following the emergency.
13. Attending the Operational Debriefing held within one week of the termination of the emergency.

Standard Operating Procedures

On receipt of a warning of a real or potential emergency situation, the Security Services Coordinator will:

- I. Activate the group's emergency alert system.
- II. Report to Emergency Operations Centre.
- III. Co-ordinate security services with other agencies such as City of Sarnia Police Services or the Ontario Provincial Police Services.

SECTION 6.0 SUPPORT STAFF DUTIES & RESPONSIBILITIES (continued)

6.4 Purchasing Officer/Treasurer

The Purchasing Officer/Treasurer is responsible for:

1. The provision of information and advice on financial matters as they relate to the emergency.
2. The provision and securing of equipment and supplies not owned by the First Nation Community.
3. Liaison, if necessary, with the Treasurer(s) of neighboring community.
4. Liaison with purchasing agents of the neighboring communities, if necessary.
5. Ensuring that records of expenses are maintained for future claim purposes.
6. Maintaining and updating a list of all vendors (including 24-hour contact numbers) who may be required to provide supplies and equipment during emergencies.
7. Ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency.
8. Maintain log of all actions taken.

6.5 Property Manager

The Property Manager will be responsible for:

1. Opening and maintaining the Community Administration Office.
2. Providing security for the Community Administration Office, as required.
3. Providing identification cards to the Aamjiwnaang Emergency Control Group members and support staff.
4. Coordinating the maintenance and operation of feeding, sleeping and meeting areas at the Emergency Operation Centre, as required.
5. Procuring staff to assist, as required.

6.6 The Legal Services Officer

The Legal Services Officer is responsible for:

1. The provision of advice to any member of the Aamjiwnaang Emergency Control Group on matters of a legal nature as they may apply to the actions of the First Nation Community in its response to the emergency, as required.

SECTION 6.0 SUPPORT STAFF DUTIES & RESPONSIBILITIES (continued)

6.7 Human Resources Coordinator

The Human Resources Coordinator is responsible for

1. Coordinating and processing requests for human resources.
2. Under the direction of the Emergency Operations Control Group, coordinating offers of, and appeals for, volunteers.
3. Selecting the most appropriate site(s) for the registration of human resources.
4. Ensuring records of human resources and administrative detail, that may involve financial liability, are completed.
5. When volunteers are involved, ensuring that a Volunteer Registration Form is completed by the volunteer (blank form in ANNEX H # 1), and a copy of the volunteer registration is retained for community records.
6. Ensuring identification cards are issued to volunteers and temporary employees, where practical.
7. Arranging for transportation of human resources to and from site(s).
8. Arranging for food and accommodation for the volunteers.
9. Obtaining assistance, if necessary, from Employment and Immigration Canada, as well as other government departments, public and private agencies and volunteer groups.

6.8 The Transportation Coordinator

The Transportation Coordinator is responsible for:

1. Coordinating the acquisition, distribution and scheduling of various modes of transport for the purpose of transporting persons and/or supplies, as required, by members of the Aamjiwnaang Emergency Control Group and the support and advisory staff.
2. Procuring staff to assist, as required.
3. Ensuring that a record is maintained of drivers and operators involved.
4. Maintaining a log of all decisions made and actions taken.

6.9 Telecommunications Coordinator

The Telecommunications Coordinator is responsible for:

1. Activating the emergency notification system of the local amateur radio operators group.
2. Initiating the necessary action to ensure the telephone system at the Community Administration Office functions as effectively as possible.
3. Ensuring that the emergency telecommunications centre is properly equipped and staffed, and working to correct any problems which may arise.
4. Maintaining an inventory of community telecommunications equipment and facilities which could be used to augment existing telecommunications systems.
5. Making arrangements to acquire additional telecommunications resources during an emergency.
6. Maintain a log of all actions taken.

SECTION 7.0 OTHER SERVICES

7.1 Ambulance

The Supervisor of Ambulance Central Communications in Wallaceburg is responsible to ensure sufficient ambulances are available, in the event of an emergency. In addition, if required, arrange for assistance from commercial carriers and St. John's Ambulance to assist the Ambulance service. Medical triage from Sarnia hospitals will be handled by Sarnia Ambulance.

7.2 Area Hospital

Lambton Hospitals Group Disaster Plan will be implemented by the hospital authorities upon learning that an emergency exists or at the request of the Medical Officer of Health.

7.3 Cogeco Telephone

Provide emergency services to Aamjiwnaang First Nation Administration Complex, Maawn Doosh Gumig Community Centre and Health Centre Facilities.

7.4 St. John Ambulance Association

Sarnia Division to provide Mobile First Aid Units, First Aiders and supplies for First Aid Posts as designated by the Aamjiwnaang Community Health Nurse or the Ambulance Service.

7.5 Lambton/Kent District School Board

Responsible for the control of school population, in this case, as it relates to students from Aamjiwnaang First Nation. Contact will be made with Aamjiwnaang First Nation Education Coordinator, or assistant, regarding students who are unable to go home due to evacuation or shelter-in-place orders being in effect or with regards to students being dismissed early i.e. because of severe weather, etc., unless prior arrangements have been made. Depending on the emergency and the severity of the situation, Crisis Team members are available through the LKDSB.

7.6 Canadian Red Cross, Sarnia/Lambton Branch

The Red Cross is an emergency organization and has procedures in place for responding to emergencies and will, when requested, provide assistance to the community in time of emergency. The role of disaster service of the Red Cross will be as follows:

Emergency Welfare

Under the direction of the Evacuation Coordinator, provide volunteers to:

- a) To obtain information regarding missing family members.
- b) To reunite separated families.
- c) To answer inquiries regarding the safety of missing persons.

8.0 INTERNAL PROCEDURES

Each department or service listed within this emergency response plan will prepare functional emergency procedures or guidelines outlining how it will fulfill 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.