SIX NATIONS OF THE GRAND RIVER

EMERGENCY RESPONSE PLAN

SINCE JUNE 30, 1994

REVISED AUGUST, 2017

NOTE: Please do not release this plan with the annexes that contains confidential information.
ACKNOWLEDGEMENTS

Six Nations of the Grand River would like to thank the many agencies that contributed their expertise as well as their time to the original plan: Six Nations Community Health Review, 1993, Community Health Review Monitor Committee and Six Nations Emergency Measures Committee (1994): Central Administration, Fire Services, Social Services, Health Services, Public Health Gane Yohs Medical Centre, Police Services, Public Works, and a representative of the Six Nations Elementary Schools. Emergency Measures Ontario (Office of the Fire Marshal & Emergency Management, Tekawennake News, First Nations Nursing, Natural Gas, CKRZ 100.3 FM Radio, Grand River Employment and Training, Iroquois Lodge, Woodland Cultural Centre, First Nations Cable, Ontario Hydro, Brantford Fire Department, Brant County Fire Department, Haldimand-Norfolk County Fire Department, Ontario Provincial Police, and the Canadian Red Cross Society.

Continued gratitude is extended to the Six Nations Emergency Management Planning Committee, Office of the Fire Marshal and Emergency Management (OFM/EM) and Indigenous and Northern Affairs Canada.

Six Nations of the Grand River would like to thank the Six Nations community members for their contact information and consent to volunteer their equipment and expertise listed in the Vital Services Resource Directory of this Emergency Response plan.

Special thanks to the generous sponsorship of the Six Nations Health Services and the Six Nations Social Services for the 2016-17 update of this Six Nations Emergency Response Plan.
SIX NATIONS OF THE GRAND RIVER RESOLUTION:

That the Six Nations of the Grand River Elected Council approve the revisions to the Six Nations Emergency Response Plan including the annexes of which will be updated as required and as needed.

GENERAL COUNCIL
MOTION MEMORANDUM

TO: Chief and Council
    Barb Miller,
    Dayle Bombery, Senior Administrative Officer

Cc: Shirley Johnson, Executive Assistant to SAO
    Rebecca McComber, Admin. Assistant to Director of Finance

FROM: Carol Martin

DATE: June 20, 2017

MEETING DATE: June 20, 2017

RESOLUTION NO: GC#516/06/20/2017

Moved by Melba Thomas and seconded by Audrey Powless Bombery that the Six Nations Elected Council approve the revisions to the Six Nations Emergency Response Plan including the annexes of which will be updated as required/necessary.

ALL IN FAVOUR CARRIED

SIX NATIONS COUNCIL

Carol Martin
Council Secretary
# DISTRIBUTION LIST

The Six Nations Emergency Response Plan is posted on the common drives of the Central Administration server network which can be accessed by members of Emergency Control Group (ECG), Six Nations of the Grand River Council and the Emergency Management Planning Committee (EMPC). Printed copies of the Plan including annexes will be kept in the Emergency Operations Centre(s) (EOC), and Records Management; without the annexes, the Emergency Control Group (ECG).

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<th>Access</th>
<th>Date Rec'd.</th>
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</thead>
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<tr>
<td>Elected Chief</td>
<td>Six Nations of the Grand River Council</td>
<td></td>
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<tr>
<td>Senior Administrative Officer (SAO)</td>
<td>Fire Chief/Community Emergency Management Coordinator (CEMC)</td>
<td>2017</td>
</tr>
<tr>
<td>Fire Chief/CEMC</td>
<td>Deputy Fire Chief</td>
<td>2016</td>
</tr>
<tr>
<td>Chief of Police</td>
<td>Deputy to the Chief of Police</td>
<td></td>
</tr>
<tr>
<td>Director, Public Works</td>
<td>PW Roads Foreman</td>
<td></td>
</tr>
<tr>
<td>Director, Social Services</td>
<td>Director, O Gwadeni:deo</td>
<td></td>
</tr>
<tr>
<td>Director, Health Services</td>
<td>Executive Administrative Coordinator</td>
<td></td>
</tr>
<tr>
<td>Nurse-in-Charge</td>
<td>Zone Nursing Officer</td>
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<tr>
<td>Public Health</td>
<td>Regional Nursing Officer</td>
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<td></td>
<td>Regional Community Medicine Specialist</td>
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<tr>
<td>Director, Finance</td>
<td>Housing Accountant</td>
<td></td>
</tr>
<tr>
<td>Manager, Human Resources</td>
<td>Director of Finance</td>
<td></td>
</tr>
<tr>
<td>Primary Recording Secretary</td>
<td>Secondary Recording Secretary</td>
<td></td>
</tr>
<tr>
<td>Six Nations Paramedics Manager</td>
<td>Paramedics A/Supervisor</td>
<td></td>
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<tr>
<td>Emergency Information Officer</td>
<td>Policy Analyst and Webmaster</td>
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<tr>
<td>Elementary School Representative</td>
<td></td>
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<tr>
<td>Emergency Management Planning Committee members</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Operations Centres (EOC) #1, #2, #3.</td>
<td>Emergency &amp; Issues Management Advisor (INAC)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Emergency &amp; Issues Management Officer (INAC)</td>
<td></td>
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<tr>
<td></td>
<td>Field Officer, Golden Horseshoe Sector, OFM/EM</td>
<td></td>
</tr>
<tr>
<td>Emergency Information Centre (EIC) #1, #2, #3 – printed copies</td>
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# Six Nations of the Grand River

## EMERGENCY RESPONSE PLAN

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ANNEX H  HAZARD IDENTIFICATION AND RISK ASSESSMENT
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ANNEX I  SIX NATIONS DEPARTMENT SERVICE CONTINUITY PLANS
This section holds service evacuation and continuity plans should
something happen to clients or personnel and to or near their facilities.

ANNEX J  AGENCY EMERGENCY RESPONSE PLANS
This section holds community agency and service evacuation and
continuity plans should something happen to clients or personnel and to or
near their facilities.
SIX NATIONS OF THE GRAND RIVER
EMERGENCY RESPONSE PLAN

PREAMBLE
This plan has been prepared to provide a general guideline for a prompt and
coodinated response to various levels of activation and all types of emergencies
affecting the Six Nations of The Grand River. For this plan to be effective, it is important
that all concerned be made aware of its provisions and be prepared to carry out
assigned functions and responsibilities in an emergency.

INTRODUCTION
Six Nations community emergencies are defined as situations or the threat of impending
situations abnormally affecting the safety, health, welfare, property or environment¹ of
people of Six Nations of the Grand River territory. Once the emergency services
determine that the incident has the potential to overwhelm Six Nations resources, the
ECG are notified to determine and declare an emergency, and to support Incident
Command until the recovery and debriefing phases are complete.

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

AUTHORITY
This plan is authorized by Six Nations of the Grand River in accordance with the Six
Nations Elected Council Resolution #GC#516/06/20/2017, of the meeting dated
June 20, 2017.

When there is an actual or impending emergency that could threaten life, property or the
environment, the Elected Chief and Council are responsible for using all available local
resources to respond. They are also responsible for notifying Indigenous and Northern
Affairs Canada (INAC)² and provincial or territorial emergency management officials,
the Office of the Fire Marshal & Emergency Management (OFM/EM) at the Provincial
Emergency Operations Centre if a threat is beyond the community's response capacity.

¹ http://www.publicsafety.gc.ca/cnt/rsrcs/pblctns/mrgnc-mngmnt-frmwrk/index-eng.aspx#a06
SIX NATIONS OF THE GRAND RIVER EMERGENCY RESPONSE PLAN

Since the enactment of the *Emergency Management Act* in 2007, the role of the Indigenous and Northern Affairs Canada (INAC) is to provide “funding to cover eligible costs related to emergency assistance in First Nations communities.”

**ACTIVATION LEVELS OF NOTIFICATION**

Notification can begin through any member of the ECG, in consultation with the Senior Administrative Officer and/or the Six Nations Elected Chief. A request of an ECG meeting to discuss the potential of an incident effecting the residents of the Six Nations community and/or property in whole or in part that may involve two or more departments.

If the emergency escalates by affecting the public with the potential to involve more services and overwhelm resources of a service, or involving local jurisdictions, the Six Nations Emergency Response Plan will be activated by contacting the Six Nations Fire and Emergency Services, Fire Chief/Community Emergency Management Coordinator.

The group of community officials and employees are activated in a supportive role, providing off-site provision of strategic direction, guidance and resources to support the Incident Command at the emergency site.

i) **Emergency Control Group (ECG) Notification**

To activate this notification system, upon receipt of a warning of a real or potential community emergency from the Six Nations Fire Chief, the Six Nations Fire Services Administrative Assistant/Finance Clerk will contact the Emergency Control Group members listed in annex A and activate the EOC.

**CODE WORDS**

To establish communication priority, the phrases “COMMUNITY EMERGENCY” or “COMMUNITY EMERGENCY EXERCISE” will be used before and after the notification message, such as:

This is a Community Emergency message: a threat of an impending emergency exists, and members are requested to meet at the Emergency Operations Centre #, or to standby for Level 1, 2, or 3. This is a Community Emergency message.

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SIX NATIONS OF THE GRAND RIVER EMERGENCY RESPONSE PLAN

ii) Three Levels of Activation of the Six Nations Emergency Response Plan

The three levels of activation of this plan is determined by the impact, duration, required resources, # of sites and agencies involved and the potential threat to the lives and property of the Six Nations community.

The following are the three levels of activation:

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>An event involving a single site, short duration, (evacuating the nursing home or the monitoring of an anticipated or potential event such as H1N1) that requires the response or support of more than one agency, potential threat or hazard.</td>
</tr>
<tr>
<td>2</td>
<td>A larger event, short duration, requiring moderate support that may involve more than one site and several agencies and outside resources may be required. Recommending to the Elected Chief or designate that a “declaration of a state of local emergency.”</td>
</tr>
<tr>
<td>3</td>
<td>A major or complex event involving multiple agencies and/or incidents, long duration, interrupts normal activities in the community, and requires multi-jurisdictional, multi-organizational resources and likely extensive resource needs and/or site support. Activate the EOC.</td>
</tr>
</tbody>
</table>

iii) Six Nations Department Service Continuity Plan Activation

Due to an abnormal situation affecting the Six Nations community, a service or a facility, the Directors or Managers of their department and the Senior Administrative Officer will discuss requesting employees to “Standby” by activating the department service continuity plan(s).

**Activation of service continuity plans:** Department personnel will be expected to “Standby” for further instructions and acknowledge the receipt of the Activation Message. As necessary, provide the caller with an estimated time of arrival to a designated meeting place.

iv) DECLARATIONS

DECLARATION OF A COMMUNITY EMERGENCY

The Elected Chief or a designated Councillor of Six Nations of the Grand River is responsible for declaring that an emergency exists based on the recommendation of the members of the ECG.

Upon such declaration of a community emergency, the Elected Chief will ensure that a completed and signed Declaration form is submitted to notify the following:

a) Indigenous and Northern Affairs Canada (INAC),

b) Office of the Fire Marshal and Emergency Management: Provincial Emergency Operations Centre (PEOC)).
The Emergency Information Officer will notify the following:

a) The Elected Councillors, Six Nations Council employees, and the Emergency Management Planning Committee members,

b) The Haudenosaunee Hereditary Chief’s secretary,

c) The community through various public media that is available, and

d) Neighbouring community officials, as required.

**Indigenous and Northern Affairs Canada (INAC), NOTE: The Elected Chief may make requests for assistance from Indigenous and Northern Affairs Canada.**

**TERMINATION OF AN EMERGENCY**

In consultation with the ECG, the following can declare that an emergency has been terminated:

a) Elected Chief of the Six Nations of the Grand River, or


Upon **termination of an emergency** the Emergency Information Officer will notify the following:

a) Six Nations community via the local media,

b) Provincial Emergency Operations Centre (PEOC) Duty Officer,

c) Indigenous and Northern Affairs Canada (INAC),

d) The Elected Councillors, Six Nations Council employees, and the Emergency Management Planning Committee members,

e) Haudenosaunee Hereditary Chiefs, and

f) Neighbouring community officials, as required.

The main officials for determining the Declaration of a community emergency or Termination of a community emergency may be comprised of the following:

<table>
<thead>
<tr>
<th>POSITIONS</th>
<th>OFFICIALS</th>
<th>ALTERNATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Political Rep.</td>
<td>Elected Chief</td>
<td>Designated Councillor(s)</td>
</tr>
<tr>
<td>EOC Commander</td>
<td>Senior Administrative Officer</td>
<td>Fire Chief, CEMC or designated alternate</td>
</tr>
<tr>
<td>Fire and Emergency Services</td>
<td>Fire Chief, CEMC</td>
<td>Alternate Deputy Fire Chief</td>
</tr>
</tbody>
</table>

RESOURCE: https://www.aadnc-aandc.gc.ca/eng/1309369889599/1309369935837

NOTE: alternates named in the chart above are determined according to their abilities and by their knowledge, training and authority. Each position should have a minimum of three people trained to fulfill the position or function.
### Positions

<table>
<thead>
<tr>
<th>Positions</th>
<th>Officials</th>
<th>Alternates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident Commander</td>
<td>Police, Fire or Emergency Medical Services</td>
<td>Police, Fire or Emergency Medical Services</td>
</tr>
<tr>
<td>Emergency Information Officer</td>
<td>Communications Officer</td>
<td>Alternate Emergency Information Officer⁷</td>
</tr>
<tr>
<td>Police</td>
<td>Police Chief</td>
<td>Deputy Chief of Police</td>
</tr>
<tr>
<td>Public Works</td>
<td>Director, Public Works</td>
<td>Roads Foreman</td>
</tr>
<tr>
<td>Health / Public Health</td>
<td>Director, Health Services</td>
<td>Executive Administrative Coordinator / Executive Director, Family Health Team</td>
</tr>
<tr>
<td></td>
<td>Nurse-In-Charge, Gane Yohs Medical Centre</td>
<td>Public Health RN</td>
</tr>
<tr>
<td>Social Services</td>
<td>Director, Social Services</td>
<td>Executive Director, Owgadeni:deo</td>
</tr>
<tr>
<td>Paramedics</td>
<td>Paramedics Manager</td>
<td>Paramedics Supervisor</td>
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<tr>
<td>Personnel / Human Resources</td>
<td>Manager, Human Resources</td>
<td>Director of Finance</td>
</tr>
<tr>
<td>EOC Support – Clerical</td>
<td>Public Works Executive Secretary</td>
<td>Any available department clerical secretary</td>
</tr>
<tr>
<td>Finance Section</td>
<td>Director of Finance</td>
<td>Housing Accountant</td>
</tr>
</tbody>
</table>

### Emergency Operations Centre (EOC)

The EOC is the designated facility where the Emergency Control Group (ECG) meets for executive decisionmaking and coordination.

The Emergency Operations Centre is a pre-designated community facility that is equipped with technology and space to carry out the five functions required to alleviate or reduce the effects of a community emergency.

The primary or alternate locations of the EOCs will be determined by the size, scope and location of the emergency as well as the availability of the facility. The are specific facilities in the community that have been designated as potential Emergency Operations Centres and listed in the Emergency Operations Centre annex.

If the Emergency Operations Centre (EOC) is activated in whole or in part, it means that there is a potential of overwhelming the resources of the emergency services, i.e., Six Nations Fire, Six Nations Police, Paramedics and Public Works, etc.

The EOC Commander determines the appropriate EOC or location and the activated level of site support required for the type and duration of emergency incident. Incident Command will know when there is the potential to overwhelm resources in one or more areas of response.

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⁷ Suggested alternate for Emergency Information Officer is the Policy Analyst and Webmaster.
Depending on the size of the emergency, the ECG meets in the operations centre to share information organizing operations and communications between the EOC and the emergency site. For more privacy, a smaller more secure and quiet meeting room may be required.

**EMERGENCY OPERATIONS CENTRE (EOC) PERSONNEL**

The Six Nations Emergency Control Group (ECG) will meet and work together in the EOC to make decisions, share information and provide support to Incident Command to manage the effects of the emergency as needed. It may not be necessary to activate all Incident Management System (IMS)\(^8\) positions for an incident, therefore, one individual or the ECG members may perform multiple IMS functions. Support and advisory personnel and representatives from supporting agencies may be dispatched to fulfill the responsibilities of the IMS functions as required.

i) **Emergency Control Group (ECG)**

**EOC Commander:** Fulfilling the responsibilities of the EOC Commander is the Senior Administrative Officer with the alternate being the Six Nations Fire Chief/Community Emergency Management Coordinator or one will be designated in the absence of an EOC Commander. EOC Commander is responsible for the overall management of the EOC facility and assigned resources within the EOC, and the provision of support to Incident Command at the ICP.

Based on the advice of Incident Command of technical experts describing the potential effects of the emergency, the ECG will direct a community’s overall *strategic* response to an emergency, implements the Six Nations service continuity plans, and provides strategic advice and support to the Incident Commander on site, as needed.

The ECG does not typically exercise Command functions but instead oversees this delegated authority and acts to support Incident Command from the Six Nations Emergency Operations Centre (EOC). The coordinating and supporting roles of an ECG is critical when there are multiple, related incidents, or when an incident is widespread. Dispatched personnel will sign-in and report to the EOC Commander upon arrival. Personnel may be directed to assist in fulfilling one of the five management functions, or the EOC Commander will request personnel to report to the Logistics Officer at the EOC for their duties.

Depending on the complexity of an emergency, there are five major management functions of the Emergency Control Group: EOC Management or Command, Operations, Planning, Logistics, and Finance. In more complex emergencies the functions can be expanded into sections in the EOC. The functions are described in detail in the Emergency Operations Centre Plan annex of this plan. The following is an EOC Management organizational chart of the personnel required to fulfill the functions:

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\(^8\) IMS100 Incident Management System (IMS) for Ontario, Emergency Management Ontario Training
## EOC MANAGEMENT

<table>
<thead>
<tr>
<th>EOC Commander</th>
<th>Risk Management</th>
<th>Emergency Information Officer</th>
<th>Liaison Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Senior Administration Officer)</td>
<td>(Health and Safety Officer)</td>
<td>(Communications Officer)</td>
<td>(to be determined)</td>
</tr>
</tbody>
</table>

## EOC FUNCTIONS OR SECTIONS

### OPERATIONS
- Fire
- Police
- Paramedics
- Health
- Emergency Social Services
- Environmental
- Public Works / Engineering / Utilities

### PLANNING
- Current situation
- Resources
- Documentation
- Advance planning
- Demobilizing
- Recovery
- Technical Specialists

### LOGISTICS
- Information Technology:
  - Communications
  - Computer Systems
- EOC Support:
  - Clerical
  - Security
  - Facilities
- Personnel
- Supply
- Transportation

### FINANCE / ADMINISTRATION
- Time
- Contract
- Administration
- Compensation and claims
- Cost Accounting

## EMERGENCY OPERATIONS CENTRE (EOC) FUNCTIONS AND ROLES

The general functions of the EOC during an emergency are:

1. **Incident Support** - The provision of resources and/or strategic guidance, authorizations, and specific decision-making support. This support may be provided to an Incident Management Team at a site, or in limited circumstances, to another EOC.

2. **Essential Services and Continuity of Operations** - Ensuring that essential services are maintained, including in the areas impacted by the emergency where possible.

Under specific circumstances, the EOC may also exercise the following functions:

3. **Incident Command** - The direct management of an incident response within jurisdiction.

4. **Area Command** - The provision of incident management within Six Nations of the Grand River territory as part of a complex response of multiple incidents by the ministries.

ii) **INCIDENT COMMANDER**

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9 Utilities refers to water as well as maintaining communications with public and private services such as hydro and natural gas.

10 Please note: While there can only be one 'Incident Command' for a single incident, other organizations in support of incident response will have their own internal Command that may work in support of the overall Incident Commander.
The Incident Command is normally a separate function from EOC Command and the communication link between the emergency site and the EOC. The Incident Commander is announced on scene and communicated to the EOC Commander. If the incident management responsibility is at the Six Nations emergency services level, it is the responsibility of the ECG to determine who assumes the role of Incident Command. Depending on the type of and complexity of the emergency, personnel may assume dual functions within the EOC as Incident Command and Section Manager.

**Incident Command may be transferred for several reasons:** The type or scale of an incident has expanded beyond the authority or training of the in-place person, team or level, or has contracted within the capability of another person, team or level, or on direction from a senior person with the requisite organizational, municipal, provincial or federal authority.

**iii) Support and Advisory Staff**

The following Six Nations personnel that may be required to provide support to the ECG are as follows:

a) Liaison Officer or an Office of the Fire Marshal & Emergency Management (OFM/EM) Field Officer, if available.

b) ECG assistants (operating through department service continuity plans), Health & Safety Officer, Information Technology Manager, Environmental Manager, Policy Analyst, Education Representative, Iroquois Lodge, Parks and Recreation, or any department under Six Nations of the Grand River that may be requested to assist in managing a community response.

c) Any available minute taker

**iv) Representatives from Supporting Agencies**

The following agencies may be required to provide support, logistics and advice to the ECG:

a) Receiving community representative in the event of an evacuation,

b) OPP representative,

c) Grand River Conservation Authority representative,

d) Public and Six Nations services’ such as Hydro One, Six Nations Natural Gas, Forestry, fuel suppliers, etc.,

e) Representative from major industries, especially those that may pose a potential hazard, Railway representative, Airport management agency, Canadian Gypsum Company (CGC), etc.

f) Volunteer agencies (i.e., organized Six Nations groups or sports teams, Red Cross, Hamilton Amateur Radio operators, etc.),

g) Emergency Management Planning Committee – Education representative,
h) Transportation companies, as required,
i) Suppliers of equipment, and
j) Any other officials, experts or support staff that the ECG determines as necessary.

v) Provincial Ministries’ areas of special responsibilities:
   a) Environment - spills of pollutants to the natural environment, i.e., oil;
   b) Energy - energy supply matters, i.e., major electrical disruption;
   c) Natural Resources - floods, forest fires;
   d) Health and Long Term Care - epidemics, emergency health services;
   e) Indigenous and Northern Affairs Canada – financial assistance;
   f) Northern development and Mines - abandoned mine hazards;
   g) Labour - emergency workers health and safety;
   h) Agricultural Food and Rural Affairs - agriculturally related emergencies;
   i) Transportation - Highway and other transportation services;

**EMERGENCY CONTROL GROUP MEETINGS**

**PRE-DECLARATION MEETING**

The IC will determine that a **complex incident** response is required due to the number of resources, organizations, geographic locations with a potential for the incident to persist for weeks, i.e., severe weather, or a medical epidemic. The IC, the Elected Chief and the Senior Administrative Officer will call a meeting of the ECG to determine a declaration of a community emergency.

**POST DECLARATION MEETINGS**

The **EOC Commander** or alternate will establish the frequency of meetings and prepare a specific agenda. In order for the members of the ECG to carry out their individual responsibilities, the meetings will be kept as brief as possible. The ECG will be required to attend any of the four types of meetings as the community emergency unfolds.

The first two meetings entail the ECG members gathering at regular intervals (i.e., every 3 hrs.) to keep each other informed of problems encountered during the emergency and discuss actions taken and required resources. The last two meetings follow the termination of an emergency or as resources are demobilized. The EOC Commander will ensure that the up-dated Main Events Log, maps and status boards are prominently displayed for the following meetings:

i) **Incident Briefing Meetings**: the Incident Commander presenting the status of the incident, the latest Incident Action Plan, progress of the objectives, report of resources that have been already committed, resources that are requested, forecasts, and recommendations to the Senior Administrative Officer and the Elected Chief, or to the ECG.
ii) **Incident Action Plan - Strategic Meetings**: clearly stated purpose (agenda), kept to a minimum (set time); to identify action items in detail, open discussion, debate, and collaboration, used by any function section, as the need arises; interactive – open discussion, debate and collaboration; record minutes and attendance of these meetings; summarize decisions, actions and responsible parties, and outcomes. If the Reception Centre Response Plan is activated, there may be a point where the Emergency Control Group and the Reception Centre Planning Committee will organize a meeting.

iii) **Defusing Meetings**: immediately following termination, or before a member or unit is demobilized, members will describe their area of response by providing details of what they did well. For the areas of improvement, the members will detail alternate strategies.

**POST TERMINATION MEETING**

**Formal Debriefing Meeting**: within two weeks of the termination of an emergency, the EOC Commander or the CEMC will request a Formal Debriefing meeting. Depending on the size and duration of the emergency, all departments will report their department’s response. If necessary, Six Nations of the Grand River will schedule and approve the Senior Administration Officer or CEMC request for an anniversary of the community event acknowledging the response efforts of everyone involved.

**EMERGENCY INFORMATION CENTRE (EIC)**

An EIC will be established near the Emergency Operations Centre, according to the nature of the emergency to issue accurate releases to the news media and authoritative instructions to the public. Depending on the size and duration of the incident, the EIC personnel will consist of Emergency Information Officer (EIO) who attends Planning Meetings, and working in the EIC will be the EIC Manager and Department Emergency Information Assistant(s). The EIO may request department details or background information from the department E1 assistants.

The Emergency Information Spokesperson for the community is normally the Elected Chief, or the ECG will designate someone if the primary is unavailable. The spokesperson can request the EOC Commander for a panel of technical experts to provide details of the incident and response.

**PLAN MAINTENANCE AND REVISION**

i) **CONTINUAL MAINTENANCE**

The success of Six Nations Emergency Response Plan relies on training new employees and continual maintenance of the various annexes of the plan. As employees and contact information changes, it is recommended that Six Nations
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Department Heads ensure that the information in this plan is current reporting the completion of their revisions to the Emergency Management Planning Committee.

ii) EMERGENCY PLANS REVIEW AND MAINTENANCE

It is the responsibility of the Emergency Management Planning Committee to ensure that:

- Quarterly meetings are held and all departments are responsible for updating the committee of changes made to the Notification contact information, Annex A, and
- an annual review is performed and, where necessary, the major revisions of this plan has been achieved by supporting departments through the continual maintenance process.

The Elected Council of Six Nations of the Grand River must approve substantial revisions to this plan which will be reviewed at the beginning of each term and, if necessary, during the term.

The SAO or the Fire Chief/CEMC is responsible for briefing newly elected Councillors of this plan.

iii) INTERNAL OPERATIONS (AGENCIES)

Each agency, service or department named within this emergency plan is responsible for developing a service continuity plan, resource list for their service and prepare functional emergency procedures to fulfill its responsibilities to the well-being of their clients and employees during an emergency. A Six Nations department staff will be designated to maintain and revise its department continuity plan ensuring a cohesive plan within the organization. The plan should be included in the Six Nations Emergency Response Plan and a copy should be available at the Emergency Operations Centre (EOC).

iv) EMERGENCY EXERCISES

The Emergency Management Planning Committee will be responsible for ensuring that exercises are developed and conducted to test one, all or a combination of various plans.

The purpose of Community Emergency practices are to:

1. Test and validate emergency plans, policies, training, equipment, and inter-organization agreements;

2. Train personnel in their roles, responsibilities and emergency procedures

3. Identify gaps in resources and training, and areas for improvement

4. Improve inter-agency co-operation and coordination; and

5. Ensure new staff and Elected Councillors are briefed on emergency responsibilities.

Discussion- or Operations-based Exercises will be designed to test:
1. Notification list of the ECG and their alternates,
2. The Emergency Operations Centre,
3. A single organization or agency,
4. A dual or multiple agencies' response, or
5. A full scale community exercise.

Once the test and revision of the Six Nations Emergency Response Plan is complete, it is recommended that a yearly practice of steps 1 - 3 be done. Each practice building on the other with a steady progression of exercises up to Step 5. The estimated time it will take is at least five years to move through Step 1 to 5. Each exercise should be carefully planned, actions and reactions recorded, and the results analyzed with modifications made to the plan or the service continuity plans.
GLOSSARY OF TERMS AND ACRONYMS

ACTIVATION LEVEL: The level of activation of this plan is determined by the size, scope, and complexity of the event.

COMMUNITY EMERGENCY MANAGEMENT COORDINATOR (CEMC): is the individual officially designated by the community who is responsible and accountable for the community’s emergency management program. The Community Emergency Management Coordinator must be, by definition, a Six Nations of the Grand River employee.

DEPARTMENT INFORMATION ASSISTANTS (DIAs): are designated department employees that collects and researches technical information regarding their services to assist the Emergency Information Officer.

DISASTER: results in a community emergency when a hazard exceeds or overwhelms the community’s ability to cope and may cause serious harm to the health, safety, welfare, property or environment of people by human action or error, whether malicious or unintentional, including technological failures, accidents and terrorist acts.

ELECTED CHIEF: the title of Elected Chief differentiates the term “Chief” from the Haudenosaunee Hereditary Chiefs of the Confederacy.

EMERGENCY CONTROL GROUP (ECG): the group of community officials who are activated in a ‘Support role’, providing off-site provision of strategic direction, guidance and resources to a site-specific Incident Command or Area Command (multiple-sites).

EMERGENCY INFORMATION ASSISTANTS (EIA): are working volunteer employees that works within the Emergency Information Centre answering public calls, preparing emergency information packages, monitoring news casts and collecting and researching technical information to assist the Emergency Information Officer.

EMERGENCY INFORMATION CENTRE (EIC): a facility set up near the Emergency Operations Centre (EOC) to assist the ECG and the media to disseminate timely, consistent and accurate information to the public.

EMERGENCY INFORMATION CENTRE MANAGER: a volunteer employee of the designated Emergency Information Centre facility. The EIC Manager assists the Emergency Information Officer and ensures that the public receives current and accurate information regarding the emergency.

EMERGENCY INFORMATION OFFICER (EIO): Responsible for the development and release of emergency information regarding the incident to the public. The EOC or the Incident Commander must approve all emergency information that the EIO releases.

EMERGENCY MANAGEMENT: The management of emergencies concerning all-hazards, including all activities and risk management measures related to prevention and mitigation, preparedness, response and recovery.
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EMERGENCY MANAGEMENT GROUP: The Emergency Management Group refers to the main contacts within the Six Nations departments which are usually the Head of the Department, Managers and Supervisors and designated alternates, and possibly a Safety Officer, Liaison Officer, Department Information Assistants, i.e., Health Services Emergency Management Group.

EMERGENCY OPERATIONS CENTRE (EOC): means the designated facility that is equipped with the appropriate technological and telecommunications systems. An EOC is the facility where the ECG will assemble to support Incident Command at the Incident Command Post.

Depending on the complexity of the emergency, there may be more than one EOC with an EOC being established at various levels of response and by various levels of government, including: First Nations or municipal governments or their departments (including emergency response departments / organizations), non-government organizations, private sector entities, hospitals, provincial ministries and the provincial and federal governments overall.

EOC COMMANDER: Responsible for the overall management of the EOC facility and assigned resources within the EOC, and the provision of Incident Support.

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

FINANCE AND ADMINISTRATION SECTION HEAD: Responsible for financial and administrative support to an incident, all business processes, cost analysis, financial and administrative aspects and ensures compliance with financial policies and procedures; and provides organization and assignment, direction and supervision to Finance and Administration Section staff.

HAUDENOSAUNEE HEREDITARY CHIEFS OF THE CONFEDERACY are Chiefs who are designated as a Chief through a clan structure and who meet regularly on political issues.

IMPACT AREA/AREA DESIGNATION: an area established by Incident Command and restricted access to those essential emergency personnel actively involved in the occurrence. The blocked off area poses the greatest threat. This area is the responsibility of the ECC and the Site Team.

INCIDENT ACTION PLAN (IAP): Every incident must have an oral or written IAP that provides all incident supervisory personnel with objectives, strategies, tactics, resources, organization, communications plan, medical plan, and other appropriate information for use in managing an incident response for the next operational period. IAP is an organized course of events that addresses all phases of incident control within a specified time (operational period).
INCIDENT COMMANDER (IC) is responsible for management of an incident which pertains to communications, safety, assessing and reassessing, strategizing, IAP approval, coordinating activities to manage an incident and authorizing the release of information to the public. Circumstances may require additional support from an EOC. IC authorizes demobilization of resources.

INCIDENT COMMAND POST (ICP) is the location from which the Incident Commander oversees incident management. It is the headquarters of Incident Command only. There is only one ICP per incident. ICP can be a vehicle, trailer, tent or a building according to what is available and appropriate. The ICP may change location during an incident.

INCIDENT MANAGEMENT SYSTEM (IMS) provides standardized organizational structures, functions, processes and terminology for use at all levels of emergency response in Ontario. IMS addresses the need for coordinated responses to all types of incidents.

LIAISON OFFICER: serves as the primary contact for Assisting or Supporting Organizations and advises Command of issues related to outside assistance and support, including current or potential inter-organization needs.

LOGISTICS SECTION HEAD: Responsible for providing facilities, services and materials in support of the incident as well as the organization and assignment of resources within the Logistics Section, and participates in the development of the logistics-related section of the Incident Action Plan.

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

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

NATIONAL EMERGENCY is an urgent and critical situation of a temporary nature that (a) seriously endangers the lives, health, or safety of Canadians and is of such proportions or nature as to exceed the capacity or authority of a province to deal with it, or (b) seriously threatens the ability of the Government of Canada to preserve the sovereignty, security, and territorial integrity of Canada and that cannot be effectively dealt with under any other law of Canada. Emergencies Act (1988), par. 3

OPERATIONS SECTION HEAD: Responsible for supervision and leadership to the operations section, implements the Incident Action Plan and organization and assignment of all operations resources.

OUTER PERIMETER: the blocked off geographic area surrounding the area designation where the Incident Command Post, Staging Area for personnel and equipment, and Emergency Operations Centre are located. All response operations outside of the outer perimeter are the responsibility of the ECG.
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PLANNING SECTION HEAD: Responsible for supervision and leadership to the planning section, coordinates the development of the Incident Action Plan for each operational period and the collection, collation, evaluation, analysis and dissemination of incident information.

RECEPTION CENTRE (Six Nations Social Services): a facility organized by Social Services that is used as a short term redistribution point, receiving and registering persons displaced by the emergency, transferring families to evacuation centres or other accommodations, re-uniting family members, and arranging other emergency services.

SAFETY OFFICER: monitors safety conditions and develops safety measures related to the overall health and safety of all incident responders. The Safety Officer must have the knowledge and professional experience to be able to control or reduce occupational hazards and exposures.

SITE MEDIA SPOKESPERSON: depending on the type of emergency, the spokesperson is appointed by the Incident Commander, and may require one of the on-site senior officials of the emergency services, i.e., fire response is Fire Chief, or police response is the Police Chief, etc. During a media conference, normally the Elected Chief or a designated Councillor or designated spokesperson within the ECG is the main spokesperson with one of the emergency services or a technical panel along to assist with background information.

STANDBY: Six Nations employees standby for further instructions; cancel appointments, report their departments, and/or provide an estimated time of arrival to a designated meeting place.

TELECOMMUNICATIONS UNIT LEADER: appointed by the ECG and is responsible for preparing a Telecommunications Plan of contact information, radio assignments, all activities, communications and telecommunications equipment and making arrangements to acquire additional communications resources within the Emergency Operations Centre, i.e., Amateur Radio Operators, emergency services’ extra radios, etc.

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