

# MEETING MINUTES-EMERGENCY EXERCISE

## ***“OPERATION UPHEAVAL”***

Tuesday October 10, 2017 @ 7pm

Municipal Office in Whitney

### **PARTICIPANTS:**

Mayor Jane Dumas, Councillors; Sandra Collins, John Brown, Bill Rodnick, Richard Shalla, CAO/Clerk Treasurer Holly Hayes, Works Superintendent Dave Gatley, Exercise Director/CEMC Brian Ackney Deputy Clerk Carla Gatley, CEMC Alternate Tracy Cannon, Finance Clerk Jennifer Barager, Red Cross Society James Sedgewick, Bancroft MNRF Luke Hillyer, Principal Whitney Public School Jessica Poff, St. Martin Catholic School Custodian Adam Wannamaker, South Algonquin Family Health Team Executive Director Jim Etmanski, OPP Officer Ryan Szczygiel, Whitney Fire Chief John Stubbs.

7:00 Mayor Jane Dumas welcomed everyone to the annual tabletop exercise. Personal introductions were made by all participants. Mayor Dumas introduced CEMC Brian Ackney.

7:10 CEMC Ackney welcomed the committee and explained the training requirements established under the Emergency Management & Civil Protection Act. It was explained that the Control Group must perform a minimum of four hours training and complete a tabletop exercise to meet program compliance. CEMC Ackney reviewed the Municipal Emergency Response Plan as Training Module # 1.

7:40 The Municipal Control Group was then instructed on the Municipal Evacuation Plan and the Shelter-in-Place guidelines, as appended to the Emergency Response Plan.

7:55 Training Module # 3 included a discussion on the NGO Alliance and how these non-governmental organizations can assist the municipality in an emergency. Mr. James Sedgewick, Disaster Manager of the Canadian Red Cross Society also provided the Control Group with an overview of Red Cross services and responsibilities regarding the PDA Program and their Shelter Services program.

8:10 CEMC Ackney continued the training session by presenting Annex # 20: South Algonquin Emergency Resource Guide and explained its uses. The Control Group also learned about Annex #4 Response Capabilities, as appended to the emergency plan. The 53 organizations that can support South Algonquin in a disaster were highlighted.

8:20 CEMC Ackney also provided training on Hazmat Responses and explained the Hazmat Work Zones (hot, warm & cold zones) and related how knowledge, experience, training and the level of personal protective equipment will determine the level of response provided at a hazmat incident.

8:35 The Control Group training session was completed with a presentation on the Spills Action Centre, the Environmental Protection Act, and instructions regarding spills reporting and spills exemptions.

9:00 Refreshment break.

9:15 Tabletop Exercise “**Operation Upheaval**”. This exercise features a major structure fire at a local lumber mill, a hazardous materials accident and spill in Whitney, and numerous other emergency events over a 3 hour period in which the Municipal Control Group responded to the events. The situation required an emergency declaration (state of local emergency) prior to the resolution of the incidents.

9:45 Exercise de-briefing concluded the exercise. Mayor Dumas and CEMC Ackney thanked everyone for their participation in the emergency management program. The committee was told that the EM program will be submitted electronically to EMO this year. The Emergency Management Program Committee will re-convene in the spring of 2018.

10:00 Adjournment.

Prepared by: CEMC Brian Ackney.