

Fallowfield Community Association



Emergency Preparedness Plan



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Background:

Fallowfield has experienced three separate weather-related events in recent history which created emergency-type situations in the village.

- 1) The Ice Storm of 1998: This crisis lasted up to 5 days and more in some parts of the village. Because of the winter conditions there were potentially life threatening issues for some residents. The loss of power resulted in a lack of water since all houses are on wells that need electricity.
- 2) A microburst in 2002: The microburst/tornado created havoc for individual residents randomly through the village. Again, a loss of power was experienced in sectors of the village.
- 3) The 2018 tornados: The tornados created a three day loss of both power and cell phone coverage throughout the community.

What has become obvious to members of the Fallowfield Community Association (FCA) Executive is that individual home owners have been left to cope on their own, or with the help of close neighbors. While there were individuals who did check on the welfare of some elderly residents, it was not comprehensive. In one instance an elderly lady had been in her home for three days without anyone checking on her well-being.

The FCA is, and should, be in a position to better respond on behalf of the village in the event of another critical event. Discussions did take place with members of both the Dunrobin and Arlington Woods Community Association to learn from their unfortunate experiences.

The following is our Emergency Preparedness Plan:

Mandate:

Our mandate is to ensure the community is informed and prepared, so it will be in a position to recover more quickly and will be able to help others do the same.

The Fallowfield Community Association will ensure the community is prepared by creating and implementing a comprehensive plan to prepare residents before an emergency occurs, to assist during an emergency and provide support after an emergency.

Types of Incidents:

1/ A 'City Level Response' is an emergency such as a natural or man-made disaster, which could cause serious harm or death to persons or substantial damage to property. The City of Ottawa would implement their Emergency Management Plan and responses would be coordinated by all City departments, partners and stakeholders (Police, Fire, Etc.).

2/ A 'Community Level Response' is one where a situation has occurred, and the City has either not initiated an Emergency Management Plan or has demobilized their Emergency Response. In this case, the FCA will assist community residents with information, resources and mutual support as required. This assistance could be as major as assistance with post-tornado clean-up or as mundane as a meal chain for someone recovering from surgery.

Plan of Action:

1/ Before an Emergency:

a. Individual Resident Preparation:

The annual AGM will be an opportunity to provide residents with City of Ottawa Emergency Preparedness pamphlets and information: <https://ottawa.ca/en/residents/emergency-services/emergency-preparedness/emergency>.

The FCA will provide information from the City of Ottawa for specific emergencies such as:

- Power Outage
- Severe Winter Storm
- During an Earthquake
- Severe Lightning Storm
- Heat Emergency
- Infectious Disease Outbreak
- Water Contamination Emergency
- Hazardous Chemical Release

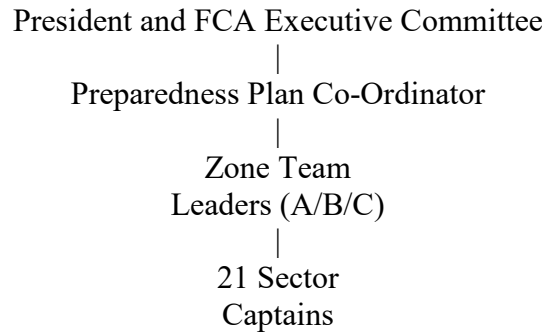
The FCA will encourage residents to prepare an emergency preparedness kit for their residence and another for their car.

In addition, residents will be reminded of the additional challenges rural residents could face in the event of a major emergency. These challenges are well-water contamination, power outages and the need to stockpile enough food and water for 7 days.

b. FCA Preparation:

The FCA has divided the community into 3 zones with 7 sectors in each zone.

Organizational Structure during the Preparedness Stage:



President of the FCA and Executive:

- Role will be to oversee the Emergency Preparedness Plan.
- Ensure the policy is reviewed yearly
- Ensure the Emergency Preparedness plans are reviewed at the annual AGM
- Ensure the Crash Bags are updated annually.

Emergency Plan Co-ordinator (Barbara Bal)

- Ensure the Master Contact List is regularly updated as people move in and out of the community
- Ensure the zone and sector captains are in regular contact with the residents in their sectors.
- manage a list of community-based resources that would be given to the resource manager during an emergency.

Zone Team Leaders: John Carson (Zone 1-7) Mark Newcombe (Zone 8-14) + Wes Webb (Zone 15-22)

(3 zones of 7 in each zone)

- These people will have the key role of coordinating the data and management of the 21 Sector Captains that will be responsible for direct contact with every village resident. The leader will also have to be available to replace any Sector Captain who might be unavailable, or unable to carry out their duties.

Sector Captains:

- They will provide direct contact to an assigned number of houses in the vicinity of their own house. The Sector Captain's role is defined in the Sector Captains Kit.

2/ During an Emergency:

a. A City Level Response:

i. Individual Residents should:

- Stay in their homes as long as they are safe, warm and can feed themselves.

- Know where they will go if they must leave their home and discuss this in advance with family, friends and their emergency contact. As a last measure, they will plan to go to an emergency reception centre, which will be set up if, and where, the emergency dictates.
- Emergency Reception Centres will be opened by the City should an emergency be declared. Residents can go there to get information, to stay warm (during a winter power outage) or keep cool (during a heat emergency), and for comfort and food.
- Locations will be broadcast on local emergency radio and TV stations should an emergency situation occur.
- Check in with their Sector Captain when able (either by phone or at the Reception Centre)

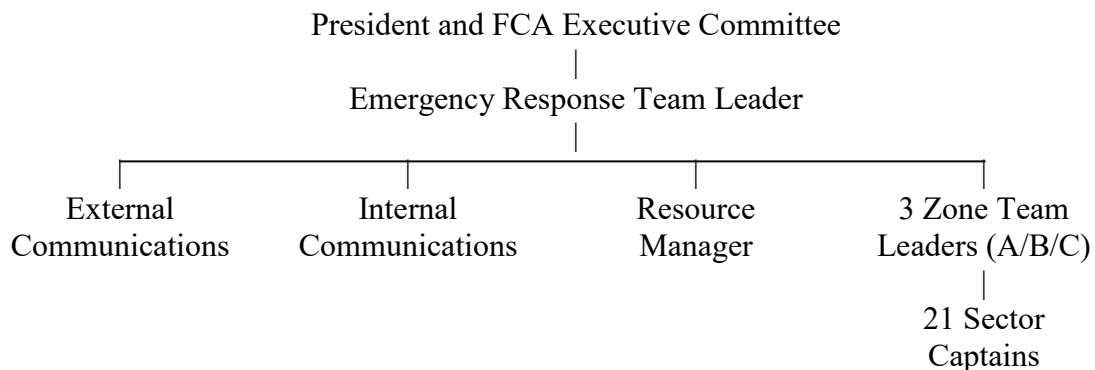
ii. The FCA:

- During an Emergency Response, the FCA would provide emergency responders with a “Crash Bag” containing the community directory, the Community Emergency Plan and vital information such as maps and information regarding the vulnerable in the community.
- The FCA will meet with the City and take direction from them on how to best support an emergency response.

b. A Community Level Response:

The FCA will provide information either via email, Facebook or through the sector captains. If there is no internet available, check in with your sector captain for the community response centre (likely either the United church or the Mormon church). If you have resources and are willing to help, or need resources, go there as well.

Organizational Structure for a community response during an incident:



President of the FCA and Executive: Martin Clarke

Role will be to coordinate the plan and provide leadership to Emergency Team Leaders.

- The President may or may not be the Response Team Leader.

- The President may or may not be the external community voice for the village.

Emergency Response Team Leader: Dave Bal (Primary) and Wes Webb (Backup)

Provides direct leadership to the other members of the Response Team. This would normally include decision making about allocation of resources and priorities within the plan. This person may or may not be the external communications role – but it would normally include daily briefing of Team Members to ensure accurate information is available within the community.

External Communications: Marti deKemp (P)

This role provides a single voice on behalf of the community for media and other related agencies that require responses from the community.

Internal Communications: Barbara Bal and Robbie Sprague

To maintain and update the community website during the emergency period. To communicate directly with the community on behalf of the team using emails, SMS, or any chosen method.

Resource Manager: Rob Boyd and Robert Fraser

- To assemble and manage a list of community-based resources that could be used to help our residents during the recovery process.
 - Such information might include information on the number and location of standby generators in the village. These could be used for supplying water and recharging facilities. How many gas generators are in the village and their availability to rotate to help other people?
- If, and when, external aid agencies are bringing in resources – this person could assist in their allocation.

Zone Team Leaders: John Carson, Mark Newcombe + Wes Webb

This person will have the key role of coordinating the data and management of the 21 Sector Captains that will be responsible for direct contact with every village resident. The leader will also have to be available to replace any Sector Captain who might be unavailable, or unable to carry out their duties.

Sector Captains:

They will provide direct contact to an assigned number of houses in the vicinity of their own house. The Sector Captain's role is defined in the Sector Captains Kit.

3/ After an Emergency:

The FCA will assist community residents with information, resources and mutual support as required.