

BOIS BLANC

C A N A D A

BOB-LO ISLAND: AMHERSTBURG, ON **EMERGENCY RESPONSE PLAN**



VERSION 4 - MAY 2023 (UPDATED)

ISSUED TO: AMHERSTBURG COMMUNITY EMERGENCY
MANAGEMENT COORDINATOR

TABLE OF CONTENTS

GLOSSARY	4
AUTHORITY	5
1.0 INTRODUCTION	6
1.1 Aim and Objectives	6
1.2 Description of Boblo Island.....	6
1.3 Workplace Health and Safety Regulations 2018.....	7
1.4 Building Evacuation Plans	8
1.5 Ferry Operation	8
1.6 Risk Assessment.....	8
1.7 Risk Events	8
1.8 Elements at Risk.....	9
1.9 Associated Documents	9
2.0 ROLES AND RESPONSIBILITIES	10
2.1 Boblo Developments Inc.	10
2.2 Fire Services	11
2.3 Police Services.....	11
2.4 Ambulance Services.....	11
2.5 Emergency Call Protocol	11
2.6 All Amico Staff and Transport Operators.....	13
2.7 Emergency Services Requiring a Priority Response (Non Emergency businesses)	13
2.8 Emergency Coordinator, Fire Chief or Designate.	13
2.9 Community Emergency Management Coordinator (CEMC).....	14
2.10 Area Wardens.	16
2.11 Operations Manager (Ferry Captain).....	17
2.12 Media Liaison.....	17
2.13 Safety and Hazardous Material	18
2.14 Emergency Operations Centre	19
2.15 Assembly Areas	19
2.16 Resources	19
2.17 Drills & Exercises	19
2.18 Training	20
2.19 Significant Weather Event - Storms, Tornado, Flooding, Snow	20
2.20 Bush Fires	20
2.21 Resident and Their Guests	20

3.0	INCIDENTS REQUIRING EVACUATION OF THE ISLAND	20
4.0	RESPONSE STRATEGIES	21
4.1	Immediate Response	21
4.2	Other Uses	21
4.3	Bomb Threats	21
4.4	Communications	22
5.0	RECOVERY STRATEGIES	22
5.1	Business Continuity	22
5.2	Debriefs	22
5.3	Counseling	23
6.0	PLAN ADMINISTRATION	23
6.1	Review	23
6.2	Distribution.....	23

ATTACHMENTS **24**

Attachment 1 – Contact List for Area Wardens

Attachment 2 – Bomb Threat Checklist

Attachment 3 – Site Plans

Attachment 4 – Poster “In the Event of an Emergency/Warning and Alerting Procedure”

TERMS - GLOSSARY

Term	Description
Assembly Area	An identified location for the protection and immediate assembly of persons. Generally established for a short period of time.
Control	The overall direction of management activities in an emergency situation. May include the tasking and coordinating of other organizations resources.
Coordination	The systematic acquisition and application of resources (workers, equipment, goods and services) to address the threat or impact of an emergency.
Emergency Management	<p>A range of measures to manage risk to communities and the environment including:</p> <p>The planning, organization, coordination and implementation of measures that are necessary or desirable to prevent, mitigate, respond to, overcome and recover from an emergency.</p>
Liaison Officer (LO)	A person nominated to represent their organization for response and recovery operations. LO's provide advice about their organization's resources, structure and capability and act as a conduit for information.
Preparedness	Measures taken so that communities and agencies have the capacity to cope with the effects of emergencies.
Prevention & Mitigation	Measures taken to eliminate or reduce the incidence or severity of emergencies.
Recovery	Measures that support emergency affected individuals and communities, physical and emotional well-being, social and community networks, built and natural environment and economic activity/viability.
Response	Measures that minimize the effect of an emergency through dedicated combat tactics that resolve the threats to life, property and the environment.
Standard Operating Procedure (SOP)	A set of directions detailing what actions are to be taken, as well as how, when, by whom and why, for specific events or tasks.

INTRODUCTION

1.1. Aim and Objectives

This Emergency Response Plan has been prepared for Bob-Lo Island in the Town of Amherstburg, Ontario. The Plan has been prepared to facilitate a controlled and coordinated response to emergencies on Bob-Lo Island. This Plan is to be read in conjunction with the Town of Amherstburg's "Emergency Response Plan" ("AERP") and "Nuclear Response Plan" ("ANRP"). It is meant to supplement the Town's plans. In case of any inconsistency or conflict between the provisions of this Plan and the Town's Plans, the provisions of the Town's Plans shall take precedence and govern.

The Town's Emergency Response Plans can be found on the Town's website

www.amherstburgfire.com

This Plan aims to provide preparedness, response and recovery strategies to emergencies that may impact Bob-Lo residents, employees, operations, assets, infrastructure and other island users.

The principal objectives of this Plan are to:

- Implement Emergency Procedures
- Be used in conjunction with the Town of Amherstburg Emergency Management Plan
- Define roles and responsibilities of key personnel and residents

The responsibility to organize and implement this Emergency Response Plan shall remain the sole responsibility of the Town of Amherstburg in accordance with the Town's Emergency Response Plan.

In accordance with the Development Agreement, Bob-Lo Developments Inc., and the Town are to prepare an emergency plan that is to be authorized by municipal by-law by the Town Council. This Plan should be reviewed again in May, 2025.

1.2 Description of Bob-Lo Island

Bois Blanc Island, commonly called Bob-Lo Island, is an island in the Detroit River on the Canadian side of the border and is part of the Town of Amherstburg, Ontario. The island is about 2.5 miles (4 km) long, 0.5 mile (0.8 km) wide and 272 acres (110.1 ha) in size. The majority of Bob-Lo Island is designated as "Recreation Development" according to the Town's Official Plan. Currently there are approximately 150 dwelling units which include the 37 condominium units and a marina and restaurant, all primarily located within the northern half of the island. Some vacant buildings from the island's former use as an amusement park remain but are in a 'boarded up' state. Boblo South Development Inc. is the landowner of the southern portion of the island. This area has been serviced to accommodate 220 dwelling units comprised of single unit and two-unit dwellings. There is also a significant natural environment/habitat area that makes up close to 50% of the southern portion of Boblo.

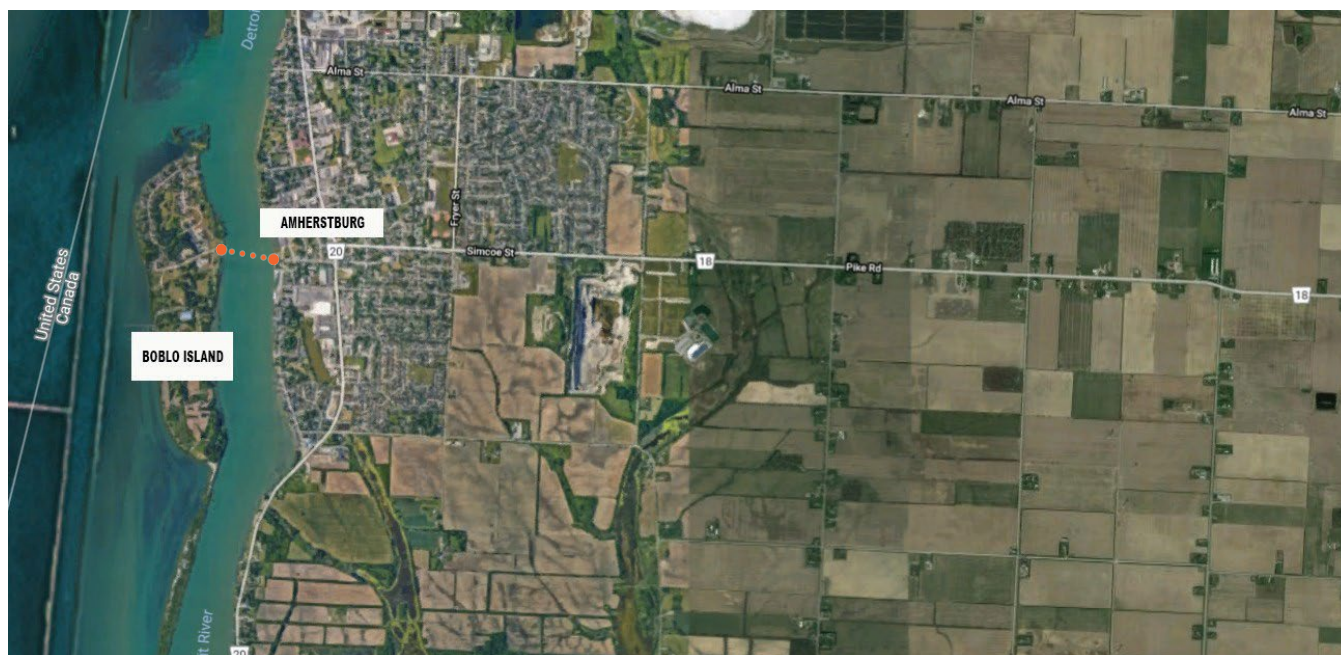


Figure 1 – Location Map

Access to and from the island to the mainland is via two vehicular ferries owned and operated by the Amherstburg Ferry Co. The mainland dock is located at 340 Dalhousie Street and shuttles pedestrians and vehicles to the island's east coast where they enter the island via Bob-Lo Island Boulevard.

In accordance with the Town of Amherstburg Emergency Response Plan (ERP) the Municipality has developed emergency response plans and associated procedures in liaison with other appropriate authorities for primary areas including Boblo Island. This plan and the associated procedures must be comprehensively reviewed every two (2) years to ensure they are up to date and are consistent with the requirements of the municipal ERP.

1.3 Workplace Health and Safety Regulations 2018

In accordance with the Occupational Health and Safety Act R.S.O. 2018, there is a responsibility to:

- Identify and assess risks within the workplace for its employees;
- Provide for the safe and rapid evacuation of employees from a workplace in the event of an emergency;
- Ensure the provision of fire protection and firefighting equipment to meet Building Regulations, and maintain the equipment;
- Maintain Material Safety Data Sheets; and
- Report any incident that causes death or serious injury, or that has the potential to cause death or serious injury.

1.4 Building Evacuation Plans

In accordance with the Workplace Standards (Evacuation Plans), there is a responsibility to have Evacuation Plans in place for buildings. There is only one operational building associated with Boblo that is owned by Boblo Island Developments being the administrative building on the mainland. Evacuation Plans are in place for this building. All other buildings under the ownership of Boblo Island Developments are unoccupied, locked, boarded up, and otherwise secured.

1.5 Ferry Operation

This Plan also applies to the operation of the ferries that service Bob-Lo Island. Legal responsibilities for the ferries operations are contained within the Marine and Safety (Pilotage and Navigation) Regulations 2018.

In relation to incidents of a security nature, reference should be made to the Maritime Security Plan which includes details regarding Security Regulated Port boundaries.

1.6 Risk Assessment

Various assessments have taken place to consider elements of risk associated with Bob-Lo Island. To date they have included:

- Pilotage and Navigational requirements for Ferry Operations
- Ontario Health and Safety External Auditing
- Asbestos Auditing and Monitoring
- Security Audits
- Developed Residential Areas

1.7 Risk Events

The following risk events, hazards or acts are considered as being the primary events that could cause an emergency. They have a capability to cause injury, loss of life, damage to property and operational disruptions causing financial loss.

- Energy related emergency (electricity supply)
- Fire (on-site – buildings, plant, cargo, fuel)
- Fire (bush)
- Fire (vessel)
- Hazardous materials (chemical/gas spills, explosives)
- Infrastructure failure (structural collapse)
- Significant Weather Event- Storms, Tornado, Flooding, Snow

- Loss of Staff (strike, influenza pandemic)
- Marine Pollution (oil spills)
- Maritime Distress Call
- Medical emergency
- Animal emergency
- Transport Accident (road)
- Transport Accident (maritime – collision, grounding etc.)
- Storm (including high winds)
- Security events (terrorism, sieges, threats)
- Nuclear emergencies that require shelter in place or evacuation

1.8 Elements at Risk

The following list details the elements that may be at risk given the sources of risks that have been identified:

- Personnel, crew, passengers, residents and visitors
- Port infrastructure
- Buildings
- Other Port users and Neighbours

Vessels

- Services (tugs/pilots/work boats etc.)
- Utilities (water/power)
- Operating equipment (vehicles, plant, navigation aids, VHF Base Station)
- IT equipment (personal computers, server)
- Communications (landlines, mobiles)
- Hard copy documents
- Cargo
- Island community & environment
- Economic viability & reputation

1.9 Associated Documents

- Material Safety Data Sheets
- Fuel Depot ERP
- Essex Power
- Bob-Lo Island Emergency Management Plan
- Windsor Port Maritime Security Plan
- Windsor Port Oil Pollution Contingency Spill Plan
- LP Gas Emergency Response Plan
- Amherstburg Nuclear Emergency Plan

2.0 ROLES AND RESPONSIBILITIES

2.1 Boblo Developments Inc.

Boblo Developments Inc. is responsible for working with the Town of Amherstburg on the following aspects of emergency management relating to Bob-Lo Island:

- Establish and maintain plans, organizational structures and communications facilities for the management of emergencies.
- Cooperate with the organization and implementation of training drills and exercises.
- Continue to close and secure unsafe facilities.
- Continue to monitor risk associated with various facilities in order to minimize risk to the general public.
- Provide support as needed (Operational/Administrative) for other agencies and authorities to prevent or minimize risk or injury as a result of any emergency.

Bob-Lo Island is unique in that it is an island where regular access is only provided by the ferry service. There is some limited access at the marina situated on the west side of the island.

Every resident and visitor to the island should be made aware that Emergency Services may be limited or not available when the ferry cannot cross the river and plan their situation accordingly.

On the rare occasion that ice impedes the ferry service, there is an arrangement with a local company to provide a tug to act as an ice breaker. There is also an informal arrangement with the Coast Guard to use its ice breaker as needed.

In the warmer months, the water level of the Detroit River fluctuates. Amico has designed ramps to facilitate entrance onto the ferry for lower profile vehicles for times of high water level and low water level.

Should there be a situation where one of the ferries is required to be removed from service, it will typically take only 10 minutes to have the second ferry operational. The Dispatch Centre at Windsor Fire and Rescue will also be notified at (519) 258-4444.

All residents of the island will be provided with the sign up instructions for "Amherstburg Alert," and be strongly encouraged to do so.

It is recommended that the Chair of the Boblo Island Home Owners Association be assigned as a community resource to facilitate emergency procedures on the island.

2.2 Fire Services

Under normal operating conditions, the Amherstburg Fire Department is able to respond to island emergencies within Municipally mandated times. Fire services will always be given priority when accessing the island. However, under certain circumstances the Fire Department will not be able to attend the island. As such every homeowner should make themselves aware of how to address emergency situations. This includes Home Escape Planning, "Shelter in Place" and Evacuation Protocols.

The Amherstburg Fire Department therefore strongly recommends that all dwellings be equipped with a residential sprinkler system. If a wet fire sprinkler is not available within the dwelling, at a minimum a dry system or fire extinguishers should be available at appropriate locations within the dwelling. All smoke alarms should be interconnected and monitored by an independent answering service.

It is also strongly recommended that all residents attend fire safety education courses that the Amherstburg Fire Department is willing to provide at prescribed dates and locations.

2.3 Police Services

Police Services to the island is provided by the Windsor Police Service. Police services will always be given priority when accessing the island. Under normal operating conditions, police services can attend to civil matters within a reasonable time. Should the ferry not be available, police services cannot attend the island and residents should accommodate planning for these types of emergencies.

2.4 Ambulance Services

Ambulance service to the island is provided by the Essex-Windsor Emergency Medical Services. Ambulance services will always be given priority when accessing the island. Under normal operating conditions, ambulance services can attend to medical emergencies within a reasonable time. Should the ferry not be available, ambulance services cannot attend the island and residents should acquaint themselves with first aid training. In those circumstances where a land ambulance cannot attend, the Ministry of Health and Long-Term Care Central Ambulance Communication Centre (CACC) will request an "On Scene" helicopter response from ORNGE Air Ambulance. Response will be dependent on resource availability, weather and other relevant circumstances. Residents/visitors are reminded to stay current with first aid applications.

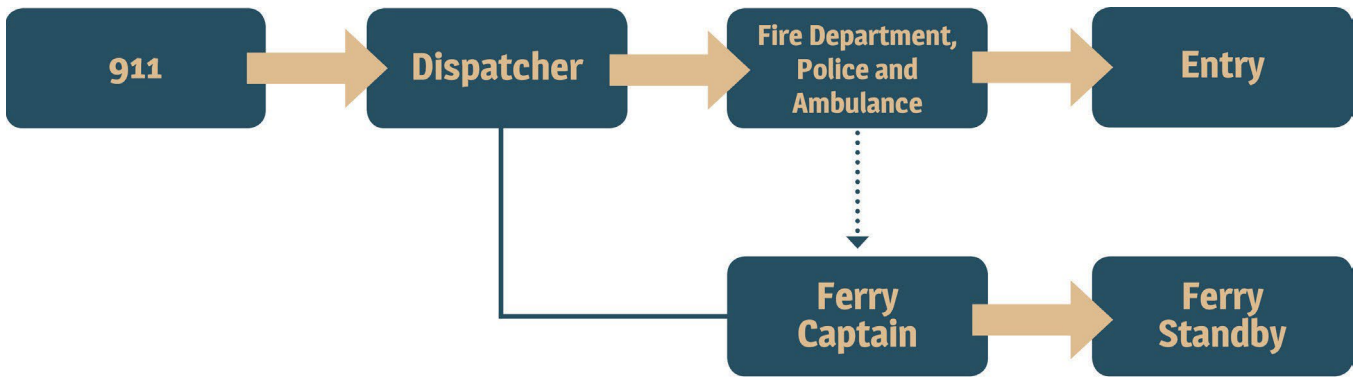
The municipality has placed a public access defibrillator in the lobby of Harbourview Condominium Building. Residents are encouraged to attend defibrillator training to acquaint themselves with the use of this vital piece of equipment. An additional location will be established as part of the new subdivision development of the south end of the island.

2.5 Emergency Call Protocol

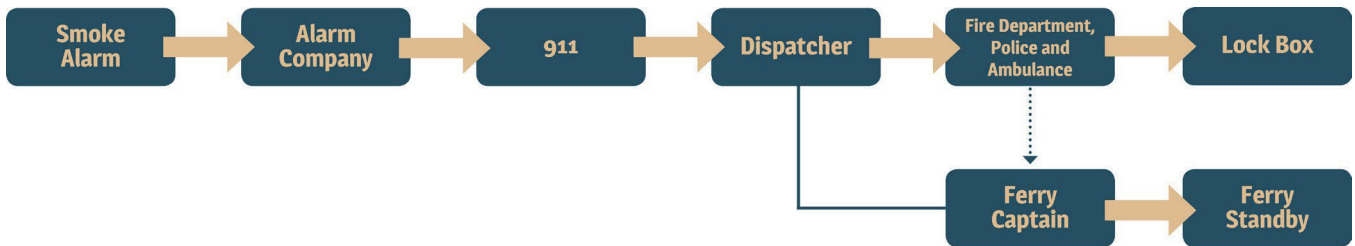
In accordance with the Town’s Emergency Response Plan, all emergency calls shall be directed to 911 wherein the Town’s protocols direct the calls to the appropriate dispatch. Emergency services will always be given priority when accessing the island.

In particular, all fire and medical calls shall be directed to 911 wherein the Town’s dispatch service will contact the appropriate agency. Dispatch will directly contact the Bob-Lo Island Ferry Service Captain who will maintain the ferry at the mainland dock on standby. The ferry will remain available for Amherstburg’s Emergency Services at the direction of the appropriate incident commander until he/ she is satisfied that the ferry can return to service.

The following graphic provides the call order of all emergency calls from residents or from monitored alarm companies.



Resident Initiated Response Sequence



Alarm Company Initiated Response Sequence

Figure 2 – Emergency Call Protocol

It should be noted that Bob-Lo is a remote island with no emergency services other than one fire truck based on the island at this time. As such, the Agreement of Purchase & Sale for every resident purchasing property on the island states:

“The Purchaser covenants to install smoke alarms in the Building, wired for monitoring by an independent agent on a full-time basis in compliance with the National Fire Protection Agency, the Development Agreement and the Ontario Building Code requirements. The Purchaser will enter into this contract and will also participate in the Town of Amherstburg lock box program to ensure available access to the dwelling.”

2.6 All Amico Staff and Transport Operators

In the event of an emergency all personnel should:

1. Stop all operations immediately and
2. Call 911 (Police, Fire or Ambulance)
3. Follow instructions on Amherstburg Alerts.
4. Notify Amherstburg Community Emergency Management Coordinator (Fire Chief or his Deputy)
5. Notify your Area Warden
6. If an evacuation is required, proceed to an Assembly Area via the nearest safe exit. Refer to Poster “In the Event of an Emergency” at rear of plan (Attachment 4)

2.7 Emergency Services (Police, Fire, EMS) Requiring a Priority Response (Non Emergency business)

In those instances where Emergency Services requires the ferry on a required priority transfer to the island, outside of calls from 911, the emergency services will call the ferry captain at (519) 791-5747 to alert the ferry captain to go on standby at the mainland and wait for the emergency services to arrive. The transport of the emergency service personnel and any required equipment shall take precedent over all other ferry operations.

2.8 Emergency Management Team

A designated Emergency Management Team is established and will be activated in the event of an emergency. The Team consists of an Emergency Coordinator, Fire Chief or designate for the Amherstburg Emergency Plan as assigned by the Town of Amherstburg and Area Wardens located on Bob-lo Island and listed below.

Area Wardens	Location	Landline	Mobile
Jeff Rahm	Administration Office	(519) 737-1577	(519) 796-6313
Brian Nash	Administration Office	(519) 737-1577	(519) 991-2289
Sandra Couloufis	Administration Office	(510) 736-1111	(519) 796-6312

2.9 Emergency Coordinator, Fire Chief or Designate

The Emergency Coordinator as assigned in the Amherstburg Emergency Plan is responsible for the immediate co-ordination of response and recovery operations to an emergency. Over time, the Emergency Coordinator may be replaced by the Area Warden, or his nominated representative as the event may call for activation of Business Continuity Plans. The Area Wardens listed below report directly to the Community Emergency Management Coordinator (CEMC) for the Town of Amherstburg in the case of an emergency.

2.10 Responsibilities of the Community Emergency Management Coordinator (CEMC)

Pre-Incident
<ul style="list-style-type: none"> • Maintain and be familiar with the Emergency Management Plan • Keep contact details up to date and readily available • Undertake drills and exercises
Immediate Actions
<ul style="list-style-type: none"> • Confirm Emergency Services have been contacted • Ascertain the need for a partial or whole evacuation • Determine what the immediate response should be • Ascertain the need for further information • Direct staff to undertake necessary phone/radio calls • Communicate with the Operations Manager (Ferry Captain), who will record all relevant information (eg. times, names, locations, activities)
During Incident
<ul style="list-style-type: none"> • Consider the following emergency priorities if safe to do so: <ul style="list-style-type: none"> • Safety (of all) • Environment (protection of marine and land habitats and ecosystems) • Critical Infrastructure (power, water, and key assets) • Property (other assets and vessels) • Business continuity • Identify and deploy resources as required • Identify any land or buildings of significant heritage value • Assigning staff to assist in the emergency • Brief & liaise with Management, Authorities and Emergency Services

During Incident (continued...)

- Notify users and neighbours if required
- Authorize who can enter areas, note the personnel in evacuated areas
- Nominate persons to act as Liaison Officers if required
- Consider the need to move vehicles and plant equipment
- Refer to the Emergency Management Plan, Oil Spill Contingency Plan or the Maritime Security Plan as required
- Brief Area Wardens and specific staff as required
- Provide continued SITREPs to the Operations Manager
- Consider the need to implement a communications network, and brief all
- Provide reports and continued SITREPs to regulatory bodies within reasonable times or as required to:
 1. MAST (marine incidents within pilotage area) – via Harbour Master
 2. Ministry of Environment (oil spills), Spills Action Centre, 1-800-268-6060 or – via Harbour Master
 3. Workplace Safety (injuries/deaths) – seek advice from Health, Safety and Environment Manager as required
- Identify and source additional resources as required (seek approvals as necessary)

Post-Incident

- Upon receiving clearance from the Emergency Services, notify Area Wardens to advise occupants that the area is safe for re-entry
- ‘Stand down’ staff
- Organize clean-up and disposal of contaminants
- Handover to the operations Manager to manage business continuity if required
- Contribute to or lead the hot and formal debriefs
- Prepare report for the Operations Manager and archive relevant information
- Lead or assist investigation if required
- Participate in an Emergency Management Plan review

2.11 Area Wardens

Area Wardens are responsible for the safe evacuation of personnel from their designated areas.

Responsibilities

Pre-Incident
<ul style="list-style-type: none"> • Be familiar with the Emergency Management Plan • Participate in drills and exercises • Display emergency information in your area • Routinely inspect for possible hazards in your area • Know locations of, and how to use all fire protection equipment in your area • Ensure that occupants (including new employees) are familiar with evacuation procedures • Be aware of building occupants with special needs who may need assistance during an evacuation (e.g., hearing or sight-impaired, on crutches, in a wheelchair). • Report to the Emergency Coordinator whenever a situation could pose immediate danger to people, property, or processes in the building.
During Incident
<ul style="list-style-type: none"> • Proceed to area of emergency unless already onsite • Evacuate personnel to Assembly Area or other designated safe area (remember to check offices, storerooms and toilets) • Arrange assistance for personnel with special needs • Log relevant information (times, names, locations, activities, who enters & exits your evacuated area) on Incident Log Form • Control access to your area - Police, Fire & Ambulance are to have unrestricted access • Notify the CEMC that personnel have evacuated and advise if anyone is injured or missing • Keep the CEMC updated as required • Keep evacuated personnel updated and inform them when it is safe to return to work areas (after being advised by the CEMC)
Post-Incident
<ul style="list-style-type: none"> • Participate in the debriefs as required

2.12 Operations Manager (Ferry Captain)

The Operations Manager may be called upon to authorize the procurement of urgent additional equipment or contractor services as may also be required.

The Operations Manager is responsible for reporting serious emergencies to the owner and residents and keeping them apprised of an ongoing event as required.

The Operations Manager is not responsible for media liaison and making media statements.

Responsibilities

Pre-Incident
<ul style="list-style-type: none"> • Be familiar with the Emergency Management Plan • Be familiar with the vessels SOP • Participate in drills and exercises • Whilst the vessel is in operation, keep a listening watch on Channel 16 (Unless otherwise instructed)
During Incident
<ul style="list-style-type: none"> • Ascertain the need to muster crew • Ascertain the need to abandon ship or evacuate crew ashore • Log phone/radio communications and activities • Provide SITREPs to the Emergency Coordinator as required • Consider SOLAS
Post-Incident
<ul style="list-style-type: none"> • Participate in the debriefs as required

2.13 Media Liaison

Media plays an important role in disseminating information to the public, clients, stakeholders and staff. Only authorized persons will liaise with the Management Authority Media Liaison or the Provincial Government Media Unit as required.

All contact and communication with the media is to be coordinated through the Emergency Coordinator. This information may be conveyed in the form of press releases, media alerts, emails, press conferences and telephone or personal interviews.

2.14 Safety and Hazardous Materials

All staff and visitors have a responsibility to work safely and wear the appropriate personal protective equipment (PPE). Emergency Services will not be restricted from access when responding to an emergency, however guidance will be given by staff as required or requested.

2.15 Emergency Operations Centres

Emergency Operations Centres (EOC) are facilities that enable emergency response discussion, planning, decisions and briefings to occur. Depending on the size of the incident and its locality, may not require a specific space and operate independently. Radios, mobile or landline telephone communications may be used at normal workspaces or the CEMC may choose to be co-located with an Emergency Service Forward Command Post.

In the event a larger facility is required, and the incident is beyond Boblo Island, the Municipal EOC is located at 99 Thomas Road (Nexen Building) on the mainland, and is the designated facility used for this purpose.

2.16 Assembly Areas

A designated assembly area may be used to evacuate personnel. Note: There may be emergencies where it is deemed appropriate to disperse people as quickly and widely as possible and be up wind/up hill. The Assembly Areas are either the car park outside the Ferry loading area or the nature strip outside the condominium. Refer to Site Plan Attachment 3.

2.17 Resources

- Contact List (Attachment 1)
- Staff, contractors, Island users
- Fire extinguishers, hoses and smoke alarms
- First aid kits
- Amherstburg Alerts (www.Amherstburgfire.com)
- Vehicles and plant equipment
- Boat
- Oil spill response equipment (booms and absorbent pads)
- Material Safety Data Sheets (MSDS)
- Workshop equipment such as portable oxy/acet sets, air compressors, portable genset and pumps
- Portable radios and mobile phones
- Maps and building layouts
- Digital cameras
- Vessels and floating plant and contracted vessels
- Oil spill response equipment
- Gas detector (Hazardous Atmospheres)
- Multimodal Dangerous Goods Declarations

2.18 Drills & Exercises

Boblo Developments Inc. and Boblo South Development Inc. will cooperate with the Town when exercising this Plan every two (2) years, or so. The exercise may be a desktop, presentation or field exercise. Scenarios will involve the response to a risk event and can involve the participation of multiple agencies/stakeholders and associated plans.

In addition, Boblo Developments Inc. may be invited to participate in exercises by other organizations. Drills will be conducted annually to test specific procedures within this Plan. For example:

- Amherstburg Alerts Test
- Evacuation
- Communications/call out test

2.19 Training

Opportunities will be provided to all staff to participate in training covering:

- Area Warden duties
- Fire Extinguisher handling
- First Aid
- Risk Management
- Business Continuity
- Spill response

2.20 Significant Weather Event- Storms, Tornado, Flooding, Snow

In preparation for a storm, staff are to initiate the following safety precautions:

- Actively monitor weather conditions
- Secure loose items
- Communicate with the Fire Department

2.21 Bush Fires

Bush fires may trigger grass fires surrounding homes or facilities. In preparation for a fire staff should initiate the following measures:

- Maintain low grass levels surrounding homes & infrastructure where permitted
- Muster fire fighting equipment – hoses, pumps, branches etc.

For all other emergencies such as the power going out or other infrastructure failure, oil spills, medical emergency (including an animal emergency), a transport accident on the road or in the water, the Emergency Plan procedures for the Town of Amherstburg shall be followed. Generally, the response

to emergencies is the responsibility of the Town of Amherstburg with the understanding that the ferry service will be provided by the Amherstburg Ferry Company.

2.22 Residents and Their Guests

Residents and their island guests should return to their homes if they receive instructions to do so via Amherstburg Alerts or the Boblo email notifications. They should close all windows and doors, turn off their furnace or air conditioner, turn on their radios, televisions and computers and wait for instructions.

3.0 INCIDENTS REQUIRING EVACUATION OF THE ISLAND

Evacuation of the island shall remain the responsibility of the Town of Amherstburg in accordance with the Town's Emergency Response Plan. In conjunction with this EMP, it should be noted that the larger ferry (Ste. Claire) can accommodate 42 people and the smaller ferry (Columbia V) can accommodate 28 people for a total of 70 people. A round trip in an emergency situation can occur every ten minutes meaning 420 people could be evacuated within one hour. It can take less than ten minutes to get a second captain on site and the second ferry operational. Transportation arrangements on the mainland will be made since residents will not be allowed to bring their automobiles across on the ferry during an emergency evacuation of the island.

The assembly location for the island shall be the Ferry Landing located at the east end of Bob-Lo Island Boulevard. Once on the mainland, evacuation routes shall follow the Town's Emergency Response Plan.



4.0 RESPONSE STRATEGIES

4.1 Immediate Response

In the event of an emergency/incident all staff should:

1. Call 911 (Police, Fire or Ambulance)
2. Follow instructions from Amherstburg Alerts
3. Notify Emergency Coordinator
4. Notify your Area Warden
5. If an evacuation is required, proceed to an Assembly Area via the nearest safe exit.

4.2 Other Users

In the event of an emergency/incident on the Island, all users must:

1. Follow instructions via Amherstburg Alerts
2. Shut down all operating machinery (Forklift, Tow Motors & other transport)
3. All cargo operations are to cease immediately after being notified of an incident
4. Notify your Supervisor
5. Notify KIP – Security/Administration Office
6. If evacuation is required, proceed to Assembly Area via the nearest safe exit

Refer to Attachment 4 – “In the event of Emergency / Warning and Alerting Procedures”

Any emergency/incident will automatically activate the Emergency Management Plan.

4.3 Bomb Threats

Bomb threats or warnings may be received by mail or message. The most usual method is by telephone. An analysis of the threat can provide valuable information on which to base future action and assist the Police. In the event a staff member receives a bomb threat via telephone or radio, the Bomb Threat Checklist is to be completed as soon as possible.

Refer to Bomb Threat Checklist - Attachment 2.

4.4 Communications

Primary means of communication are either by landline telephone, mobile telephone or 2 way radio. Conversations of a sensitive nature should be via landline telephone to avoid interception. Standard channels used are:

- Marine Emergency –

1. VHF Channel 16 (Emergency/Call up channel)
2. VHF Channel 12 (working channel)

5.0 RECOVERY STRATEGIES

5.1 Business Continuity

Business continuity plans for the following identified risks are in development:

- Maritime Incident
- Loss of Infrastructure (office, wharves, plant, key assets etc.)
- Loss of Electronic Data
- Loss of Staff (strike, flu pandemic, accident)
- Loss of Power
- Loss of Fuel

5.2 Debriefs

Conducting or being involved in a debrief is an essential component in learning from an actual incident, drill or exercise.

A ‘hot debrief’ is a debrief that occurs immediately after the response phase of the incident. Responses by participants may be emotive but also identify key findings that may require immediate resolution. A ‘formal debrief’ is a debrief that occurs in a reasonable time frame after the response phase, for example a few days or a week later. This debrief is more structured and may cover:

- Sequence of events – what happened and why
- Action items that deviated from SWPs
- Communications and liaison with other agencies
- Positives and negatives – lessons learned
- Action items – changes, resources to be acquired, further training, next event

5.3 Counseling

In the event of a serious injury or death on our Island affecting employees, will activate an Employee Assistance Program to staff and their immediate family. Critical incident stress counseling can be provided, this may include group debriefings and personalized counseling services. Alternatively, staff can contact CISM by calling Windsor Fire Dispatch.

6.0 PLAN ADMINISTRATION

6.1 Review

This Plan is to be reviewed every two years. As a minimum the review should invoke updated contact lists. In addition, the Plan is to be reviewed before any significant operational change and after each activation. A record of reviews is listed below:

Version	Date	Comments
2	August 1, 2019	Minor Updates Only
3	January 2021	Minor Updates Only
4	May 2023	Minor Updates Only

6.2 Distribution:

Hard copies of the Plan are made available to:

1. Town of Amherstburg Chief Administrative Officer
2. Town of Amherstburg Community Emergency Management Coordinator
3. Area Wardens for Boblo Island
4. Amherstburg Fire Department
5. Windsor Police Services
6. Windsor-Essex Land Ambulance

ATTACHMENTS

Attachment 1 - Contact List for Area Wardens

Organization	Name	Landline	Mobile	E-Mail
Boblo Developments Inc.	Jeff Rahm	(519) 737-1577	(519) 796-6313	jeff.rahm@amico.build
Boblo Developments Inc.	Brian Nash	(519) 737-1577	(519) 991-2289	brian.nash@amico.build
Boblo Developments Inc.	Sandra Couloufis	(510) 736-1111	(519) 796-6312	sandra.couloufis@amico.build

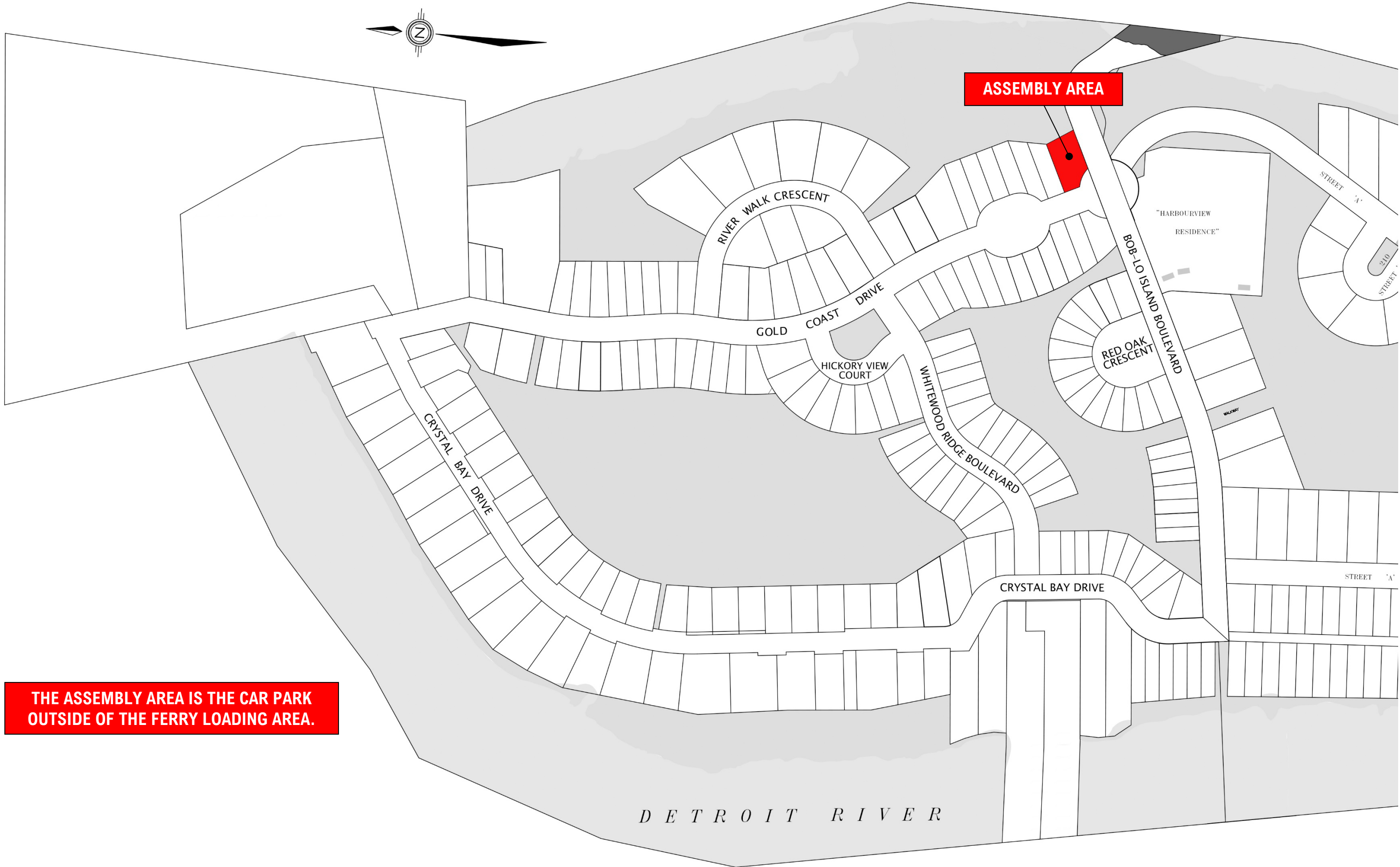
Attachment 2 – Bomb Threat Checklist

- Stop all operations immediately
- Call 911 (Police, Fire or Ambulance)
- Notify Amherstburg Community Emergency Management Co-ordinator (Fire Chief or his Deputy)
- Notify your Area Warden
- If an evacuation is required, proceed to an Assembly Area via the nearest safe exit.

Attachment 3 – Site Plans

Attachment 4 – Poster “In the Event of an Emergency/Warning and Alerting Procedure”

Attachment 3 – Assembly Area



ASSEMBLY AREA

THE ASSEMBLY AREA IS THE CAR PARK OUTSIDE OF THE FERRY LOADING AREA.

D E T R O I T R I V E R

IN CASE OF

EMERGENCY

**REMAIN
CALM &**

**{ FOLLOW THESE
INSTRUCTIONS }**



**1. FOLLOW AMHERSTBURG
ALERTS INSTRUCTIONS**



**2. SHUT DOWN ALL
OPERATING MACHINERY**



**3. CEASE ALL CARGO
OPERATIONS**



**4. NOTIFY YOUR
SUPERVISOR**



**5. NOTIFY SECURITY/
ADMINISTRATION OFFICE**



**6. IF EVACUATION IS
NECESSARY, PROCEED
TO ASSEMBLY AREA
VIA THE NEAREST SAFE
EXIT.**

**THE ASSEMBLY AREA IS THE CAR PARK
OUTSIDE OF THE FERRY LOADING AREA.**