

# **Township of North Dundas**



# **Emergency Response Plan 2021**

Revised November 2021

**THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS**

**BY-LAW NO. 2021-94**

***Being a by-law to adopt an Emergency Response Plan***

**WHEREAS** the Emergency Management & Civil Protection Act, R.S.O. 1990, Chapter E.9, as amended, and its associated regulations and standards, requires the implementation of a mandatory emergency management program by all Ontario municipalities;

**AND WHEREAS** every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency;

**AND WHEREAS** the designated emergency management coordinator shall develop, implement and maintain the emergency management program;

**NOW THEREFORE** the Corporation of the Council of the Township of North Dundas enacts as follows:

- 1.0** THAT the Emergency Response Plan as attached as Schedule "A" to this by-law is hereby approved and adopted;
- 2.0** THAT an Emergency Management Program be developed and implemented in accordance with the standards published by Emergency Management Ontario;
- 3.0** THAT the Head of Council or designated alternate, as provided in the plan, be empowered to declare an emergency and implement the Emergency Response Plan;
- 4.0** THAT certain appointed officials or their designated alternates, as provided in the approved Emergency Response Plan are empowered to cause an emergency notification to be issued to members of the Municipal Emergency Control Group, and to respond to an emergency in accordance with the Emergency Response Plan where an emergency exists but has not yet been declared to exist;
- 5.0** THAT the Emergency Management Program Committee will cause the Emergency Management Program to be reviewed annually and to recommend changes to the program as considered appropriate and refer recommendations to Council for further review and approval.
- 6.0** THAT By-Law No. 2017-49 be repealed in its entirety.

**READ and passed in Open Council, signed and sealed this 14<sup>th</sup> day of December, 2021.**

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MAYOR

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CLERK

**TOWNSHIP OF NORTH DUNDAS EMERGENCY RESPONSE PLAN**  
**BY-LAW No. 2021-94**  
**Schedule “A”**

**PART 1: INTRODUCTION**

1. Emergencies are defined as situations or impending situations that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that are caused by forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise. They can affect public safety, meaning health, welfare and property, as well as the environment and economic health of the Township of North Dundas.
  
2. North Dundas is a growing municipality located just 30 minutes south of the City of Ottawa and is home to a population of nearly 12,000 people that enjoy a mix of rural and urban lifestyles, excellent health care facilities, essential municipal services, positive population growth, natural heritage and much more. Major centers include Winchester and the scenic Village of Chesterville and several rural hamlets and settlements. North Dundas has a diversified rural economy and prides itself on having some of Eastern Ontario’s finest agricultural land. Located in the center of North Dundas is “Canada’s Dairy Capital,” as the largest milk processing plant in Canada is located in the Village of Winchester. North Dundas also boasts cutting-edge soya beans processors and the first flaxseed de-hulling and processing plant in the world. Major employers include Lactalist, MB Foster, Guildcrest Homes, Natunola Health Inc., Sevita International Corp., SynAgri, and Winchester District Memorial Hospital.  
  
North Dundas offers easy access to the urban centers, with Ottawa less than 30 minutes to the north and Montreal 1.5 hrs away, and the U.S. market, just 30 minutes to the south. The Township is also located within a 30-minute radius of the Ottawa International Airport, an international bridge, a major seaway port and Highways 401, 416 and 417. The main railway line of the Canadian Pacific Railway runs through the Villages of Winchester and Chesterville.
  
3. In order to protect residents, businesses and visitors, the Township of North Dundas requires a coordinated emergency response by a number of agencies with strategic direction, oversight, and support provided by the township’s Community Control Group (MECG). The MECG will appoint a select team to assume incident management functions and operate within a township Emergency Operations Centre (EOC).
  
4. Actions outlined in this emergency response plan are arrangements and procedures distinct from the normal, day-to-day operations carried out by our local emergency services.

5. The North Dundas Emergency Management Program Committee developed this emergency response plan.
6. Every official, municipal department and supporting agency must be prepared to carry out assigned responsibilities in an emergency. This emergency response plan has been prepared to provide key officials, municipal departments and supporting agencies of the Township of North Dundas important emergency response information related to:
  - a. Roles and responsibilities during an emergency; and,
  - b. Arrangements and services.
7. Should the Township of North Dundas be requested to provide a person with a disability a copy of this Emergency Response Plan, the Township will take into consideration the communication needs of the person with a disability and endeavour to provide the information in a format that takes into account the person's disability. (Amendment December 2012)
8. Copies of the Township of North Dundas Emergency Response Plan may be viewed at the Township Office to provide residents, businesses and interested visitors with the opportunity to be aware of its provisions. In addition, a copy of the plan is posted on the Township Website.

For more information, contact:  
Community Emergency Management Coordinator  
Township of North Dundas  
P.O. Box 489  
636 St. Lawrence Street  
Winchester, ON K0C 2K0  
(613) 774-2105

## **PART 2: AIM**

9. The aim of this plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare, environment and economic health of the residents, businesses and visitors to the Township of North Dundas when faced with an emergency.
10. The plan enables a centralized controlled and coordinated response to emergencies in the Township of North Dundas. It meets the legislated requirements of the *Emergency Management and Civil Protection Act*. (Reference: R.S.O. 1990, Chapter E.9)
11. Emergencies can occur within the Township of North Dundas. Based on a Hazard Identification and Risk Assessment (HIRA) process, the North Dundas

Emergency Management Program Committee has identified the following as priority risks:

- a. Severe weather storms;
  - b. Hazardous materials emergencies – fixed, road, and rail;
  - c. Human health emergencies and epidemics; and,
  - d. Transportation accidents – rail.
12. The HIRA process will be reviewed on an annual basis by the North Dundas Emergency Management Program Committee and risk priorities revised as required.
  13. For further details, contact the Community Emergency Management Coordinator (CEMC).

### **PART 3: AUTHORITY**

#### **General**

14. The *Emergency Management and Civil Protection Act (EMCPA)* is the legal authority for this emergency response plan in Ontario.
15. The *EMCPA* states that the:  
  
“the head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area.”
16. As enabled by the *EMCPA*, this emergency response plan and its elements have been:
  - a. Issued under the authority of the Township of North Dundas By-Law No. 2021-94 dated December 14, 2021; and,
  - b. Filed with Emergency Management Ontario, Ministry of Community Safety and Correctional Services.

#### **Definition of an Emergency**

17. The *EMCPA* defines an emergency as:  
  
“An emergency means a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a

disease or other health risk, an accident or an act whether intentional or otherwise.”

### **Activation of Emergency Response Plan**

18. Under the *EMCPA*, this emergency response plan authorizes employees of the municipality to take action to protect property and the health, safety and welfare of the citizens of the Township of North Dundas under the plan where an emergency exists but has not yet been declared to exist. The subordinate plans for high risks, attached within Appendix 5 (Township Confidential), may also be implemented, in whole, or in part in the absence of a formal declaration.
19. When such a situation exists, the appropriate member(s) of the MECG will activate the emergency response plan by causing the other members of the MECG to be notified of the situation.

### **PART 4: EMERGENCY NOTIFICATION PROCEDURES**

20. Only a member of the MECG may initiate the notification procedures.
21. When a member of the MECG receives a warning of a real or potential emergency, that member will immediately contact the township’s alert network provider and direct them to initiate the notification of the MECG. The member initiating the call must provide pertinent details (e.g. – a time and place for the MECG to meet) as part of the notification procedure. The recommended format is contained in Appendix 1.
22. If deemed appropriate, the individual MECG members may initiate their own internal notification procedures of their staff and volunteer organizations.
23. The members of the MECG involved in activating the notification procedure must record the date and time MECG members were contacted.
24. The contact phone numbers and addresses of the MECG members (and their alternates) are contained in Appendix 1 (Township Confidential).

### **PART 5: REQUEST FOR ASSISTANCE**

25. Assistance may be requested from the United Counties of Stormont, Dundas & Glengarry at any time by contacting the Counties Warden. The request shall not be deemed to be a request that the United Counties assume authority and control of the emergency.

26. Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. A request for assistance should be made by contacting Emergency Management Ontario.
27. A list of contact numbers for requesting assistance is attached as Appendix 3 (Township Confidential).

## **PART 6: A DECLARED COMMUNITY EMERGENCY**

28. The Head of Council of the Township of North Dundas is responsible for declaring an emergency. This decision is usually made in consultation with other members of the MECG.
29. Upon declaring an emergency, the Head of Council will ensure that the following are notified:
  - a. Emergency Management Ontario, Ministry of Community Safety and Correctional Services;
  - b. Members of the Municipal Council;
  - c. United Counties Warden, as appropriate;
  - d. Public;
  - e. Neighbouring community officials, as required;
  - f. Local Member of the Provincial Parliament (MPP); and,
  - g. Local Member of Parliament (MP).
30. A community emergency may be terminated at any time by;
  - a. Mayor or alternate Head of Council;
  - b. Township Council; or,
  - c. Premier of Ontario.
31. When terminating an emergency, the Head of Council will ensure that the following are notified:
  - a. Emergency Management Ontario, Ministry of Community Safety and Correctional Services;
  - b. Members of the Municipal Council;
  - c. United Counties Warden, as appropriate;
  - d. Public;
  - e. Neighbouring community officials, as required;
  - f. Local member of Provincial Parliament (MPP); and,
  - g. Local Member of Parliament (MP).

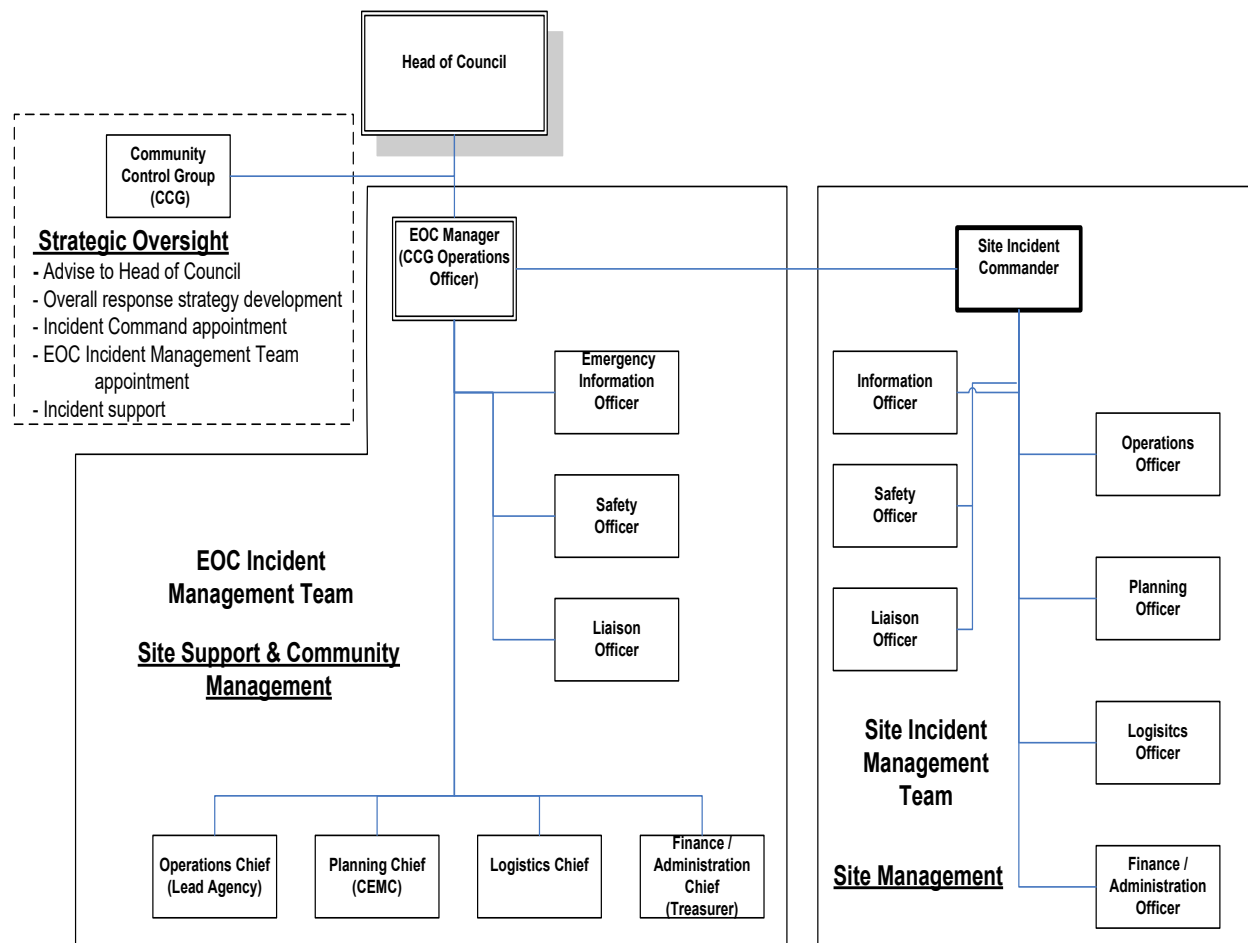
## PART 7: COMMUNITY EMERGENCY MANAGEMENT ORGANIZATION

### Overall Emergency Management Organization

32. The community emergency management organization will normally consist of three components as follows:

- a. A site incident management team;
- b. A community control group; and
- c. An emergency operations centre incident management team.

33. The above organization is shown in diagrammatic form as follows:





34. The MECG will recommend to the Head of Council the best organization structure to manage each emergency.

### **Incident Site Management**

#### **35. Concept**

- a. The MECG and the EOC Incident Management Team are not normally responsible for managing the emergency site. Therefore, one of the first actions of the MECG is the validation or appointment of an Incident Commander for the emergency site who will be responsible for managing all operations at the site.
- b. The Incident Commander will be appointed from one of the response agencies at the emergency site. The Incident Commander can be changed as a reflection of the stage of the emergency.
- c. In an emergency, it may be necessary to establish more than one emergency site. In such circumstances, an Incident Commander should be appointed for each site.
- d. In the case of an emergency covering a large geographic area and involving many response agencies, the MECG may decide to establish a number of Task Forces with each having a respective commander.

36. **Incident Command Organization.** The ICP should be staffed as necessary based on an Incident Management System (IMS) organization as follows:

- a. Command - Incident Commander
- b. Command Staff
- c. Emergency Information Officer
- d. Safety Officer
- e. Liaison Officer
- f. General Staff
- g. Operations Section Chief
- h. Planning Section Chief
- i. Logistics Section Chief
- j. Finance / Administration Section Chief

### **Community Emergency Control Group (MECG)**

37. **General.** The overall strategic response to the incident will be directed by the MECG – a group of officials who are responsible for coordinating the provision of essential services necessary to minimize the effects of the emergency on the community.

38. **Composition.** The MECG will be composed of the following:
- a. Head of Council;
  - b. Chief Administrative Officer who becomes the Operations Officer in the MECG and EOC Manager for the EOC Incident Management Team;
  - c. Public Works Designate
  - d. Community Emergency Management Coordinator
  - e. Emergency Information Officer
  - f. Designated Senior Fire Official
  - g. Scribe or alternate
  - h. Emergency Planner

**Emergency Management Program Committee (EMPC)**

39. **General.** The EMPC shall be established to provide the Township with a higher-level co-ordinating body that will facilitate inter-departmental and municipal level co-operation regarding policy for emergency management and its four components: mitigation, preparedness, response and recovery. The EMPC shall review the state of emergency management in the Township and provide policy advice regarding emergency management to facilitate co-ordination between the various jurisdictions in the Township/County.

40. **Composition.** The EMPC will be composed of the following or their alternates:
- a. Head of Council;
  - b. Chief Administrative Officer who becomes the Operations Officer in the MECG and EOC Manager for the EOC Incident Management Team;
  - c. Public Works Official
  - d. Community Emergency Management Coordinator
  - e. Emergency Information Officer
  - f. SD&G OPP Detachment Commander
  - g. Designated Senior Fire Official
  - h. Emergency Medical Services Designate
  - i. Scribe or alternate
  - j. Emergency Planner

41. **Special Advisers.** Special advisers may be called upon from public and private agencies having specialist knowledge and advice to give to the MECG. These people may be called upon individually if required. Examples of special advisers are as follows:

- a. Emergency Management Ontario representative;
- b. Local conservation authority representative;
- c. Liaison staff from provincial ministries; and,
- d. Any other officials, experts or representatives from the public or private sector as deemed necessary.

42. **Function.** The principal function of the MECG is to assist the Head of Council in making and placing in effect any decisions and orders that are made to control and mitigate the effects of an emergency. The MECG may operate with only a limited number of persons depending upon the emergency. While the MECG may not require the presence of all the people listed as members, all members of the MECG must be notified.

### **Emergency Operations Centre (EOC)**

43. The MECG will normally meet in the EOC. The EOC can be activated for any emergency for the purposes of managing an emergency by maintaining services to the community and supporting the emergency site. The locations of the Township of North Dundas primary and alternate EOCs are detailed in Appendix 2 (Township Confidential).

## **PART 8: EMERGENCY RESPONSE SYSTEM**

### **Emergency Site Operations**

#### **44. Site Command**

- a. Command is the first and primary organizational component to be established. The site command element consists of the person or team with the responsibility for managing the response to the incident.
- b. The Incident Commander's responsibilities include:
- (1) Ensuring the safety of all responders;
  - (2) Assessing and reassessing the situation;
  - (3) Determining goals, strategies, objectives and priorities appropriate to the level of response;
  - (4) Establishing an appropriate site command structure;
  - (5) Coordinating all site incident management activities;
  - (6) Establishing and maintaining liaison with supporting, or cooperating organizations;
  - (7) Providing information to / briefing the MECG as required;
  - (8) Establishing incident management facilities as needed;
  - (9) Approving an Incident Action Plan (IAP);
  - (10) Managing incident resources (including approval of volunteers);
  - (11) Managing sensitive issues arising from the incident;

- (12) Authorizing the release of emergency information to the public in cooperation with other levels of response subject to guidelines issued by the Head of Council; and,
  - (13) Ordering incident demobilization as appropriate.
45. **Lines of Communication.** The Incident Commander will maintain a communications link with the EOC Manager. This is the primary information channel between the emergency site and the EOC Incident Management Team. Secondary information channels may be through agency communications links between agency officers at the site and their respective agency officials in the MCEG and in the EOC Incident Management Team.
46. **Perimeters.** The Incident Commander is responsible for isolating the emergency site. Outer and inner perimeters will be established by the Incident Commander. Access within the outer perimeter will be restricted to emergency response teams and others, such as the media, with specific functions to perform. The inner perimeter will be established around the actual site of the emergency. Access to the site within the inner perimeter will be limited to those directly involved in dealing with the emergency.
47. **Site Layout.** A protracted emergency will require support facilities to be established within the outer perimeter.
48. **Coordination.** The Incident Commander should establish an Incident Command Post (ICP). At first, the Incident Commander may consider operating from a vehicle. Later, the Incident Commander should relocate the ICP to an existing structure or in a mobile command centre to ensure the actions of all response teams at the site are coordinated.
49. **Resources.** The Incident Commander may allocate resources at the site and request additional resources if necessary. The EOC Incident Management Team is responsible for finding the necessary resources and making them available to the Incident Commander.

### **Municipal Community Control Group Operations**

50. **Assembly.** Upon learning of a potential emergency, members of the MCEG should consider the possible need for activation of the emergency response plan and, if warranted, trigger the emergency notification procedure outlined at Appendix 1. Immediately after that they will report to the EOC. Upon assembling, the Mayor with the advice of other members of the MCEG may make a decision to declare an emergency and invoke the provisions of this emergency response plan.

## 51. General.

- a. The role of the MECG can best be accomplished by round table assessment of events as they occur and by agreeing on an overall strategic response to overcome specific problem areas or situations.
- b. Normally, the MECG ensures that an EOC incident management team is assembled under the direction of the Chief Administrative Officer as EOC Manager. The EOC incident management team will develop a community incident action plan (IAP) in support of the site IAP based on the strategy provided by the MECG.
- c. The MECG will validate or appoint Incident Commander(s) depending on the complexities of the emergency.
- d. The MECG will ensure that the Incident Commander(s) have the resources to carry out the overall strategic response.
- e. The MECG will ensure community services continue to function as best possible under the constraints of the emergency.

52. **Operations Cycle.** Members of the MECG will gather at regular intervals for operational briefings, evaluations, and strategy revisions. The frequency of meetings and agenda items will be established by the MECG Operations Officer / EOC Manager. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities.

53. **Log Keeping.** It is essential that all members of the MECG maintain detailed records of decisions made and actions taken during the course of the emergency to provide records for historical purposes and possible litigation actions against the community.

54. **Coordination.** Once decisions have been made by the MECG, it is essential they be quickly and accurately passed to every response agency and, where necessary, to the public. This vital function will normally fall to the EOC Manager who will be responsible for coordinating the activities of the EOC incident management team and for ensuring good communications between all agencies involved in emergency operations.

55. **Communications.** An important function of every agency is to provide timely information for the benefit of the emergency management decision-making process. This will necessitate reliable systems of communication between the incident site and the EOC for every agency involved.

56. **Emergency Information Management.** An Emergency Information Centre (EIC) will be established to meet the information needs of the media and the public. An Emergency Information Plan is included in this emergency response plan as Appendix 4.

### **Municipal Community Control Group Responsibilities**

57. **Municipal Community Control Group.** The actions or decisions which the members of the MECG are likely to be responsible for are:
- a. Calling out and mobilizing their emergency service, agency and equipment;
  - b. Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
  - c. Determining if the location and the composition of the MECG are appropriate;
  - d. Advising the Mayor as to whether the declaration of an emergency is recommended;
  - e. Advising the Mayor on the need to designate all or part of the township as an emergency area;
  - f. Ensuring that an Incident Commander is appointed for command of operations at the incident site;
  - g. Ensuring support for the Incident Commander by offering equipment, staff and resources as required;
  - h. Determining the overarching objectives and strategies for the emergency;
  - i. evaluating community IAP task results against objectives and strategies set by the MECG;
  - j. Providing assistance to the EOC Incident Management Team in relations to matters such as:
    - Discontinuing utilities or services provided by public or private concerns, i.e., hydro, water, gas, closing down a shopping plaza / mall;
    - Arranging for services and equipment from local agencies *not* under community control i.e., private contractors, volunteer agencies, service clubs;
    - Notifying, requesting assistance from and / or liaison with various levels of government and any public or private agencies *not* under community control, as considered necessary;
  - k. Determining the need to establish advisory groups and / or sub-committees / working groups for any aspect of the emergency including recovery;

- l. Authorizing expenditure of money required to deal with the emergency;
- m. Advising the Mayor on the termination of the emergency; and,
- n. Participating in the debriefing following the emergency.

### **Individual Responsibilities of Municipal Community Control Group Members**

58. The **Head of Council** will perform the following responsibilities:
- a. Provides overall leadership in responding to an emergency;
  - b. Declares an emergency within the designated area;
  - c. Ensures Emergency Management Ontario, Ministry of Community Safety and Correctional Services has been notified of the declaration of an emergency;
  - d. Makes decisions, determine priorities and issue operational direction through the MCEG Operations Officer / EOC Manager and the heads of response agencies;
  - e. Requests assistance from senior levels of government when required;
  - f. Ensures members of Council are advised of the declaration and are kept informed of the emergency situation;
  - g. Approves news releases and public announcements submitted by the MCEG Operations Officer / EOC Manager; and,
  - h. Terminates the emergency at the appropriate time and ensure all concerned have been notified including the Emergency Management Ontario, Ministry of Community Safety and Correctional Services and the members of Council (Note: Council may also terminate the emergency).
59. **Chief Administrative Officer (CAO)**. The CAO or alternate will perform the duties and responsibilities of the MCEG Operations Officer / EOC Manager and as such will:
- a. Coordinates all operations within the EOC through the formation of an EOC Incident Management Team based on the ISM Model;
  - b. Advises the Mayor on policies and procedures, as appropriate;
  - c. Approves, in conjunction with the Mayor, major announcements and media releases prepared by the Emergency Information Officer, in consultation with the MCEG;
  - d. Ensures that a communications link is established between the EOC and the Incident Commander; and,
  - e. Calls out additional staff to provide assistance, as required.
60. **Police Official**. The Police Official will perform the following functions and duties:
- a. Provide the MCEG with information and advice on law enforcement matters;

- b. Call out additional resources as required;
  - c. Notify the coroner of fatalities;
  - d. Liaise with other police agencies, as required; and,
  - e. Provide an Incident Commander if required.
61. **Fire Official.** The Fire Official will perform the following functions and duties:
- a. Provides the MCEG with information and advice on firefighting and rescue matters;
  - b. Informs the Mutual Aid Fire Coordinator and trigger mutual aid arrangements for the provision of additional firefighting manpower and equipment if needed;
  - c. Determines if additional or special equipment is needed and recommend possible sources of supply (e.g., breathing apparatus, protective clothing);
  - d. Provides assistance to other municipal departments and agencies if necessary; and,
  - e. Provides an Incident Commander if required.
62. **Emergency Medical Services (EMS) Designate.** The EMS Designate will perform the following functions and duties:
- a. Establishes contact with the Central Ambulance Communications Centre (CACC) to keep abreast with the situation at the scene of the emergency;
  - b. Provides the MCEG with information on the triage, treatment and transportation of casualties;
  - c. Notifies area hospitals of the emergency situation;
  - d. Establishes on-going communications with emergency department personnel at area hospitals and the Health Official;
  - e. Liaise with other ambulance agencies, as required;
  - f. Advise if other means of transportation are required for those with minor injuries in a large scale response; and,
  - g. Provide an Incident Commander if required.
63. **Public Works Designate.** The Public Works Designate will perform the following functions and responsibilities:
- a. Provides information and advice on public works matters;
  - b. Liaises with public works officials in neighbouring communities and at the Counties to ensure a coordinated response;
  - c. Maintains liaison with flood control, conservation and environmental agencies and be prepared to conduct relief or preventative operations;
  - d. Provides public works materials, supplies and equipment and if not available within the municipality's inventory make arrangements for sources of supply from neighbouring municipalities, private contractors, etc.;



- e. Provides resources to assist traffic control, evacuations, and other tasks by clearing emergency routes, marking obstacles, providing road signs, etc.;
- f. Maintains liaison with utility organizations (electrical, gas, telephone, etc.) and makes recommendations for discontinuation of any utility, public or private, where necessary in the interest of public safety;
- g. Obtains engineering assistance as necessary;
- h. Constructs temporary roads, repairs unsafe roads, and maintains roads within the township system;
- i. Makes recommendations and demolishes unsafe structures following appropriate legal procedures;
- j. Maintains contact with the agency that operates and maintains sanitary sewage and water systems;
- k. Provides equipment for emergency pumping operations;
- l. Liaises with the Fire Official concerning emergency water supplies for firefighting purposes;
- m. Provides emergency potable water and sanitation supplies and facilities to the requirements of the Health Official;
- n. Ensures liaison with the Counties Engineer;
- o. Provides an Incident Commander if required; and,
- p. Re-establishes essential public works services at the end of an emergency.

64. **Health Official.** The Health Official will either perform the following functions or report the situation to a competent medical authority who would then take such appropriate action, in conjunction with the MECG, as the situation warrants:

- a. Acts as a coordinating link for all emergency health services at the EOC;
- b. Ensures liaison with the Ontario Ministry of Health and Long Term Care, Public Health Branch;
- c. Ensures liaison with the EMS representative and local hospitals;
- d. Provides advise on any matters which may adversely affect public health;
- e. Provides authoritative instructions on health and safety matters to the public through the Emergency Information Officer (EIO);
- f. Coordinates the response to disease related emergencies or anticipated emergencies such as epidemics, according to the Ministry of Health and Long Term Care policies;
- g. Ensures coordination of care for bed-ridden citizens and invalids at home and in reception / evacuation centres during an emergency;
- h. Ensures liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources;
- i. Ensures coordination of all efforts to prevent and control the spread of diseases during an emergency;

- j. Notifies the Public Works Official regarding the need for potable water supplies and sanitation facilities;
  - k. Ensures liaison with the Social Services Official on areas of mutual concern regarding health services in reception / evacuation centres; and,
  - l. In human health emergencies and epidemics provides an Incident Commander.
65. **Social Services Official.** The Social Services Official will perform the following responsibilities and duties:
- a. Provide information and advice on social services matters;
  - b. Provides a social services emergency response plan to ensure the well-being of residents who have been displaced from their homes or are sheltered within their homes;
  - c. According to the nature of the emergency, implements appropriate aspects of a social service plan to provide for:
    - (1) Reception centres and / or evacuation centres that will provide accommodation, feeding, and other emergency welfare services for those who will have to be evacuated for any reason;
    - (2) Distribution of clothing and other essentials to evacuees;
    - (3) Operation of a Registration and Inquiry (R&I) system within the reception centres and evacuation centres;
    - (4) Ongoing communications between R&I staff in reception / evacuation centres and staff in the community's EIC; and,
    - (5) Emergency purchases of food, supplies, etc., that cannot be obtained in any other way;
  - d. Liaises with the Police Official with respect to pre-designated reception / evacuation centres that can be opened on short notice;
  - e. Liaises with the Health Official on areas of mutual concern regarding operations in reception / evacuation centres;
  - f. Ensures a representative of local school boards are notified when their facilities are required as reception / evacuation centres, and that staff and volunteers utilizing school facilities take direction from a Board representative(s) with respect to their maintenance, use and operations; and,
  - g. Ensures liaison with local Community Care Access Centre (CCAC) resources as required.
66. **Community Emergency Management Coordinator.** On being notified to report to the EOC, the Community Emergency Management Coordinator will report on arrival to the MECG Operations Officer / EOC Manager and perform the following functions and responsibilities:

- a. Sets up the EOC ensuring all have the necessary plans, resources, supplies, maps and equipment;
  - b. Opens and maintains the main event log;
  - c. Provides advice and clarification about the implementation details of the emergency response plan;
  - d. Ensures that the operations cycle is met and related documentation is maintained and kept for future reference;
  - e. Assumes the responsibilities of the EOC Planning Section Head in the EOC incident management team;
  - f. Maintains the records and logs of the MECG and incident management teams for the purpose of the debriefs and post-emergency reporting;
  - g. Supervises EOC and EIC decommissioning activities;
  - h. Produces the post-emergency report; and,
  - i. Replenishes EOC and EIC supplies in preparation for the next emergency.
67. **Emergency Information Officer (EIO).** On being notified to report to the EOC, the Emergency Information Officer will report on arrival to the MECG Operations Officer / EOC Manager and perform the following functions and responsibilities:
- a. Establishes a communications link with the site media spokesperson, the community spokesperson, community call-takers and any other media coordinator(s) (i.e., provincial, federal, private industry, etc.) involved;
  - b. Ensures the EIC is set up and staffed;
  - c. Ensures the media telephone number is provided to the necessary persons and organizations;
  - d. Provides direction and regular updates to community call-takers;
  - e. Drafts public service announcements and media releases for approval by the MECG Operations Officer / EOC Manager and distributes them on approval;
  - f. Organizes news conferences;
  - g. Monitors news coverage and correct any erroneous information; and
  - h. Maintains copies of public service announcements, media releases and articles pertaining to the emergency.
68. **MECG Scribe.** On being notified to report to the EOC, the MECG Scribe will report on arrival to the MECG Operations Officer / EOC Manager and perform the following functions and responsibilities:
- a. Keeps a detailed log of all information received and disseminated in the EOC by the MECG;
  - b. Monitors the steps followed in MECG meetings in relation to the MECG Meeting Checklist;

- c. Ensures all important decisions made and actions taken by the MECG are recorded;
- d. Facilitates the development of Status Reports and outline Incident Action Plans;
- e. Provides minutes of all MECG meetings to MECG members prior to their next meeting, if possible;
- f. Ensures maps and status boards are kept up to date;
- g. Provides a process for registering MECG members and maintaining a MECG member list including Special Advisers;
- h. Assist MECG Operations Officer / EOC Manager as required; and,
- i. After the closure of the EOC, ensures that all MECG meeting minutes are typed and along with the detailed log mentioned above are given to the CEMC for filing and safekeeping.

### **Emergency Operations Centre Incident Management Team**

69. **Concept.** The MECG may appoint an EOC incident team management team to assume all IMS functions to manage the incident. The MECG will continue to provide support and oversight as necessary. If the requisite expertise does not reside within the township jurisdiction, the MECG may call for external support to assist in managing the emergency.

### 70. **IMS Functions**

#### a. Command

- (1) Reporting to the Head of Council, the CAO as EOC Manager will assume responsibility for managing the emergency responses in support of the site incident management team and the remainder of the community.
- (2) With the primary responsibility of the CAO as EOC (Incident Management Team) Manager being the overall safety of responders and the public, additional responsibilities include:
  - (a) Assessing and reassessing the situation;
  - (b) Determining goals, strategies, objectives and priorities;
  - (c) Establishing an appropriate command structure using IMS;
  - (d) Coordinating all EOC incident management activities;
  - (e) Coordinating overall incident activities with other levels of response;
  - (f) Establishing and maintaining liaison with supporting, or cooperating organizations;
  - (g) Providing information to / briefing the MECG as required;
  - (h) Establishing or activating facilities in support of the emergency, as needed;

- (j) Establishing an operational planning cycle as required;
- (k) Approving a Community Incident Action Plan (IAP);
- (l) Managing incident resources including approval of volunteers;
- (m) Managing sensitive issues arising from the incident;
- (n) Authorizing the release of emergency information to the public in cooperation with other levels of response after receiving concurrence from the Head of Council; and,
- (o) Ordering incident demobilization as appropriate.

b. Command Staff

- (1) The EOC Manager will be supported by the community's Emergency Information Officer (EIO) and possibly a Safety Officer, a Liaison Officer, and other subject matter experts such as a Provincial Emergency Response Team (PERT).
- (2) The EIO will be responsible for the development and after approval, the release of emergency information regarding the incident to the public.
- (3) The Safety Officer will be tasked with creating systems and procedures related to the overall health and safety of the community during the emergency.
- (4) The Liaison Officer (LO) will serve as the primary contact for organizations cooperating with, or supporting the incident at the EOC level.
- (5) More detailed information on the responsibilities of the EIO, Safety Officer, and LO will be provided in the EOC Procedures Manual.

c. General Staff.

- (1) The General Staff will support the EOC Manager in planning, coordinating, and carrying out the response to the incident. The General Staff may consist of an Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance / Administration Section Chief. The staff will be expanded following the IMS Model as necessary to meet the complexities of the incident. In turn, contraction will occur when the incident activities scale down.
- (2) The Operations Section will implement the community IAP. The lead response agency will be prepared to provide a section chief.
- (3) The Planning Section will develop the community IAP. The CEMC will be prepared to act as section chief.
- (4) The Logistics Section will provide all supporting resources. The section chief will be appointed by the EOC Manager after assessing

- the skills and knowledge required in support of the emergency.
- (5) The Finance / Administration Section will provide the financial and cost analysis support to the incident. The Township Treasurer will normally act as section chief.
  - (6) More detailed information on the responsibilities of the General Staff based on the IMS Model will be provided in the EOC Procedures Manual.

71. **Supporting Agencies.**

- a. **Area Boards of Education.** Area boards of education are responsible for the following:
  - (1) Providing of any school, as appropriate and when available, for use as an evacuation or reception centre as per signed agreements between the Cornwall / S.D.& G. Social Services and the respective Board of Education;
  - (2) Upon being contacted by the Social Services Officer, the provision of board representatives to coordinate and provide direction with respect to maintenance, use and operation of the facilities being utilized as an evacuation or reception centre;
  - (3) Ensuring liaison with the municipality as to protective actions to the schools (i.e., implementing school stay in place procedure and implementing the school evacuation procedure); and,
  - (4) Maintaining a personal log of all actions taken by board representatives.
  
- b. **Area Hospitals.** The chief executive officer of each area hospital is responsible for:
  - (1) Implementing the hospital emergency response plan;
  - (2) Maintaining contact with the Medical Officer of Health and local ambulance representatives with respect to hospital and medical matters as required;
  - (3) Contacting the Ministry of Health and Long Term Care as required; and,
  - (4) Maintaining a personal log of all actions taken.
  
- c. **Canadian Red Cross Society.** The senior officer of the local Canadian Red Cross Society unit is responsible for taking action as follows in accordance with a signed agreement between the Cornwall / S.D. &G. Social Services and the agency:

- (1) Implementing the local Red Cross notification (fan-out) system;
  - (2) Maintaining contact with the Social Services Official to assist in providing food, clothing, accommodation, and personal services to persons in need due to the emergency;
  - (3) Assisting in the operation and staffing of a Registration and Inquiry Centre;
  - (4) Assisting in the management of reception centres and evacuation centres;
  - (5) Ensuring all volunteers responding to the emergency are registered with the Canadian Red Cross Society and the Township of North Dundas; and
  - (6) Maintaining a personal log of all actions taken.
- d. **Area Amateur Radio Club.** The senior officer of a local amateur radio club when supporting an emergency is responsible for:
- (1) Providing radio communications under the direction of the EOC Manager; and,
  - (2) Ensuring all radio operators and supporting staff responding to the emergency are registered with the area amateur radio club and the Township of North Dundas.
- e. **Ontario Society for the Protection of Cruelty to Animals (Ontario SPCA).** The senior officer of the SD & G Branch of the Ontario SPCA when supporting an emergency is responsible for:
- (1) Identifying and coordinating local animal protection activities: and,
  - (2) Ensuring all volunteers responding to the emergency are registered with the Ontario SPCA and the Township of South Stormont.
- f. **Other Agencies.**
- (1) The Township may enter into agreements with other area agencies to assist with the emergency such as the following:
    - (a) Salvation Army
    - (b) St. John Ambulance
    - (c) Service Clubs
  - (2) Senior officers of the above organizations when responding to an emergency will ensure that all members serving as volunteers are registered with that organization and with the Township of North Dundas.

72. **Emergency Management Procedures.** An emergency management procedures manual will supplement this emergency response plan. This manual will define the emergency management process and will provide checklists and forms to enhance the efficiency and the effectiveness of the response by township personnel to an emergency.
73. **Resource Inventory.** A resource directory will be developed to assist in identifying the source of resources that are beyond those of the township and that may be required to meet the needs of an emergency, especially those risks that have been identified as highly probable and / or will cause significant consequences.
74. **Annual Review.** In accordance with the EMPCA and Ontario Regulations 380 /04, the emergency response plan will be reviewed annually and revisions to it will be submitted to EMO.