Emergency Response Plan

2013

ATTENTION!

If you have been notified of an emergency situation but have not read this plan:

Follow the immediate actions below:

If you were alerted and placed on **STAND-BY** your services may be required soon. Ensure that you have everything you will need to function in your role and ensure that you are well rested.

If you were **ACTIVATED** you should immediately make your way to the location that you were given when called. Ensure that you have the required items to meet the demands of your position.

If you are ***not able to respond*** please notify the caller or the Community Emergency Management Coordinator so that an alternate can be arranged.

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Glossary of Terms

This Glossary of Terms was adapted from the English-French Emergency Management Glossary of Terms as published by Emergency Management Ontario – December 2011.

acceptable risk
The level of potential losses that a society or community considers acceptable given existing social, economic, political, cultural, technical and environmental conditions.

activation
Decisions and actions taken to implement a plan, a procedure or to open an emergency operations centre.

after-action report (AAR)
A report that documents the performance of tasks related to an emergency, exercise or planned event and, where necessary, makes recommendations for improvements.

assessment
The evaluation and interpretation of available information to provide a basis for decision-making.

authority having jurisdiction
The organization (political or private), office, or individual responsible for approving a plan, program, procedure or expenditure or having ownership of equipment, materials, or a facility.

biological hazard
A virus, bacterium, micro-organism, fungus, prion, biological toxin or micro toxin produced by organisms capable of negatively affecting humans, animals or plants.

buffer zone
In a planning context this zone is intended to separate the public and other facilities from the consequences of an incident involving hazardous materials. This zone describes the allowable land uses around a hazardous facility.

business resumption
The process for restarting business functions and services following a disruption.

catastrophe
An emergency of particularly severe proportions.

chemical, biological, radiological, nuclear and explosive (CBRNE) incident
This is an incident that involves a chemical, biological, radiological, nuclear and/or explosive situation that may require a response by specialized teams and equipment.

cold zone
An uncontaminated area where workers and equipment could be assembled without risk of exposure to hazardous conditions.

command
The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

communications
Advisories, directives, information and messages that are transmitted.

community
A generic term that includes both municipalities and First Nations.

community emergency management coordinator (CEMC)
A municipal employee who is the lead in delivering the municipality's emergency management program including Prevention; Mitigation; Preparedness; Response and Recovery.

comprehensive emergency management
It is an all-encompassing risk-based approach to emergency management that includes prevention, mitigation, preparedness, response and recovery measures.

consequence
The outcome of an event or situation expressed qualitatively or quantitatively, being a loss, injury or disadvantage.

continuity of operations plan (COOP)
A plan developed and maintained to direct an organization's internal response to an emergency.

crisis management
From a business continuity planning perspective, this term refers to the overall coordination of an organization's response to a crisis in an effective, timely manner, with the goal of avoiding or minimizing damage to the organization's profitability, reputation, and ability to operate.

critical infrastructure (CI)
Interdependent, interactive, interconnected networks of institutions, services, systems and processes that meet vital human needs, sustain the economy, protect public safety and security, and maintain continuity of and confidence in government.

damage assessment
An appraisal or determination of the effects of a disaster on people, property, the environment, the economy and/or services.

declaration of emergency
A signed declaration made in writing by the Head of Council or the Premier of Ontario in accordance with the Emergency Management and Civil Protection Act. This declaration is usually based on a situation or an impending situation that threatens public safety, public health, the environment, critical infrastructure, property, and/or economic stability and exceeds the scope of routine community emergency response.

disaster
A serious disruption to an affected area, involving widespread human, property, environmental and / or economic impacts, that exceed the ability of one or more affected communities to cope using their own resources.

disaster area
A geographic area within which a disaster has occurred.

donations management
The management of donations (services, funds, material goods and volunteers) during an emergency by any level of government whose aim is to provide victims of disasters with as much support as possible by effective and efficient channelling of offers from the public and/or private sectors.

emergency
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.

emergency area
A geographic area within which an emergency has occurred or is about to occur, and which has been identified, defined and designated to receive emergency response actions.

emergency control group (ECG)
A group composed of senior staff and employees of an organization, and others that may be involved in directing that organization's response to an emergency including, the implementation of its emergency response plans and procedures.

emergency information (EI)
Information about an emergency that can be disseminated in anticipation of an emergency or during an emergency. It may provide situational information or directive actions to be taken by the public.

Emergency Information Centre (EIC)
A designated facility that is properly equipped to monitor and coordinate emergency information activities including the dissemination of information to the public.

Emergency Information Officer (EIO)
An individual responsible for acting as the primary public and media contact for emergency information requirements.

emergency management (EM)
Organized activities undertaken to prevent, mitigate, prepare for, respond to and recover from actual or potential emergencies.

emergency management program
A risk-based program consisting of prescribed elements that may include prevention, mitigation, preparedness, response and recovery activities.

Emergency Operations Centre (EOC)
A designated and appropriately equipped facility where officials from an organization(s) assemble to manage the response to an emergency or disaster.

emergency response plan (ERP)
A plan developed and maintained to direct an organization's external and/or internal response to an emergency.

emergency response organization
A group (public, private or volunteer), trained in emergency response that may be called upon to respond to an emergency situation.

Emergency Support and Assistance Team (ESAT)
A group of staff members trained in emergency management principles and tasked to operate in supportive roles within their municipal EOC.

exercise
A simulated emergency in which players carry out actions, functions, and responsibilities that would be expected of them in a real emergency. Exercises can
be used to validate plans and procedures, and to practice prevention, mitigation,
preparedness, response, and recovery capabilities.

Finance and Administration Section
Within IMS, the section responsible for the financial and cost analysis support to an
incident.

hazard Identification
A structured process for identifying those hazards which exist within a selected area
and defining their causes and characteristics.

hazard
A phenomenon, substance, human activity or condition that may cause loss of life, injury or other health impacts, property damage, loss of livelihoods and services, social and economic disruption, or environmental damage. These may include natural, technological or human caused incidents or some combination of these.

hazardous material (HazMat)
A substance (gas, liquid or solid) capable of causing harm to people, property and/or the environment, the economy and/or services, e.g., a toxic, flammable or explosive substance.

Heavy Urban Search and Rescue (HUSAR) Team
A multi-service, multi-skilled, and multifunctional task force that is trained and prepared to locate, treat and remove persons trapped in collapsed structures.

hot zone
Is the area where contamination may occur. The primary activities performed in this area are hazard assessment, control of the release or hazard and rescue. Personnel working in the hot zone wear high-level personal protective equipment required for that site.

human-caused hazard
A hazard which results from direct human action, either intentional or unintentional.
(e.g., terrorism, civil disorder etc.).

impact
The negative effect of a hazardous incident on people, property, the environment, the economy and/or services.

incident
An occurrence or event that requires an emergency response to people, property, the environment, the economy and/or services.

incident action plan (IAP)
Within IMS, an oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command/Incident Commander (IC)
The entity/individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority for conducting incident operations and is responsible for the management of all incident operations.

Incident Management System (IMS)
A standardized approach to emergency management encompassing personnel, facilities, equipment, procedures, and communications operating within a common organizational structure. The IMS is predicated on the understanding that in any and every incident there are certain management functions that must be carried out regardless of the number of persons who are available or involved in the emergency response.

intelligence
Knowledge, information or data that may increase situational awareness of an event or an impending event.

interoperability
The ability of organizations and systems to exchange information, communicate effectively and work well together. This applies to technological and functional interoperability.

Liaison Officer (LO)
An individual assigned the responsibility to act as a link between his or her organization and other organizations.

Logistics Section
Within IMS the section responsible for providing facilities, services, and material support for the incident.

lower tier municipality
A lower tier municipality is the most basic unit of local government and includes townships, towns, and cities within a county or region, but excludes single tier municipalities.

mitigation
Actions taken to reduce the adverse impacts of an emergency or disaster. Such actions may include diversion or containment measures to lessen the impacts of a flood or a spill.

municipal emergency control group (MECG)
A group composed of senior staff and employees of a municipality, and others that may be involved in directing that municipality's response to an emergency including, the implementation of its emergency response plans and procedures.

municipality
"Municipality" means a geographic area whose inhabitants are incorporated

mutual aid agreement
An agreement developed between two or more emergency services to render aid to the parties of the agreement. These types of agreements can include private sector emergency services when appropriate.

mutual assistance agreement
An agreement developed between two or more jurisdictions to render assistance to the parties of the agreement. Jurisdictions covered with these types of agreements could include neighbouring, cities, regions, provinces or nations.

natural hazard
A naturally occurring event such as a forest fire, flood and/or severe weather that has the potential to harm people, property, the environment, the economy and/or services.

non-governmental organization (NGO)
An entity with a common interest or focus that is not created by a government, but may work cooperatively with governments.

Office of the Fire Marshal and Emergency Management (OFMEM)
OFMEM is a branch within the Ministry of Community Safety and Correctional Services with overall provincial emergency management responsibility. OFMEM replaced Emergency Management Ontario in 2013 and is responsible for the coordination, promotion, development, implementation and maintenance of effective emergency management programs throughout Ontario and for the coordination of these programs with the federal government.

Ontario Disaster Relief Assistance Program (ODRAP)
This is an assistance program designed to help municipalities, individuals, farmers, small business, and non-profit organizations get back on their feet after a natural disaster. It is intended to cover the costs of returning essential items to pre-disaster condition for people who have suffered damage in designated disaster areas.

Operations Section
Within IMS, the section responsible for all tactical incident operations. It normally includes subordinate branches, divisions, and/or groups.

Planning Section
Within IMS, the section responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

preparedness
Actions taken prior to an emergency or disaster to ensure an effective response. These actions include the formulation of emergency response plans, business continuity/continuity of operations plans, training, exercises, and public awareness and education.

prevention
Actions taken to stop an emergency or disaster from occurring. Such actions may include legislative controls, zoning restrictions, improved operating standards/procedures or critical infrastructure management.

private sector
A business or industry not owned or managed by any level of government.

probability
The likelihood of an event occurring that may result in an emergency, disaster or service disruption.

Provincial Disaster Assessment Team (PDAT)
A multi-ministry recovery response team that is dispatched to a community to assess damage following a disaster event and to recommend on a financial disaster assistance program for recovery.

Provincial Emergency Operations Centre (PEOC)
A fully equipped facility maintained by Emergency Management Ontario (EMO) that can be activated in response to, or in anticipation of, emergencies. The PEOC is staffed with appropriate representatives from ministries that have been delegated responsibilities for those emergencies as well as EMO staff. It serves as an initial point-of-contact for the affected municipality and federal interests.

Provincial Emergency Response Team (PERT)
A response team comprised of relevant provincial officials that is dispatched to provide advice and assistance to local authorities during an emergency or disaster.

Provincial Nuclear Emergency Response Plan (**PNERP)**
A Cabinet approved emergency response plan for nuclear facility emergencies mandated under the *Emergency Management and Civil Protection Act* and maintained by the Province of Ontario.

public sector
All government services at the municipal, provincial and federal levels.

reception centre
Usually located outside the impact zone of the emergency, the reception centre is a place where evacuees can go to register, receive assistance for basic needs, information and referral to a shelter if required.

recovery
The process of restoring a stricken community to a pre-disaster level of functioning. This may include the provision of financial assistance, repairing buildings and/or restoration of the environment.

recovery plan
An emergency plan that is developed and maintained to recover from an emergency or disaster.

resilience
The ability to resist, absorb, accommodate and recover from the effects of a hazard in a timely and efficient manner.

resource management
Efficient incident management requires a system for identifying available resources at all levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the IMS includes mutual-aid / mutual assistance agreements, and resource mobilization protocols.

resources
These are personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational or support capacities.

response
The provision of emergency services and public assistance or intervention during or immediately after an incident in order to protect people, property, the environment, the economy and/or services. This may include the provision of resources such as personnel, services and/or equipment.

restricted zone
The area, within which exposure control measures are likely to be needed, based on the results of field monitoring.

risk
The product of the probability of the occurrence of a hazard and its consequences.

risk assessment
A methodology to determine the nature and extent of risk by analyzing potential hazards and the evaluation of vulnerabilities and consequences.

Safety Officer (SO)
A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

severity
The extent of disruption and/or damages associated with a hazard.

site
The geographical location of an incident.

span of control
The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. Typically the span of control is between 1:3 and 1:7.

staging area
Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

technological hazard
A hazard which results from the failure or misuse of technology, either intentional or unintentional such as a power outage, cyber attack etc.

telecommunications
Is the transmission and/or receipt of messages, for the purpose of communicating over some distance, via a range of technical systems including radio and microwave communications, as well as fiber optics, satellites and the Internet.

threat
A person, thing or event that has the potential to cause harm or damage.

upper tier municipality
An upper tier municipality is a county or region. Upper-tier municipality" means a municipality of which two or more lower tier municipalities form part for municipal purposes.

vulnerability
The susceptibility of a community, system or asset to the damaging effects of a hazard.

warm zone
An area adjacent to a hot zone where decontamination of personnel and equipment takes place.

1   Background and Implementation

The County of Dufferin and each of the Member Municipalities herein referred to as the 'Municipality', have developed this emergency response plan in accordance with the *Emergency Management and Civil Protection Act, RSO 1990*. This emergency response plan has been prepared to facilitate a controlled and coordinated response to any type of emergency occurring within or affecting the Municipality. It is an important component of an integrated emergency management program, which works within the parameters outlined by the Emergency Management Doctrine for Ontario pertaining to prevention, mitigation, preparedness, response and recovery.

The aim of this plan is to provide key officials, agencies and the municipal departments with an overview of their collective and individual responsibilities in an emergency. This plan also makes provisions for the extraordinary arrangements and measures that may have to be taken to safeguard the health, safety, welfare and property of the inhabitants of the Municipality, when faced with an emergency situation.

In order to protect residents, businesses, visitors and the economic well-being of the Municipality a coordinated emergency response by a number of agencies under the direction of the Municipal Emergency Control Group may be required. The arrangements and procedures in this emergency response plan are distinct from the normal, day-to-day operations carried out by emergency services.

For this emergency response plan to be effective, all participating agencies and departments must be familiar with its provisions and procedures. The information contained within this plan must be reviewed, tested and maintained on a regular schedule in order for it to remain effective, appropriate, and up-to-date as municipal officials, corporate structures and the nature of emergencies change continuously.

The annexes to this plan contain essential and supporting documentation and the information contained within them is confidential and therefore are maintained separate from this document.

1.1   Instructions for Use

It is intended that this plan, when implemented, be used by the County of Dufferin and/or any of the member municipalities to maximize the effectiveness of resources, organizations and systems in response to emergencies and disasters.

1.2   Authority

The ***Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9*** and ***Ontario Regulation 380/04*** provide the legal authority for this emergency response plan in Ontario.

The ***Emergency Management and Civil Protection Act*** states that:

3 (1) *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 the council of the municipality shall by by-law adopt the emergency plan. 2002, c.14, s 5(1*).

3 (3) *The council of a county may with the consent of the councils of the municipalities situated within the county co-ordinate and assist in the formulation of their emergency plans under subsection (1). R.S.O. 1990, c. E.9, s. 3 (3).*

4 (1) *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. R.S.O. 1990, c. E.9, s.4 (1).*

11 (1) *No action or other proceeding lies or shall be instituted against a member of council, an employee of a municipality, an employee of a local services board, an employee of a district social services administration board, a minister of the Crown, a public servant or any other individual acting pursuant to this Act or an order made under this Act for any act done in good faith in the exercise or performance or the intended exercise or performance of any power or duty under this Act or an order under this Act or for neglect or default in the good faith exercise or performance of such a power or duty. 2006, c.13, s.1(6); 2006, c.35, Sched.C, s.32 (6).*

Ontario Regulation 380/04 identifies several other municipal requirements, including:

13 (1) *Every municipality shall establish an emergency operations centre to be used by the municipal emergency control group in an emergency. O. Reg. 380/04, s. 13 (1).*

15 (2) *An emergency response plan shall,*
(a) assign responsibilities to municipal employees, by position, respecting implementation of the emergency response plan; and

(b) set out the procedures for notifying the members of the municipal emergency control group of the emergency. O. Reg. 380/04, s. 15 (2).

In accordance with section 3(1) of the **Emergency Management and Civil Protection Act**, the County of Dufferin and each of the eight Member Municipalities has adopted by by-law this emergency response plan and its elements, and filed the plan with the Office of the Fire Marshal and Emergency Management, Ministry of Community Safety and Correctional Services.

1.3 Application and Scope

This plan applies to the County of Dufferin and all of the member municipalities located therein. This plan supersedes and replaces all previous plans and procedures for emergency response enacted by the County of Dufferin, the Township of Amaranth, Township of East Garafraxa, Town of Grand Valley, Township of Melancthon, Town of Mono, Township of Mulmur, Town of Orangeville and the Town of Shelburne.

1.4 Coordination by the County of Dufferin

The County of Dufferin will coordinate the emergency management program for each of the member municipalities. Such coordination will include;
- Provision of a trained Community Emergency Management Coordinator and alternate.
- Ensuring legislative compliance as it relates to emergency management
- Facilitating emergency management training
- Coordination of the Emergency Management Program Committee
- Creating and maintaining a unified emergency response plan
- Conducting a community risk profile
- Identifying critical infrastructure
- Conducting emergency exercises
- Conducting public education events

1.5 Definition of an Emergency

The ***Emergency Management and Civil Protection Act*** defines an emergency as:

"*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 health risk, an accident or an act whether intentional or otherwise.*"

1.6 Action Prior to a Declaration of Emergency

When a situation or an impending situation that constitutes a danger of major proportions exists but has not yet been declared to exist, employees of the Municipality may take such action(s) under this emergency response plan as may be required to protect the health, safety, welfare of people, as well as any property and the environment within the Municipality. The subordinate plans, attached as annexes to this document, may also be implemented, in whole, or in part in the absence of a formal declaration of emergency.

1.7 Community Risk Profile

A community risk profile examines the highest risk hazards identified in the HIRA (Hazards Identification and Risk Assessment) with regard to community vulnerabilities and capacities. The following topics are explored for each hazard:

Vulnerabilities- Aspects of a community that makes it more likely to be impacted or more severely impacted by a hazard.

Vulnerable populations-The populations or areas that are the most vulnerable to the specific hazard

Critical Infrastructure- Discusses what critical infrastructure is likely to be impacted by the hazard. Critical infrastructure is a collection of resources required for a community's functioning and may include electricity and utilities, communications systems, transportation, health care, economy, and natural environment.

Capacity- This section refers to resources the municipality has to help provide an effective response to the specific hazard.

Emergency management actions- These actions are taken before, during, and after a hazard occurs to preserve human health, continue with the delivery of critical services, reduce economic impact, and return the community back to normal.

Legal Authority for Community Risk Profile
"In developing its emergency management program, every municipality shall identify and assess the various hazards and risks to public safety that could give rise to emergencies and identify the facilities and other elements of the infrastructure that are at risk of being affected by emergencies." Emergency Management and Civil Protection Act R.S.O. 1990, c.3, s.5.1(2)

1.7.1 Identified Risks for the County of Dufferin and Member Municipalities
In 2012 the Hazard Identification and Risk Assessment identified the following situations as the potential risks to all or part of Dufferin County.

- Severe Winter Storm
- Tornadoes
- Pandemics
- Ice Storms
- Power Outages
- Flooding
- Severe Summer Storms
- High Winds

- Extreme Cold
- Transportation Accidents
- Hazardous Materials Spills
- Extreme Heat Events
- Drought
- Explosions and Fires
- Forest Fires
- Dam Failures

1.8 **Mutual Assistance Agreements**

Mutual Aid Agreements as well as Mutual Assistance Agreements ensure that the additional aid required to effectively manage an emergency is available from another municipality or agency. Assistance provided may include services, personnel, equipment and materials. These agreements enable municipalities, in advance of an emergency, to set the terms and conditions of the assistance which may be requested or provided. Municipalities requesting and providing assistance are therefore not required to negotiate the basic terms and conditions of the request at the time of an emergency and may request, offer or receive assistance according to the predetermined and mutually agreeable arrangements.

1.8.1 Mutual Aid Agreements – Fire Services

The request to execute the County of Dufferin Fire Mutual Aid Plan will be the responsibility of the Senior Official - Fire Services or the County Fire Coordinator.

1.8.2 Mutual Assistance Agreements – Non-Dufferin Municipalities

The request or response to a request of a neighbouring municipality is the responsibility of the Senior Municipal Official. The request for such assistance and execution of a mutual assistance agreement will be made in consultation with the Municipal Emergency Control Group. Alternatively, the request to execute a mutual assistance agreement with a neighbouring municipality will be made by the Senior Municipal Official. The County of Dufferin will continue to pursue and maintain mutual aid agreements with each of the adjacent upper tier municipalities.

1.8.3 Mutual Assistance Agreements - Distant Municipalities

A major event may impact a large geographic area and severely limit the capability of the adjacent municipalities to respond to a request for assistance under an existing Mutual Assistance Agreement. To address this contingency the County of Dufferin will pursue Mutual Assistance Agreements with municipalities that are further removed yet still within a 200 km radius of Dufferin County. The request or response to a request of a distant municipality is the responsibility of the Senior Municipal Official. The request for such assistance and execution of a mutual assistance agreement will be made in consultation with the Municipal Emergency Control Group.

1.9 **Mutual Assistance within the County of Dufferin**

Any member municipality may request assistance from the County at any time by contacting the Community Emergency Management Coordinator who will consult with the County's Senior Municipal Official. A request for assistance from the County shall not be deemed to be a request that the County assume authority or control of the emergency, the County's role will be one of support and assistance.

The County of Dufferin is neither empowered to declare an emergency nor to direct the activities of a local municipality in responding to an emergency, without the consent of the municipality(s) involved.

1.9.1 Forms of Assistance

The member municipalities and the County of Dufferin agree that in an emergency, any party to this agreement may request assistance in the form of personnel, services, equipment, or material from the other parties.

1.9.2 Requesting Assistance

The request for assistance shall be made by the Senior Municipal Official (SMO) of the requesting municipality to the CEMC who will consult with the SMO of the assisting municipality. The municipality may make the initial request for assistance verbally, however, any request for assistance shall be confirmed in writing by the requesting municipality within three (3) days of the initial request.

1.9.3 Scope of Assistance Required

Each request, where possible, shall set out the specific personnel, services, equipment or material that is requested, and which the assisting municipality is able to provide. The assisting municipality may request such reasonable additional information as it considers necessary to confirm the nature of the emergency and to assess the type, scope, nature and amount of assistance to be provided.

1.9.4 No Obligation to Provide Assistance

Nothing in this plan shall require or obligate or be construed to require or obligate a municipality to provide assistance. Each municipality shall retain the right to refuse the request to provide assistance, and the right to offer options to the assistance that has been requested.

1.9.5 No Liability

No liability shall arise against the assisting municipality if it fails, for any reason whatsoever, to respond to a request for assistance made under this plan

1.9.6 Limitations on Scope of Assistance

When assistance has been offered or provided by the assisting municipality, the Assisting Municipality is not obligated to provide any additional assistance or to do anything or take any action beyond that which is specifically agreed to in the request for assistance

1.9.7 Withdrawal of Assistance

Nothing in this plan shall prevent the assisting municipality, in its sole discretion, from withdrawing any or all assistance provided to the Assisted Municipality. Any withdrawal of assistance by the Assisting Municipality shall be made only upon at least forty-eight (48) hours' notice to the Assisted Municipality, unless the Assisting Municipality is responding to an actual or pending Emergency within its own geographical boundaries, in which case it may withdraw assistance from the Assisted Municipality without notice.

1.9.8 Termination of Assistance Request

The Assisted Municipality may determine in its sole discretion that its requirement for assistance has ceased and shall notify the Assisting Municipality of this in writing

1.10 Costs Associated with Mutual Assistance within the County of Dufferin

1.10.1 Reimbursement for Direct and Indirect Costs

The municipalities agree that any and all *direct and indirect* costs for assistance are to be paid by the assisted municipality. The assisted municipality shall be responsible to pay for any and all actual costs incurred by the assisting municipality in providing the assistance. Such costs shall include: all wages, salaries, overtime, shift premium, and similar charges and expenses incurred in providing the assistance including those wages, salaries, overtime and shift premium charges incurred resulting from staffing requirements in its home jurisdiction during the period of the assistance, providing all such costs are reasonable for the circumstances.

1.10.2 Exclusion for Benefit Costs

Reimbursable costs shall not include the assisting municipality's cost of employment benefits which includes, for the purposes of this plan, Canada Pension Plan, Employment Insurance, OMERS (or equivalent) contributions, and/or contributions made to life insurance, health, dental, and/or disability plans or policies.

1.10.3 Reimbursement for Operating Costs

The assisted municipality may also be responsible for all actual operating costs for all personnel, services, equipment, machinery or material furnished, including, but not limited to, costs of fuel, repairs, parts and any and all other items directly attributable to the operation of equipment and machinery, services and material furnished as assistance to the assisted municipality under this agreement. The assisted municipality shall be responsible for the cost of replacing equipment or material furnished by the assisting municipality if damaged beyond reasonable repair.

1.10.4 Costs for Emergency Social Services

The County of Dufferin shall be responsible for all costs associated with the provision of Emergency Social Services as detailed in Annex #11 - Community Services Emergency Response Plan. Such Emergency Social Services includes the following;

- Registration and inquiry services
- Temporary lodging
- Feeding
- Clothing
- Personal services

1.10.5 Member Municipality Not Relieved of Financial or Legislated Responsibility

The assisted municipality shall not be deemed to be relieved of any financial or legislated obligations under this plan should the County of Dufferin Emergency Control Group assume coordination of an emergency.

1.11 Activation of the County Municipal Emergency Control Group

The County Municipal Emergency Control Group may be activated, at the discretion of the SMO, under the following conditions:

- When the Head of Council of a local municipality or a Municipal Emergency Control Group requests assistance and/or requests the County to assume control of the emergency

- When an emergency cannot be defined as a local emergency (more than one member municipality or a contiguous municipality is affected)
- When County facilities are threatened or an extraordinary demand is placed on County resources
- When a large scale emergency is anticipated or occurring

1.12 Initial Contact

In the event of a real or potential emergency requiring the activation or notification of a Municipal Emergency Control Group any member of the Municipal Emergency Control Group or any emergency response agency may initiate the activation procedure by contacting the Community Emergency Management Coordinator (CEMC) who will liaise with the County's SMO. The CEMC or designate will contact the Senior Municipal Official of the affected municipality to discuss the situation and determine if the Municipal Emergency Control Group will be activated. It should be noted that should two or more municipalities be affected, the County of Dufferin's Municipal Emergency Control Group may be activated and will include representation by the Head of Council and Senior Municipal Official for the affected municipality.

1.13 Emergency Operations Centre (EOC)

The locations of the primary and alternate Emergency Operation Centres are confidential and detailed in Annex 5 – Emergency Operations Centres.

1.13.1 EOC Response Kit

Each person who is required to report to the EOC should ensure that they have, at the bare minimum, the following items with them when they arrive:

Laptop Computer w/charging cord if applicable	Municipal identification card
Cellular phone w/ charging cord if applicable	Change of clothing, if applicable
Emergency Response Plan	Personal care needs (hygiene, meds, etc), if required
Additional manuals as required	Water bottle

1.13.2 Administrative Support - EOC

To assist the MECG members with their duties in the Emergency Operations Centre it will be necessary to appoint staff to function in administrative support roles. Working under the direction of the Planning Section Chief these personnel will be assigned to the various Section Chiefs or Leads as required to:

a) Provide all necessary administrative support to assist in the EOC or other locations, as required
b) Establish and maintain documentation, logs, meeting minutes and incident records
c) Ensure that maps, status boards, objectives and priorities are current and prominently displayed in the EOC
d) Provide reception services at the entrance to the EOC

1.14 Community Emergency Management Coordinator

In accordance with County of Dufferin By-Law 2004-60 the CEMC for the County of Dufferin may be appointed by municipal By-Law as the primary CEMC for each member municipality. In the absence of the primary CEMC the County of Dufferin's alternate CEMC will assume all responsibilities outlined in this plan and collaborate with the Member Municipality's Senior Municipal Official.

10(1) *Every municipality shall designate an employee of the municipality or a member of the council as its emergency management program co-ordinator. O. Reg. 380/04, s. 10 (1).*

(2) *The emergency management program co-ordinator shall complete the training that is required by the Chief, Emergency Management Ontario. O. Reg. 380/04, s. 10 (2).*

The CEMC is responsible for the following:

a) Act as an advisor to municipalities, departments, groups and agencies on matters of emergency preparedness
b) Develop and maintain the Emergency Response Plan and the associated annexes
c) Provide advice and clarifications about the implementation details of the emergency plan
d) Be available to fulfill the IMS role of Liaison Officer within the EOC or at the emergency site at all times
e) Be available to fulfill any Incident Management System role within the EOC at all times
f) Maintain the County Emergency Operations Centre in a state of constant readiness
g) Liaise with all emergency services and emergency management stakeholders
h) Ensure that all members of the Municipal Emergency Control Group have the necessary plans, resources, supplies, maps and equipment
i) Ensure that all members of the MECG undergo the required annual training
j) Act as an advisor to the Senior Municipal Official and assist them in fulfilling their respective duties during emergency situations
k) Liaise with all outside agencies, neighbouring municipalities, provincial ministries, etc.
l) Provide guidance, direction and/or assistance to any emergency or support personnel at the Emergency Operations Centre, and/or any other location,
m) Assist the Incident Commander as required
n) Address any action items that may result from the activation of the emergency response plan and keep the Municipal Emergency Control Group informed of implementation needs
o) Coordinate post-emergency debriefings
p) Ensure the establishment of a Post-Emergency Recovery Committee and maintain continuity between the emergency and recovery operations by participating in both groups

1.14.1 Notification of CEMC

In the event of an imminent or occurring emergency the CEMC shall be notified if the affected municipality or incident commander determines that any one of the following criteria is present;

☐ Any incident likely to attract significant media attention.
☐ Any incident requiring evacuation of, or excluding access to residential or institutional facilities.
☐ Any incident that is extraordinary or distinct from normal, day-to-day operations carried out by emergency services.
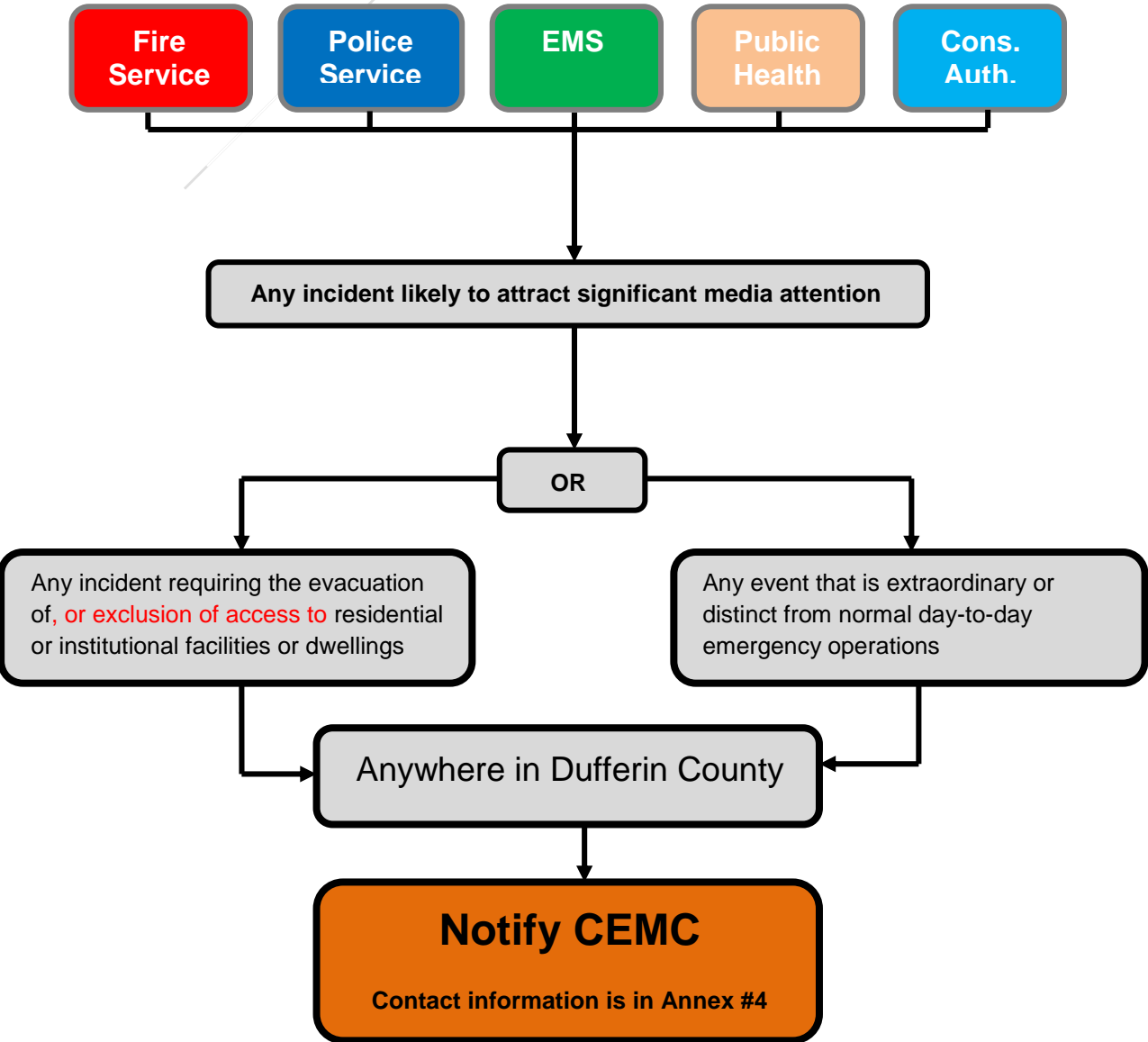
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┌──────────┐ ┌──────────┐ ┌──────────┐ ┌──────────┐ ┌──────────┐
│   Fire   │ │  Police  │ │   EMS    │ │  Public  │ │  Cons.   │
│ Service  │ │ Service  │ │          │ │  Health  │ │  Auth.   │
└──────────┘ └──────────┘ └──────────┘ └──────────┘ └──────────┘
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Any incident likely to attract significant media attention

OR

Any incident requiring the evacuation of, or exclusion of access to residential or institutional facilities or dwellings

Any event that is extraordinary or distinct from normal day-to-day emergency operations

Anywhere in Dufferin County

Notify CEMC

Contact information is in Annex #4

1.15 Plan Maintenance and Review

1.15.1 Annual review

At a minimum, this Emergency Response Plan will be reviewed annually for accuracy by the Community Emergency Management Coordinator (CEMC). The plan will be reviewed for effectiveness through emergency exercises on an annual basis, testing the plan in whole or in part. The CEMC will make the appropriate changes to the plan as a result of these reviews and tests.

1.15.2 Departmental plans and training

Each service, agency and department involved or identified in this plan shall be responsible for preparing their own emergency operating procedures and shall be responsible for training their staff on the emergency procedures and expectations during an emergency.

The CEMC is available to provide assistance with this requirement.

1.16 Amendments

Amendments to the plan require formal Council approval from all member municipalities and the Council for the County of Dufferin.

Formal Council approval is not required for the following:

- Changes, additions or revisions to the annexes
- Editorial changes (i.e. editorial changes to text, section numbering, references, or changes to references to provincial statutes)
- Additions or deletions of individual's names.

1.17 Flexibility

No emergency response plan can anticipate all of the emergency situations that may arise in a changing environment. During the course of the implementation of this plan the members of the Municipal Emergency Control Group(s) may exercise flexibility. To ensure that the public health, safety and welfare of the community are of utmost priority during the emergency response, deviations from the emergency response plan may be necessary.

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2 Municipal Emergency Control Group

The Municipal Emergency Control Group is responsible for initiating, coordinating and implementing the emergency response plan through the use of the Incident Management System. To accomplish this the MECG is authorized to take such actions as are deemed necessary to bring about a satisfactory resolution to emergency situation.

The members of the Municipal Emergency Control Group or their alternates are likely to be responsible for the following actions or decisions:

   a) Coordinate all support operations prior to, during and after the emergency
   b) Operate as part of the Incident Management System
   c) Ensure there is no interruption in the provision of emergency or essential services
   d) Coordinate and direct the response and ensure that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law
   e) Consider application for Ontario Disaster Relief Assistance Program (ODRAP) and make arrangements, as required

2.1 MECG Authority

In the event of an emergency or impending emergency, whether declared or not, the Municipal Emergency Control Group is authorized to:
   • Initiate, coordinate, direct and otherwise bring about the implementation of this emergency response plan and undertake such other activities as they consider necessary to address the emergency
   • Expend funds for the purpose of responding to and recovering from the emergency, including obtaining and distributing emergency materials, equipment and supplies, notwithstanding the requirements of any by-law governing the commitment of funds and the payment of accounts.
   • Obtain volunteer support from public agencies and other persons as considered necessary and to indemnify such agencies, their personnel and other persons engaged in response efforts which have been authorized and are consistent with the emergency response plan, from liability for any acts or omissions resulting from any actions taken pursuant to this emergency response plan.

2.2 Municipal Emergency Control Group Membership

All emergency response operations will be directed and controlled by the Municipal Emergency Control Group; a group of officials who are responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the community. The composition of each Municipal Emergency Control Group is listed in Annex 4 – Notification Procedure and Contact List.

In the Municipality where the Head of Council is also serving as the Warden or Deputy Warden for the County of Dufferin, the Municipality may choose to appoint a councilor to the position of Head of Council.

Any other officials, experts or representatives from the public or private sector as deemed necessary by the Municipal Emergency Control Group may be appointed to the group on an as needed basis.

The Municipal Emergency Control Group may function with only a limited number of persons depending upon the nature of the emergency. While the Municipal Emergency Control Group may not require the

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participation of everyone listed, all members should be notified and kept advised of developments and progress.

2.3   Delegation of Authority

2.3.1   Head of Council – County of Dufferin
In the absence of the Head of Council the Chair of the General Government Services Committee will assume the responsibilities of the Head of Council under this plan.

Should both the Head of Council for the County of Dufferin and their designated alternate be absent or unavailable during an emergency the most recent past Head of Council, who is still serving on council, will assume the responsibilities of the Head of Council until such time as the current Head of Council or alternate can assume the role.

2.3.2   Head of Council – Member Municipality
In the absence of the Head of Council the designated alternate will assume the responsibilities of the Head of Council under this plan.

Should both the Mayor and the designated alternate of a municipality be absent or unavailable the council will appoint an interim Head of Council until such time as the current Head of Council or alternate can assume the role.

2.3.3   Alternate Municipal Emergency Control Group Members
Each member of the Municipal Emergency Control Group will have one or more designated alternates who can perform the necessary role during an emergency activation.

All designated alternates will receive the legislated training as prescribed by the Chief of Emergency Management Ontario.

Should the primary and alternate member be absent they shall delegate their authority to another person and advise the Community Emergency Management Coordinator of such appointment in writing.

Monitoring and Activation of the MECG

The CEMC will monitor potential and impending threats that may impact the health, safety or economic stability of Dufferin County.

2.3.4   Routine Monitoring
Routine Monitoring is a passive system whereby emergency services, municipal staff, neighbouring municipalities, provincial ministries and federal departments provide updates to the Community Emergency Management Coordinator as situations develop 24 hours per day. The CEMC will analyze these situations to determine any potential or actual risk to the Municipality.

2.3.5   Enhanced Monitoring
Enhanced monitoring is an active system and will be implemented by the Community Emergency Management Coordinator when a situation that is not yet an emergency is escalating or impending.

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Examples of emergencies that will require enhanced monitoring include: flooding, severe weather, and emergencies in neighbouring municipalities. The CEMC may conduct enhanced monitoring from the office, the EOC or a remote location. The CEMC shall notify the Senior Municipal Official of any actions being taken and may request additional human resources for assistance.

2.3.6 Stand-By

Where time permits and the threat of an emergency exists, the Municipal Emergency Control Group and those staff or volunteer groups as deemed necessary by the CAO will be placed on standby. To be placed on standby requires that those individuals or groups shall await further developments and make themselves available to participate as required.

2.3.7 EOC Activation

When notified of an activation of the emergency operations centre each member of the Municipal Emergency Control Group will make their way to the designated EOC.

2.3.8 Notification Process

The content of all messages transferred through the Emergency Notification Procedure will be standardized and as brief as possible, the caller will;

- identify themself with name and title, and describe the emergency situation;
- advise of the activation status, either "ENHANCED MONITORING", "STANDBY" or "EOC ACTIVATION" and explain the meaning of that status;
- provide the location of the Emergency Operations Centre (EOC);
- indicate any hazards and special precautions to take;
- remind the recipient to continue the notification procedure if necessary;
- ask the recipient to repeat the message back to the caller to confirm the information was understood, and;
- ask the recipient when they anticipate arriving at the EOC.

On receipt of the emergency notification, each member of the Municipal Emergency Control Group will:

- initiate their own departmental/agency notification procedure;
- collect their Emergency Response Kit, including a copy of the emergency response plan, clothing, personal medications, phone lists, cell phone, laptop, charging cords, photo ID, etc.;
- if required, proceed to the identified Emergency Operation Centre;
- upon arrival at the EOC report to the EOC Director, set up their workstation and be prepared to update on the status of their department and resources.

NOTE: It is the responsibility of all Municipal Emergency Control Group members to notify their departmental or agency staff of any actual or impending emergency situations.

2.4 Operations Cycle Meetings

Members of the Municipal Emergency Control Group will gather at regular intervals, determined by the EOC Director, to advise of actions taken, progress and problems encountered; each member will report on the following:

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- New information on threats, progress and results arising since last operation cycle meeting, and recommendations for new or continued mitigation strategies.
- Needs and requirements to fulfill assigned tasks.
- Schedule of departmental meetings.

Meetings will be kept as brief as possible to permit members the necessary time to carry out their individual responsibilities. The EOC Recording Secretary will keep minutes of these meetings and maintain a status board.

The EOC Director and Incident Commander will ensure that all actions are consistent with the Municipal Emergency Control Groups decisions.

2.5 Declaration of an Emergency

The Head of Council, or designate, of the Municipality has the legislative authority, under the provisions of the *Emergency Management and Civil Protection Act RSO 1990*, to declare an emergency to exist in all or any part of the municipality. The decision to declare an emergency is may be made in consultation with the members of the Municipal Emergency Control Group.

When considering whether an emergency declaration is warranted the Head of Council may consider several factors:
General and Continuity of Government
a) Is the situation an extraordinary event requiring extraordinary measures?
b) Does the situation pose a danger of major proportions to life or property?
c) Does the situation pose a threat to the provision of essential services (e.g. energy, potable water, and sewage treatment/containment, supply of goods or medical care)?
d) Does the situation threaten social order and the ability to govern?
e) Is the event attracting significant media and/or public interest?
f) Has there been a declaration of emergency by another level of government?
Legal
g) Might legal action be taken against municipal employees or councillors related to their actions during the current crisis?
h) Are volunteers assisting?
Operational
i) Does the situation require a response that exceeds, or threatens to exceed the capabilities of the municipality for either resources or deployment of personnel?
j) Does the situation create sufficient strain on the municipal response capability that areas within the municipality may be impacted by a lack of services, thereby further endangering life and property outside areas directly affected by the current crisis?
k) Is it a consideration that the municipal response may be of such duration that additional personnel and resources may be required to maintain the continuity of operations?
l) Does, or might, the situation require provincial support or resources?
m) Does, or might, the situation require assistance from the provincial or federal government (e.g. military equipment)?
n) Does the situation involve a structural collapse?
o) Is the situation a large-scale or complex chemical, biological, radiological, or nuclear (CBRN) incident?
p) Does the situation require, or have the potential to require the evacuation and/or shelter of people or animals [livestock] from your municipality?

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q) Will your municipality be receiving evacuees from another community?

Economic and Financial

r) Does the situation pose a large-scale disruption to routine patterns of transportation, or rerouting of large numbers of people and vehicles?

s) Is an event likely to have a long term negative impact on a community's economic viability/sustainability, including resulting unemployment, lack of available banking services and restorative measures necessary to re-establish commercial activity?

t) Is it possible that a specific person, corporation, or other party has caused the situation?

A positive response to one or more of these factors may warrant a declaration of emergency.

Upon declaring an emergency, the Head of Council, or designate, will complete the appropriate form found in Annex 6 - Declaration and Termination of an Emergency and will ensure that the Emergency Information Officer notifies the following:

- Emergency Management Ontario, Ministry of Community Safety and Correctional Services
- All members of Council
- All Heads of Council within Dufferin County
- All contiguous municipalities
- The public
- Local Member of the Provincial Parliament (MPP)
- Local Member of Parliament (MP)

An emergency declaration is not required prior to taking any actions under this plan to protect the lives, health, safety, and property of the inhabitants of the Municipality.

2.6 Delegation of Authority to the Head of Council

During a declared emergency the Council of the municipality shall be deemed to have delegated it's statutory authority to the Head of Council

The authority delegated to the Head of Council shall be utilized in accordance with the following criteria;

- It is absolutely necessary to utilize the authority to respond to the situation in a timely manner,
- In the opinion of the Head of Council, it is reasonable to believe that the harm or damage will be minimized or alleviated by the exercise of the delegated authority
- Exercising the delegated authority is a reasonable alternative to other measures that might be implemented
- The actions authorized by the Head of Council under the delegation of authority are exercised in a manner which reasonably limits there obtrusiveness
- The exercise of the delegated authority only applies to the areas of the municipality where it is necessary
- The exercise of the delegated authority is effective only for as long as it is necessary

The delegation of authority to the Head of Council shall only be effective for 14 days from the first day of the declaration of emergency unless extended by the municipal council.

Within 60 days of the declaration of an emergency the Head of Council shall present a staff report to the municipal council providing:

- The justification for having exercised the delegated authority
- An outline of the actions taken with the delegated authority

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- Any recommendations arising from the emergency

2.7 Role of Elected Council Members

Members of Council who do not have a mandated role under the *Emergency Management and Civil Protection Act* may be utilized as liaisons between the general public and the Head of Council.

Such elected representatives will not be present in the Emergency Operations Centre but will be asked to liaise with their constituents and relay any concerns to the Head of Council.

The Head of Council will relay information to the Senior Municipal Official who will assign staff to address the concerns as required.

Members of Council, other than the Head of Council, will not be included in MECG meetings.

2.8 Termination of an Emergency

A municipal emergency may be terminated at any time by:

- The Head of Council, or designate
- The municipal council
- The Premier of Ontario

When terminating an emergency, the Head of Council will complete the appropriate Termination of Declared Emergency form and will ensure the Emergency Information Officer notifies the following:

- Emergency Management Ontario, Ministry of Community Safety and Correctional Services
- All members of Council
- All Heads of Council within Dufferin County
- All contiguous municipalities
- The public
- Local Member of the Provincial Parliament (MPP)
- Local Member of Parliament (MP)

2.9 Public Health Emergencies

During a public health emergency the lead agency will be the Wellington Dufferin Guelph Health Unit which operates under the direction of the Medical Officer of Health. The primary responsibilities of the Medical Officer of Health and the WDGHU will be:

a) Immediately notify the Senior Municipal Official or the CEMC of any impending or occurring public health emergencies
b) Act as Incident Commander or as part of a Unified Command structure, in response to a human health emergency
c) Activate the Public Health Response Plan as required
d) Work with the Emergency Information Officer to prepare information/instructions for dissemination to the media pertaining to public health risk reduction for the municipality to distribute

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e) Consult on the safe disposal of biohazardous and/or other dangerous material that may affect public health
f) Coordinate vaccine management and implement mass immunization plan, as required
g) Advise the Municipal Emergency Control Group on potabilty of emergency water supplies and sanitation facilities, as required
h) Liaise with the Ministry of Health and Long Term Care - Public Health Division
i) Consult with the coroner on temporary morgue facilities as required
j) Coordinate local community medical resources (CCAC, family health teams, hospitals, etc.) in response to the emergency
k) Fulfill legislative mandate of the Medical Officer of Health as outlined in relevant provincial legislation
l) Provide direction on any matters which may adversely affect public health
m) Liaise with voluntary and private agencies
n) Coordinate with the Senior Official - Community Services on preventing human health risks in evacuation centres including areas of safe food preparation, infection control practices, water quality, and sanitation
o) Maintain a personal log of all actions taken
p) Participate in the post-emergency debriefing

2.9.1 Municipal Support to WDGHU

At the request of the Medical Officer of Health each municipality will provide all reasonable resources in support of a response to a public health risk.

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3 Incident Management System (IMS)

Most EOC activations are to facilitate the provision of support to an Incident Commander, who is working from an Incident Command Post. The scalability of IMS permits one person to manage multiple roles as required. All responsibilities not assigned are assumed by the next level of higher supervision. There are many types of supports that the MECG may provide from the EOC. Some of these supports may include the following:

a) **Policy direction:** The MECG may establish policy or resolve conflicting policies when jurisdictions with differing policies are involved in a response.

b) **Strategic planning:** The MECG may provide overarching strategic direction that allows the Incident Commander to focus on tactics for the response operation.

c) **A common operating picture:** The MECG may provide the "big picture" view of the incident that is critical during incidents that are large or complex, or involve personnel from multiple response organizations.

d) **Communication support:** The capabilities of the EOC may be used to provide communications support.

e) **Resource management:** The MECG may provide, as well as prioritize the use of resources including people, equipment, and supplies that are required for response.

f) **Legal and financial support:** The MECG may need to authorize emergency expenditures, track incident costs, negotiate cost sharing/allocations between responding organizations/jurisdiction, and resolve legal issues.

g) **Emergency information:** The EOC may have better facilities to facilitate the management of emergency information to the public and media. This may also promote the provision of consistent messaging.
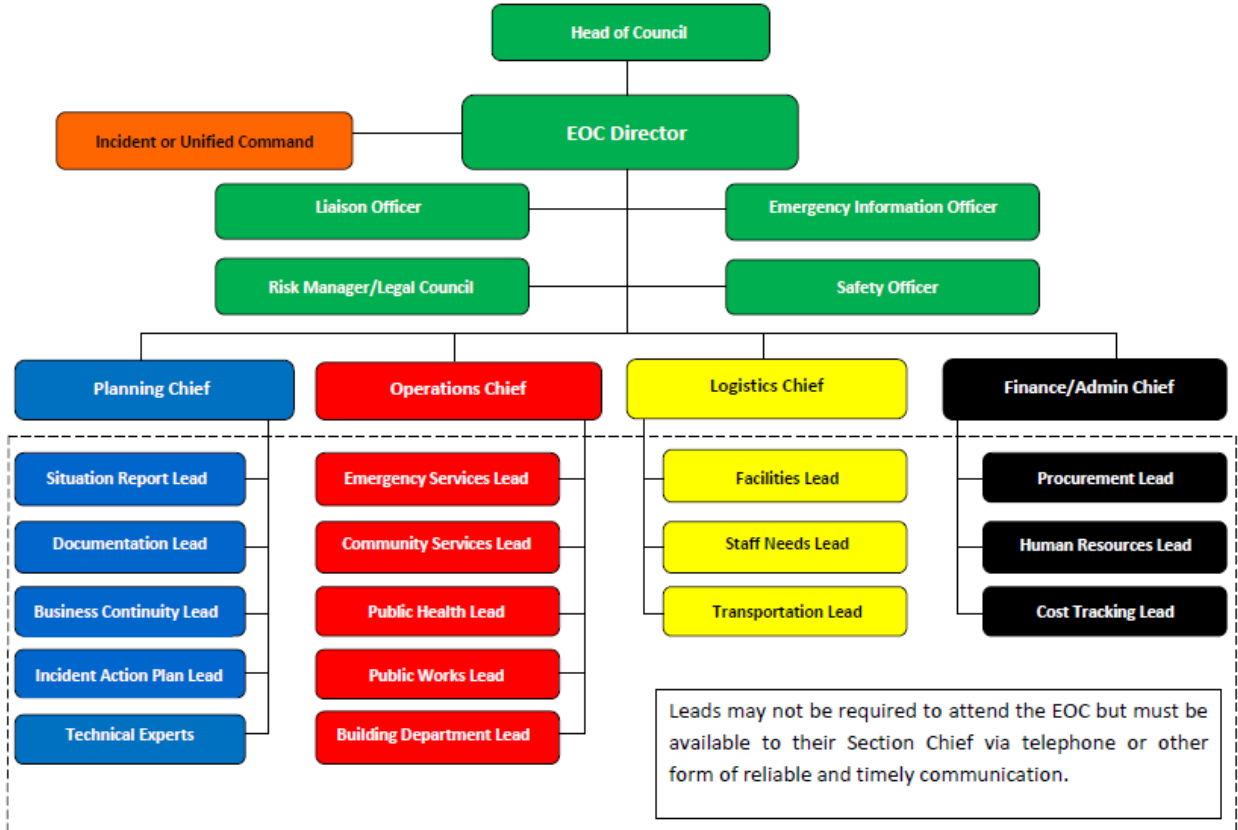
3.1 Command Group

<div style="background:green;color:white;text-align:center">COMMAND SECTION</div>

3.1.1 Head of Council

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☐ Declaration of an emergency within the designated area
☐ Declaration that the emergency has terminated
☐ Provide guidance and direction to Senior Municipal Official with the delegated authority of Council
☐ Ensure that the members of council are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation
☐ Act as the Media Spokesperson and conduct media briefings, as arranged and prepared by the Emergency Information Officer
☐ Establish a communication link and regular liaison with the Emergency Information Officer at the Emergency Operations Centre
☐ Maintain a personal log of all actions taken
☐ Participate in the post-emergency debriefing

3.1.2 EOC Director (Senior Municipal Official)

<div style="background:green;color:white;text-align:center">EOC Director (Senior Municipal Official)</div>

☐ Provide overall leadership in responding to the emergency
☐ Chair the Municipal Emergency Control Group
☐ Manage and coordinate all operations within the Emergency Operations Centre, including establishing the operations cycle meetings
☐ Ensure an Incident Commander has been appointed for the emergency
☐ Advise the Head of Council on policies and procedures, as appropriate
☐ Approve, in conjunction with the Head of Council, major announcements and media releases prepared by the Emergency Information Officer, in consultation with the Municipal Emergency Control Group
☐ Direct all actions taken to assist municipal emergency response efforts, and conduct post emergency recovery efforts
☐ Mediate conflicts between emergency responders
☐ Request assistance from stakeholders at all levels
☐ Provide resources for the Emergency Site
☐ Fulfill the identified role of any Section Chief not assigned
☐ Maintain a personal log of all actions taken
☐ Participate in the post-emergency debriefing

3.1.3   Liaison Officer (Community Emergency Management Coordinator)

> ## Liaison Officer (CEMC or Alternate)

☐ Act as an advisor to and provide guidance, direction and/or assistance the members of the MECG
☐ Ensure the activation of the Emergency Operations Centre
☐ Appoint a Recording Secretary for the Emergency Operations Centre
☐ Ensure that Emergency Management Ontario are notified of the declaration and subsequent termination of each emergency
☐ Make arrangements for meals and beverages for personnel in the EOC
☐ Liaise with all assisting organizations, outside agencies, neighbouring municipalities, provincial ministries, etc.
☐ Ensure the establishment of Post-Emergency Recovery Committee and maintain continuity between the emergency and recovery operations by participating in both groups
☐ Maintain a personal log of all actions taken
☐ Participate in the post-emergency debriefing

3.1.4   Emergency Information Officer (Alternate CEMC)

> ## Emergency Information Officer (Alt. CEMC or Communications)

☐ Implement the Emergency Information Plan for every incident
☐ Appoint a 211 Liaison as required by the nature of the emergency
☐ Develop and release emergency information to the public
☐ Prepares spokesperson for media interviews
☐ Acts as media spokesperson when required
☐ Maintain a personal log of all actions taken
☐ Participate in the post-emergency debriefing
☐ Ensure notifications required under this plan are carried out

3.1.5   Safety Officer (Health and Safety Coordinator)

> ## Safety Officer (Health and Safety or HR)

☐ Monitors safety conditions and develops safety measures related to the overall operation
☐ Ensure all responders have received appropriate, hazard specific training
☐ Advise the MECG on potential risks to responders
☐ Maintain a personal log of all actions taken
☐ Participate in the post-emergency debriefing

3.1.6   Risk Manager/Legal Council

> ## Risk Manager/Legal Council

☐ Provides solution oriented, articulate, legally sufficient and timely counsel to members of the MECG
☐ Maintain a personal log of all actions taken
☐ Participate in the post-emergency debriefing

3.2 Planning Section

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PLANNING SECTION

</div>

- Assess immediate impact of the emergency
- Collect and evaluate information and intelligence
- Maintain resource status
- Administrative support for the IMS organization/MECG
- Address long-term consequences of the emergency
- Establish plans for recovery/return to normal operations

3.2.1 Planning Section Chief

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Planning Section Chief

</div>

Reports to the EOC Director and can be any senior employee with in-depth knowledge of the municipality

 Coordinate and support:
- o Situation Report
- o Document Control
- o Business Continuity
- o Incident Action Planning

 Coordinate and schedule Emergency Support and Assistance Team personnel as required
 Fulfill the identified role of any team lead not assigned
 Maintain a personal log of all actions taken
 Participate in the post-emergency debriefing

3.2.2 Situation Report Lead

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Situation Report Lead

</div>

Reports to the Planning Section Chief

 Maintain situational awareness for incident
 Establish schedules for MECG meetings
 Collect and processes information on the incident
 Ensure GIS resources are available
 Provide support to the Planning Chief, as required
 Regularly report to the Planning Chief
 Maintain a personal log of all actions taken
 Assess immediate impact of the emergency

☐ Collect and evaluate information and intelligence
☐ Maintain resource status
☐ Assess the present and projected situations,
☐ Maintain ongoing communication with the Operations Section Chief and EOC Director in order to identify alternative courses of action, or other possible hazards that may develop.
☐ Maintain up-to-date status reports on all human and material resources
☐ Establish and maintain a Master Log
☐ Ensure that maps and status boards are kept up to date
☐ Maintain a personal log of all actions taken
☐ Participate in the post-emergency debriefing

3.2.3   Documentation Lead

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Documentation Lead

</div>

Reports to the Planning Section Chief

☐ Implement a system to track information related to the emergency response
☐ Ensure proper retention of information
☐ Maintain up-to-date files on the incident
☐ Provide support to the Planning Chief, as required
☐ Regularly report to the Planning Chief
☐ Maintain a personal log of all actions taken
☐ Administrative support for the IMS organization/MECG
☐ Utilize all available information management systems to collect, manage, share and file information and documentation related to the emergency
☐ Ensure that a record of issues and problems identified, resolved and yet to be resolved, is maintained throughout the emergency
☐ Ensure all decisions made and actions taken by the Municipal Emergency Control Group are recorded in the Master Log
☐ Post Municipal Emergency Control Group objectives and priorities prominently in the EOC
☐ Post action items and mark off what has been completed prominently in the EOC
☐ Record detailed minutes of all Municipal Emergency Control Group meetings
☐ Arrange for printed materials, as required
☐ Ensure the maintenance of all records and personal logs for the purpose of investigations, debriefings, inquiries and post-emergency reports
☐ Prepare debriefings and reports, as requested
☐ Maintain a personal log of all actions taken
☐ Participate in the post-emergency debriefing

3.2.4 Business Continuity Lead

Business Continuity Lead

Reports to the Planning Section Chief

☐ Establish, implement and maintain the business continuity plan
☐ Regularly report to the Planning Chief
☐ Make recommendations to the Planning Chief
☐ Maintain a personal log of all actions taken
☐ Ensure continuity of operations in non-affected areas of the municipality
☐ At the direction of the Head of Council, arrange special meetings of council, as required, and advise members of council of the time, date, and location of the meetings
☐ Maintain a personal log of all actions taken
☐ Participate in the post-emergency debriefing

3.2.5 Incident Action Plan Lead

Incident Action Plan Lead

Reports to the Planning Section Chief

☐ Compile information for the Incident Action Plan
☐ Publish and distribute the IAP when approved
☐ Regularly report to the Planning Chief
☐ Make recommendations to the Planning Chief
☐ Maintain a personal log of all actions taken
☐ Develop possible contingency plans, long-range plans and alternative courses of action
☐ Establish an incident action plan with input from the Municipal Emergency Control Group.
☐ Anticipate staffing and resource needs
☐ Address long-term consequences of the emergency
☐ Establish plans for recovery/return to normal operations
☐ Maintain a personal log of all actions taken
☐ Participate in the post-emergency debriefing

3.3 Operations Section

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OPERATIONS SECTION

</div>

- Conduct front line tactical operations to carry out the Incident Action Plan
- Develop tactical objectives
- Organize and direct resources

3.3.1 Operations Section Chief

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Operations Section Chief

</div>

Reports to the EOC Director and can be any senior police, fire, EMS, Public Works or Social Services official

☐ Coordinate and Support:
   a. First Responders (Fire, Police, EMS)
   b. Public Works
   c. Community Services
   d. Public Health
   e. Public Works

☐ Conduct front line tactical operations to carry out the Incident Action Plan

☐ Develop tactical objectives

☐ Direct and coordinate all municipal operation responses

☐ Request resources from Logistics and direct them

☐ Liaise with the EOC Director and the Planning Chief to determine the incident objectives and priorities

☐ Assist with developing the incident action plan

☐ Implement the incident action plan through Operations Section Leads

☐ Continually update the Situation Report Lead on any progress toward or delays in achieving the objectives established in the incident action plan

☐ Identify personnel and resource requirements

☐ Ensure that Operations personnel are working safely

☐ Fulfill the identified role of any team lead not assigned

☐ Maintain a personal log of all actions taken

☐ Participate in the post-emergency debriefing

3.3.2 Emergency Services Lead

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Emergency Services Lead

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Reports to Operations Section Chief and should be a police, fire or EMS official

☐ Coordinate Fire, Police and EMS response
☐ Monitors Fire, Police and EMS to ensure services are available throughout the emergency
☐ Regularly report to the Operations Chief
☐ Makes recommendations to the Operations Chief
☐ Maintain a personal log of all actions taken
☐ Advise the Municipal Emergency Control Group regarding the protection of life, property, the provision of law and order, and conduct of evacuations
☐ Establish an on-site command post with communications to the Emergency Operations Centre
☐ Liaise with the Senior Official - EMS to ascertain an estimated number of casualties, safety concerns at the site, and resources required
☐ Liaise with the Senior Official - Fire to ascertain an update of fire operations, safety concerns at the site, and resources required
☐ Liaise with the Senior Official - Police to ascertain an update on the provision of law and order, safety concerns at the site, and resources required
☐ Notify necessary emergency and community services, as required
☐ Coordinate all emergency services functions in support of the emergency
☐ Advise the Municipal Emergency Control Group regarding the most effective use of available resources in support of the emergency response
☐ Coordinate traffic control to facilitate the movement of emergency vehicles and traffic
☐ Alert persons endangered by the emergency and coordinate evacuation procedures
☐ Coordinate police services in the Emergency Operations Centre, evacuee centres, morgues, and other facilities, as required
☐ Maintain a personal log of all actions taken
☐ Participate in the post-emergency debriefing

3.3.3 Community Services Lead

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Community Services Lead

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Reports to Operations Section Chief and should be a manager from the Community Services department

☐ Provide social service support to residents of the County of Dufferin
☐ Establish support required for children
☐ Regularly report to the Operations Chief
☐ Make recommendations to the Operations Chief
☐ Maintain a personal log of all actions taken
☐ Ensure the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration/inquiry and personal services
☐ Be prepared to fulfill the Incident Management System roles of Operations, Logistics or Planning Chief within the EOC

☐ Establish and operate temporary and/or long-term evacuation centres, and ensure they are adequately staffed and maintained

☐ Arrange for assistance from other organizations and agencies at the evacuation centre(s)

☐ Establish a communications link between the Emergency Operations Centre and the evacuation centre(s)

☐ Liaise with the Medical Officer of Health on areas of mutual concern regarding public health in evacuation centres

☐ Ensure that a representative of the evacuation centre(s) are notified when the facilities are required, also ensure that staff and volunteers utilizing the facilities take direction from the facility representative(s) with respect to their maintenance, use and operation

☐ Liaise with long term care facilities, as required

☐ Ensure the appropriate level of care for vulnerable people at home and/or in evacuation centres during an emergency

☐ Arrange for the emergency purchase of food, clothing, bedding, and supplies that cannot be obtained any other way

☐ Maintain a personal log of all actions taken

☐ Participate in the post-emergency debriefing

3.3.4   Public Health Lead

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Public Health Lead

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Reports to Operations Section Chief and should be the Medical Officer of Health or a Public Health Nurse

☐ Coordinate public health response

☐ Monitor risks to human health

☐ Regularly report to the Operations Chief

☐ Makes recommendations to the Operations Chief

☐ Maintain a personal log of all actions taken

☐ Immediately notify the Senior Municipal Official or the CEMC of any impending or occurring public health emergencies

☐ Act as Incident Commander or as part of a Unified Command structure, in response to a human health emergency

☐ Activate the Public Health Response Plan as required

☐ Work with the Emergency Information Officer to prepare information/instructions for dissemination to the media pertaining to public health risk reduction for the municipality to distribute

☐ Consult on the safe disposal of biohazardous and/or other dangerous material that may affect public health

☐ Coordinate vaccine management and implement mass immunization plan, as required

☐ Advise the Municipal Emergency Control Group on potabilty of emergency water supplies and sanitation facilities, as required

☐ Liaise with the Ministry of Health and Long Term Care - Public Health Division

☐ Consult with the coroner on temporary morgue facilities as required

☐ Coordinate local community medical resources (CCAC, family health teams, hospitals, etc.) in response to the emergency

☐ Fulfill legislative mandate of the Medical Officer of Health as outlined in relevant provincial legislation

☐ Provide direction on any matters which may adversely affect public health

☐ Liaise with voluntary and private agencies
☐ Coordinate with the Senior Official - Community Services on preventing human health risks in evacuation centres including areas of safe food preparation, infection control practices, water quality, and sanitation
☐ Maintain a personal log of all actions taken
☐ Participate in the post-emergency debriefing

3.3.5   Public Works Lead

Public Works Lead

Reports to the Operations Section Chief and should be a manager from the Public Works department

☐ Monitor water, energy supplies, sewage and roads to ensure any interruptions in service are addressed
☐ Regularly report to the Operations Chief
☐ Make recommendations to the Operations Chief
☐ Maintain a personal log of all actions taken
☐ Advise the Municipal Emergency Control Group regarding the efficient and effective use of transportation, infrastructure, road maintenance, road clearing, road construction, sanitation resources, and any other engineering and public works matters
☐ Be prepared to fulfill the Incident Management System roles of Operations, Logistics or Planning Chief within the EOC or at the emergency site
☐ Establish an on-site command post with communications to the Emergency Operations Centre
☐ Act as Incident Commander or as part of a Unified Command Structure, as required.
☐ Liaise with public works representatives in neighbouring communities to ensure a coordinated response
☐ Ensure the provision of engineering assistance
☐ Ensure construction, maintenance and repair of municipal roads
☐ Ensure the maintenance of sanitary sewage and water systems within the constraints of the emergency
☐ Provide equipment for emergency pumping operations
☐ Ensure the provision of any municipal services provided by a third party, within the constraints of the emergency.
☐ Liaise with the Fire Coordinator/Chief concerning emergency water supplies for firefighting purposes
☐ Provide emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health
☐ Determine the need for any special equipment or resources and recommend sources of supply to the Municipal Emergency Control Group
☐ Provide for transportation and response equipment in support of emergency operations
☐ Discontinue any services, as required, and restore these services when appropriate
☐ Liaise with all public utilities to facilitate the disconnection of any service representing a hazard
☐ Liaise with the conservation authority regarding flood control, conservation and environmental matters and be prepared to take preventative or mitigating action
☐ Ensure that barricades and delineators are delivered to the emergency site to establish traffic control points and emergency perimeters, as required
☐ Maintain access and egress to emergency site for emergency vehicles
☐ Prioritize roads which will be restored and accesses which will be maintained
☐ Maintain a personal log of all actions taken

☐ Participate in the post-emergency debriefing

3.3.6   Building Department Lead

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Building Department Lead

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Reports to the Operations Section Chief and should be a municipal Building Inspector

☐ Advise the Municipal Emergency Control Group regarding building safety
☐ Be prepared to fulfill the Incident Management System roles of Operations, Logistics or Planning Chief within the EOC
☐ Liaise with Building Department officials from neighboring municipalities
☐ Determine the need for any special equipment or resources and recommend sources of supply to the ☐
☐ Municipal Emergency Control Group
☐ Maintain a personal log of all actions taken
☐ Participate in the post-emergency debriefing

3.4 Logistics Section

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LOGISTICS SECTION

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- Support Operations
- Coordinate resources and services to meet the needs of the incident and the organization
- Identify resources depleted during the emergency

3.4.1 Logistics Section Chief

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Logistics Section Chief

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Reports to the EOC Director and should be a manager, supervisor or senior staff member

☐ Coordinate and Support:
- o Facilities
- o Transportation
- o Staff Needs

☐ Fulfill the identified role of any team lead not assigned
☐ Maintain a personal log of all actions taken
☐ Participate in the post-emergency debriefing

3.4.2 Facilities Lead

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Facilities Lead

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Reports to Logistics Section Chief

☐ Coordinate available facilities for required purposes
☐ Support the set-up of the Emergency Operations Centre, briefing rooms, shelters, etc.
☐ Ensure that a communication link is established and maintained between the MECG and the Incident Commander
☐ Ensure telecommunication requirements are met
☐ Ensure Information Technology requirement are met
☐ Provide support to the Logistics Chief, as required
☐ Regularly report to the Logistics Chief
☐ Arrange and provide resources such as facilities (EOCs, briefing rooms, shelters, temporary morgues, etc.)
☐ Monitor and maintain facilities including the EOC
☐ Maintain a personal log of all actions taken
☐ Participate in the post-emergency debriefing

3.4.3 Staff Needs Lead

Staff Needs Lead

Reports to the Logistics Section Chief

☐ Ensure transportation, food and accommodation is made available to all staff responding to the emergency
☐ Arrange daycare services for staff with childcare issues
☐ Determine if staff and responders need family care and make the arrangements, to keep staff available for work, if required
☐ Provide support to the Logistics Chief, as required
☐ Report regularly to the Logistics Chief
☐ Make recommendations to the Logistics Chief
☐ Maintain a personal log of all actions taken
☐ Arrange and provide resources and services such as food service, communications and supports for responding and support personnel
☐ Maintain a personal log of all actions taken
☐ Participate in the post-emergency debriefing

3.4.4 Transportation Lead

Transportation Lead

Reports to Logistics Section Chief

☐ Coordinate the acquisition, distribution and scheduling of various modes of transport for the purpose of transporting persons and/or supplies, as required for the emergency response
☐ Procuring staff to assist, as required
☐ Ensure that a record of drivers/operators is maintained
☐ Regularly report to the Logistics Chief
☐ Make recommendations to the Logistics Chief
☐ Maintain a personal log of all actions taken
☐ Arrange and provide resources and services such as transportation, supplies, fuel, maintenance of equipment, food service, and communications for responding and support personnel
☐ Maintain a personal log of all actions taken
☐ Participate in the post-emergency debriefing

3.5 Finance and Administration Section

FINANCE AND ADMINISTRATION SECTION

- Provide information and advice on financial matters as they relate to the emergency
- Liaise, if necessary, with the Treasurers / Directors of Finance of neighbouring communities
- Seek disaster financial assistance
- Ensure the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency
- In conjunction with the Logistics Section provide and secure equipment and supplies not owned by the municipality

3.5.1 Finance and Administration Section Chief

Finance and Administration Section Chief

Reports to the EOC Director and should be the Treasurer, Deputy Treasurer or HR Manager

☐ Coordinate and Support:
- o Procurement
- o Human Resources
- o Cost Tracking

☐ Fulfill the identified role of any team lead not assigned
☐ Maintain a personal log of all actions taken
☐ Participate in the post-emergency debriefing

3.5.2 Procurement Lead

Procurement Lead

Reports to the Finance and Administration Section Chief

☐ Advise the Administration Chief on matters related to resource acquisitions ☐ Establish method of payment for said resources
☐ Report regularly to the Administration Chief
☐ Maintain a personal log of all actions taken
☐ Procurement
☐ Ensure required purchases are completed
☐ Maintain a personal log of all actions taken
☐ Participate in the post-emergency debriefing

3.5.3 Human Resources Lead

Human Resources Lead

Reports to the Finance and Administration Chief

☐ Coordinate and process requests for human resources

☐ Coordinate offers of, and appeals for, volunteers

☐ Select the most appropriate site(s) for the registration of volunteers

☐ Ensure that Volunteer Registration Forms are completed when volunteers are involved and a copy of the form is retained for County and/or Municipal records

☐ Ensure identification cards are issued to volunteers and temporary employees, where practical

☐ Obtain assistance, if necessary, from Human Resources Development Canada, as well as other government departments, public and private agencies, and volunteer groups, in consultation with the Finance/Administration Chief

☐ Organize situation specific training for volunteers and staff using operations expertise as needed

☐ Register and maintain a work record of individuals employed or utilized as volunteers during the emergency and/or post-emergency phases

☐ Ensure records and administrative details that may involve financial liability, are completed

☐ Report regularly to the Finance/Administration Chief

☐Organize and confirm 24-hour availability of staff and resources

☐ Consult and respond as needed on legal, human resource, and insurance issues

☐ Ensure the opening, staffing and operation of the switchboard at a municipal office, as required, during an emergency

☐ Arrange for additional staff to provide assistance, as required

☐ Ensure staffing requirements for extended operation

☐ Ensure that records of expenses are maintained for future claim purposes

☐ Advise the Municipal Emergency Control Group on all matters related to the acquisition and utilization of human resources

☐ Ensure that each person employed receives an identification card for feeding, transportation, and other purpose

☐ Advise on labour relations issues and legislation

☐ Notify the required support staff of the emergency, and the location of the EOC

☐ Provide a process for registering all Municipal Emergency Control Group members when they arrive and depart the EOC

☐ Maintain a personal log of all actions taken

☐ Participate in the post-emergency debriefing

3.5.4 Cost Tracking

Cost Tracking Lead

Reports to the Finance and Administration Chief

☐ Log all costs incurred for all departments during the course of the emergency in order to accurately reimburse or invoice, as required
☐ Report regularly to the Administration Chief
☐ Maintain a personal log of all actions taken
☐ Monitor costs related to the incident
☐ Provide accounting
☐ Manage all accounting, costing and payroll
☐ Time recording and cost analysis
☐ Maintain a personal log of all actions taken
☐ Participate in the post-emergency debriefing

3.6 Appointment of Incident Commander

The Incident Commander is appointed by the Municipal Emergency Control Group however in most instances the responding agencies will determine which agency should take the lead role based upon the specifics of the emergency situation. Once appointed, he/she will assume responsibility for overall coordination of all operations at the emergency site. Each emergency response organization will have a Chief at the emergency site, which will then liaise with the Site Incident Commander.

3.6.1 Unified Command

Complex incidents which require an extended response from multiple agencies will be managed using a unified command structure with a single representative from each responding agency serving as a member of the Unified Command Group. The representatives of the Unified Command Group will position themselves at the or near enough to the scene to provide guidance and leadership for responders while sharing information amongst the Unified Command Group and determining objectives. All responding agencies will work to carry out the objectives determined by the Unified Command Group.

The Unified Command Group will ensure that all agency representatives meet on a regularly to update one another on organization actions and progress, to share information set common priorities and objectives and determine what additional resources may be required.

3.7 Incident Commander or Unified Command Group

Incident Commander or Unified Command Group

Reports to the EOC Director

☐ Continually assess the situation
☐ Ensure that objectives, priorities, tasks and tactics are established to contain and mitigate the effects of the emergency situation
☐ Establish an incident command post
☐ Coordinate an inner and outer perimeter around the emergency site, as required
☐ Ensure that adequate material and human resources are available to safely respond to the emergency situation
☐ Ensure the health and safety of all persons at the emergency site
☐ Maintain a communication link with the EOC
☐ Coordinate the activities of the responding agencies
☐ Liaise with key personnel and officials
☐ Appoint an On-site Media Spokesperson to work with the Emergency Information Officer, as required
☐ Appoint a scribe, as needed
☐ Ensure that all responding agencies meet on a regular basis to update each other on individual organization actions and progress made, to share information, to set common priorities, to set common objectives and determine what additional resources may be required
☐ Understand the laws and policies that may be considered during management or recovery of the emergency

3.8 Appointment of EOC Director

The Municipal Emergency Control Group will also appoint an EOC Director who will assume responsibility for the overall operations within the Emergency Operations Centre.

3.9 Relief from Duty

Should the Incident Commander or EOC Director require a period of rest the Municipal Emergency Control Group will appoint a Deputy to assume the duties, as required.

3.10 Telecommunications

Upon implementation of the Emergency Response Plan, it will be crucial to ensure that timely, accurate and reliable communications are established between the emergency site and the Emergency Operations Centre.

There may also be a need for communications at various locations including shelters, hospitals, and other key locations.

The *Emergency Management and Civil Protection Act* requires each EOC to have appropriate technological and telecommunications systems to ensure effective communication in an emergency.

To fulfill these requirements each County EOC has been equipped with the following technology and telecommunications.

- Telephones
- Fax Machine
- Voice Mail
- Two-way radios
- Cellular telephones
- Computers with internet access and email
- Dry Erase Boards
- LCD Projector(s)
- Intranet Access

Additional technology and communications resources may be required and should be coordinated through the Logistics Section.

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4 Coordination with Others/Requests for Assistance

4.1 Federal Resources

Public Safety Canada

All federal resources, military equipment, aircraft, services, and activation of emergency plans and procedures must be requested via the Provincial Emergency Operations Centre.

4.2 Provincial Resources

The Government of Ontario, through a variety of partnerships and agreements, maintains a significant response capacity in support of the province's communities. While many of these resources are accessed through designated individuals and processes, communities requiring assistance can contact the Provincial Emergency Operations Centre (PEOC) at any time for advice related to managing emergencies.

Requests to the Province of Ontario can be made at any time without any loss of control or authority. A request for assistance should be made by contacting Office of the Fire Marshal and Emergency Management (OFMEM).

OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT (OFMEM)
PROVINCIAL EMERGENCY OPERATIONS CENTRE
Telephone: 1-866-314-0472
Fax: 416-314-0474

If an emergency is declared, OFMEM will routinely deploy a Field Officer to the local Emergency Operations Centre to assist the community. The Field Officer will be the link between the municipality and the province for both provincial, and if necessary, federal resources.

Specialized Resources
On behalf of the Province, the Office of the Fire Marshal and Emergency Management (OFMEM) oversees, administers and supports Memorandums of Understanding (MOUs) with nine municipal fire services. These MOUs enable trained responders to be deployed throughout Ontario as needed in support of local responders dealing with large scale natural or man-made emergencies that exceed local capacity, when an emergency is declared.

Chemical, Biological, Radiological, Nuclear, Explosives (CBRNE)
The OFMs CBRNE resources include the following;
- Three specialized expert (technician) Level 3 Chemical / Biological / Radiological / Nuclear/Explosive (CBRNE) Response Teams (established in Toronto, Windsor and Ottawa)
- Six operational support Level 2 teams (Peterborough, Cornwall, Sault Ste. Marie, Thunder Bay, North Bay, and Cambridge/Waterloo/Kitchener)

Heavy Urban Search and Rescue (HUSAR)
The OFMs HUSAR resources are based in Toronto and can be deployed anywhere in Ontario.

Emergency Medical Assistance Team (EMAT)
The EMAT is a mobile medical field unit that can be deployed anywhere in Ontario with road access within 24 hours. The EMAT can set-up a 56 bed unit that provides a staging and triage base, and has the capability to treat 20 acute care patients and 36 intermediate care patients. In addition, the EMAT can provide :
- Patient isolation in the case of an infectious diseases outbreak;
- Medical support and decontamination in the case of a chemical, biological or radiological incident; and
- Case management and triage of patients in a mass casualties situation

4.2.1   Conditions for EMAT Deployment

All of the following elements must be present prior to EMAT deployment

- Emergency is focused on a severe respiratory illness or, mass casualty incident or requires medical care for victims of chemical/biological/radiological/nuclear/Explosive (CBRNE) emergency
- Code Orange invoked by hospital
- Community disaster plan implemented
- Efforts to transfer patients out of hospital/region as appropriate have been, or will rapidly become, inadequate
- Resolution of emergency is predicted to be greater than six hours plus EMAT response and travel time

Spills Action Centre (SAC)

The Ministry of the Environment (MOE) serves primarily as a regulatory agency. The Spills Action Centre, staffed on a 24-hour basis, receives and records province-wide reports of spills and coordinates appropriate responses.

Spills are defined as releases of pollutants into the natural environment originating from a structure, vehicle, or other container, and that are abnormal in light of all circumstances. Spills must be reported immediately to the Ministry of the Environment and to the municipality when they cause or are likely to cause any of the following:

- Impairment to the quality of the natural environment – air, water, or land
- Injury or damage to property or animal life
- Adverse health effects
- Safety risk
- Making property, plant, or animal life unfit for use
- Loss of enjoyment of normal use of property
- Interference with the normal conduct of business

The Spills Action Centre has access to extensive chemical database systems and often provides clean up advice over the phone. Depending on the nature and impact of an incident, the Spills Action Centre can activate various levels of ministry response. If there is a spill or other environmental emergency

MINISTRY OF THE ENVIREMENT
SPILLS ACTION CENTRE
1-800-268-6060

Ontario Disaster Relief Assistance Program (ODRAP)

The Ontario Disaster Relief Assistance Program is administered through the Ministry of Municipal Affairs and Housing and is intended to alleviate some of the hardship suffered by private homeowners, farmers, small business enterprises and non-profit organizations, whose essential property has been damaged during a sudden and unexpected natural disaster. ODRAP provides funds to those who have sustained heavy losses for essential items such as shelter and "necessities of life".

ODRAP provides assistance when damages are so extensive that they exceed the financial resources of affected individuals, the municipality or community at large, but does not cover damages to privately owned, non-essential property, nor to essential property where private insurance is normally available.

The Minister of Municipal Affairs and Housing is authorized to declare a "disaster area" for the purposes of the ODRAP program. The municipal council asking for assistance under the ODRAP program must adopt a resolution outlining the following:

- The municipality's request for a disaster area declaration
- The specific area of the municipality that is to be declared a disaster area

The request for a disaster area declaration must be submitted to the Minister of Municipal Affairs and Housing within 14 working days of the date of the disaster.

4.3   Local Resources

4.3.1   Medical Care Facilities

The primary medical care facility in the County of Dufferin is the Headwaters Health Care Centre with 87 beds they are prepared to implement their respective emergency plans, as required. The plan provides for the decontamination, triage and medical care of casualties in an emergency situation. The Headwaters Health Care Centre has its own internal emergency plan which can be implemented as required.

Additional medical centers that are in close proximity to Dufferin County are listed below, distances shown are actual driving distance from Shelburne ON:

Brampton Civic Hospital
2100 Bovaird Drive E.
Brampton, Ontario
L6R 3J7
905-494-2120

Centre Grey Hospital
550 Isla Street   P.O. Box 406
Markdale, Ontario
N0C 1H0
519- 986-3040

Collingwood Hospital

459 Hume Street
Collingwood, Ontario
L9Y 1W9
705-445-2550

Credit Valley Hospital
2200 Eglington Avenue
Mississauga, Ontario
L5M 2N1
905-813-2200

Etobicoke Hospital
101 Humber College Blvd.
Etobicoke, Ontario
M9V 1R8
416-494-2120

Grand River Hospital
835 King Street W P.O. Box 9056
Kitchener, Ontario
N2G 1G3
519-742-3611

Grey Bruce Regional Health Centre
1800 8th Street E
Owen Sound, Ontario
N4K 6M9
519-376-2121

Groves Memorial Hospital
235 Union Street
Fergus, Ontario
N1M 1W3
905-813-2200

London Children's Hospital
800 Commissioners Rd. E. P.O. Box 5010
Kitchener, Ontario
N6A 5W9
519-685-8484

Mount Sinai Hospital
600 University Avenue
Toronto, Ontario
M5G 1X5
416-596-4200

Penetanguishene Mental Health Centre
500 Church Street
Penetanguishene, Ontario
L9M 1G3
705-549-3181   X2062
Royal Victoria Hospital

201 Georgian Drive
Barrie, Ontario
L4M 6M2
705-739-7304

Sick Kids Hospital
555 University Avenue
Toronto, Ontario
M5G 1X9
416-813-1500

Southlake Regional Health Centre
596 Davis Drive
New Market, Ontario
L3Y 2P9
905-895-4521   X2118

St. Michael'sHospital
30 Bond Street
Toronto, Ontario
M5B 1W8
416-360-4000

Stevenson Hospital
200 Fletcher Crescent
Alliston, Ontario
L9R 1M1
705-435-6281

Sunnybrook Hospital
2075 Bayview Avenue
Toronto, Ontario
M4N 3M5
416-480-6100

Toronto Western Hospital
399 Bathurst Street
Toronto, Ontario
M5T 2S8
416-603-5800

Trillium Health Centre
100 Queensway W
Mississauga, Ontario
L5B 1B8
905-848-7100

Women's College
76 Grenville Street
Toronto, Ontario
M5S 1B2
416-323-6400

4.3.2   Conservation Authorities

Conservation authorities within the County of Dufferin have the general responsibility and play the lead role in coordinating flood control within their area of jurisdiction and providing warnings to municipalities and the public.

The following Conservation Authorities have jurisdiction for a portion of Dufferin County and each has a current flood plan:

- Credit Valley Conservation

- Grand River Conservation Authority

- Saugeen Valley Conservation Authority

- Nottawasaga Valley Conservation Authority

- Toronto Region Conservation Authority

4.3.3   Public and Separate School Boards

The school boards within the County of Dufferin are responsible for the control of the school population, all school buildings and facilities, and school buses as per their emergency response plans.

4.3.4   Salvation Army

The Salvation Army, under the direction of the Senior Official – Community Services, will be responsible for the provision of qualified personnel to assist Community Services staff in their mandate to deliver clothing, food and personal services.

The Salvation Army also manages a transitional housing unit on behalf of the County of Dufferin which may be utilized for emergency housing.

4.3.5   Canadian Red Cross

Should an emergency shelter need to be set up to receive and shelter evacuees it will operate under the authority of the Senior Official – Community Services and staffed by the Canadian Red Cross.

The Canadian Red Cross will be responsible for:
- Registering evacuees
- Handling inquiries about evacuees
- Personal needs
- Food and Beverage services
- Clothing services
- Temporary lodging

4.3.6   Amateur Radio Emergency Service (ARES)

ARES can provide radio links between the Emergency Operations Centre, Evacuation Centres and the Emergency Site, as well as locations such as local hospitals that may be affected by communication system failures.

4.3.7   Area Lions Emergency Response Team

All five Lions Clubs in Dufferin County have joined together to form the Dufferin Area Lions Emergency Response Team (**Dufferin ALERT)**. The Team is prepared to provide proactive and reactive services on a voluntary basis to the County of Dufferin.

Upon receipt of a request for assistance from the CEMC, the Dufferin ALERT Team is prepared to provide support and assistance in the event of an emergency within the County, in accordance with the Dufferin ALERT Team Emergency Management Plan and subject to the availability of members to respond.

4.3.8   Ontario Society for the Prevention of Cruelty to Animals (OSPCA)

The OSPCA, with the assistance of the Municipal Animal Control Officers, will be responsible for the following:

- Maintain close liaison with Senior Official – Community Services
- Assist with the operation of temporary animal shelters
- Be prepared to evacuate and relocate animals under the care of the Humane Society should their facilities be located within the area to be evacuated

4.3.9   Mennonite Disaster Services

MDS is the organized response to the needs of "neighbors" in time of disaster. We endeavor to give time, talents, and energies to help relieve suffering caused by disasters.

MDS focuses on helping the most vulnerable: the elderly, the handicapped, single parents, the unemployed, the uninsured and the underinsured. Our focus is on helping those who are not covered by traditional means of recovery.

5 Listing of Annexes

The annexes to this plan contain specific details about response procedures that are strictly confidential.

1. Record of Amendment and Testing

   This record is used to record all amendments and tests of the Emergency Response Plan

2. Distribution List

   This annex is used to record the name and position of every person who is a holder of the Emergency Response Plan

3. Incident Logs

   Each member of the MECG is required to log their individual details and any actions taken or decisions made. This log was developed to provide a consistent method for recording such information.

4. Notification Procedure and Contact Lists

   This annex contains the contact information for each member of the MECG as well as support agencies and personnel

5. Emergency Operations Centres

   This annex contains the locations, set-up procedures and contact information for each Emergency Operations Centre

6. Declaration and Termination of Emergencies

   This annex contains the information and paperwork required for the Head of Council to declare and/or terminate an emergency

7. Emergency Shelter Information

   The details, including capacity and facility resources as well as contact information for each designated emergency shelter can be found in this annex

8. Resource Directory

   This annex lists a multitude of resources that may be required during an emergency including resources owned and operated by the private sector. Any private enterprise that would like to be added to this directory can contact the Community Emergency Management Coordinator

9. Critical Infrastructure

   This annex identifies the known critical infrastructure located in or around Dufferin County whether it is privately operated or a municipal resource.

10. Emergency Information Plan

    This annex will guide the MECG and the Emergency Information Officer is providing timely and accurate updates to the public prior to and during emergencies.

11. Community Services Emergency Response Plan

    This annex details how the County of Dufferin will meet the basic needs of people who are affected by disaster.

12. Severe Weather Plan

This annex details the actions that will be taken during and after severe weather incidents

13. Foreign Animal Disease Plan

This annex details the actions that will be taken during and after an outbreak of a disease which threatens the agricultural industry in Dufferin County

14. Flood Contingency Plan

This annex details the action that will be taken to assist conservation authorities in mitigating against, responding to and recovering from flood emergencies

15. Debris Management Plan

This annex details how the debris that results from an emergency situation will be managed in the interest of human health and environmental safety.

16. Volunteer Management Plan

Under certain circumstances it may be necessary to issue appeals to the public for volunteers with certain skills to assist in responding to or recovering from an emergency. These volunteers are referred to as "spontaneous volunteers" and they are people not attached or associated with a formal organizations or recognized support group such as the Lions Club, Red Cross, St. John Ambulance, the Salvation Army or ARES.

For insurance coverage purposes all spontaneous volunteers must be registered with the municipalities Human Resources department prior to beginning an emergency relief efforts.

Members of the public may access and copy this document at any municipal office located within the County of Dufferin

Accessible format available on request

Questions or comments pertaining to this Emergency Response Plan or the County of Dufferin and Member Municipalities Emergency Management Program should be directed to;

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