

The Corporation of the Village of South River

By-Law No. 51-2024

Being a by-law to adopt an Emergency Management Program and Emergency Response Plan and to meet other Requirements under the Emergency Management and Civil Protection Act and to provide emergency management services jointly with The Village of South River, the Township of Joly, the Township of Strong, and The Village of Sundridge.

WHEREAS under the *Municipal Act*, R.S.O. c. 25, s. 20(1) a municipality may enter into an agreement with one or more municipalities or local bodies, as defined in section 19, or a combination of both to jointly provide, for their joint benefit, any matter which all of them have the power to provide within their own boundaries.

AND WHEREAS under the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 and (the “Act”) Ontario Regulation 380/04 (the “Reg”) every municipality in the Province of Ontario is required to:

- Develop and implement an emergency management program, which shall consist of:
 - o an emergency plan;
 - o training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - o public education on risks to public safety and on public preparedness for emergencies; and
 - o any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario;
- Designate an employee of the municipality or a member of the council as its emergency management program coordinator;
- Establish an emergency management program committee;
- Establish an emergency control group;
- Establish an emergency operations centre to be used by the municipal emergency control group in an emergency; and
- Designate an employee of the municipality as its emergency information officer;

AND WHEREAS it is prudent that the emergency management program developed under the Act be in accordance with international best practices, including the five core components of emergency management; prevention, mitigation, preparedness, response and recovery;

AND WHEREAS the purpose of such a program is to help protect public safety, public health, the environment, critical infrastructure and property during an emergency and to promote economic stability and a disaster resilient community;

NOW THEREFORE the Council of the Corporation of the Village of South hereby enacts as follows:

Emergency Management Program

1. An Emergency Management Program for the municipality will be developed and reviewed annually by the Emergency Management Program Committee consistent with and in accordance with the Act, the Reg, and international best practices, including the five components of emergency management, namely: prevention, mitigation, preparedness, response and recovery, and such program shall include:
 - a. training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - b. public education on risks to public safety and on public preparedness for emergencies; and
 - c. any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario.
2. The Emergency Management Program shall be consistent with the objectives of protecting public safety, public health, the environment, critical infrastructure and property, and to promote economic stability and a disaster-resilient community.

Emergency Response Plan

3. The Emergency Response Plan, which has been developed in accordance with the requirements of the Act and Reg and international best practices, and which is attached hereto as Schedule A is hereby adopted (the "Plan").
4. The Plan shall be reviewed annually by the CEMC and the Emergency Management Program Committee. The CEMC is authorized to make such administrative changes to the Plan as appropriate to keep the Plan current, such as personnel, organizational and contact information updates. Any significant revision to the body of the Plan shall be presented to Council for approval.
5. When an emergency exists but has not yet been declared to exist, employees and the Emergency Control Group may take such action under the Plan as may be required to protect property and the health, safety and welfare of the inhabitants of the respective municipalities.

Community Emergency Management Coordinator

6. The jointly appointed Community Emergency Management Coordinator (CEMC) is responsible for the emergency management programs for the joint municipalities participating in the shared C.E.M.C. services including maintenance of the Plan, training, exercises, public education and such other duties and responsibilities as outlined in the Act.
7. The Alternate CEMC for the municipality in which an emergency may or is occurring will act in place of the primary CEMC in his/her absence.

Emergency Management Program Committee

8. The persons holding the following positions in the municipality shall be members of the Emergency Management Program Committee:
 - a. Elected Official (one from each municipality)
 - b. Senior Administration Staff (one from each municipality)
 - c. CEMC
 - d. Alternate CEMC (as selected by the EMPC)
 - e. Fire Chief (1-SSFD & 1-SRMD)
9. The Chairperson of the joint Emergency Management Program Committee will be appointed collectively by each Council.
10. The Emergency Management Program Committee shall advise Council on the development and implementation of the municipality's Emergency Management Program and shall review the program annually.

Municipal Emergency Control Group

11. The persons holding the following positions or their designate in the municipality shall be members of the Municipal Emergency Control Group (MECG):
 - a. Head of Council – Mayor (one from each municipality)
 - b. Chief Administrative Officer/Clerk Administrator (one from each municipality)
 - c. Head of the Public Works Department (one from each municipality)
 - d. CEMC (Shared position amongst the four members of the shared service)
 - e. Alternate CEMC (one from each municipality)
 - f. Fire Chief (1-SSFD & 1-SRMD)
 - f. Emergency Information Officer
 - g. Alternate Information Officer

Emergency Operations Centre

12. A primary and an alternate Emergency Operations Centre have been established for use by the MCEG in an emergency and with the appropriate technological and telecommunications systems to ensure effective communication in an emergency. The locations of the Emergency Operations Centres are identified in an annex to the Plan.

Emergency Information Officer

13. The municipality will appoint an Emergency Information Officer for the municipality to act as the primary media and public contact for the municipality in an emergency.

Administration

14. The Plan shall be made available to the public for inspection and copying at the Administration Office, 63 Marie St., South River during regular business hours.
15. The Plan, or any amendments to the Plan, shall be submitted to the Office of the Fire Marshal and Emergency Management as identified in the Act.
16. By-law No.38-2006 and By-law No.13-2020 are hereby repealed.

Passed on this 26th day of NOVEMBER, 2024

Mayor Jim Coleman

Clerk Administrator Don McArthur

Municipal Emergency Plan

This IMS based Emergency Plan is issued under the authority of the Councils of the Municipalities of Sundridge, Strong, Joly, South River as per corresponding By-laws listed in Appendix "A" of this document.

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Foreword

Municipal Emergencies could be defined as situations caused by the forces of nature, an accident, an intentional act, or otherwise that constitutes a danger of major proportions to life or property. The situations or the threat of impending situations, abnormally affecting the lives and property of our society, by their nature and magnitude require a controlled and co-ordinated response by several agencies, both governmental and private, under the direction of the appropriate elected officials, as distinct from routine operations carried out by an agency or agencies such as police forces, fire departments, emergency medical services.

Whenever an emergency occurs, which affects the lives and property of citizens, the initial and prime responsibility for providing immediate assistance rests with the local municipal government. This emergency plan is designed for the designated Municipal Control Group to utilize an Incident Management System (IMS) to ensure the co-ordination of municipal, provincial, federal, private, and volunteer services in an emergency to bring the situation under control as quickly as possible.

All officials of the Municipalities of Sundridge, Strong, Joly and South River whether elected or appointed, must be fully conversant with the contents of this emergency plan and be prepared at all times to carry out the functions and responsibilities allotted to them.

Acronyms

“CEMC”	Community Emergency Management Coordinator
“DRO”	Documentation Registration Officer
“EIO”	Emergency Information Officer
“EMPCA”	Emergency Management Civil Protection Act
“FASC”	Finance/Administration Section Chief
“I/C”	Incident Commander
“IMS”	Incident Management System
“LO”	Logistics Officer
“MECG”	Municipal Emergency Control Group
“EOC”	Emergency Operations Centre
“IAP”	Incident Action Plan
“OSC”	Operations Section Chief
“PSC”	Planning Section Chief
“SSJSR”	Sundridge Strong Joly South River
“CAO/CA”	Chief Administrative Officer/ Clerk Administrator
“EOCC”	Emergency Operations Centre Coordinator
“PIAR”	Post Incident Action Report

Section 1 - Purpose

The purpose of this Emergency Plan is to:

- a) comply with the Emergency Management and Civil Protection Act, Section 3 (1) and Ontario Regulation 380/04 that require a municipality to have an Emergency Plan and an Emergency Response Plan in place.
- b) establish, by By-law, a Council-approved policy document titled: “Municipal Emergency Plan”. The Municipal Emergency Plan shall be used during an emergency, (“emergency”: defined on page 7.) and shall include:
 - i. the approval of Incident Management System (IMS) as the response system/process to be used to provide a coordinated, early response to an emergency, using the resources available, in order to protect the health, safety, welfare and property of the inhabitants of the emergency area. IMS can also be used prior to the declaration of an emergency and through the recovery stage of an emergency.

- ii. the establishment of a procedure for the formal declaration and termination of an emergency within the Municipalities of SSJSR;
- iii. the establishment of a Municipal Emergency Control Group (MECG) and an Emergency Operations Centre (EOC) with a mandate to:

- a) provide support to the emergency incident site(s),
 - b) provide for the requirements of the broader affected area, and,
 - c) provide for business continuity for the Municipalities and the community.
- iv. the provision of both an effective training program and the deployment of all resources required in an emergency situation within the Municipalities of Sundridge, Strong, Joly, South River

Section 2 - Authority

(Compliance with Legislation / Regulation / Policy Statements / Standards / By-law)

Authority for the development, content, and implementation of the Municipal Emergency Plan is provided or referenced in the following:

Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9.

Section 3 (1) states: "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 councils of the municipalities shall by by-law adopt the emergency plan". 2002, c. 14, s.5 (2)

Declaration of emergency

Section 4. (1) states: "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.”

Declaration as to termination of emergency

Section 4. (2) states: “The head of council or the council of a municipality may at any time declare that an emergency has terminated.”

Ontario Regulation 380 /04.

Regulation 380 /04 Part II: Municipal Standards: Sections 10 through 15 provides direction on:

Section 10: Emergency Management Program Co-ordinator
Section 11 Emergency Management Program Committee
Section 12 Municipal Emergency Control Group
Section 13 Emergency Operations Centre
Section 14 Emergency Information Officer
Section 15 Emergency Response Plan (detail

provided below) Sections 15 (1) and 15 (2) state:

- 15 (1): The emergency plan that a municipality is required to formulate under subsection 3 (1) of the Act shall consist of an emergency response plan.
- 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.

Incident Management System (IMS) for Ontario (Doctrine) December 2008.

(established under the authority of the Office of the Deputy Minister of Community Safety and the Office of the Chief, Emergency Management Ontario, Ministry of Community Safety and Correctional Services and approved January 30, 2009)

The Doctrine is a comprehensive document providing the following

content: General

The

Introductory

Module The

Response

Module The

Enabling

Module

The Supporting Module (contains Annexes A through F)

Section 5 of this Emergency Plan provides additional detail on IMS as outlined in the Doctrine.

For assistance in the use of this Emergency Plan, three definitions as stated in Annex D-Glossary and Acronyms of Key Terms of the

Doctrine are provided below:

Definition of Emergency (Also defined in the EMCP Act)

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.

Definition of Incident

An occurrence or event, natural or human-caused, that requires an emergency response to protect life, property, or the environment.

An incident may be geographically confined (e.g. within a clearly delineated site or sites) or dispersed (e.g. a widespread power outage or an epidemic). Incidents may start suddenly (e.g. a chemical plant explosion) or gradually (a drought). They may be of a very short duration (a call for emergency medical assistance) or continue for months or even years. Incidents can, for example, include major disasters, terrorist attacks or threats, emergencies related to wild-land and urban fires, floods, hazardous materials spills, nuclear events, aircraft emergencies, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies and other emergencies.

Definition of Incident Management System (IMS)

A standardized approach to emergency management encompassing personnel, facilities, equipment, procedures, and communications operating within a common organization 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.

Accessibility for Ontarians with Disabilities Act /Ontario Regulation 429/11 and 191/11;

The Act specifically identifies Standards to be set by Regulation.

Ontario Regulation 429/07 sets out requirements for Accessible Standards for Customer Service and Providing Documents in an Accessible Format

The Municipalities of Sundridge, Strong, Joly, South River shall provide Emergency Plan information in an accessible format upon request in accordance with the municipalities Accessible Customer Service Policy

Ontario Regulation 191/11 clarifies information requirements related to emergencies and to emergency plans.

Key references are provided as follows:

Emergency procedure, plans or public safety information.

13. (1) In addition to its obligations under section 12, if an obligated organization prepares emergency procedures, plans or public safety information and makes the information available to the public, the obligated organization shall provide the

information in an accessible format or with appropriate communication support, as soon as practicable, upon request.

13. (2) Obligated organizations that prepare emergency procedures, plans or public safety information and make the information available to the public shall meet the requirements of this section by December 31, 2024.

Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M. 56;

The Municipal Emergency Plan is a public document excluding appendices which are deemed confidential.

As stated in the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990,:

Section 8. (1) A Head of an institution may refuse to disclose a record if the disclosure could reasonably be expected to,

(i) endanger the security of a building or the security of a vehicle carrying items, or of a system or procedure established for the protection of items, for which protection is reasonably required;

Section 9 (1) A head shall refuse to disclose a record if the disclosure could reasonably be expected to reveal information the institution has received in confidence from,

- a) the Government of Canada;
- b) the Government of Ontario or the government of a province or territory in Canada;
- c) the government of a foreign country or state
- d) an agency of a government referred to in clause (a), (b) or (c) or
- e) an international organization of states or a body of such an organization.

Section 10 (1) A head shall refuse to disclose a record that reveals a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence implicitly or explicitly, if the disclosure could reasonably be expected to,
(b) Result in similar information no longer being supplied to the institution where it is in the public interest that similar information continues to be so supplied;

Section 13 A head may refuse to disclose a record whose disclosure could reasonably be expected to seriously threaten the safety or health of an individual.

Canadian Standards Association (CSA) Canadian Emergency Management and Business Continuity Program Standard (CSA Z1600);

Business Continuity Program Standard (CSA Z1600) establishes a common set of criteria for disaster management, emergency management, and business continuity programs. This Standard was published in 2008.

While CSA Z1600 is non-binding, the IMS doctrine is designed to be consistent with it.

Below is an extract from the CSA Z1600 Standard:

6.5 Incident management

6.5.1

The entity shall establish an incident management system to direct, control, and coordinate operations during and after an emergency.

6.5.2

The incident management system shall assign specific organizational roles, titles, and responsibilities for each incident management function.

6.5.3

The entity shall establish procedures for coordinating response, continuity, and recovery activities.

By-laws (Appendix A) of the Municipalities of Sundridge, Strong, Joly, South River as certified by the Clerks of the Townships/Villages documents with Council's official approval of this Municipal Emergency Plan.

This Plan and By-law have been filed with the Office of the Fire Marshal and Emergency Management Ontario, Ministry of Community Safety and Correctional Services.

Section 3 - Application

All elected or appointed municipal officials of the Townships/Villages have an obligation to be fully aware of the contents of this Emergency Plan and must be prepared, at all times, to carry out the functions and responsibilities assigned to them.

Section 4 - Confidentiality of Plan

The Municipalities of Sundridge, Strong, Joly, South River Municipal Emergency Plan is a public document excluding the appendices which are deemed confidential.

As defined in the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M. 56, the Head of an institution may refuse under that Act to disclose a record:

- a) If the record contains information required for the identification and assessment activities associated with the Hazard and Risk assessment and Infrastructure Identification.
- b) Reveals a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence implicitly or explicitly.
- c) If its disclosure could reasonably be expected to prejudice the defence of Canada or of any foreign state allied or associated with Canada or be injurious to the detection, prevention or suppression of espionage, sabotage or terrorism.
- d) If the record contains personal information.

Section 5 - Incident Management Systems (IMS)

IMS Overview

The designated Municipal Emergency Control Group (MECG) for the Corporations of the Village of Sundridge, Township of Strong, Township of Joly, Village of South River have adopted the Province of Ontario Incident Management System (IMS) as the tool and process to assist the MECG in managing an emergency incident should it occur. In doing so it will allow them to be efficient and effective in taking action in the best interest of the residents and citizens they serve.

The IMS applies a functional approach to emergency management. In doing so, allows for the utilization of available personnel to fulfil the required functional roles regardless of their normal daily positions and assignments within the Municipalities. It is however important to note that some functional requirements in the Emergency Operations Centre (EOC) are best suited by individuals who possess the required training, competency, and professional skills to fulfil the functional responsibilities.

The five functions of the Incident Management System are the responsibility of the Emergency Operations Centre (EOC) Coordinator. The first arriving Municipal Emergency Control Group (MECG) member will assume the function of the EOC Coordinator. The EOC Coordinator function may be transferred as other

members of the MECG arrive. The EOC Coordinator has the authority to delegate functions as required (toolbox approach) and in doing so may establish each level as the need arises. The general practice is the more complex the incident; the larger the command structure to effectively and efficiently manage the incident.

It is important to note the EOC Coordinator is responsible for ensuring all functions of the IMS are completed regardless of if he/she chooses to delegate the function or not.

IMS Key Functions

The five key functions of IMS are; Command, Operations, Planning, Logistics, and Finance/ Administration. Refer to the following chart for an IMS Functions Guide. Municipal Emergency Control Group members assuming the primary functions of IMS should have previously achieved the required training to do so.

Key IMS Functions & Responsibilities:

Function	General Responsibilities
Policy Group	Fulfil legislative duties, provide a structure to allow a functional avenue for advice and assistance, as required, to the EOC Team. Shall enlist other such persons, including legal advisors, to form part of the Policy Group as he/she deems necessary to assist in the functions of the Policy Group.
EOC Coordinator	Responsible for the overall management of the MOC facility and assigned resources within the EOC, and the provision of support to Incident Command.
Safety Officer Command Staff	Monitors safety conditions and develops safety measures related to the overall health and safety of all incident responders. The Safety Officer must have the knowledge and professional experience to be able to control or reduce occupational hazards and exposures. (Usually not delegated, remains as the I/C responsibility)
Emergency Information Officer Command Staff	Responsible for the development and release of emergency information regarding the incident to the public. EOC Coordinator must approve all emergency information that the EIO releases.
Liaison Officer Command Staff	Serves as the primary contact for Assisting or Supporting Organizations and advises the EOC Coordinator of issues related to outside assistance and support, including current or potential inter- organization needs.

Operations Section Chief	Responsible for providing overall supervision and leadership to the Operations Section, including the implementation of the Incident Action Plan (IAP), as well as the organization and assignment of all operations resources.
Planning Section Chief	Responsible for providing overall supervision and leadership to the Planning Section as well as the organization and assignment of all planning resources. Responsible for coordinating the development of the IAP for each operational period and the collection, collation, evaluation, analysis, and dissemination of incident information.
Logistics Section Chief	Responsible for providing facilities, services and materials in support of the incident. Participates in the development of logistics-related Section of the IAP, and activates and supervises the Branches and Units as well as the organization and assignment of resources within the Logistics Section.
Finance & Administration Section Chief	Responsible for financial and administrative support to an incident, including all business processes, cost analysis, financial and administrative aspects and ensures compliance with financial policies and procedures. Provides direction and supervision to Finance & Administration Section staff including their organization and assignment.

IMS Principles

It is important to note that the five (5) key Functions of the Incident Management System are consistent throughout the planning, emergency response, mitigation, and the recovery stages of an emergency.

The following seventeen (17) standard principles provide guidance to implementation of the key functions:

1. Standard Terminology
2. Applicability
3. Management by Objectives
4. Simplicity & Flexibility
5. Standardization
6. Interoperability
7. Unity of Command
10. Integrated communications
11. Sustainability
12. Modular & Scalable Organization
13. Information Management
14. Inter-Organizational Collaboration
15. Comprehensive Resource Management
16. Designated Incident Facilities

8. Span of Control

17. Accountability

9. Consolidated Incident Action Plan

Municipal Hierarchy:

Unlike other emergency services the Municipal Corporation has no official designated ranking structure as found in the chain of command of emergency services, i.e. from Recruit to Chief. The corporate structure does however have a natural inferred hierarchy that is applicable to an Incident Management System.

The following applies to the SSJSR Municipal Emergency Control Group (MECG) for the purpose of implementing the Incident Management System. (Listed in descending order)

>Clerk/ Administrator (C/A)

>Policy Group (Head of Council)

>Department Managers

>Working
Foreman/Supervisors

>Staff

Note: The Head of Council (Mayor), and in his/her absence the Deputy Mayor, are designated officials by legislation. Under this IMS structure they, and as needed other members of Council, form the “**Policy Group**”. This is a designated separate entity, yet an intricate part of the Incident Management System.

EOC Standard Colours and Identification

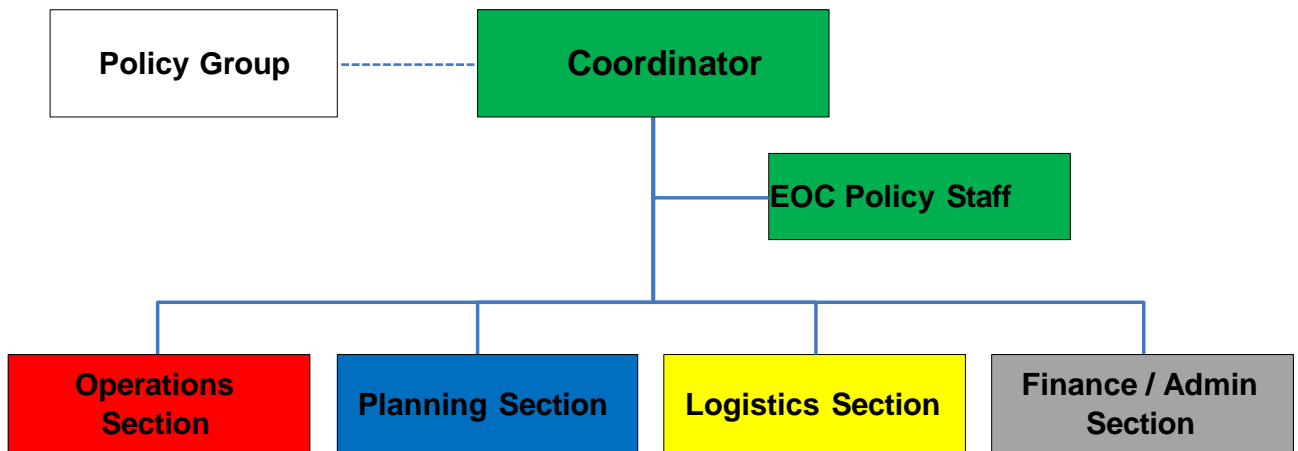
The municipalities of SSJSR Emergency Operations Centre (EOC) adopt the Colour identification system set out in the Province of Ontario IMS Doctrine.

- All MECG will be identified by lanyards with a Coloured Tag and Function I.D. Name:

Function I.D.	Colour
Policy Group	White
MOC Commander & Command Staff	Green
Operations Chief	Red

Planning Chief	Blue	Blue
Logistics Chief	Yellow	Yellow
Finance / Admin. Chief	Grey	Grey

IMS Functional Structure



Note: See example Selwyn Organizational Charts (Sec 5 I).

EOC Functional Process

The following list outlines a typical functional cycle within the EOC. The IMS is reliant upon an approved Incident Action Plan with specific objectives and operational period of time.

- i. Establish Coordination Function
- ii. Set up EOC
- iii. Begin information gathering process (size up) (Incident Briefing)
- iv. Perform Planning Function (expand as required)
- v. Determine Primary Objectives & Strategy
- vi. Develop Incident Action Plan & Operational Period (acquire approval)
- vii. Perform Logistics Function (expand as required)
- viii. Perform Operations Function (expand as required) (Operations Briefing)
- ix. Perform Finance Administration Function (expand as required)
- x. Evaluate, Adjust, and Re-Evaluate

Once established the functions remain ongoing until the demobilization of the IMS structure and the EOC Coordinator has deemed the EOC operations terminated.

Establishing EOC Coordinator

The “function” of EOC Coordinator will be assumed by the first arriving MCEG member based on the above noted hierarchy (Sec 5 d). The MCEG member shall remain as the EOC Commander until relieved by the arrival of a senior or higher ranking MCEG member or when a shift change is necessary.

The C/A has the authority to assume and/or delegate EOC Coordinator as he/she determines the emergency situation requires.

Transfer of Coordinator

EOC Coordinator, Coordinators Staff, and General Coordinator level transfers will take place via a detailed face to face briefing and exchange of information, with the final approval and acceptance of the new EOC Coordinator.

Incident Action Plan

The EOC Coordinator is responsible for the development of the Incident Action Plan (IAP), either personally or by delegation with the assignment of a Planning Section Chief. The IAP will identify the strategy and objectives of the MCEG for a specified operational period. The IAP requires final approval of the EOC Coordinator prior to implementation.

Operating Period

Members of the Municipal Emergency Control Group will gather at regular intervals to inform each other of actions taken, pertinent information, and problems encountered. The Operational Period is set as the specific time period in order to achieve the objectives of the IAP.

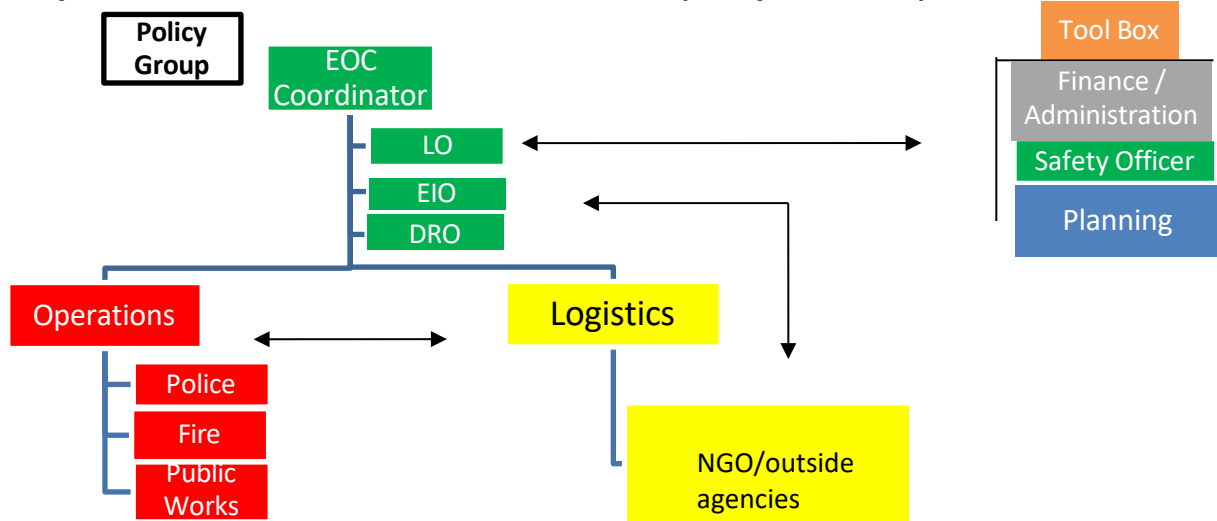
The EOC Coordinator will establish the frequency of briefings/meetings based on the IAP and the specified Operational Period. Meetings/briefings will be kept as brief as possible thus allowing members to carry out their assigned responsibilities.

Under the direction of the EOC Coordinator and/or the Planning Chief, the Documentation Registration Officer (DRO) will ensure the status board is maintained and information/maps etc. are to be prominently displayed and kept up to date.

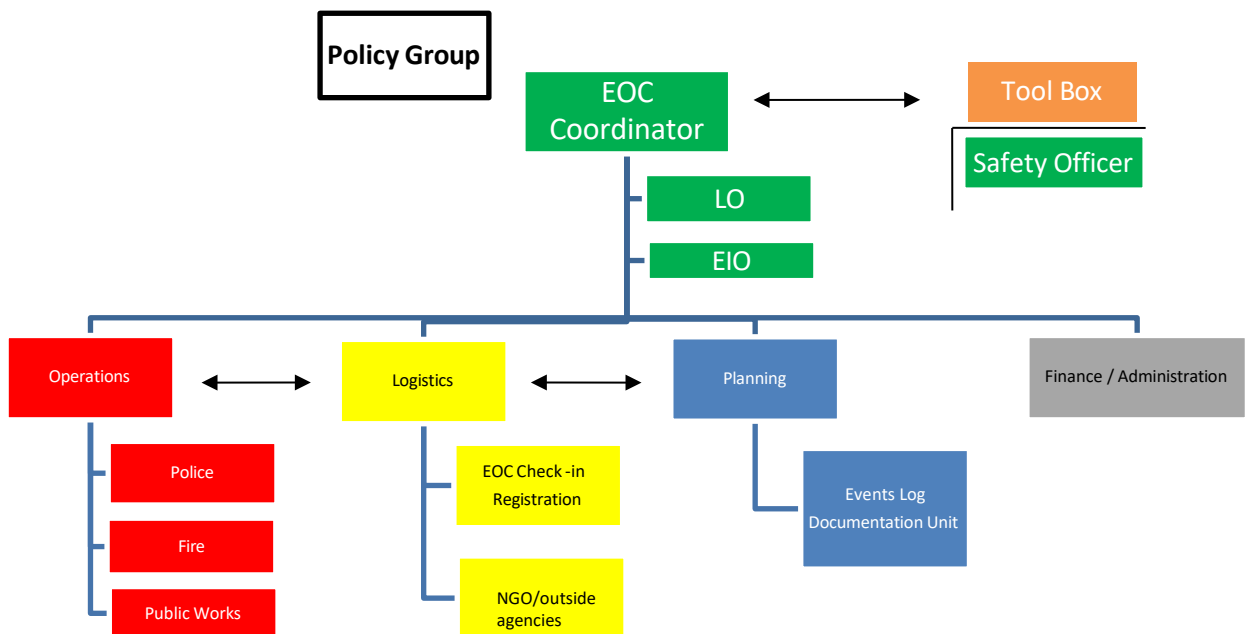
Expansion of the MCEG & IMS

The EOC Coordinator shall be responsible to assign and delegate the primary functions of the IMS. In many instances the Base Model (Level 1) may be all that is required for the Municipalities the size of SSJSR. However, as the incident grows more assistance may be required in all or some of the functional areas. This process is governed by the “span of control” and modular organization. For example, the addition of branches, divisions and/or sectors may be required.

Municipalities of SSJSR EOC/IMS Base Model (Sample Level 1)



Municipalities of SSJSR Expanded Model (Sample Level 2)



The IMS Structure may be expanded or contracted as required based on the span of control as needed.

Note: CEMC is to be present in the EOC to liaise with the PEOC until responsibility transferred.

Section 6 - Municipal Emergency Control Group (MECG) / Emergency Operations Centre (EOC)

Municipal Emergency Control Group (MECG) Responsibilities:

The general responsibilities of the MECG during an emergency are:

1. Providing support to the incident site, including:
 - Setting priorities and strategic direction,
 - Information collection, collation, evaluation and dissemination,
 - The management of resources,
 - Finance and Administration approvals.
2. Providing for the Municipality(s) and the Community at Large:
 - Ensuring that business continuity and essential services are maintained and/or restored Corporately, and for the Community at large, including where possible, the areas impacted by the emergency
3. Under specific circumstances, the MECG may also exercise the following functions.
 - Performing an Area Command role for multiple Incident Sites
 - Performing an Incident Command role.

Additional Responsibilities:

In addition, the members of the Municipal Emergency Control Group (MECG) are likely to be responsible for the following actions or decisions:

- Calling out and mobilizing their emergency services, agency and equipment; Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law.
- Determining if the location and composition of the Municipal Emergency Control Group is appropriate.
- Establishing direct continuous communications with the Policy Group and the Incident Site.
- Advising the Head of Council (Mayor/Deputy Mayor) as to whether the declaration of an emergency is recommended.

- Advising the Head of Council (Mayor/Deputy Mayor) on the need to designate all or part of the Municipality as an emergency area.
- Ensuring that an Incident Commander (I/C) is established for each incident location.
- Ensuring support to the site I/C by offering equipment, staff and resources, as required.
- Ordering, coordinating and/or overseeing the evacuation of residents considered to be in danger.
- Discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, gas, closing a shopping plaza/mall.
- Arranging for services and equipment from local agencies and non-governmental organizations (NGO) i.e. private contractors, industry, volunteer agencies, service clubs.
- Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under municipal control, as considered necessary.
- Determining if additional volunteers are required and if appeals for volunteers are warranted.
- Determining if additional transport is required for evacuation or transport of persons and/or supplies.
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer, for dissemination to the media and public.
- Determining the need to establish additional advisory groups and/or subcommittees/working groups for any aspect of the emergency including recovery.
- Authorizing expenditure of money required for dealing with the emergency.
- Notifying the service, agency or group under their direction, of the termination of the emergency.
- Maintaining a log outlining decisions made and actions taken.
- Participating in the debriefing following the emergency.

Emergency Operations Centre (EOC)

Upon notification, the Municipal Emergency Control Group shall report to the primary Emergency Operations Centre, in the event this operation centre cannot be used, the alternate EOC shall be activated. The primary and secondary EOC locations are identified in

Appendix “B”.

The EOC is a facility that the Municipal Emergency Control Group (MECG) has strategically predetermined as its location and equipped to facilitate executive decision-making and coordination. The EOC is equipped with technological communication devices and equipment that is readily available to the members of the Municipal Emergency Control Group to assist them in carrying out their assigned functions and duties.

Municipal Emergency Control Group (MECG)

The emergency response will be directed and controlled by members of the Municipal Emergency Control Group (MECG) performing the functions of IMS. They are responsible for coordinating the provision of management and resources necessary to minimize the effects of an emergency on the community. Confidential contact information can be found in Appendix “C”.

The MECG consists of the following positions:

- a. Head of Council – Mayor (one from each municipality)
- b. Chief Administrative officer/Clerk Administrator (one from each municipality)
- c. Head of Public Works Department (one from each municipality)
- d. CEMC (Shared position amongst members of the shared service)
- e. Fire Chief (one from each of the two departments)
- f. Alternate CEMC (one from each municipality)
- g. Emergency Information Officer

The following Positions may assist the MECG

- a. Facilities/Recreation Manager(s)
- b. Deputy Fire Chief/Fire Prevention Officer
- c. Police OPP
- d. CN Railroad Representative
- e. Hydro One Representative
- f. EMS Supervisor Parry Sound
- g. I.T. Systems Analyst
- h. Human Resources Coordinator
- i. Planner
- j. Deputy Clerk
- k. Ham Radio Operator (local)
- l. Deputy Treasurer
- m. Other Municipal staff. As required
- n. Lakeland Power
- o. Endbridge
- p. Red Cross

- q. Trans Canada Pipeline
- r. OPP Dispatch

*** Note:** *The Fire Chief is most likely to be deployed on-scene and may be acting as on-site Incident Command as well. Fire Chief will liaise with the MECG.*

The MECG may function with only a limited number of persons depending upon the emergency. While the MECG may not require the presence of all the people listed as members of the MECG, all members of the MECG shall be notified when activation occurs. When an emergency exists but has not yet been declared to exist, MECG members may take such action(s) under this emergency response plan as may be required to protect property and the health, safety and welfare of the Municipalities of Sundridge, Strong, Joly, South River.

The following chart identifies the suggested assigned responsibilities for MECG members. It is recognized that any member of the MECG may be required to carry out one or more of the five functions of the IMS or be assigned to perform a supporting role.

	Suggested MECG or support staff member
Policy Group	Mayor Deputy Mayor
EOC Coordinator	CAO/CA Manager of Financial Services/Treasurer
Finance/Administration	Manager of Community & Corporate Services/Clerk Revenue Coordinator/Accounting Assistant -
Safety Officer	Deputy Treasurer / I. T. Coordinator I.T. Systems Analyst
Liaison Officer	Human Resources Coordinator
Doc. Reg. Officer (DRO)	
Emergency Information Officer	Clerk/Administrator
Planning	Manager of Building and Planning Manager of Public Works Manager of Community & Corporate Services/Clerk Revenue Coordinator/Accounting Assistant -

Operations	Facilities Maintenance Coordinator Manager of Recreation Services Deputy Fire Chief / Fire Prevention Officer Public Works Supervisor
Logistics	

Notification Procedure of the Municipal Emergency Control Group (MECG)

- i. The members of the Municipal Control Group (MECG) are notified in order by telephone starting at the top of the list and working down until all members or alternates have been contacted. (see contact list in Appendix “C”).
- ii. The Municipal Emergency Plan and the Emergency Operations Centre may be activated in response to a variety of problems and any one of the members of the Municipal Emergency Control Group (MECG) may call and/or initiate activation.

Notification Purpose:

The purpose of the Notification Procedure is to alert members of the MECG of the emergency and to relay that information to the rest of the Municipal Emergency Control Group in a timely manner.

Requests for Assistance

Assistance may be requested from Neighboring Municipalities at any time by contacting the neighbouring Municipality’s “head of Council”. The request shall not be deemed to be a request that the neighboring Municipality assume authority and control of the emergency.

Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. A request for assistance should be made by contacting The Provincial Emergency Operations Centre (PEOC).

Assistance may be requested from other Municipalities who are participating in the Municipal Mutual Assistance Agreement as per Appendix “K”.

Assistance may be requested from other Municipalities who are participating in what is commonly referred to as Mutual Aid.

Declared State of Emergency (Notification)

The Head of Council (Mayor), or in his/her absence the Deputy Mayor, that are listed members of the MECG, is responsible for declaring an emergency. This decision is usually made in consultation with other members of the Municipal Emergency Control Group.

Upon declaring or terminating an emergency, the Head of Council (Mayor/Deputy Mayor) will notify:

- Office of the Fire Marshal and Emergency Management Ontario, Ministry of Community Safety and Correctional Services.
- Council.

- Public.
- Neighbouring community officials, as required.
- Local Member of the Provincial Parliament (MPP).
- Local Member of Parliament (MP).

A municipal emergency may be terminated at any time by:

- Head of Council (Mayor) or in his/her absence the Deputy Mayor; or
- Council; or
- Premier of Ontario.

Section 7 - Policy Group

Policy Group Members:

The Head of Council (Mayor/Deputy Mayor) or designate, CAO/CA, and/or Manager of Financial Services and/or Manager of Community & Corporate Services.

The Head of Council (Mayor/Deputy Mayor) and/or his/her designate are members of the policy group in order to fulfil legislative duties, and shall enlist other such persons,

including legal advisors, to form part of the Policy Group as he/she deems necessary to assist in the functions of the Policy Group.

Policy Group Function:

The Policy Group is an intricate and required part of the IMS Structure during a Municipal State of Emergency. The purpose of the Policy Group is providing a structure to allow a functional avenue for advice and assistance, as required, to the EOC Coordinator in order to make the best-informed decisions regarding the emergency situation.

The number of the Policy Group members is dependent upon the incident type, severity, and size, and is at the discretion of the Head of Council (Mayor/Deputy Mayor) to seek and request assistance as required.

Responsibilities:

1. The Head of Council (Mayor/Deputy Mayor) and/or his/her designate as head of the Municipal Council of the Joint Municipalities of SSJSR has designated authority under legislation when a potential or real state of emergency exists within the Municipality.
2. The Head of Council (Mayor/Deputy Mayor) and/or his/her designate reside as the head of the Policy Group in the IMS structure, providing governance, direction, and advice to the EOC Coordinator throughout the emergency.
3. The Head of Council (Mayor/Deputy Mayor) and/or his/her designate shall declare a state of emergency, as required.
4. The Head of Council (Mayor/Deputy Mayor) and/or his/her designate shall terminate the declared state of emergency, as required.
5. The Head of Council (Mayor/Deputy Mayor) and/or his/her designate shall provide information to the Joint Municipal Councils and other levels of government with regards to impacts of an emergency, as required.
6. The Head of Council (Mayor/Deputy Mayor) and/or his/her designate will provide information necessary to keep the media and public informed in concert with the EOC Coordinator.

Activation Phase:

Common EOC check-in activities:

- Sign in on the EOC Check-in/Check-out Log.
- Participate in facility/safety orientation on arrival for first shift, if required.

- Set up/replenish your workstation and request necessary resources – e.g., computer, phone, pager/cell phone, stationary, and necessary reference documents (e.g. plans).
- Review your Position Checklist.
- Establish/maintain a Position Log.
- Obtain situational information from whatever sources are available, e.g. briefing minutes, status information boards, Situation Reports, Status Reports, Review of Position Log, etc.

Specific functional activities:

- Determine appropriate level of activation based on available situation information, in consultation with EOC Coordinator.
- Consult with EOC Coordinator to determine what other Council Members, Municipalities and levels of Government have been notified.

Operational Phase:

- Declaration of the state of emergency in consultation with the EOC Coordinator, as required.
- Monitor EOC activities and advise EOC Coordinator of any further actions required to ensure operational efficiency and effectiveness.
- Document all decisions, approvals, and significant actions in the Position Log.
- Attend periodic MCEG briefings to share status and situational information.
- In conjunction with the EOC Coordinator and Emergency Information Officer, review media releases for final approval.
- Conduct/participate in media briefings as required in coordination with the Emergency Information Officer.
- Approve allocation priorities for critical resource requests, as required.
- Brief incoming Policy Group members at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.
- Advise and consult with EOC Coordinator regarding EOC demobilization strategies.
- Conclude emergency response and transition to recovery phase in consultation with Policy/Executive Group.

Demobilization Phase:

- Declare termination of the state of emergency in consultation with the EOC Coordinator.
- Deactivate your assigned position after all other EOC functions are demobilized.
- Ensure that any open actions are completed.
- Complete all required forms, reports, and position logs and submit them to Documentation Unit.
- Clean up your work area before you leave.
- Follow EOC check-out procedures (e.g. sign out, leave a contact phone number, return equipment or other materials, etc.).
- Access critical incident stress management support, as needed.
- Participate in formal post-operational debriefings, as required by your organization.

Section 8 - EOC Coordinator

Reports to: Policy Group

Responsibilities:

1. Exercise overall management responsibility for activation, coordination, and demobilization of site support activities in the EOC.
2. Determine EOC priorities and objectives in consultation with MCEG and monitor continuously to ensure appropriate actions are taken and modified as necessary.
3. Ensure sufficient support, policy advice, and resources are made available in order to accomplish priorities and objectives.
4. Ensure appropriate staffing levels for the EOC are established and maintained to support organizational effectiveness.
5. Direct appropriate emergency public information actions in consultation with the Emergency Information Officer, ensure appropriate risk management measures, including worker care strategies, are instituted; and ensure communications are established with appropriate assisting and cooperating agencies.
6. Maintain communication link with Policy Group.

Activation Phase:

Common EOC check-in activities:

- Sign in on the EOC Check-in/Check-out Log.
- Participate in facility/safety orientation on arrival for first shift, if required.

- Set up/replenish your workstation and request necessary resources – e.g., computer, phone, pager/cell phone, stationary, and necessary reference documents (e.g. plans).
- Review your Position Checklist, as well as checklists of other positions you are responsible for.
- Establish/maintain a Position Log.
- Obtain situational information from whatever sources are available, e.g. briefing minutes, status information boards, Situation Reports, Status Reports. Review of Position Log, etc.

Specific functional activities:

- Determine appropriate level of activation based on available situation information.
- Determine/assess which Sections or functions are needed and ensure appropriate personnel are mobilized for the initial activation of the EOC.
- Assign EOC Sector Staff and General Staff personnel as required
- Ensure the EOC IMS organizational staffing chart showing assigned positions is posted.
- Establish initial priorities for the EOC based on current status and information from Incident Commander(s) and communicate to all involved parties.
- Schedule Incident Action Planning meeting, and as needed appoint and have the Planning Chief prepare the agenda.
- Consult with Liaison Officer and the MCEG to determine what representation is needed at the EOC from other organizations or assisting agencies.

Operational Phase:

- Monitor EOC activities and advise the MCEG of any further actions required to ensure operational efficiency and effectiveness.
- Document all decisions, approvals, and significant actions in the Position Log.
- Conduct periodic MCEG briefings to share status and situational information.
- Identify higher level Management priorities, in coordination with the Policy Group for inclusion in the initial Incident Action Planning meeting.
- Convene the initial Incident Action Planning meeting; ensure objectives, strategy, and operational periods are established and appropriate planning procedures are followed.
- Review, approve, and authorize implementation of Incident Action Plan objectives and strategy once completed by the Planning Section.

- Consult periodically with the MECG to ensure IAP priorities for the operational period remain current and appropriate.
- Ensure the Liaison Officer establishes contact adjacent jurisdictions/agencies and other levels of site support as appropriate, and that contact is maintained.
- Ensure that the Liaison Officer establishes and maintains effective inter-agency coordination with cooperating agencies and other stakeholders.
- In conjunction with the Emergency Information Officer, review media releases for final approval.
- Conduct/participate in media briefings as required in coordination with the Emergency Information Officer.
- Approve EOC Situation Reports, prior to distribution.
- Approve allocation priorities for critical resource requests, as required.
- Conduct periodic briefings for the Policy Group.
- Ensure the Policy Group and MECG are informed and/or involved with any emergency declarations or senior policy directives, as applicable.
- Supervise the MECG personnel.
- Brief incoming EOC Coordinator at shift change, ensuring that ongoing activities are identified, and follow-up requirements are known.
- Ensure a Demobilization Plan is developed prior to the demobilization phase.
- Advise and consult with Policy Group regarding EOC demobilization strategies.
- Authorize demobilization in whole or in part of the IMS structure when they are no longer required.
- Conclude emergency response and transition to recovery phase in consultation with Policy Group.

Demobilization Phase:

- Deactivate EOC when emergency event no longer requires the EOC activated, and ensure all other facilities are notified of deactivation.
- Deactivate your assigned position after all other EOC functions are demobilized.
- Ensure that any open actions are completed.
- Complete all required forms, reports, and position logs and submit to Documentation Unit.
- Clean up your work area before you leave.
- Follow EOC check-out procedures (e.g. sign out, leave a contact phone number, return equipment or other materials, etc).
- Access critical incident stress management support, as needed.
- Be prepared to contribute to an EOC Post Incident Action Report (PIAR).

- Participate in formal post-operational debriefings, as required by your organization.

Section 9 - Safety Officer “SO” (Coordinator Staff)

Reports to: EOC Coordinator

Responsibilities:

1. Ensure that good risk management practices are applied throughout the EOC and that every function contributes to the management of risk.
2. Protect the interests of all EOC participants, agencies and organizations by ensuring due diligence in information collection, decision-making, and implementation.
3. Monitor situations for risk exposures and ascertain probabilities and potential consequences of future events.
4. Provide advice on safety issues.
5. Ensure the implementation of appropriate safety measures and worker care practices in the EOC.
6. Exercise authority to halt or modify any and all unsafe operations within or outside the scope of the Incident Action Plan and notify the EOC Coordinator of actions taken.
7. Ensure that appropriate security measures have been established to allow for only authorized access to the EOC facility and documentation.

Activation Phase:

Common EOC Check-In Activities:

- Sign in on the EOC Check-In/Check-Out Log.
- Participate in facility/safety orientation on arrival for first shift, if required.
- Set-up/replenish your workstation and request necessary resources – e.g. computer, phone, pager/cell phone, stationary, and necessary reference documents.
- Review your Position Checklist, as well as checklists of any other positions for which you are responsible.
- Establish and maintain a Position Log.

- Obtain situational information from whatever sources are available, e.g. briefing minutes, status information boards, Situation Reports, Status Reports, review of Position Log, etc.

Specific Functional Activities:

- Report to EOC Coordinator to obtain current situation status, priorities, and specific job responsibilities.
- Perform risk identification and analysis of the EOC and activities.
- Request the assistance of a safety specialist, if you are not familiar with all aspects of safety and relevant legislation.
- Monitor set-up procedures for the EOC to ensure that proper safety regulations are adhered to.
- Ensure that security protocols are implemented, including checkpoints at all EOC entrances to allow only authorized personnel access to the EOC, as well as staff sign-in and identification procedures.
- Coordinate health, safety, and worker care information for staff orientation briefings.

Operational Phase:

- Document all decisions, approvals, and significant actions in the Position Log.
- Brief the incoming EOC Safety Officer at shift change, ensuring that ongoing activities are identified, and follow-up requirements are known.
- Review and assess reports of damage and loss. If assigned, work with the Situation Unit in Planning and the Compensation and Claims function in Finance.
- Identify and document risk and liability issues and ensure that the EOC Commander is advised.
- Gather and organize evidence that may assist EOC organizations in future legal defense.
- Assist the EOC Coordinator in reviewing news releases, public alerts and warnings, and public information materials from a risk management perspective.
- Evaluate situations for risk exposure and advise the EOC Coordinator of any conditions and actions that might result in liability (e.g. oversights, improper response actions, etc.).
- Conduct interviews and take statements to investigate major risk management issues.
- Identify potential claimants and the scope of their needs and concerns.
- Advise personnel regarding strategies for risk management and loss reduction.

- Assist the EOC Coordinator in deactivation activities, including collection of all relevant paper and electronic records, and any materials necessary for after-action reporting procedures, and organizing records for final audit.
- Monitor and evaluate EOC activities to ensure applicable occupational health and safety standards are implemented and adhered to.
- Coordinate with Finance on any EOC personnel injury claims or records preparation, as necessary for proper case evaluation and closure.
- Coordinate with Logistics Personnel Unit to ensure that appropriate worker care measures are implemented, and all EOC personnel are aware of their responsibilities in this regard.
- Monitor security checkpoints and EOC facility access.
- Address security issues with EOC Coordinator, recommending improvements where necessary.

Demobilization Phase:

- Deactivate your assigned position when authorized by the EOC Coordinator.
- Assist with the deactivation of the EOC at designated time, as appropriate.
- Ensure that any open actions in your position log, that are not yet completed at time of demobilization, are reassigned.
- Complete all required forms, reports, and position logs, prior to demobilization.
- Clean up your work area before you leave.
- Follow EOC check-out procedures (e.g. sign out, leave a contact phone number, return equipment or other materials, etc.).
- Be prepared to provide input to the EOC Post Incident Action Report (PIAR).
- Coordinate critical incident stress and other debriefings, as necessary.
- Access critical incident stress management support, as needed.
- Participate in formal post-operational debriefings, as required by your organization.

Section 10 - Liaison Officer “LO” (Coordinator Staff)

Reports to: EOC Coordinator

Responsibilities:

In consultation with the MCEG, ensure procedures are in place for working and communicating with the other government and NON-Government (NGO) agency representatives.

1. Request agency representatives for the EOC, as required by the MECG, to ensure all necessary roles and responsibilities are addressed, enabling the EOC to function effectively and efficiently.
2. Maintain a point of contact and interact with representatives from other agencies arriving at the EOC.
3. Liaise with relevant operation/coordination centres or agencies/departments not represented in the EOC.
4. Assist and advise the EOC Coordinator and the MECG as needed, and provide information and guidance related to external agencies and organizations.
5. In coordination with the Emergency Information Officer, assist the EOC Coordinator in ensuring proper procedures are in place for communicating with the Policy Group, and conducting VIP/visitor tours of the EOC facility.
6. Liaise with local authorities, other EOCs and Provincial and Federal organizations and share information in accordance with EOC and organizational policies.

Activation Phase:

Common EOC Check-In Activities:

- Sign in on the EOC Check-In/Check-Out Log.
- Participate in facility/safety orientation on arrival for first shift, if required.
- Set up/replenish your workstation and request any necessary resources – e.g. computer, phone, pager/cell phone, stationary, and necessary reference documents.
- Review your Position Checklist, as well as checklists of any other positions for which you are responsible.
- Establish/maintain a Position Log.
- Obtain situational information from whatever sources are available, e.g. briefing minutes, status information boards, Situation Reports, Status Reports, review of Position Log, etc.

Specific Functional Activities:

- Report to EOC Coordinator to obtain current situation status, priorities, and specific job responsibilities.
- Assist the EOC Coordinator in identifying appropriate personnel to staff the EOC, if required.

- Provide assistance and information to the MECG regarding external assisting organizations.
- Establish contact with external agencies and confirm that contact information for agency representatives (e.g. telephone, radio, internet) is current and functioning.
- Ensure registration and sign-in procedures are established for external assisting agencies working within the EOC.

Operational Phase:

- Document all decisions, approvals, and significant actions in the Position Log.
- In conjunction with the EOC Coordinator and the MECG, participate in developing overall EOC priorities and action planning process.
- Provide status reports and situation information from non-represented cooperating agencies to the EOC Coordinator and in the MECG briefings, as appropriate.
- Provide general advice and guidance to agencies and EOC staff, as required.
- Ensure that all notifications (e.g. emergency declarations) are made to agencies not represented in the EOC.
- Ensure that communications with appropriate external non-represented agencies (such as: public utilities and transportation, volunteer organizations, private sector, etc.) are established and maintained.
- Assist the EOC Coordinator in preparing for and conducting briefings with the MCG members, elected officials, and other stakeholders.
- Assist external non-represented cooperating agencies with completing status and situation reports where necessary, and forward to the Planning Section.
- Advise the EOC Coordinator of critical information and requests contained within agency situation reports.
- Forward approved EOC Situation Reports to non-represented agencies, as requested.
- Assist the EOC Coordinator in establishing and maintaining an inter-agency coordination group comprised of external cooperating agency representatives and executives not assigned to specific Sections within the EOC and other stakeholders, as required.
- In consultation with the Emergency Information Officer, conduct tours of EOC facility as requested.
- Brief the incoming EOC Liaison Officer at shift change, ensuring that ongoing activities are identified, and follow-up requirements are known.
- Assist with the deactivation of the EOC at the designated time, as appropriate.

- Notify external non-represented agencies in the EOC of the planned demobilization, as appropriate.
- Assist the EOC Coordinator with the transition to recovery phase.

Demobilization Phase:

- Deactivate your assigned position when authorized by the EOC Coordinator.
- Ensure that any open actions in your position log, that are not yet completed at time of demobilization, are reassigned.
- Complete all required forms, reports, and position logs, and submit to Documentation Unit prior to demobilization.
- Clean up your work area before you leave.
- Follow EOC check-out procedures (e.g., sign out, leave a contact phone number, return equipment or other materials, etc.).
- Be prepared to provide input to the EOC Post Incident Action Report (PIAR).
- Access critical incident stress management support, as needed.
- Participate in formal post-operational debriefings, as required by your organization.

Section 11 - Emergency Information Officer “EIO” (Coordinator Staff)

Reports to: EOC Coordinator

Responsibilities:

1. Serve as the coordination point for all public information, media relations and internal information sources for the EOC.
2. Ensure that the public within the affected area receive complete, accurate, and consistent information about life safety procedures, public health advisories, assistance and recovery programs and other vital information.
3. Coordinate media releases with officials representing other affected municipalities, county and emergency response agencies and other levels of authority.
4. Develop the format for news conferences and briefings in conjunction with the EOC Coordinator.
5. Maintain a positive relationship with the media representatives, monitoring all broadcasts and written articles for accuracy.

6. In consultation with EOC Coordinator and Liaison Officer, coordinate VIP and visitor tours of the EOC facility.
7. Liaise with the Emergency Information Officers at site(s), relevant operation/coordination centres and with external agencies.
8. As directed, activate the Public Inquiry Center
9. As directed, activate the Public Information Plan

Activation Phase:

Common EOC check-in activities:

- Sign-in on the EOC Check-In/Check-Out Log.
- Participate in facility/safety orientation on arrival for first shift, if required.
- Set-up/replenish your workstation and request necessary resources – e.g. computer, phone, pager/cell phone, stationary, and necessary reference documents.
- Review your Position Checklist, as well as checklists of any other positions for which you are responsible.
- Establish and maintain a Position Log.
- Obtain situational information from whatever sources are available, e.g. briefing minutes, status information boards, Situation Reports, Status Reports, review of Position Log, etc.

Specific Functional Activities:

- Report to EOC Coordinator to obtain current situation status, priorities, and specific job responsibilities.
- Determine staffing requirements for the Information function.
- Assess information skill areas required in the EOC such as: writing, issues management, media relations, event planning, etc. and assign appropriate personnel.

Operational Phase:

- Document all decisions, approvals, and significant actions in the Position Log.
- Obtain policy guidance and approval from the EOC Coordinator regarding all information to be released to the media and public.

- Coordinate with the Planning Sector and identify methods for obtaining and verifying significant information as it develops.
- Implement and maintain an overall information release program and establish appropriate distribution lists.
- Monitor all media, using information to develop follow-up news releases and rumor control.
- Keep the EOC Coordinator advised of all incoming media releases, unusual requests for information, and all major critical or unfavourable media comments. Recommend procedures or measures to improve media relations.
- Develop and publish a media briefing schedule to include location, format, and preparation and distribution of handout materials.
- At the request of the EOC Coordinator, prepare media briefing notes for elected officials and/or Policy/Executive Group members and provide other assistance as necessary.
- Establish a media information centre, as required.
- Maintain up-to-date status boards and other references at the media information centre.
- Provide adequate staff to answer questions from members of the media.
- Establish Public Information Service and/or call centre, to handle public/stakeholder inquiries and provide emergency support information.
- Develop public information message statements for EOC Staff and call takers.
- Interact with other EOCs to obtain information relative to public information initiatives.
- In coordination with the MECG and as approved by the EOC Coordinator, issue timely and consistent advisories/instructions for life safety, health, and assistance to the public.
- Liaise with EOC Risk Management to check for any potential liability or health safety concerns.
- In coordination with Operations Section, ensure that adequate staff is available at incident sites to coordinate and conduct tours of the disaster areas when safe.
- Ensure that file copies are maintained of all information released.
- Supervise Information personnel, if any.
- Brief the incoming EOC Information Officer at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.

Demobilization Phase:

- Assist with the deactivation of the EOC at designated time, as appropriate.
- Deactivate your assigned position when authorized by the EOC Coordinator.
- Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.
- Ensure that any open actions in your position log, that are not yet completed at time of demobilization, are reassigned.
- Complete all required forms, reports, and position logs, and submit to Documentation Unit prior to demobilization.
- Clean up your work area before you leave.
- Follow EOC check-out procedures.
- Be prepared to provide input to the EOC Post Incident Action Report (PIAR).
- Access critical incident stress management support, as needed.
- Participate in formal post-operational debriefings, as required by your organization.

Section 12 - Documentation Registration Officer “DRO” (Command Staff)

Reports to: EOC Coordinator

Note: If/when the Functions of Logistics and/or Planning have been assigned the DRO will report/supply the Check-in/registration information to Logistics, and the Events Log documentation/ information to Planning.

Further, to avoid confusion and pending staff availability, in conjunction with the size and requirements of the emergency situation, the EOC Coordinator should give consideration to splitting the responsibilities of this position between two persons.

General Responsibility:

The Documentation Registration Officer (DRO) supports the efficient functioning of the Emergency Operations Centre and IMS Structure.

Responsibilities:

1. Perform Check-in/ Check-out registration functions for the EOC and record the arrival and departure of the MECG members.
2. Keep a sequential events time log/documentation of information on the main events status board and other required forms.

3. Ensure log supplies, forms and office supplies are of adequate supply for the EOC.
4. Ensure MCEG members individual Position Logs are being completed and collected at the end of each shift.
5. Establishes a shift change schedule for the MCEG members and alternates.

Activation Phase:

- Common EOC Check-In Activities:
- Sign in on the EOC Check-In/Check-Out Log.
- Participate in facility/safety orientation on arrival for first shift, if required.
- Set-up/replenish your workstation and request necessary resources – e.g. computer, phone, pager/cell phone, stationary, and necessary reference documents.
- Review your Position Checklist, as well as checklists of any other positions for which you are responsible.
- Establish and maintain a Position Log.
- Obtain situational information from whatever sources are available, e.g. briefing minutes, status information boards, Situation Reports, Status Reports, review of Position Log, etc.

Operational Phase:

- Document all decisions, approvals, and significant actions in the Position Log.
- In conjunction with the EOC Coordinator and the MCEG, participate in developing overall EOC priorities and action planning process.
- Perform Check-in/ Check-out registration functions for the EOC and record the arrival and departure of the MCEG members on an ongoing basis.
- Notify Police of issues with non-MCEG members attempting to enter the EOC.
- Record and keep a current sequential event and time log/documentation of information on the main events status board and other required forms.
- Ensure log supplies, forms and office supplies are of adequate supply for the EOC.
- Ensure MCEG members individual Position Logs are being completed and collected at the end of each shift.
- Establishes a shift change schedule for the MCEG members and alternates.
- Provide general advice and guidance to agencies and EOC staff, as required.
- Advise the EOC Commander of critical information and requests identified through the event log recording and documentation function.

- In consultation with the Emergency Information Officer, conduct tours of EOC facility as requested.
- Brief the incoming EOC Documentation Registration Officer at shift change, ensuring that ongoing activities are identified, and follow-up requirements are known.
- Assist with the deactivation of the EOC at the designated time, as appropriate.
- Assist the EOC Coordinator with the transition to recovery phase.
- Collect and organize completed forms from MECG members.

Demobilization Phase:

- Deactivate your assigned position when authorized by the EOC Coordinator.
- Ensure that any open actions in your position log, that are not yet completed at time of demobilization, are reassigned.
- Complete all required forms, reports, and position logs, and submit to Documentation Unit prior to demobilization.
- Clean up your work area before you leave.
- Follow EOC check-out procedures (e.g., sign out, leave a contact phone number, return equipment or other materials, etc.).
- Be prepared to provide input to the EOC Post Incident Action Report (PIAR).
- Access critical incident stress management support, as needed.
- Participate in formal post-operational debriefings, as required by your organization.
- Collect and organize completed forms from MECG members.

Section 13 - Operations Section Chief “OSC”

Reports to: EOC Coordinator

Responsibilities:

1. Exercise overall responsibility for coordination and supervision of all required functions within the EOC Operations Section.
2. Establish the appropriate level of branch and/or unit staffing within the Section, continuously monitoring the effectiveness of the Section and modifying as required.
3. Ensure that Section objectives and assignments identified in Incident Action Plans are carried out effectively.

4. Maintain a communications link between Incident Commanders and the EOC for the purpose of coordinating the overall site support response, resource requests and event status information.
5. Provide timely situational and resource information to EOC Coordinator, and as assigned Planning Section.
6. Keep the EOC Coordinator informed of significant issues relating to the Section.
7. Conduct periodic briefings for the EOC Coordinator and the MECCG.
8. Supervise Operations Section personnel.

Activation Phase:

Common EOC Check-In Activities:

- Sign in on the EOC Check-In/Check-Out Log.
- Participate in facility/safety orientation on arrival for first shift, if required.
- Set up/replenish your workstation and request necessary resources – e.g. computer, phone, page/cell phone, stationary, and necessary reference documents.
- Review your Position Checklists, as well as checklists of any other positions for which you are responsible and develop plans for carrying out all responsibilities.
- Establish and maintain a Position Log.
- Obtain situational information from whatever sources are available, e.g. briefing minutes, status information boards, Situation Reports, review of Position Log, etc.

Specific Functional Activities:

- Report to the EOC Coordinator to obtain current situation status, priorities, and specific job responsibilities. A preliminary situation briefing may be provided by the Planning Chief or other EOC Staff, as appropriate.
- Ensure that the Operations Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including telecommunications, maps and status boards.
- Activate appropriate branches based on functions or geographical assignments within the Section and designate Branch Directors as necessary.
- Establish radio or cell-phone communications with other EOCs, and/or other levels of response operating in the region and coordinate accordingly.
- Coordinate with the Liaison Officer regarding the need for Agency Representatives in the EOC.

- Consult with Logistics to ensure that there is adequate communications equipment and frequencies available for the Operations Section.
- Meet with the Finance/Admin Chief and determine level of purchasing authority for the Section.
- Coordinate with the EOC Coordinator and Planning Chief regarding strategies for accurate and timely flow of information.

Operational Phase:

- Document all decisions, approvals, and significant actions in the Position Log.
- Ensure that all Section personnel maintain position logs and other paperwork, as required.
- Supervise Section personnel.
- Monitor Section staffing levels and request additional personnel as necessary to cover all required shifts.
- Conduct periodic Section briefings/meetings and work to reach consensus among Operations staff on key issues and priorities to include in the Situation Report.
- Provide Section staff with information updates via Section briefings, as required.
- Based on the situation known or forecasted, anticipate potential challenges and future needs of the Operations Section.
- Provide a Situation Report to the Planning Chief prior to the end of each operational period to facilitate Incident Action Planning for the next operational period.
- Participate in the Incident Action Planning process and all the MECP meetings/briefings.
- Ensure that the Operations Section objectives, as defined in the current Action Plan, are being addressed, and monitor progress, as necessary.
- Ensure that situation and resources information, as well as new incident reports and intelligence information, is provided to the Planning Section on a regular/urgent basis.
- Ensure that the branches coordinate all resource needs through the Logistics Section.
- Authorize resource requests from the incident site(s) and forward extraordinary and/or critical resource requests to the EOC Coordinator for approval.
- Ensure all expenditures and financial claims are coordinated through the Finance/Admin Section.
- Brief the EOC Coordinator and the MECP on all major incidents.
- Deactivate Section branches and any organizational elements, when no longer required.

- Ensure that all paperwork is complete, and logs are closed and sent to Documentation Unit, and any open actions are reassigned to appropriate jurisdictional and/or EOC staff.
- Brief the incoming EOC Operations Section Chief at shift change, ensuring that ongoing activities are identified, and follow-up requirements are known.

Demobilization Phase:

- Deactivate your assigned position and the Section when authorized by the EOC Coordinator.
- Ensure that any open actions in your position log, that are not yet completed at time of demobilization, are reassigned.
- Complete all required forms, reports, and position logs and submit them to Documentation Unit prior to demobilization.
- Clean up your work area before you leave.
- Follow EOC check-out procedures (e.g., sign out, leave a contact phone number, return equipment other materials, etc.).
- Be prepared to provide input to the EOC Post Incident Action Report (PIAR).
- Access critical incident stress management support, as needed.
- Participate in formal post-operational debriefings, as required by your organization.

Section 14 – Planning Section Chief “PSC”

Reports to: EOC Coordinator

Responsibilities:

1. Exercise overall responsibility for coordination of all required functions within the EOC Planning Section.
2. Establish the appropriate level of branch and/or unit staffing within the Planning Section, continuously monitoring the effectiveness of the organization and modifying as required.
3. Ensure Section objectives and assignments identified in Incident Action Plans are carried out effectively.
4. Ensure the EOC Coordinator is informed of significant issues affecting the Planning Section.
5. In coordination with the other Section Chiefs, ensure that Situation Reports are submitted to the Planning Section and used as the basis for the Incident Action Plans.

6. Supervise Planning Section personnel.

Activation Phase:

Common EOC Check-In Activities:

- Sign in on the EOC Check-In/Check-Out Log.
- Participate in facility/safety orientation on arrival for first shift, if required.
- Set up/replenish your workstation and request necessary resources – e.g. computer, phone, pager/cell phone, stationary, and necessary reference documents.
- Review your Position Checklist, as well as checklists of any other positions for which you are responsible and develop plans for carrying out all responsibilities.
- Establish and maintain a Position Log.
- Obtain situational information from whatever sources are available, e.g., briefing minutes, status information boards, Situation Reports, Status Reports review of Position Log, etc.

Specific Functional Activities:

- Report to EOC Coordinator to obtain current situation, priorities, and specific job responsibilities.
- At the request of the EOC Coordinator, provide a preliminary situation briefing to other the EOC staff, as required.
- Ensure that the Planning Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- Activate appropriate units based on functions required within the Section and designate Unit Coordinators, as necessary.
- Meet with Operations Section Chief to obtain and review any major incident reports and coordinate for accurate and timely information sharing.

Operational Phase:

- Document all decisions, approvals, and significant actions in the Position Log.
- Ensure that all Section personnel maintain position logs and other paperwork, as required.
- Supervise Section personnel.

- Monitor Section staffing level and request additional personnel, as necessary, to cover all required shifts.
- Conduct periodic Section briefings/meetings and work to reach consensus among Planning staff on key issues and priorities to include in the Situation Report.
- Provide Section staff with information updates via Section briefings, as required.
- Ensure that the Situation Unit is maintaining current information for the EOC Situation Report.
- Ensure that situation and resources information, as well as new incident reports and intelligence information, as completed by the Operations Section, are accessible by the Planning Section.
- Ensure that an EOC Situation Report is produced, approved and distributed to EOC Sections and other relevant operation/coordination centres, prior to the end of each operational period.
- Ensure that all status boards/displays are kept current.
- Ensure that Emergency Information Officer has immediate unlimited access to all situational information.
- Develop a Situation Report prior to the end of each operational period to facilitate Action Planning for the next operational period.
- Chair the Incident Action Planning meetings.
- Participate in the Incident Action Planning process and all the MCEG meetings/briefings.
- Ensure that the Planning Section objectives, as defined in the current Action Plan, are addressed, and monitor progress, as necessary.
- Ensure that objectives for each Section are completed, collected and posted in preparation for the next Action Planning meeting.
- Ensure that the Incident Action Plan is completed, approved, and distributed prior to the start of the next operational period.
- Develop and distribute, as needed, reports which highlight forecasted events and/or conditions likely to occur beyond the forthcoming operational period.
- Ensure that files are maintained on all EOC activities and provide reproduction and archiving services for the EOC, as required.
- Provide technical services, such as environmental advisors and other technical specialists, to all EOC Sections, as required.
- Ensure all expenditures and financial claims are coordinated through the Finance Section.
- Ensure a Demobilization Plan is developed, approved and distributed to all Sections.

- Brief the incoming EOC Planning Section Chief at shift change, ensuring that ongoing activities are identified, and follow-up requirements are known.

Demobilization Phase:

- Deactivate your assigned position and the Section when authorized by the EOC Coordinator.
- Ensure that any open actions in your position log, that are not yet completed at time of demobilization, are reassigned.
- Complete all required forms, reports, and position logs, and submit to Documentation Unit.
- Clean up your work area before you leave.
- Follow EOC check-out procedures.
- Be prepared to provide input and assist in preparation of the Post Incident Action Report (PIAR).
- Participate in formal post-operational debriefings, as required by your organization.
- Access critical incident stress management support, as needed.

Section 15 - Logistics Section Chief “LSC”

Reports to: EOC Coordinator

Responsibilities:

1. Exercise overall responsibility for coordination of all required functions within the EOC Logistics Section.
2. Establish the appropriate elements within the Logistics Section, continuously monitoring the effectiveness of the organization and modifying, as required.
3. Ensure Section objectives/assignments in the Incident Action Plans are carried out.
4. Keep the EOC Coordinator informed of significant issues relating to the Logistics Section.
5. Coordinate closely with the Operations Section Chief to establish priorities for resource allocation within the operational area.
6. Ensure critical resources are allocated according to approved plans.
7. Ensure necessary food and lodging is provided for EOC and site personnel.
8. Supervise Logistics Section personnel.

Activation Phase:

- Common EOC Check-In Activities
- Set up and/or assign the EOC Check-In/Check-Out Log to be set up.
- Sign in on the EOC Check-In/Check-Out Log.
- Participate in facility/safety orientation on arrival for first shift, if required.
- Set up/replenish your workstation and request necessary resources – e.g. computer, phone, pager/cell phone, stationary, and necessary reference documents.
- Review your Position Checklist, as well as checklists of other positions for which you are responsible.
- Establish and maintain a Position Log.
- Obtain situational information from whatever resources are available, e.g., briefing minutes, status information boards, Situation Reports, Status Reports, review of Position Log, etc.

Specific Functional Activities:

- Report to EOC Coordinator to obtain current situation status, priorities, and specific job responsibilities.
- Ensure the Logistics Section is set up properly and that appropriate personnel, equipment and supplies are in place, including maps, status boards, vendor references and other resources.
- Activate appropriate units based on functions required within the Section and designate Branch or Unit Coordinators, as necessary.
- Advise Units within the Section to coordinate with the Operations Section to prioritize and validate resource requests from Incident Commanders at sites.
- Meet with the EOC Coordinator and the MECG to identify immediate resource needs.
- Meet with the Finance/Admin Chief and determine level of purchasing authority for the Section.
- Assist logistics personnel in developing objectives for Section as well as plans to accomplish their objectives within the first operational period, or in accordance with the Incident Action Plan.

Operational Phase:

- Document all decisions, approvals, and significant actions in the Position Log.

- Ensure that all Section personnel maintain position logs and other paperwork, as required.
- Supervise Section personnel.
- Monitor Section staffing levels and request additional personnel as necessary to cover all required shifts.
- Provide a Situational Report to the Planning Section Chief prior to the end of each operational period to facilitate Action Planning for the next operational period.
- Participate in the Incident Action Planning process and all the MCEG meetings/briefings.
- Ensure that the Logistics Section objectives, as defined in the current Incident Action Plan, are addressed, and monitor progress, as necessary.
- Ensure that transportation requirements, in support of response operations, are met.
- Ensure that all requests for facilities and facility support are addressed.
- Ensure that all resources are tracked and accounted for in cooperation with the Planning Section, as well as resources obtained through mutual aid.
- Ensure all expenditures and financial claims have been coordinated through the Finance / Administrative Section.
- Identify high-cost resources that could be demobilized early and advise other Section Chiefs.
- Ensure coordination with Operations before commencing demobilization.
- Ensure that all paperwork is complete, and logs are closed and sent to Finance/Admin, and any open actions are reassigned to appropriate jurisdictional and/or EOC staff.
- Brief the incoming EOC Logistics Section Chief at shift change, ensuring that ongoing activities are identified, and follow-up requirements are known.

Demobilization Phase:

- Deactivate your assigned position and the Section when authorized by the EOC Coordinator.
- Ensure that any open actions in your position log, that are not yet complete at time of demobilization, are reassigned.
- Complete all required forms, reports, and position logs, and submit to Documentation Unit prior to demobilization.
- Clean up your work area before you leave.
- Follow EOC check-out procedures (e.g., sign out, leave a contact phone number, return equipment or other material, etc.).

- Be prepared to provide input to the Post Incident Action Report (PIAR).
- Access critical incident stress management support, as needed.
- Participate in formal post-operational debriefings, as required by your organization.

Section 16 - Finance/Administration Section Chief “FASC”

Reports to: EOC Coordinator

Responsibilities:

1. Exercise overall responsibility for coordination of all required functions within the EOC Finance/Administration Section.
2. Establish the appropriate level of branch and/or unit staffing within the Finance/Admin Section, continuously monitoring the effectiveness of the organization and modifying as required.
3. Ensure Section objectives and assignments identified in the Incident Action Plans are carried out effectively.
4. Keep the EOC Coordinator informed of significant issues relating to the Finance/Admin Section.
5. Supervise Finance Section personnel.

Activation Phase:

Common EOC Check-In Activities:

- Sign in on the EOC Check-In/Check-Out Log.
- Participate in facility/safety orientation on arrival for the first shift, if required.
- Set up/replenish your workstation and request necessary resources – e.g. computer, phone, pager/cell phone, stationary and necessary reference documents.
- Review your Position Checklist, as well as checklists of any other positions for which you are responsible.
- Establish and maintain a Position Log.
- Obtain situational information from whatever sources are available, e.g., briefing minutes, status information boards, Situation Reports, Status Reports, review of Position Log, etc.

Specific Functional Activities:

- Report to EOC Coordinator to obtain current situation status and specific job responsibilities. A preliminary situation briefing may be provided by the Planning Chief or other EOC Staff, as appropriate.
- Ensure that the Finance/Admin Section is set up properly and that appropriate personnel, equipment, and supplies are in place.
- Activate appropriate units based on functions required within the Section and designate Branch or Unit Coordinators, as necessary.
- Consult with EOC Coordinator for spending limits.
- Consult with the Policy Group as necessary.
- Meet with the Logistics and Operations Section Chiefs and review financial and administrative requirements/procedures; determine the level of purchasing authority to be delegated to each.
- In conjunction with Unit Coordinators, determine the initial Finance Action Planning objectives for the first operational period.

Operational Phase:

- Document all decisions, approvals, and significant actions in the Position Log.
- Ensure that all Finance/Admin Section personnel maintain position logs and other paperwork, as required.
- Supervise Finance/Admin Section personnel.
- Monitor Finance/Admin Section staffing levels and request additional personnel, as necessary, to cover all required shifts.
- Provide Finance/Admin Section staff with information updates via Section briefings, as required.
- Ensure that displays associated with the Finance/Admin Section are current, and that information is posted in a legible and concise manner.
- Participate in all action Planning meetings.
- Provide a Situational Report, including cost estimates, to the Planning Section Chief prior to the end of each operational period to facilitate Incident Action Planning for the next operational period.
- Participate in the Incident Action Planning process and all the MCEG meetings/briefings.
- Ensure that the Finance Section objectives, as defined in the current Action Plan, are being addressed, and monitor progress, as necessary.
- Keep the EOC Commander and the MCEG informed of the current fiscal situation and other related matters, on an on-going basis.
- Ensure that financial records are maintained throughout the event of Emergency

- Ensure that the personnel records and all staff time are tracked and recorded.
- In coordination with the Logistics and Operations Sections, ensure that purchasing processes, purchase orders and contract development are conducted in a timely manner.
- Ensure that the compensation claims resulting from the disaster, are properly recorded and reported in a reasonable timeframe, given the nature of the situation.
- Ensure that time sheets and travel expense claims are processed promptly.
- Ensure that all cost and claim documentation is accurately maintained during the response.
- Brief the incoming Finance Section Chief at shift change, ensuring that ongoing activities are identified, and follow-up requirements are known.

Demobilization Phase:

- Ensure that all expenditures and financial claims have been processed and documented.
- Deactivate your assigned position and the Section when authorized by the EOC Coordinator.
- Ensure that any open actions in your position log, that are not yet completed at time of demobilization, are reassigned.
- Complete all required forms, reports, and position logs, and submit to Documentation Unit prior to demobilization.
- Clean up your work area before you leave.
- Follow EOC check-out procedures (e.g., sign- out, leave a contact phone number, return equipment or other materials, etc.).
- Be prepared to provide input to the EOC Post Incident Action Report (PIAR).
- Access critical incident stress management support, as needed.
- Participate in formal post-operational debriefings, as required by your organization.

Section 17 - Municipal Services/Resources

The following subsections identify/assign responsibilities for the provision of inherent Municipal Services and Resources in support of the Incident Management System and EOC Coordinator in the event of the EOC activation. Municipal managers, staff and other agencies are to provide the following as needed:

Chief Administrative Officer “CAO”/Clerk Administrator “CA”

The Services of the CAO/CA continue to be:

The CAO/CA oversees the management of the Municipal Corporation, the individual departments within the corporation, and all staff. The CAO/CA is responsible for maintaining the Business Continuity of the Municipal Corporation and the Municipal Community during an emergency incident, as well as providing support and participating in the IMS.

The responsibilities of the Chief Administrative Officer/ Clerk Administrator are, but not limited to, maintaining and providing the following:

1. Arrange and provide Mutual Assistance as required.
2. Maintain and provide contact lists and directories for Administrative Level government and agencies.
3. Determine the level of staffing required for municipal operations not directly associated with an emergency and arrange support services.
4. Ensure that the necessary administrative and clerical staff are provided to assist the Municipal Emergency Control Group and IMS Structure.
5. Secure the necessary financial reports and support from existing financial institutions and/or Provincial or Federal authorities.
6. Ensure that the appropriate legal and statutory requirements are met. Legal assistance shall be provided by the Solicitor.
7. Ensure the Municipal Corporate Business Continuity Plan is maintained and available.
8. Perform and provide other CAO/CA Functions as required.

Police Services “OPP”

The Services of the Police continue to be:

The Protection of life and property through Preservation of the Peace, Prevention of Crime, Crowd and traffic control, and Investigation of Crime.

The responsibilities of the Police are, but not limited to, maintaining and providing the following:

1. The Police Service will implement its procedure for Major Incident Plan including the following: Alert and assist other emergency agencies.
2. Control and disperse crowds within the Emergency Area.
3. Control traffic in the immediate vicinity of the Emergency Area to facilitate the movement of emergency vehicles.

4. Provide traffic control to facilitate movement of ambulances to hospitals and medical facilities and to assist in the movement of other emergency vehicles to and from the Emergency Area.
5. Alert persons endangered by the disaster and evacuate buildings or areas as authorized and directed by the Municipal Emergency Control Group.
6. Prevent unauthorized entry into the Emergency Area and maintain law and order and prevent looting within the Emergency Area.
7. Maintain order in any evacuation centre.
8. Provide notification of fatalities to the coroner.
9. Provide assistance to the coroner in the location and operation of a temporary morgue.
10. Provide communications between the EOC and Police Command.

Fire and Emergency Services

The Services of the fire department continue to be:

The Protection of Life, Property, and the Natural Environment, through Fire Prevention, Public Education, Code Enforcement, and Emergency Fire and Rescue Response.

The responsibilities of the Fire Service are, but not limited to, maintaining and providing the following:

1. Provide for the activation of Mutual Aid as required.
2. Provide operations connected with the fighting of fires.
3. Provide rescue and extrication operations.
4. Provide Medical Aid in concert with EMS and the Departments Level of Training.
5. Provide a list of personnel, equipment and apparatus for the Fire and Emergency Services.
6. Provide equipment and manpower to assist in pumping operations, conditions permitting.
7. Activate the Emergency Fire Services Plan (Mutual Aid), as required.
8. Provide interpretation, advice and assistance on the Transportation of Hazardous Materials through CANUTEC, the M.O.E. Spills Action Centre and the Emergency Response Guide.
9. Provide Building information through departmental pre-plans and inspection records.
10. Activate Provincial HUSAR Response Team, as required.
11. Activate Provincial HAZMAT Response Team, as required.

12. Provide Hydro related updates as required through usage of protected contact numbers.

Public Works

The Services of Public Works include those areas of operation associated with general construction, maintenance and repair of roadways, physical infrastructure, urban and rural forestry, solid waste collection and disposal, landfill sites, street lighting, and municipal water supply systems.

The responsibilities of Public Works are, but not limited to, maintaining and providing the following:

1. Provide an inventory of equipment and personnel available to assist in the response to an emergency.
2. Ensure that an inventory of contractors and equipment suppliers is available to assist in an emergency.
3. Ensure that a list of transportation companies with contacts and equipment available to assist in an emergency is provided.
4. Ensure that all vehicles, equipment and personnel are available for assistance.
5. Provide barriers and flashers for control for the Emergency Area.
6. Clear debris, snow or other obstructions in and around the Emergency Area.
7. Arrange delivery of emergency water supplies for human consumption.
8. Conduct emergency pumping operations, sandbagging and other flood and water control measures.
9. Maintain the essential services of sanitary sewers and storm sewers as required for health and safety purposes.
10. Provide supplies of fuel and oil for emergency services vehicles.
11. Arrange for the provision of portable washrooms and other sanitary facilities and provide essential waste disposal.
12. Maintain essential streets and access routes for pedestrian and vehicular access.
13. Arrange and provide transportation for evacuation, as required.
14. Provide equipment and personnel to assist in the clearing of trees and property.
15. The Superintendent of Public Works shall in concert with the Municipal contracted water supply and maintenance professional, provide the Municipal Emergency Control Group with information as to the operations, capabilities, and safety of Municipal Supply Systems.

Section 18 - Allied Agencies

See Appendix C and D for secondary and tertiary response contact information.

Emergency Social Services

Activation

The Red Cross may be activated either directly or during a multi-municipal event, via the MCEG Liaison Officer, through the Emergency Operations Centre. When a Red Cross Team representative is required to attend the Emergency Operations Centre, they will be assigned to the Logistics sector.

General

The responsibilities of the Red Cross include those areas of operation associated with:

- a) Provision of Reception/ Evacuation centre services, including registration and inquiry, emergency feeding, emergency clothing, emergency lodging and personal services.
- b) Co-ordination of supply and demand of Red Cross human resources, both volunteer and compensated.

Evacuation Centres

The Community Emergency Management Coordinator (CEMC) will maintain a list of Joint Municipalities facilities that have been identified as suitable Reception/Evacuation Centre sites (see Appendix "G"). The Community Emergency Management Coordinator will identify and provide details of sites in the joint Municipalities, which are suitable for the provision of Reception Centre/Evacuation services during a localized emergency event.

Responsibilities

The responsibilities of Red Cross staff in the Emergency Operations Centre shall be:

1. Establish Reception/Evacuation Centres with regards to the opening, security, facility contact, identification and coordination of the required Red Cross functions and necessary human resources.
2. Work with the impacted Municipality(s) to coordinate the movement of people from the emergency area to Reception/Evacuation Centres, once the Centres have been established.
3. Maintain records of human resources/administrative details, evacuee details and costs associated with the provision of emergency social services and arrange for the provision of such details to the responsible Municipality(s) for cost recovery purposes. When applicable, provide such details to the Ministry of Municipal Affairs and Housing for consideration under the Ontario Disaster Relief Assistance Program (ODRAP).
4. Coordinate transportation for Red Cross Team human resources, as required.
5. Obtain assistance, if necessary, from the Provincial Ministry of Community and Social Services.
6. Maintain a log of all actions taken.

Medical Officer of Health

Activation

The Medical Officer of Health may be activated either directly or during a multi-municipal event, via the MCEG Liaison Officer, through the Emergency Operations Centre. When a representative is required to attend the EOC they will be assigned to the appropriate IMS Sector by the EOC Coordinator.

General

The responsibilities of the Medical Officer of Health include those areas of operation associated with:

- Communicable Diseases
- Health Inspection Services
- Advice on Medical Services
- Public Health Advisory

Responsibilities of the Medical Officer of Health

The office of the Medical Officer of Health shall:

1. Provide information and instructions to the Municipal Emergency Control Group (MECG) and the population on matters concerning public health.
2. Protect the health of the community from inherent health threats by enforcement of the applicable legislation.
3. Continue delivery of established programs to ensure continuity of care and general health protection.
4. Activation and direction of the “Pandemic Influenza Contingency Plan”
5. Activation and direction of the “Extreme Heat Response Plan”
6. Activation and direction of the “Extreme Cold Response Plan”
7. Maintain a log of all actions taken

Emergency Medical Services (EMS)

General Responsibilities:

The general responsibilities of Emergency Medical Services include those areas of operation associated with:

- Ensuring provision of emergency medical services at the site of the emergency
- Ensuring continuity of emergency medical services coverage is maintained throughout the remainder of the community/county.
- Liaise with the Regional Health Centre/Unit to help facilitate medical services at the hospital.

Responsibilities of the Emergency Medical Services:

1. Emergency Medical Services shall ensure the following:
2. Establish an ongoing communication link with the senior EMS official at the scene of the emergency.
3. Obtain EMS from other Municipalities for support, if required.
4. Ensuring sufficient resources are available and assigned to perform triage treatment and transportation for the emergency.
5. Advising the MECG if other means of transportation is required for a large-scale response.
6. Liaise with the Ministry of Health and Long-Term Care Central Ambulance Communication Centre to ensure balanced emergency coverage is available at all times throughout the community.
7. Assist other health institutions to deliver emergency services to victims of the emergency.
8. Ensure liaison with the receiving hospitals.
9. Ensure liaison with the Medical Officer of Health, as required.

10. Ensure distribution of casualties in an appropriate and effective way.
11. Maintain a log of all actions taken.

Section 19 - Non-Government Organization(s) (NGO)

Non-Government Organizations (NGO) that could provide assistance in an emergency include:

Canadian Red Cross
St. John Ambulance
Amateur Radio Emergency Services (ARES)

Section 20 - Incident Commander “I/C” (Site)

Reports to: EOC Coordinator

Activation

The first arriving agency, officer or senior personnel will establish Incident Command. The Incident type will generally dictate the agency who will assume command, and the type of command structure, be it single or unified.

Transfer of Command

The transfer of command will take place as per agency protocols; normally the arrival of higher-ranking officers will initiate the transfer of command. The transfer of command will take place with a detailed face to face briefing.

Incident Command

There is one Incident Commander per Incident/Site. In the event there is more than one Incident location/site there will be an Incident Commander (I/C) established for each location/site.

Area Command may be established in the event of multiple sites.

The Incident Commander's role is to provide the necessary on-site management, direction, control and coordination of the emergency response by establishing Incident Command, an Incident Command Post, and by implementing the Provincial Incident Management System (IMS).

Responsibilities of the Incident Commander

The I/C shall:

1. Assume and establish the appropriate Command Structure for the Incident (Single or Unified).
2. Implement the IMS and direct, control and coordinate the on-site emergency response.
3. Establish and provide Planning, Logistics, Administration and Operations, as required.
4. Establish an Incident Command Post (ICP).
5. Establish and maintain emergency response communications.
6. Establish and maintain communications with the Municipal Operations Centre.
7. Provide Situational Reports to on-site personnel and agencies.
8. Provide Situational Reports to the Municipal Emergency Control Group.
9. Conduct size-up and develop an Incident Action Plan and set the Operational Period.
10. Conduct the necessary briefings as required.
11. Seek approval from EOC on financial limits for procurement of resources.
12. Provide for site visits and tours of Municipal and other Government Officials, as required.
13. Take such action as deemed necessary to minimize the effects of the emergency or disaster.
14. Maintain a log of all actions taken.

Section 21 - Community Emergency Management Coordinator (CEMC)

Responsibilities of the Community Emergency Management Coordinator (CEMC) include:

1. Successfully complete all training, as required by the Office of the Fire Marshal and Emergency Management Ontario and always maintain familiarity with current standards and legislated community accountabilities, ensuring that senior management and elected officials are aware of the latter.
2. Identify emergency management program financial and resource requirements and prepare, or assist in the preparation of, an annual emergency program budget submission.
3. Form a Community Emergency Management Program Committee.

4. Conduct the community's Hazard Identification and Risk Assessment process.
5. Prepare community emergency response plan and submit changes to EMO.
6. Ensure the designation and development of an appropriate community Municipal Operations Centre.
7. Conduct the critical infrastructure identification process.
8. Document the existing community emergency response capability and identify and attempt to address additional needs.
9. Conduct annual training for the members of the Municipal Emergency Control Group and Emergency Operations Centre staff.
10. Conduct an annual exercise to evaluate the community emergency response plan.
11. Identify individual(s) to act as community emergency information staff.
12. Develop and implement a community emergency management public awareness program.
13. Conduct an annual review of the community emergency management program.
14. Provide emergency management expertise and administrative support to the Municipal control group during an emergency.
15. Maintain the response plan to ensure it is up to date and accurately reflects the community risk assessment and emergency management program priorities.
16. Liaise with the sector Emergency Management Ontario field Officer, always, to ensure that the community emergency management program maintains the legislated standards.
17. Maintain familiarity with the Joint Emergency Preparedness Program (JEPP) and prepare or assist others too, in the preparation of funding requests to be submitted on the community's behalf.
18. Monitor the community's level of mandated emergency program achievements and process the required verification documents to the Office of the Fire Marshal and Emergency Management Ontario.
19. Ensure that equipment and supplies are available in the designated (EOC) municipal operations centre.
20. Compile a final report on the emergency.
21. Complete form C-1 and submit to EMO on an annual basis.

APPENDICES LIST

- A- Municipal By-law documents
- B- Emergency Operation Centres
- C- MCEG Contact List
- D- Municipal staff & outside agencies contact list
- E- Joint Municipal H.I.R.A. document
- F- Joint Municipal C.I. document
- G- Reception/Evacuation Centres

- H- EOC forms
- I- EOC material list
- J- EOC layout diagram