THE CORPORATION OF THE TOWN OF MIDLAND
575 DOMINION AVE
MIDLAND, ON
L4R 1R2

EMERGENCY RESPONSE PLAN

ADOPTED: JUNE 2022

REVISED:

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Part I - Administration

Plan Amendments

Amendment No.	Date of Amendment	Sections Changed	Approved by

Plan Distribution List

Location
Community Emergency Management Coordinator (CEMC)
Emergency Operations Centre (EOC Position bins)
Spare Bin, (2)
Ontario Fire Marshal and Emergency Management
Electronic saved in Shared, P03
Town's Website

* EOC and spare bins have USB that contain Emergency Response Plan

Appendix Document

The Appendix Document is supplementary documents to the Emergency Response Plan that contains information, forms, and checklists to be used by the Municipal Emergency Control Group. Much of these documents contain personal or proprietary information.

Appendix A	Municipal Emergency Control Group Activation Checklists, Contact Numbers
Appendix B	Emergency Operations Centre Locations
Appendix C	Alert and Notification Procedures
Appendix D	Municipal Emergency Control Group Primary and Alternate Positions

Acronyms

AAR	After Action Report
CBRNE	Chemical, Biological, Radiological, Nuclear and Explosive
CEMC	Community Emergency Management Coordinator
CCG	Community Control Group
CISM	Critical Incident Stress Management
EIC	Emergency Information Centre
EIO	Emergency Information Officer
EMCPA	Emergency Management Civil Protection Act
EMO	Emergency Management Ontario
EOC	Emergency Operations Centre
ERP	Emergency Response Plan
ESM	Emergency Site Manager
HIRA	Hazard Identification Risk Assessment
HUSAR	Heavy Urban Search and Rescue
IAP	Incident Action Plan
IC	Incident Command
IMS	Incident Management System
MECG	Municipal Emergency Control Group
MDRA	Municipal Disaster Recovery Program
ODRAP	Ontario Disaster Recovery Assistance Program
OFMEM	Office of the Fire Marshall and Emergency Management

Definitions

Business Continuity Plan

Business continuity plans ensure the continued availability of essential services, operations, and programs, including all applicable resources. These plans are activated during, or immediately after an emergency or disruption and are aimed at permitting the rapid and cost-effective resumption of critical functions.

Command Group

A group of individuals that administrate an incident. They include the EOC Commander, the CEMC, the Liaison Officer, the Safety Officer, and the Emergency Information Officer.

Community Emergency Management Coordinator (CEMC)

An individual officially designated by a Council who is responsible and accountable for the development and implementation of the community's emergency management program.

Community

The Town including residents, businesses, and visitors.

Critical Infrastructure (CI)

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

Emergency

Emergency is defined as a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risks, an accident, or an act whether intentional or otherwise.

Emergency Information Centre (EIC)

A facility set up to brief and inform the media during an emergency. This may also be referred to as the Media Centre.

Emergency Information Officer (EIO)

The interface between the MECG and the public, media, and other agencies. This individual is charged with providing accurate and complete information about the emergency and monitoring the information provided to the public for inaccuracies.

Emergency Management (EM)

Organized and comprehensive programs and activities taken to deal with actual or potential emergencies. These include mitigation against, preparedness for, response to, and recovery from emergencies.

Emergency Management and Civil Protection Act, R.S.O. 1990, C. E.9 (EMCPA)

The legislation requiring all municipalities to have an Emergency Management Program.

Emergency Management Ontario (EMO)

EMO is an organization within the Ministry of the Solicitor General, a part of the government of the Province of Ontario. EMO is responsible for monitoring, coordinating, and assisting in the development and implementation of emergency management programs in Ontario.

Emergency Management Program Committee (EMPC)

This is a management team that oversees the development, implementation, and maintenance of the Emergency Management Program.

Emergency Notification

A fan-out procedure to notify the Control Group of an emergency or impending emergency.

Emergency Response Plan

A risk-based plan developed and maintained to respond to an emergency. This includes steps to guide the response effort, identifies persons, equipment, and resources for activation in an emergency and outlines how they will be coordinated.

Emergency Management Program (EMP)

A comprehensive program that is based on a hazard identification and risk assessment process (HIRA) and includes the four core components of mitigation/prevention, preparedness, response, and recovery.

Emergency Operations Centre (EOC)

The EOC is the structure/facility where the Control Group conducts its emergency management functions. There is a primary and secondary EOC identified to ensure operational viability.

Emergency Site

The area in which the emergency exists. Also, referred to as the incident site or scene.

Emergency Site Manager / Incident Commander

Public sector official (usually fire, police, ambulance, or operations) at the site, in charge of coordinating resources and developing actions to resolve the emergency.

Emergency Operations Centre (EOC) Commander

The overall manager of the EOC facility, Command and General staff and provides support to the Site Commander.

Evacuation Centre

The centre is a facility set up to provide emergency shelter, food, recreation, and basic requirements to a group of people who have been evacuated from an area as a result of an emergency. The site is designated by the County of Simcoe.

Finance and Administration Section

Individual(s) responsible for managing the financial costs and human resources concerns of the incident. The section is led by a Finance and Administration Section Chief.

Hazard

   a) A risk that is a threat,
   b) An event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural loss, damage to the environment, interruption of business, or other types of harm or loss.

Hazard Identification and Risk Assessment (HIRA)

Identification of hazards or risks to public safety, public health, the environment, property, critical infrastructure and economic stability from natural, human-caused, and technological sources/activities, and evaluation of the importance of the activity to the continued operation of the community. The vulnerability of the community to each activity should also be evaluated.

Head of Council

Individual responsible for declaring or terminating an emergency. In the absence of the Head of Council, this role can be filled by the Deputy Head of Council, then a member of Council acting at the direction of Council.

Incident Action Plan (IAP)

An oral or written plan containing general objective reflecting the strategy for managing a specific emergency.

Incident Management System (IMS)

The Incident Management System (IMS) is an operational framework for emergency response. The system facilitates communication, response activities and cooperation within and between organizations; as well as allows for incidents to be managed in a cohesive manner.

Liaison Officer

The individual responsible for communications between the MECG and other agencies. Normally delegated to the Command group.

Logistics Section

Individual(s) responsible for facilitating effective and efficient incident management by ordering resources from off-incident locations to provide facilities, transportation, supplies, equipment maintenance, fuel, food services, communication and IT support, and medical services for emergency responders. This Section is led by a Logistics Section Chief.

Municipal Emergency Control Group (MECG)

This is a group responsible for managing the emergency on a community wide basis. The membership, as detailed in the plan, consists of all key decision makers and officials who have the authority to direct or coordinate human and material resources within the community. This list is found in Appendix A.

Municipal Disaster Recovery Assistance

A provincial financial assistance program intended to reimburse municipalities for extraordinary costs associated with emergency response and repairs to essential property and infrastructure following a natural disaster.

Mutual Fire Aid Agreements (County of Simcoe)

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

Mutual Assistance Agreement (County of Simcoe and Member Municipalities)

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

Ontario Disaster Recovery Assistance Program

A provincial financial assistance program intended to help individuals, small owner-operated businesses, firms, and not-for-profit organizations cover emergency expenses and repair or replace essential property following a natural disaster.

Operations Section

Individual(s) responsible for the reduction of the immediate hazard, saving lives and property, establishing situational control, and restoration of normal operations. This section is led by an Operations Section Chief.

Planning Section

Individual(s) responsible for the collection, evaluation and dissemination of incident situation information and intelligence, maintaining the status of resources, preparing status reports, displaying situation information, and developing and documenting the Incident Action Plan. This Section is led by a Planning Section Chief.

Reception Centre

The Centre is a facility that is set up for the purpose of receiving evacuees, providing refreshments and temporary shelter. Its primary purpose is to register evacuees and if necessary direct them to an evacuation centre as required.

Safety Officer

Monitors' safety conditions and develops safety measures to the overall health and safety of everyone involved with the incident.

Mission Statement

The Town is committed to delivering responsible and cost-effective municipal services and infrastructure that provides for the long-term economic, social, and environmental well-being of our residents and community.

Introduction

The Town is located in Simcoe County on the shores of Georgian Bay and is a small urban municipality.

The Emergency Response Plan ("IMS Plan", or "the Plan") has been prepared as part of a comprehensive Emergency Management Program (EMP) to provide a prompt and co-ordinated response to all types of emergencies affecting the residents, businesses, and visitors in the community.

To protect residents, businesses, and visitors, we have prepared a coordinated emergency response by several agencies under the direction of the Control Group. These are distinct arrangements and procedures from the normal day-to-day operations carried out by emergency services.

The Plan has been prepared to provide officials, agencies, and departments important emergency response information related to:

- Arrangements, services, and equipment,
- Resource management,
- Roles and responsibilities during an emergency, and
- Hazard-specific response plans.

The Plan is also structured to allow individual parts or appendixes to be used, reviewed, or re-written independently and has been developed to reflect the public safety requirements of the community. The effective use and implementation of this plan is reliant upon all Municipal and Community Officials being aware of its provisions and being prepared to fulfill their roles and responsibilities in the event of an emergency. Responsible individuals are legislated to participate in emergency training, and exercises that will assist them in the fulfillment of their roles.

Management along with their teams and agencies are expected to develop their own internal notification lists, procedures, and contingency plans to fulfill their departmental or agency responsibilities.

In addition, it is important that residents, businesses and interested visitors be aware of its provisions in the Plan. Copies of the Emergency Response Plan (ERP) may be viewed at the Municipal Office and on the Town website.

Aim

The aim of the Plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare and property of the residents, businesses, and visitors from the effects of an emergency. The Plan enables a centralized, controlled and coordinated response to emergencies.

Authority

The Plan has been developed and implemented under the authority of, and in accordance with, the *Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9* (the "Act") and is adopted by Council through by-law.

Any personal information collected for the Plan is collected under the authority of the Act and shall be used solely for the purpose of planning, preparing, and conducting responses to emergencies and/or training exercises.

Confidentiality of the Plan

The Municipal Emergency Plan is a public document, excluding the appendixes, which are deemed confidential.

Hazard Identification Risk Assessment (HIRA)

As part of the Act, the Hazard Identification Risk Assessment (HIRA) is reviewed annually, which assists in determining the probability and consequence of a hazard in the community.

Critical Infrastructure (CI)

As part of OFMEM Compliance, Critical Infrastructure (CI) is reviewed annually, which assists in recognition of all Town CI.

Plan Maintenance and Revision

The Plan will be reviewed annually. The CEMC is authorized to make administrative revisions to the Plan as required. Substantial changes to the plan must be approved by Council. The Plan will be reviewed in accordance with a maintenance schedule as determined by the CEMC.

The annual review will include OFMEM Compliance under the EMCPA and is not limited to:

- Confirming emergency telephone numbers,
- Testing the notification system,
- Updating support services and/or local services directories,
- A tabletop or exercise for the Municipal Emergency Control Group, and
- Training for the Municipal Emergency Control Group and support staff as needed on any component of the Plan.

Each department and agency involved with the Plan will be responsible to prepare emergency procedures or guidelines outlining how they will fulfill their responsibilities under the Plan during an emergency. Each department / agency will ensure that it designates a staff member to maintain and revise its own emergency procedures or guidelines.

Emergency Management Program Committee

The Town's Emergency Management Program Committee shall oversee the development, implementation and maintenance of the community's emergency management and business continuity program. The Committee shall recommend to Council for approval an Emergency Plan to
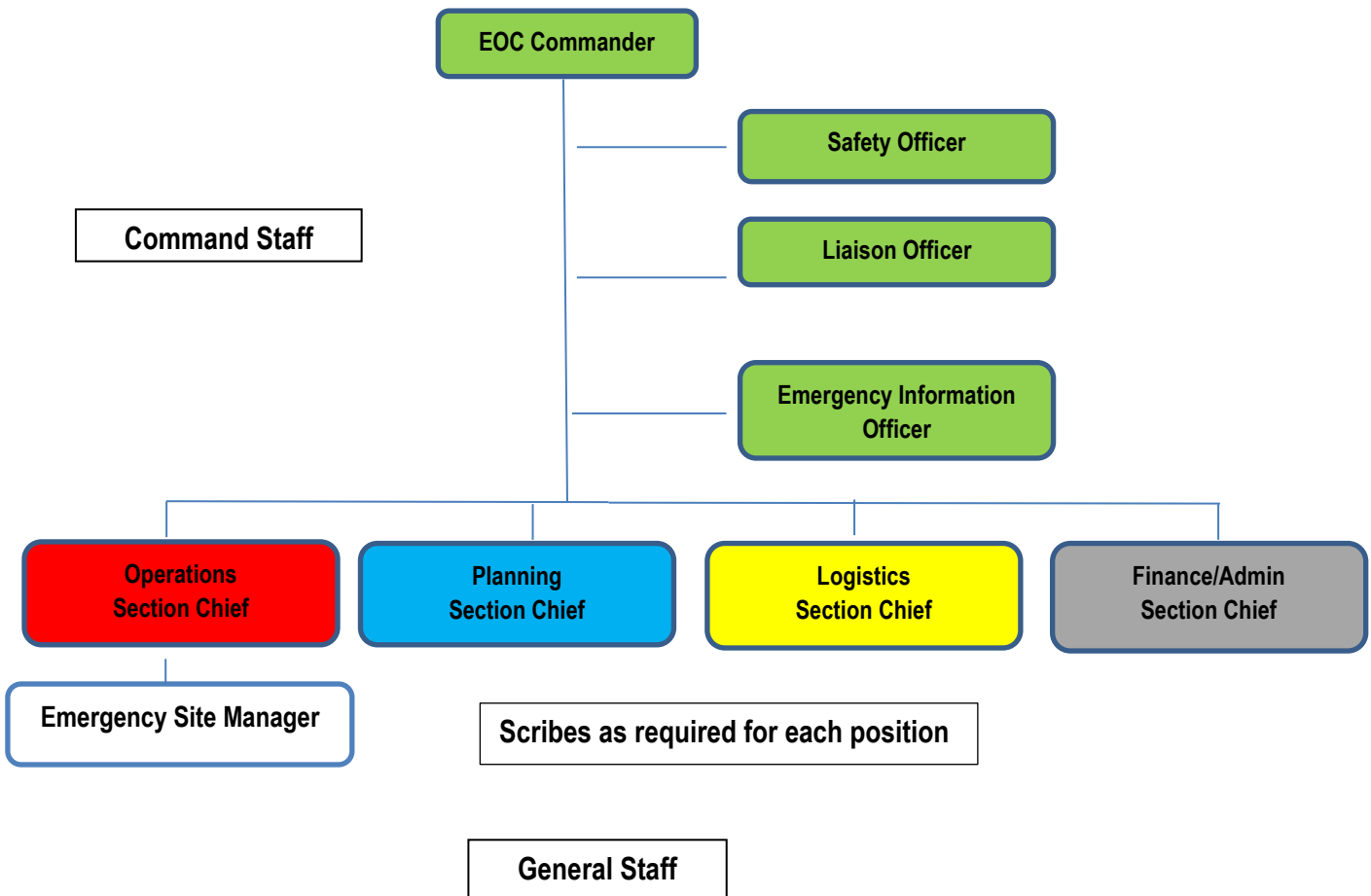
provide the community with a strategy to protect the health, safety, welfare, environment and economic strength of residents, businesses and visitors to the community, and a Business Continuity Plan to ensure that municipal services are provided in the event of a disruption. The Committee shall be determined by the Council approved Terms of Reference.

Incident Management System

The designated MECG for the Town has adopted the Province of Ontario's Incident Management System (IMS) as the process to assist them in managing an emergency incident.

The five (5) functions of the Incident Management System are Command, Operations, Planning, Logistics and Finance/Administration.

The IMS structure consists of the following positions:

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                           ┌──────────────────┐
                           │  EOC Commander   │
                           └──────────────────┘
                                    │
                                    │────────  ┌──────────────────┐
                                    │          │  Safety Officer  │
                                    │          └──────────────────┘
  ┌──────────────────┐              │
  │  Command Staff   │              │────────  ┌──────────────────┐
  └──────────────────┘              │          │  Liaison Officer │
                                    │          └──────────────────┘
                                    │
                                    │────────  ┌─────────────────────┐
                                    │          │ Emergency Information│
                                    │          │      Officer         │
                                    │          └─────────────────────┘
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Operations Section Chief	Planning Section Chief	Logistics Section Chief	Finance/Admin Section Chief

Emergency Site Manager

Scribes as required for each position

General Staff

The following are the general responsibilities for each of the IMS functions.

Function	General Responsibilities
Head of Council	The declaration & termination of an emergency and designating an area. Ensuring that all members of Council are advised and are kept informed
EOC Commander	Responsible for the overall management of the EOC facility and assigned resources within the EOC, and the provision of support to the Emergency Site Manager.
Safety Officer (SO)	Monitor's 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. The Safety Officer also provides advise with respect to risk exposure, due diligence, and claims handling procedures, when applicable.
Emergency Information Officer (E.I.O.)	Responsible for the development of emergency information regarding the incident and its release to the public. EOC Commander must approve all emergency information that the EIO releases.
Liaison Officer	Serves as the primary contact for assisting or supporting organizations and advises EOC Commander 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 EOC 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 EOC IAP for each operational period and the collection, collation, evaluation, analysis, and dissemination of an incident information.
Logistics Section Chief	Responsible for providing facilities, services, and materials in support of the incident. Participates in the development of the logistics-related section of the EOC IAP and activates and supervises the Branches and Units as well as the organization and assignment of resources within the Logistics Section.
Finance & Administrative 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 finance policies and procedures. Provides direction and supervision to Finance & Administration Section staff including their organization and assignment.
Scribe	Note taking for each Position as required, log tracking and provide to Planning.

Part II – Notification Procedures

Actions Prior to Declaration

The Town has established Emergency Monitoring Status Indicators to identify specific phases of an emergency event and the actions or monitoring that the MECG will undertake during each phase.

Level	Situation	Notification & Plan Implementation
Level 1 Routine	Monitoring of Routine conditions which means that the Corporation is operating under normal conditions.	Under these conditions the Town maintains ongoing surveillance for abnormal events. The Town does not typically implement its Emergency Response Plan nor activates its Emergency Operations Centre (EOC).
Level 2 Enhanced	Observation and Notification of Enhanced Conditions which means that an abnormal event, potential, or actual emergency has been detected or is in development.	Under these conditions the Town enhances its surveillance and monitoring activities and takes appropriate related actions. The Town may implement its Emergency Response Plan and may activate its Emergency Operations Centre (EOC).
Level 3 Emergency	Notification of Emergency conditions which means that the Town is in an emergency response mode.	Under these conditions the Town implements its Emergency Response Plan and activates its Emergency Operations Centre (EOC) in order to coordinate the appropriate response activities. The Town may declare an emergency.
Recovery	Notification of Recovery conditions means that the Town is working to ensure a smooth transition from Enhanced or Emergency conditions to Routine conditions.	Pending the recovery, the Control Group may recommend the Town move out of its IMS Plan and terminate the declared emergency.

Notification System

When any member of the MECG receives a warning of a real or potential emergency, that member of the MECG may initiate the notification procedure.

Notification procedure:

- **Routine or Enhanced conditions**: Notifications shall be completed utilizing the Town's email system.

- **Emergency or Enhanced conditions:** To activate the EOC, the MECG member initiates the Municipality's notifications procedure and begins the notification system of the MECG as per Appendix C.

- The MECG member initiates the contact and provides details for the notification script:

  - Date and time of activation
  - Nature of the emergency
  - Location of the EOC (primary, secondary or alternate)
  - Time of the MECG to meet
  - Whether standby or call to assemble
  - Any items to bring to MECG
  - Special precautions (routes to take or health hazards)

- The contact phone numbers and addresses of the MECG members and their alternates are contained in Appendix A.

- Records must be kept of the date and time MECG members were contacted and their estimated time of arrival at the EOC.

- All members of the MECG are responsible for notifying their own staff of the emergency if required.

Emergency Operations Centre (EOC)

The Town has established a primary and secondary EOC location. These locations are described in Appendix B. The secondary EOC location, if required, will be determined by the EOC Commander in conjunction with the CEMC and will be based on the nature and location of the emergency. Direction as to which location members of the MECG must report to will be given during the notification process.

The layout and equipment of the EOC will be determined by the EOC Commander in conjunction with the CEMC.

Upon arrival at the EOC, each MECG member will:

- Sign in,
- Check communications devices. Check for messages delivered prior to arrival,
- Obtain a personal log,
- Contact respective departments and obtain a status report and activate departmental plan, if necessary,
- Participate in the initial briefing,
- Participate in planning the initial response/decision making process,
- Pass MECG decisions on to their own department or organization,
- Continue participation in the EOC operations cycle.

Upon leaving the EOC, each MECG member will:

- Conduct a hand over with the person relieving them, if applicable,
- Sign out and inform the CEMC and position replacement of where they can be reached.

It is not essential for the MECG to have all its members present to function; however, each member or alternate must be notified of the emergency. Upon the arrival of any three (3) members, the MECG may initiate its function. As members continue to arrive, they will join the operation in progress.
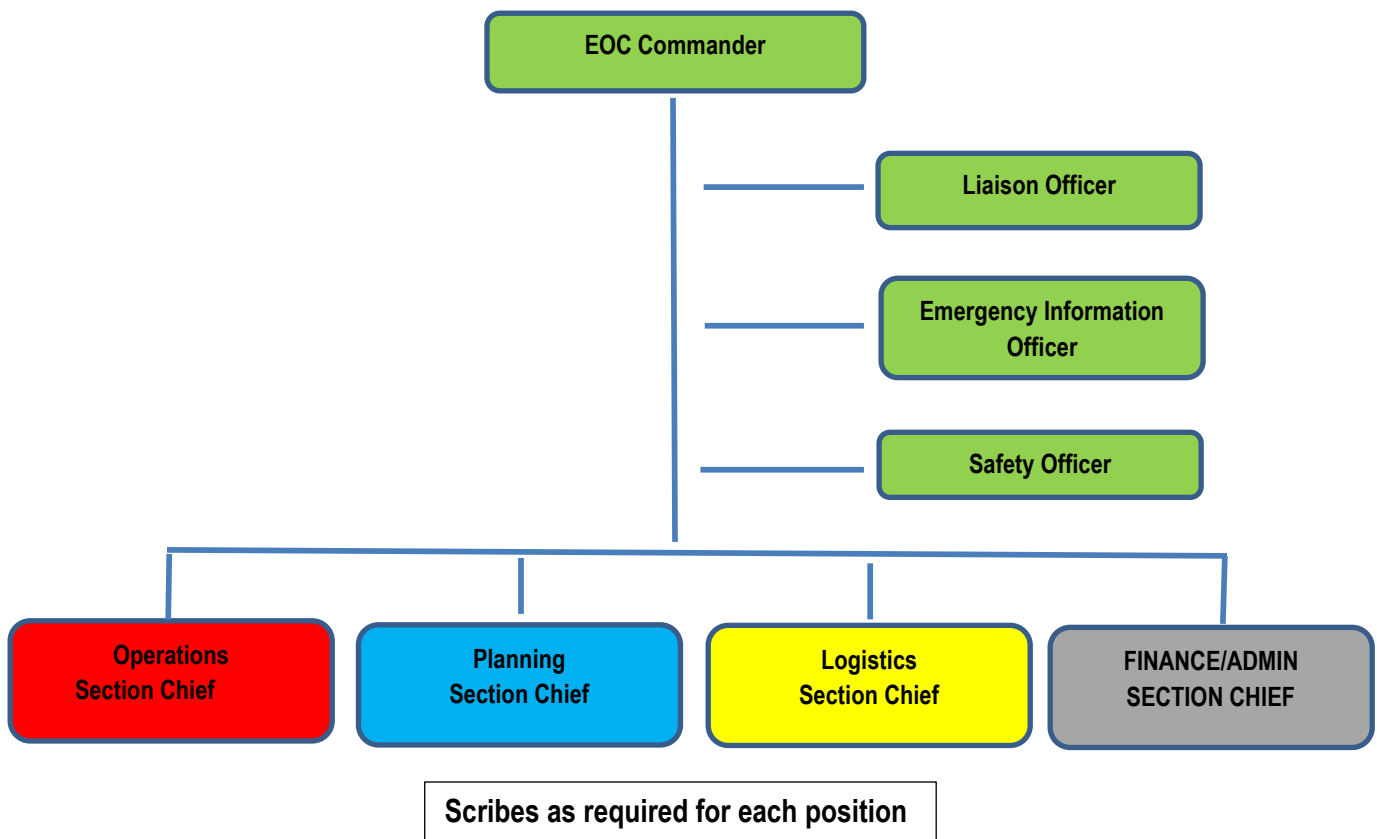
Part III – Control Group Levels

Level of activation of the Control Group is based on the escalation of the Emergency. Each level signifies the variation of the impact to the community caused by the incident or emergency.

Municipal Emergency Control Group Level 1 - Routine

Level 1 is Monitoring of Routine conditions which means that the Corporation is operating under normal conditions. The Town does not typically implement its Emergency Response Plan (ERP) nor activates its Emergency Operations Centre (EOC).

If required, the MECG Level 1 is made up of the following members or their designated alternate and can be contacted using the contact list in Appendix A.

1. EOC Commander
2. Liaison Officer
3. Emergency Information Officer
4. Safety Officer
5. Operations Section Chief
6. Planning Section Chief
7. Logistics Section Chief
8. Finance/Administration Section Chief

Municipal Emergency Control Group Level 2 - Enhanced

Level 2 is Observation and Notification of Enhanced Conditions means that an abnormal event, potential or actual emergency has been detected or is in development. Under these conditions the Town enhances its surveillance and monitoring activities and takes appropriate related actions. The Town may implement its Emergency Response Plan (ERP) and may activate its Emergency Operations Centre (EOC).

If required, the MECG Level 2 is made up of the following members or their designated alternate, and can be contacted by using the contact list in Appendix A. As required, other persons may be invited to the EOC to provide assistance and/or technical information to the MECG.

1. Head of Council
2. EOC Commander
3. Liaison Officer
4. Emergency Information Officer
5. Safety Officer
6. Operations Section Chief
7. Planning Section Chief
8. Logistics Section Chief
9. Finance/Administration Section Chief
10. *Paramedic Representative
11. *Police Representative

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┌──────────┐     ┌────────────────┐
│ Head of  │ <─> │ EOC Commander  │
│ Council  │     └────────────────┘
└──────────┘              │
                  ┌────────────────┐
                  │    Liaison     │
                  │    Officer     │
                  └────────────────┘
                  ┌────────────────┐
                  │   Emergency    │
                  │  Information   │
                  │    Officer     │
                  └────────────────┘
                  ┌────────────────┐
                  │ Safety Officer │
                  └────────────────┘
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| Operations Section Chief	Planning Section Chief	Logistics Section Chief	Finance/Admin Section Chief	*Paramedic Representative	*Police Representative
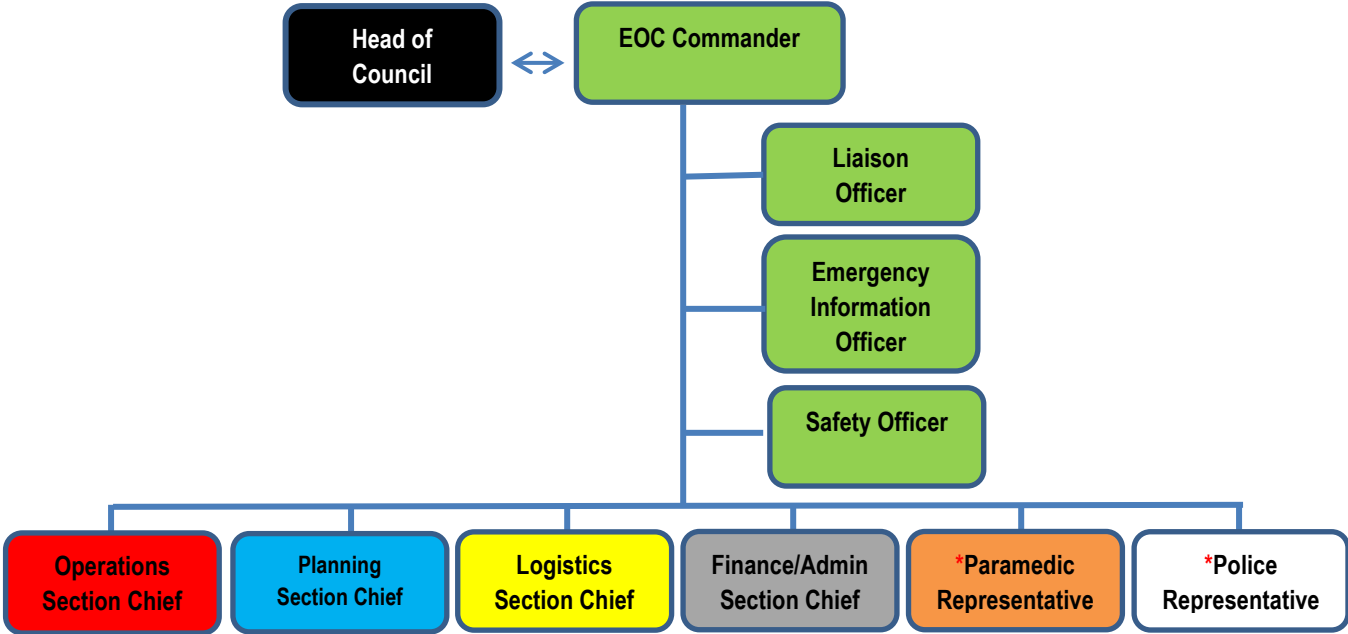
Scribes as required for each position

*for contact only, not to attend EOC unless requested

Municipal Emergency Control Group Level 3 - Emergency

Level 3 is the Notification of Emergency conditions which means that the Town is in an emergency response mode. Under these conditions the Town implements its Emergency Response Plan (ERP) and activates its Emergency Operations Centre (EOC) in order to coordinate the appropriate response activities. The Town may declare an emergency.

Level 3 is made up of the following members or their designated alternate and can be contacted by using the contact list in Appendix A. As required, other persons may be invited to the EOC to provide assistance and/or technical information to the MECG.

1. Head of Council
2. EOC Commander
3. Emergency Information Officer
4. Safety Officer
5. Liaison Officer
6. Operations Section Chief
7. Planning Section Chief
8. Logistics Section Chief
9. Finance/Admin Section Chief
10. Police Representative
11. * Paramedic Representative
12. *County of Simcoe CEMC
13. * PEOC, Field Officer
14. * Simcoe/Muskoka District Health Unit Rep
15. * Hydro Representative
16. * Gas Distribution Representative

Scribes as required for each position
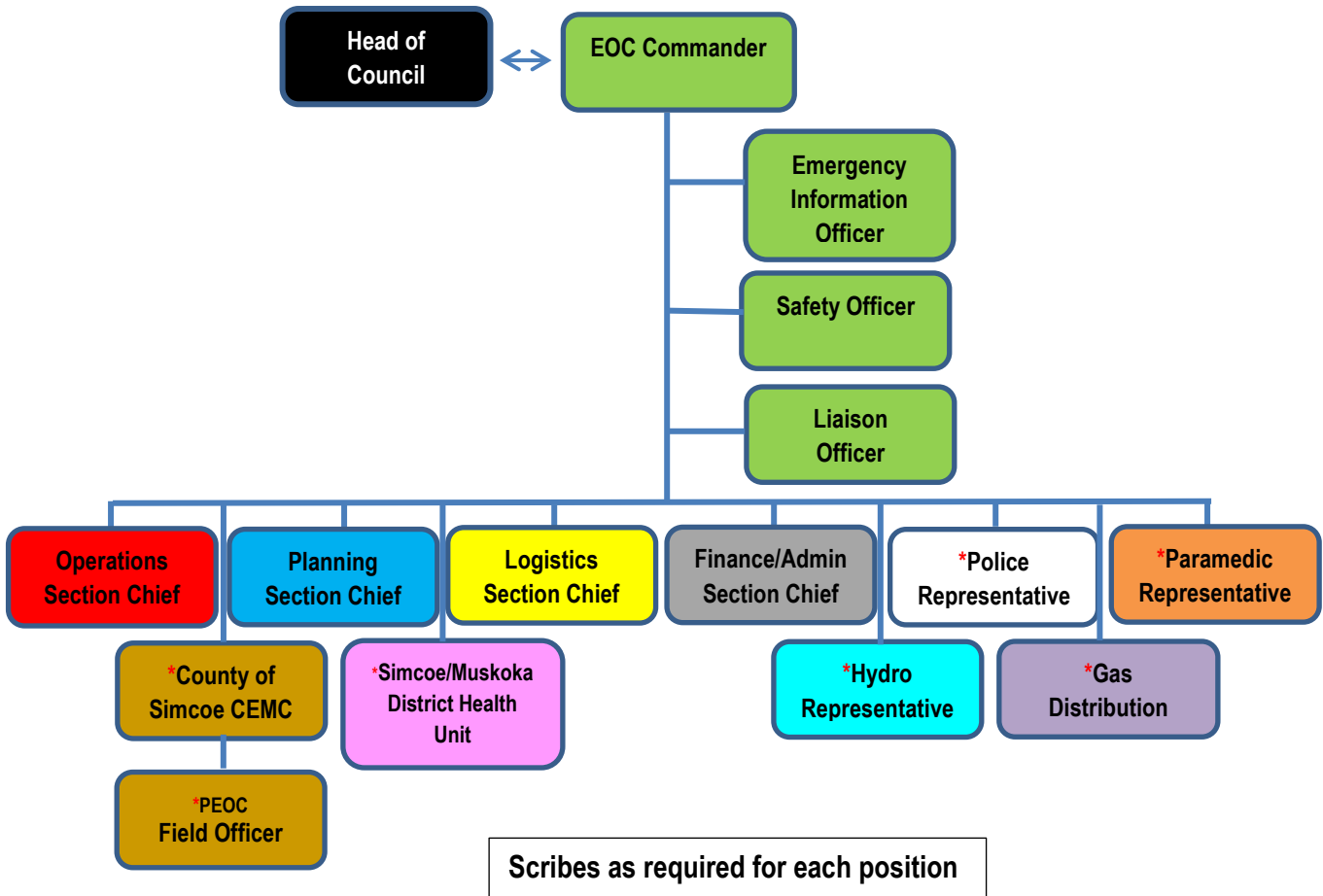
*for contact only, not to attend EOC unless requested

Part IV – EOC and Emergency Site Management

Operations Cycle

Members of the MECG will gather at regular intervals to inform each other of actions taken and problems encountered. The EOC Commander will establish the frequency of meetings and agenda items. Meeting will be as brief as possible to allow members to carry out their individual responsibilities.

It is essential that the EOC is comfortable, has good communications and is secure from unnecessary distractions. Only MECG members and support staff will have access to the EOC. Media is not allowed into the EOC, nor is anyone who has not been authorized by the MECG.

The EOC Commander shall assign a scribe or designate that will maintain status boards, maps, and the event log, and will display them in a prominent place, and keep them up to date.

One Hour Operation Cycle (approximate)

Tasks (45 min.) → **Preparing for MECG Meeting (5 min.)** → **MECG Meeting (10 min.)** → (cycle repeats)
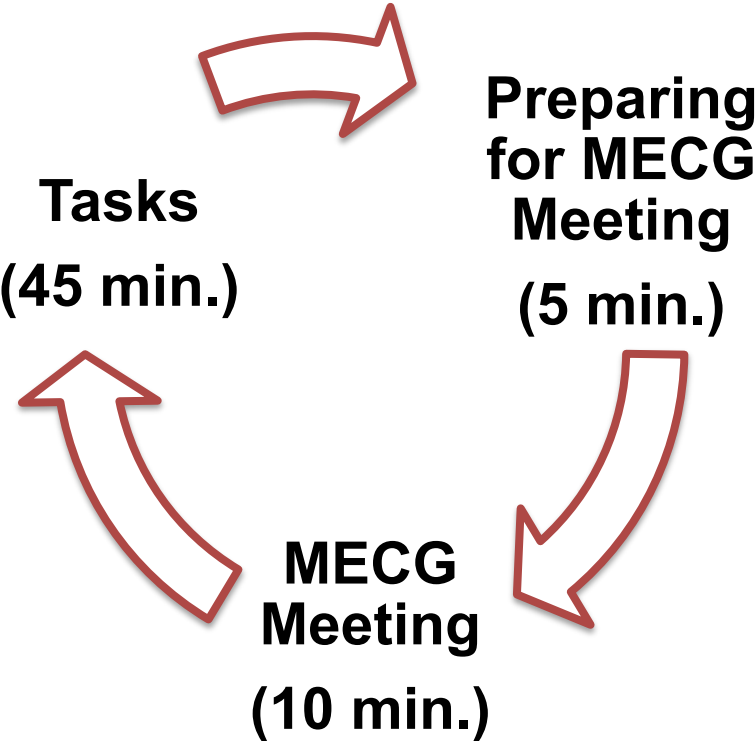
Management of the Emergency Site

The Emergency Site is the location of the emergency, together with a "buffer space" around it in which response activities are conducted. If there is more than one site, each site will have a Site Manager (SM) / Site Command (SC).

The SM is the individual appointed to control the operations at the site of an emergency. The selection will depend on the type of emergency and will be decided by the agencies at the scene, subject to approval of the MECG.

The SM will assume control of the overall site, become responsible for all aspects of the site and limit their responsibilities to activities within the site perimeters – anything outside those boundaries must be handled by the appropriate off-site response personnel.
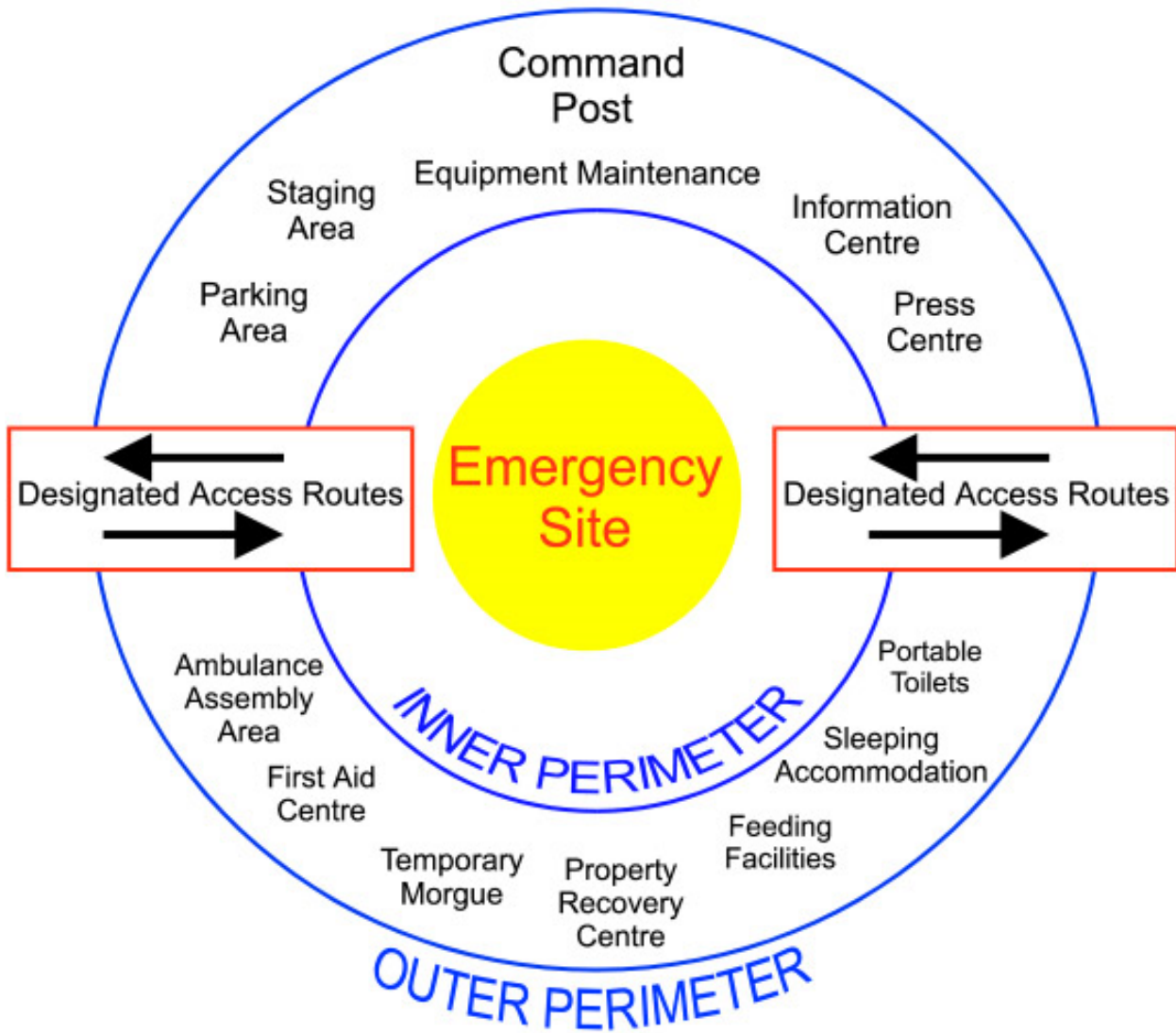
The SM's task is to take control of the scene and co-ordinate the response. Some of the detailed functions include:

1. Setting up area command post and establishing communications with the other agencies on the site and with the EOC.
2. Organizing a management team and arranging a management cycle.
3. Determining the inner and outer perimeters and ensuring they are set up.
4. Organizing the layout of the site.
5. Conferring with the heads of the other agencies at the site to ascertain what is happening and what is needed.
6. Passing information on what is happening and requests for resources up the line to the EOC and passing direction and information from the EOC down the line to others at the site.
7. Directing and co-ordinating the activities of the response agencies at the site.
8. Determining what resources are necessary and asking the EOC to provide them.
9. Arranging a system of relief for site workers.
10. Facilitate media visits to the site.

Each site will be different, but a diagram of an emergency site is attached as a guide.

Command
Post

Equipment Maintenance

Staging
Area

Information
Centre

Parking
Area

Press
Centre

Designated Access Routes

Emergency
Site

Designated Access Routes

Ambulance
Assembly
Area

Portable
Toilets

Sleeping
Accommodation

First Aid
Centre

INNER PERIMETER

Feeding
Facilities

Temporary
Morgue

Property
Recovery
Centre

OUTER PERIMETER

Part V – Responsibilities of MECG Members

Head of Council

The Head of Council is responsible for the following:

1. The declaration of an emergency and designating an area.

2. The termination of an emergency.

3. Ensuring that all members of Council are advised of the declaration and termination of an emergency and are kept informed of the emergency operational situation.

4. Ensuring that the Ministry of the Solicitor General and Ontario Fire Marshal and Emergency Management is notified of the declaration of emergency and termination of the emergency.

5. Request assistance from neighbouring municipalities, the County of Simcoe, and the Provincial and Federal Governments.

6. Participate in press conferences or media interviews as required.

7. Maintaining a log of all personal decisions and actions taken.

8. Preparing and submitting a final report containing operational evaluation of their area of responsibility, including recommendations on changes of the plan or supplementary plans.

9. Call and convene any emergency Council meetings.

EOC Commander

The EOC Commander is responsible for the following:

1. Assessing the incident situation and determining appropriate level of MECG activation based on the information, as known.

2. Establishing goals, strategies, objectives, and priorities appropriate to the level of response.

3. Coordinating all operations within the Emergency Operations Centre (EOC), including the scheduling of regular meetings.

4. Determining the status of emergency declaration and delegation of authority.

5. Chairing meetings of the Municipal Emergency Control Group.

6. Advising the Head of Council regarding need for declaration or termination of an emergency and provide any required information, including policies and procedures as appropriate.

7. Providing information and briefings to senior and elected officials as required.

8. Determining which IMS Sections are needed, assigning Section Chiefs as appropriate and ensuring they are staffed as required.

9. Approving, in conjunction with the Head of Council, major announcements and media releases prepared by the Emergency Information Officer.

10. Approving and authorizing the implementation of the Incident Action Plan (IAP). Reviewing IAP for completeness and accuracy, verifying the objectives are prioritized and sign the IAP.

11. Ensuring the EOC check-in procedure is established.

12. Establishing the Operational Period and briefing schedule.

13. Ensuring that an Incident Organization Chart is posted and completed.

14. Monitoring Command and general staff activities to ensure that appropriate actions are taken.

15. Ensuring the appropriate legal and statutory requirements are followed.

16. Reviewing requests for critical resources, confirming who has ordering authority within the organization and confirming those orders that require the EOC Commander authorization.

17. Authorizing demobilization of sections, branches, and units when they are no longer required.

18. Ensuring all required forms and reports are completed prior to demobilization.

19. Maintaining a log of all personal decisions and actions taken.

20. Preparing and submitting a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the plan or supplementary plans.

Emergency Information Officer (EIO)

The Emergency Information Officer is responsible for the following:

1. Providing the Municipal Emergency Control Group (MECG) with information and advice on any matters that may be raised by public inquiry or the media.

2. Developing and distributing all media releases in consultation with the MECG and subject to approval by EOC Commander.

3. Preparing the initial information summary as soon as possible after activation of the EOC.

4. Ensuring set up and staffing of public inquiry lines.

5. Assessing the need for special alert and warning efforts, including for persons with special needs.

6. Providing direction and regular updates to the public inquiry personnel to ensure that the most accurate and up-to-date information is disseminated to the public.

7. Establishing an Emergency Information Centre (EIC) or media area away from the emergency site and EOC.

8. Co-ordinating interviews and media conferences for members of Council and the MECG.

9. Working with the Head of Council and the CAO to ensure that all information released to the media, public and staff is consistent, accurate and approved by the EOC Commander.

10. Monitoring news coverage and social media to correct misinformation.

11. Establishing a schedule for news briefings linked to operational period. Maintain copies of all media releases.

12. Ensure that internal staff are provide information on the emergency regularly.

13. Develop pre-authorized messaging to be used during the initial stages of an emergency.

14. Maintaining a log of all personal decisions and actions taken.

15. Preparing and submitting a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the plan or supplementary plans.

Safety Officer (SO)

The Safety Officer is responsible for the following:

1. Working closely with Operations to ensure that responders are as safe as possible under the circumstances of the incident.

2. Advising the EOC Commander on issues regarding safety.

3. Ensuring that adequate levels of protective equipment are available, staff are properly trained on the use of relevant protective equipment, and it is being used.

4. Staffing and organizing as appropriate, multiple high-risk operations may require Assistant Safety Officers at each site.

5. Identifying, correcting, or terminating potentially unsafe acts.

6. Identifying and coordinating corrective actions with the EOC Commander and Operations and ensuring implementation.

7. Assisting in the review of the Incident Action Plan to identify safety concerns and issues. Liaising with the Ministry of Labour and Joint Health and Safety Committee as required. Refer to collective agreements based on response requirements for the emergency. Investigating any injuries during the incident, ensuring the accident scene is preserved and investigation is properly documented.

8. Obtaining updates from any Assistant Safety Officers on site prior to the planning meetings.

9. Completing an Incident Safety Analysis.

10. Participating in planning meetings, listening to tactical options being considered. If potentially unsafe, assist in identifying options, protective actions, or alternate tactics. Discuss accidents/injuries to date. Make recommendations on preventative or corrective actions.

11. Completing, as necessary: Incident Medical Plan, Incident Objectives, and a Safety Message/Plan.

12. Coordinating critical incident stress, hazardous materials, and other debriefings, as necessary.

13. Maintaining a log of all personal decisions and actions taken.

14. Preparing and submitting a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the plan or supplementary plans.

Liaison Officer (LO)

The Liaison Officer is responsible for the following:

1. Determining organizations involved in the incident (governmental, non-governmental, private sector).

2. Determining whether organizations involved are assisting (providing personnel, services, or other direct assistance/resources to the organization with direct responsibility for incident management) or supporting (providing support services to the organization with direct responsibility for incident management, but not providing any direct support or input to the incident itself).

3. Obtaining information from assisting/supporting organizations including contact persons, email/phone numbers, radio frequencies, cooperative agreements, resource type and availability, number of personnel, condition of personnel and equipment and organizational constraints/limitations.

4. Liaising with the external agencies as required.

5. Contacting and briefing assisting/supporting organization representatives.

6. Interviewing organization representatives concerning resources, capabilities, and restrictions on use. Provide information at planning meetings as needed.

7. Monitoring incident operations to identify potential inter-organizational problems and keep the EOC Commander apprised of such issues.

8. Providing the MECG with information and advice on matters related to emergency social services functions, including the management of evacuation centres.

9. Ensuring the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services, as required.

10. Liaison with the County of Simcoe and external agencies with the opening and operation of temporary and/or long-term evacuation centres.

11. Maintaining a list of supporting and assisting organizations and keeping it updated.

14. Maintaining a log of all personal decisions and actions taken.

15. Preparing and submitting a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the plan or supplementary plans.

Operations Section Chief

The Operations Section Chief is responsible for the following:

1.   Obtaining and/or assisting the EOC Commander in determining objectives and recommended strategies.

2.   Establishing a communications link with the Emergency Site Manager to determine status of current tactical assignments and ongoing communications.

3.   Identifying current organization, location of resources, and assignments.

4.   Determining location of current staging area and resources assigned there.

5.   Ensuring that the Operations Section is set up properly with appropriate personnel, equipment, and supplies. Ensuring operational efficiency, personnel safety, and adequate span of control.

6.   Establishing operational period in conjunction with EOC Commander.

7.   Coordinating and conducting Operations Briefing and assigning operations personnel in accordance with IAP.

8.   Working closely with members of the MECG to coordinate operational activities.

9.   Initiating mutual aid agreements as required. Liaising with external fire agencies.

10.   Coordinating emergency vehicles and resources as required.

11.   Determining if additional/specialized resources or equipment is required (HUSAR or CBRNE teams), making requests through the Provincial EOC.

12.   Evaluating situation and providing updates to the EOC Commander and Planning section regarding the location, status and assignment of resources, effectiveness of tactics, desired contingency plans and need for any additional resources.

13.   Ensuring resource ordering and logistical support needs are passed to Logistics in a timely fashion.

14.   Providing information to Planning Sections Chief regarding the Operation portion of the written IAP if directed by the EOC Commander, identifying specific tactical assignments and resources needed to accomplish assignments.

15.   Notifying Liaison Officer of issues concerning cooperation and assisting organizations. Keep Safety Officer involved in tactical decision-making. Keep EOC Commander apprised of status of operational efforts. Coordinate field visits with the Emergency Information Officer.

16.   Attending or organize meetings as required.

17.   Maintaining a log of all personal decisions and actions taken.

18.   Preparing and submitting a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the plan or supplementary plans.

Planning Section Chief

The Planning Section Chief is responsible for the following:

1.   Determining current resource status.

2.   The development of the Incident Action Plan and determining whether a written or oral IAP is required.

3.   In conjunction with the EOC Commander, determine time and location of planning cycle meetings.

4.   Ensuring the EOC facility is properly set up and ready for operations.

5.   Ensuring note taking for MECG meetings is being completed by assigned staff.

6.   Ensuring that all members of the MECG have necessary plans, resources, supplies, maps, and equipment.

7.   Ensuring the recording of all proceedings and decisions of the MECG is on the Master Events Log.

8.   Conducting long-range and/or contingency planning by reviewing current and projected incident and resource status, developing alternative strategies, identifying resources required to implement contingency plans.

9.   Ensuring municipal facilities are available for evacuation or reception center purposes if required.

10.   Developing plans for business resumption, demobilization, and recovery in conjunction with the control group.

11.   Displaying incident status summary information.

12.   Preparing and distributing the written IAP as well as the minutes of planning meetings.

13.   Ensuring the Information Officer has immediate access to status reports and displays.

14.   Maintaining a log of all personal decisions and actions taken.

15.   Preparing and submitting a final report containing operation evaluation of their area of responsibility, including recommendation on changes to the plan or supplementary plans.

Logistics Section Chief

The Logistics Section Chief is responsible for the following:

1. Reviewing situation and resource status for number of personnel assigned to the incident and the current organization and determine which incident facilities have been or should be activated.

2. Ensuring the Logistics Section is set up with the appropriate equipment and supplies in place, including maps, status boards, vendor references and other resource directories.

3. Identifying, with the EOC Commander and general staff, the immediate need for resources as identified by the Operations Section.

4. Obtain and track any resources that have been identified by all sections.

5. Coordinating with all sections to prioritize and validate resource requests.

6. Arranging for additional fleet as required, fuel and parts. Arranging for additional fleet from other municipalities or rental companies if required.

7. Obtaining, maintaining, and accounting for essential personnel, equipment and supplies beyond those immediately accessible to Operations.

8. Providing the MECG with information regarding the geography of the area including but not limited to, number of homes in the affected area.

9. Providing input on resource availability, support needs, identified shortages and estimated time of arrival for key resources.

10. Identifying future operational needs (both current and contingency) to anticipate logistical requirements.

11. Assisting in the preparation of a transportation plan if required.

12. Provide assistance in obtaining the required resources.

13. Maintaining a log of all personal decisions and actions taken.

14. Preparing and submitting a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the plan or supplementary plans.

Finance / Administration Section Chief

The Finance/Administration Section Chief is responsible for the following:

1. Providing the financial and cost analysis support for an incident.

2. Identifying and tracking sources of funding.

3. If required, arranging to advance funds to those in need and arranging recovery of these funds.

4. Issuing payment as required for all emergency related expenditures.

5. Tracking timesheets for incident personnel and equipment.

6. Maintaining accurate and detailed records of all emergency related expenditures.

7. Analyzing the impact of the emergency on the municipal budget.

8. Reporting on the budget status as required.

9. Preparing insurance claims on behalf of the municipality. Preparing claims for funding as applicable.

10. Initiating, maintaining, and ensuring completeness of documentation needed to support claims for emergency funds, including auditing and documenting labour, equipment (rented or purchased), materials, services, and expendable supplies.

11. Preparing claims for provincial and/or federal funding, as applicable.

12. Tracking disaster relief assistance including local fundraising.

13. Meeting with assisting and supporting organizations as required, to determine any potential cost sharing agreements or financial obligations.

14. Ensuring records of human resources and administrative detail that may involve financial liability are completed.

15. Maintaining a log of all personal decisions and actions taken.

16. Preparing and submitting a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the plan or supplementary plans.

Part VI – Responsibilities of MECG Support

Community Emergency Management Coordinator (CEMC)

The CEMC is responsible for the following:

1. The CEMC will support the MECG during an emergency by providing guidance and direction based on provincial and municipal standards, and industry best practices.

2. Maintaining a log of all personal decisions and actions taken.

Scribe

The Scribe(s) are responsible for the following:

1. Support the EOC Commander on information flow, resource tracking and Section Chiefs as required.

2. Record all key events, actions, and the decisions of the Control Group.

3. Scribe or designate to maintain the Master Event log for the EOC.

4. Maintaining a log of all decisions and actions taken.

5. Preparing and submitting a final report containing operation evaluation of their area of responsibility, including recommendations on changes to the plan or supplementary plan.

*Police (OPP) Representative

The Police (OPP) Representative, designated by the Detachment Commander, is responsible for the following:

1. Providing the MECG with information and advice on policing and security matters.

2. Depending on the nature of the emergency, providing the Emergency Site Manager.

3. Establishing and maintaining ongoing communications with the senior police representative at the emergency site.

4. Ensuring there is perimeter (inner and outer) security and crowd control at emergency site.

5. Providing traffic control to facilitate the movement of emergency vehicles.

6. Alerting persons endangered by the emergency and coordinating evacuation procedures, including evacuation routes.

7. In the event of an evacuation, contacting residents in affected areas to advise of the need to evacuate and enforcing the evacuation of occupants, if appropriate.

8. The protection of life and property and the provision of law and order.

9. The provision of police services in evacuation centres, morgues, and other facilities as required.

10. Notifying the coroner of fatalities.

11. Liaising with external police agencies, as required.

12. Maintaining a log of all personal decisions and actions taken.

13. Preparing and submitting a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the plan or supplementary plans.

*Paramedic Representative

The Paramedic (County of Simcoe Paramedic Services) Representative is responsible for the following:

1. Ensuring emergency medical services at the emergency site, including triage, treatment, and transportation of patients to the appropriate receiving facilities.

2. Depending on the nature of the emergency, providing the Emergency Site Manager.

3. Establishing and maintaining ongoing communications with the senior Paramedic official at emergency site.

4. Obtaining additional Paramedic and medical support from other Municipalities and/or senior levels of government.

5. Advising the MECG if other means of transportation are required for large scale responses.

6. Liaising with the Ministry of Health and Long-term Care Central Ambulance Communications Centre to ensure balanced emergency coverage is available at all times throughout the community.

7. Liaising with receiving hospitals and the Local Health Integration Network (LHIN) as required to coordinate support for affected hospitals and health services.

8. Liaising with the Medical Officer of Health as required.

9. Liaising with the Ministry of Health and Long-term Care Emergency Management Branch as required.

10. Maintaining a log of all personal decisions and actions taken.

11. Preparing and submitting a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the plan or supplementary plans.

*County of Simcoe Emergency Social Services

The County of Simcoe Emergency Social Services is responsible for:

1. Providing the MECG with information and advice on matters related to emergency social services related functions, including the management of evacuation centres within the scope of approved services at the County Level.

2. Upon receipt of notification, contact and place on standby or activate the emergency social services staff and voluntary support agencies such as Canadian Red Cross, Salvation Army, St. John Ambulance, and Victim Services at the County Level.

3. Ensuring the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services, as required.

4. Supervising the opening and operation of temporary and/or long-term evacuation centres and ensuring that they are adequately staffed at the County Level.

5. Maintaining a log of all personal decisions and actions taken.

6. Preparing and submitting a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the plan or supplementary plans.

*Simcoe Muskoka District Health Unit Medical Officer of Health (MOH)

The Simcoe Muskoka District Health Unit Medical Officer of Health is responsible for:

1. Activating and terminating the Simcoe Muskoka District Health Unit Emergency Response Plan and Emergency Notification System.

2. Coordinating public health services with municipal EOC's, emergency and support services and other responding agencies.

3. Providing an on-site manager if required and attends the site command post as necessary.

4. Liaising with Ontario Ministry of Health Public Health Division and Chief Medical Officer of Health as required.

5. Liaising with appropriate public health agencies as required to augment and coordinate a public health response.

6. Providing advice on matters which may adversely affect public health within Simcoe Muskoka.

7. Coordinating the response to communicable disease-related emergencies or anticipated epidemics according to Ministry of Health and Long-Term Care policies.

8. Coordinating agency resources to prevent and control the spread of disease during an emergency within Simcoe Muskoka.

9. Coordinating vaccine storage, handling, and distribution across Simcoe Muskoka.

10. Initiating mass vaccination campaigns during outbreaks of disease within affected municipalities in Simcoe Muskoka.

11. Liaising with Logistics Section Chief or alternate within the EOC to ensure the provision of potable water, community sanitation, maintenance, and sanitary facilities.

12. Providing for the inspection of evacuation centres, makes recommendations, and initiates remedial action in areas of:

    a) accommodation standards relating to overcrowding, sewage, and waste disposal, monitoring of water supply, air quality, sanitation, and facility layout and operation

    b) food handling, storage, preparation, and service

    c) general health and safety involving injury prevention

13. Liaising with local social service agencies on areas of mutual concern regarding evacuation centres including:

    a) victim assessment, support and referral,

    b) public health information and community networks.

14. Providing inspection and advice in collaboration with municipal representatives within the affected communities regarding the evacuation of residential buildings which pose a public health threat.

15. Liaising with the Coroner to coordinate the activities of the mortuary within the community and provide assistance where necessary.

16. Providing instruction and health information through public service announcements and information networks.

17. Providing resource support and consultation to emergency service workers.

18. Evaluating post-emergency effectiveness and efficiency in the execution of the agency's responsibilities through debriefing sessions and liaison with MECG's from each municipality.

19. Maintaining a log of all personal decisions and actions taken.

20. Preparing and submitting a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the plan or supplementary plans.

*Emergency Site Manager / Incident Commander

The Emergency Site Manager is responsible for the following:

1. Setting up a command post and establishing communications with the other agencies on the site and with the Operations Section Chief.

2. Organizing a management team and arranging a management cycle.

3. Determining the inner and outer perimeters and ensuring they are set up.

4. Organizing the layout of the site.

5. Conferring with the heads of the other agencies at the site to ascertain what is happening and what is needed.

6. Passing information on what is happening and requests for resources up the line to the EOC and passing direction and information from the EOC down the line to others at the site.

7. Directing and co-ordinating the activities of the response agencies at the site.

8. Determining what resources are necessary and asking the EOC to provide them.

9. Arranging a system of relief for site workers.

10. Facilitate media visits to the site.

11. Maintaining a log of all personal decisions and actions taken.

12. Preparing and submitting a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the plan or supplementary plans.