



TOWN OF MIDLAND

EMERGENCY

RESPONSE

PLAN

Council Approval Date September 2006

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1) INTRODUCTION

The Town of Midland Emergency Response Plan has been developed to assist with managing an emergency in the community.

Since the initial response to an emergency is almost always at the municipal level it is important that all essential services be co-coordinated to meet the stress of the emergency in the most effective way and to avoid a duplication of efforts. For this plan to be effective, it is essential that all parties concerned are aware of its provisions. Each elected official and appointed representative must be prepared to carry out their assigned function and responsibilities in an emergency.

Emergencies are defined as situations or impending situations caused by forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life and property. They affect public safety, namely the health, welfare, and property of those in the community, as well as the environment and economic strength of the area. Its nature and magnitude must be such as to require a controlled and coordinated response by a number of agencies, both governmental and private, under the direction of an Emergency Control Group, as distinct from routine operation carried out by an agency or agencies (e.g., firefighting, police activities, and hospital routines).

In order to protect residents, businesses, and visitors, the Town of Midland requires the coordinated response by a number of agencies under the direction of a Community Control Group (CCG). These are distinct arrangements and procedures from the normal, day-to-day operations carried out by emergency services.

This plan has been presented to, Midland Town Council, and approved through By-law #2013-17 thereby giving legal authority for measures that need to be taken to deal with an emergency.

It is important that residents, businesses, and interested visitors be aware of its provisions. The Town of Midland Emergency Response Plan is available for viewing at the Municipal Offices and Library. Printed copies of the plan are also available at the Municipal Office for a nominal fee. For more information please contact:

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2) AIM

- 2.1** The aim of this plan is to make provision for the extraordinary arrangements and measures that may need to be taken to protect the health, safety, welfare, environment, and economic health of residents, businesses, and visitors of the Town of Midland when faced with an emergency.
- 2.2** This plan is designed to enable a centralized, controlled and coordinated response to emergencies in the Town of Midland to meet the requirement of *The Emergency Management and Civil Protection Act R.S.O. 1990, Chapter E.9, as amended.*

2.3 Hazards

A Hazard Identification and Risk Analysis has been completed and analyzed by the Emergency Management Program Committee. Hazards most likely to occur which may result in an emergency are as follows:

- Energy Emergency: Summer Power Outage, Winter Heating Fuel Deficiency. Winter Power Outage
- Hazardous Materials: Fixed Site, Transportation
- Human Health Emergencies: Ground & Surface Water, Infectious/Contagious Diseases
- Transportation: Air, Road
- Petroleum/Gas Pipeline/Storage Facility Emergency,
- Severe Storms
- Terrorism
- Winter Storms

3) AUTHORITY

3.1 The Emergency Management and Civil Protection Act

The Emergency Management and Civil Protection Act is the legal authority for an emergency management program in Ontario.

Section 2.1 (1) states that:

Every municipality shall develop and implement an emergency management program and the Council of a municipality shall by By-law adopt the Emergency Management Program. 2002,c.14,s.4.

Section 2.1 (2) states that:

The emergency management program shall consist of,

- a) an emergency plan as required by section 3.
- b) 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;
- c) public education on risks to public safety and on public preparedness for emergencies; and
- d) any other element required by the standards for emergency management programs set under Section 14. 2002, c. 14, s. 4.

3.2 Adopting By-law

As required by *The Emergency Management and Civil Protection Act* this emergency response plan and its elements have been:

- i) Adopted under Town of Midland By-law # 2013-17, and as such is affixed to the By-law as Schedule 'B'.
- ii) Filed with the Chief, Office of the Fire Marshal and Emergency Management, Ministry of Community Safety and Correctional Services.

3.3 Actions Prior to Declaration

When an emergency exists but has not yet been declared to exist, community employees may take such action(s) under the Emergency Response Plan as may be required to protect property and the health, safety, and welfare of the Town of Midland.

4) NOTIFICATION PROCEDURES

4.1 Responsibility

Any member of the Community Control Group (CCG) being aware of a warning of a real or potential emergency shall immediately contact the Midland Police Service Communication Centre at 705-526-2201 to request that the CCG emergency notification process be implemented. The request should include the following information;

- Identify themselves as a CCG member
- State the type of notification i.e. Advisory, Convene, Cancellation
- A brief description of the emergency, i.e. location and type
- Any immediate safety concerns
- Any immediate security concerns
- Any requirements for immediate emergency service response. (police, fire, emergency medical services)

The Midland Police Service shall be responsible for notifying the CCG members.

4.2 Emergency Notification Process

Upon receipt of a request for initiating the CCG notification procedure the Midland Police Service shall contact the CCG members in the following order of priority:

1. Director of Fire Services/Community Emergency Management Coordinator
2. Mayor
3. Chief Administrative Officer
4. Chief of Police
5. Director of Public Works
6. Midland Power Utility Corporation President & CEO
7. Director of Parks & Recreation
8. Town Engineer
9. Clerk
10. Director of Finance

All calls shall open with the words "Midland Police Service calling for (state individual's name)" and shall provide the following:

- Identify that a CCG member activated the notification process
- State the type of notification i.e. Advisory, Convene, Cancellation
- The type and location of the situation
- The CCG is assembling at the primary (or secondary), Emergency Operations Centre (EOC) as appropriate.

4.3 Levels of Notification

Emergency incidents may occur suddenly with little or no warning whereas advanced warning of potential incidents may be provided or recognized.

Due to the threat of an emergency situation developing or the potential for an emergency situation to change over time, there are two different levels at which the Community Control Group can be alerted. The levels of notification are as follows:

- I. "Advisory Alert" – Under an "Advisory Alert" either all or selected members of the Community Control Group are contacted. This alert level may be used if there is an emergency situation developing or the threat of an emergency occurring which does not merit assembling the members of the above groups.
- II. "Convene Alert" – Under a "Convene Alert" either all or selected members of the Community Control Group, and instructed to assemble at an Emergency Operation Center at a given time or as soon as possible if only select Community Control Group members are required.
- III. "Cancellation" – When an advisory alert has been issued a notice of cancellation will also be provided once the threat or development of an emergency situation has stabilized.

Scales of Emergency				
Level #	Level Name	Situation Details	Notification and Plan Implementation	Responders
1	Normal	An incident or threat of an incident that is managed within the normal course of normal day to day operations.	<ul style="list-style-type: none"> • No Notification • Responders expected to control situation No Plan implementation	<ul style="list-style-type: none"> • Agency(ies) providing normal service(s) to the community
2	Advisory	An incident or threat of an incident that: <ul style="list-style-type: none"> • is confined to a small area and poses a limited threat to life, property or environment • does not require evacuation, other than any involved structures or the immediate outdoor area or surrounding structures with no expectation for requiring shelter • may require the enactment of mutual aid/assistance on a limited basis • has potential to result in or expand to an event which may 	<ul style="list-style-type: none"> • Advisory Notification provided to the Community Control Group • Responders expected to control situation • No Plan implementation 	<ul style="list-style-type: none"> • Agency(ies) providing normal service(s) to the community with minimal assistance from external agencies, if required

		cause damage, injuries or deaths of major proportions should it occur or materialize		
3	Convene	<p>An incident or threat of an incident that:</p> <ul style="list-style-type: none"> • involves a greater hazard or larger area that poses a potential threat to life, property and/or the environment • may require a limited evacuation and possibly shelter for the surrounding area • may require the Community Control Group to make key decisions • may require aid/assistance from some external agency(ies) • has potential to result in an event which may cause damage, injuries or deaths of major proportions 	<ul style="list-style-type: none"> • Convene Notification provided to the Community Control Group • Responders may be able to control situation • No Plan implementation, but under consideration 	<ul style="list-style-type: none"> • Agency(ies) providing normal service(s) to the community, may require minimal assistance from external agencies • Community Control Group
4	Emergency Declaration	<p>An incident or threat of an incident that:</p> <ul style="list-style-type: none"> • resulted in or poses potential threat to cause injuries, deaths and/or damage of major proportions to property and/or the environment • evacuation and shelter for those in the affected area required • requires the Community Control Group to make key decisions • requires services beyond the capability of the municipality • requires extraordinary actions or measures and may include extraordinary expenditures 	<ul style="list-style-type: none"> • Community Control Group assembled • Mayor declares emergency • Emergency Response Plan implemented <p>Note - may also result in the implementation of a County, Provincial, and/or Federal emergency plan</p>	<ul style="list-style-type: none"> • Agency(ies) providing normal service(s) to the community • Community Control Group • Aid/assistance from some external agency(ies), including County of Simcoe, Province of Ontario or Dominion of Canada

4.4 Action by CCG Members

Upon being notified of a request for assembly it is the responsibility of each CCG member to assemble at the Emergency Operations Centre (EOC) within 1 hour of receiving notification.

In the event the primary and alternate representative of any agency is unable to attend the EOC within the time noted above another individual familiar with the

agency services and with this plan shall be requested to attend the EOC until the primary or alternate arrives or at any other time as may be necessary.

Upon arrival at the EOC each CCG member shall establish their workstation and start their incident log. Once a workstation has been established the CCG member shall contact related staff at the incident to obtain a status report.

A briefing of the CCG shall take place as soon as is practical to determine the extent of the situation.

The Mayor, or designate, acting as the Head of Council, is responsible for declaring an emergency. The decision will usually be made following the briefing and a consultative process with the CCG.

4.5 Declaration/Termination of an Emergency

Upon the declaration/termination of an emergency it is the responsibility of the Mayor to ensure the following individuals/agencies are notified in order of priority as listed:

1. Office of the Fire Marshal and Emergency Management
2. Members of Council
3. County Warden
4. Public
5. Neighbouring Community Officials, i.e. Mayor, CAO, CEMC
6. Local Member of Provincial Parliament (MPP)
7. Local Member of Parliament (MP)

5) COMMUNITY CONTROL GROUP OPERATIONS

Emergency operations will be directed and controlled by the Community Control Group who shall be responsible for coordinating the provision of essential services necessary to minimize the effects of the emergency on the community. The CCG may function with a limited number of CCG members as is appropriate for the type of emergency faced. Although the CCG may function without all members being present, all members of the CCG must be notified.

5.1 Community Control Group (CCG)

The Community Control Group shall be comprised of the elected and appointed officials as indicated below:

1. Director of Fire Services (Fire Chief) and Community Emergency Management Coordinator, or Alternate (Deputy Fire Chief/Alternate Community Emergency Management Coordinator)
2. Mayor, or Alternate (Deputy Mayor)
3. Chief Administrative Officer, or Alternate (Director of Planning and Building Services)
4. Chief of Police 2nd Alternate CEMC or Alternate (Inspector)
5. Director of Public Works, or Alternate (Mgr. of Maintenance Operations and Mgr. of Water/Wastewater)
6. President & CEO, Midland Power Utility Corporation, or Alternate (Chief Financial Officer)
7. Director of Parks & Recreation, or Alternate (NSSRC Operations Manager)
8. Town Engineer
9. Director of Finance (Treasurer), or Alternate (Deputy Treasurer)

5.2 Emergency Operations Centre (EOC)

The EOC is the site from which the CCG shall coordinate and direct the provision of essential services. CCG members shall assemble at the primary or secondary EOC directly upon receipt of notification of an emergency.

Each CCG member (primary and alternate) shall be aware of the locations that have been identified as Emergency Operation Centres.

5.3 Operating Cycle

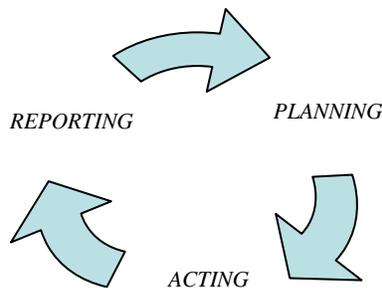
The most important part of the operating cycle is regular meetings of the CCG. The decision making process can best be accomplished by a round table assessment of events as they occur and by agreeing on a course of action to overcome specific problem areas or situations. This is best accomplished by

setting up an Operations Cycle. A scheduled cycle of planning, acting, and reporting also provides CCG members time to deal with their individual responsibilities. Normally, an agreed course of action will be implemented by Municipal Departments functioning primarily within their own spheres, however, from time to time, it may become necessary to adopt and implement a joint plan of action which could involve two or more departments operating in unison. An Operations Officer will establish the frequency of meetings and coordinating the operations cycle.

In order to preserve a record of CCG decisions and actions, a master log and individual incident logs shall be kept and information relevant to the entire EOC shall be posted.

5.4 Community Control Group Responsibilities

Members of the Community Control Group are/may be responsible for the following actions and/or decisions.



- Advising the Mayor on the need to declare an emergency to exist and determining the “emergency area.”
- Appointment of an Emergency Site Manager (ESM) and support of the ESM through the provision of equipment, staff and resources as required.
- Mobilizing, coordinating and directing the necessary services, agencies and equipment for the mitigation of the effects of the emergency. This includes internal municipal resources, and those external resources from agencies not under municipal control e.g. private contractors, service clubs, volunteer agencies, other levels of government.
- Notifying, requesting assistance/liaisoning with various levels of government and any private or public agency to obtain advice/direction/assistance or to establish an advisory group/working group/subcommittee for any aspect of the emergency.

- Ordering, coordinating and overseeing the evacuation of inhabitants from buildings or sections of the emergency area which are considered to be dangerous or which the inhabitants may be in danger from another source. This includes arranging for accommodation and welfare, on a temporary basis, for any residents who are in need of assistance due to displacement as a result of the emergency.
- Discontinuing utilities or services provided by public or private agencies when continuation of such utilities or services constitutes a hazard to public safety with the emergency area.
- Authorizing expenditure of money required to deal with the emergency.
- Establishing a communications network to:
 - issue current accurate information to media outlets
 - issue authoritative instructions to the public
 - address incoming requests for information concerning the emergency
 - establish a reporting centre concerning aspects of the emergency
- Maintain a log outlining the emergency situation status, key actions taken, and decisions made.
- Advising the Mayor on the termination of an emergency.
- Participating in a post-emergency debriefing.
- The CCG has the authority to designate additional members, experts, advisory groups and/or sub-committees to report to the CCG to provide advice, as required.
- The CCG has the authority to excuse an existing CCG member if their function is no longer required or in the event it is necessary to relieve an CCG member with his/her alternate or other appointed individual due to fatigue or health reasons.
- Ensure administrative and logistical support is provided for emergency workers at the emergency site(s) and other locations such as EOC and shelters and post incident (i.e. food, water, shelter, sanitary facilities, maintenance, fuel, CISM).
- Determine if additional volunteers are required and if appeals for volunteers are warranted.
- Determine if additional transport is required for evacuation or transport of persons and/or supplies.

- Notify all services, agencies, groups or persons under the direction of the CCG of the termination of the emergency.
- Before the response to an emergency has been completed, determine if a Recovery Committee needs to be established, and if so, determine the chair and composition of that committee, along with its reporting structure.

5.5 Requests for Assistance

Requests for assistance may be initiated by the CCG, at any time, from an external agency, private and/or public. In making any such request the municipality maintains responsibility for managing the emergency.

The responsibility for making such requests for assistance shall be with the CCG member who requires such in their area of responsibility unless otherwise assigned.

Requests for assistance for services provided within the municipality by the upper tier government shall be directed to the County of Simcoe. The initial contact between the County EOC and Town EOC is to be initiated by the respective CEMC. An overview of day to day and special services available to the municipality should be provided by the County.

Requests for Federal or Provincial assistance shall be directed to Emergency Management Ontario.

Requests for assistance with a chemical, biological, radiological, nuclear concern or for heavy urban search and rescue assistance shall be directed to the Simcoe County Fire Coordinator.

5.6 Communications and Coordination

An important function of every department is to provide timely information for the benefit of the decision making process. This will necessitate a reliable system of communication between the emergency site and emergency operations centre for each agency. Radio communications are least susceptible to damage or interruption in times of emergency. For communication many of the external agencies will need to be contacted by telephone. CCG members are required to bring cellular phones to serve this purpose with them when reporting to the EOC. The Chief Administrative Officer will normally function as the Operations Officer and be responsible for coordinating the activities of the CCG and for ensuring good communications between all agencies involved in emergency operations.

To effectively control, coordinate and review the status of the emergency, decisions made, and actions taken, a master log shall be maintained from the operational cycle meetings by the Clerk.

5.7 Public Information Officer

Upon implementation of this Emergency Response Plan, it will be important to co-ordinate the release of accurate information to the news media, issue authoritative instructions to the public, and respond to or redirect individual requests for, or reports on, information concerning any aspect of the emergency.

In order to fulfill these functions during an emergency, the Chief Administrative Officer shall be the Public Information Officer.

Depending on the nature of the emergency, it may be necessary to establish and staff a media information area as decided by the Community Control Group.

5.8 Emergency Site Manager (ESM)

An emergency could arise with or without warning and will usually be reported or discovered by either the fire or police service who would, in any event, be among the first to be called to the scene of a potential emergency. A senior member of the fire or police service may assume command at the site of the emergency originally and a decision to alter/designate an ESM rests with the CCG. The CCG is to offer support with equipment, staff and other resources, as required and requested by the ESM.

The ESM is to coordinate effective emergency site operations. Senior representatives for each response agency at the emergency site shall report to the ESM for consultation so as to offer a coordinated and effective response. Regular briefings will be held at the site and chaired by the ESM, so as to establish the manner and process by which response actions will be provided.

6) INDIVIDUAL RESPONSIBILITIES OF THE COMMUNITY CONTROL GROUP

Community Emergency Management Coordinator

The C.E.M.C. is responsible for:

- Assist Community Control Group Members in arranging the Emergency Operations Centre.
- Sign in/out of EOC and don identification tags.
- Provide advice and clarifications regarding the implementation details of the Emergency Response Plan.
- Address action items that may result from the activation of the Emergency Response Plan and keep the Community Control Group informed of implementation needs.
- Maintain an incident log outlining his/her actions regarding decisions made or orders.

Director of Fire Services (Fire Chief)

The Fire Chief is responsible for:

- Activation of the emergency notification system.
- Sign in/out of EOC and don identification tags.
- Arrange workstation in Emergency Operating Centre. Notify the required support and advisory staff of the emergency.
- Provide advice and information on matters related to fire protection services and coordinate all Fire Department activities.
- Coordinate the delivery of fire protection services identical to the organization existing under normal conditions.
- Coordinate rescue of trapped persons, fire suppression operations, and medical aid, as required.
- Ensure the protection of lives, property, and the environment.
- Assign a senior fire official to the emergency scene and establish an ongoing communications link.
- Assign an Emergency Site Manager and/or a site command post, as required.
- Coordinate actions to eliminate sources of potential danger in the emergency area.
- Advise the County Fire Coordinator of the emergency and activate the Simcoe County Mutual Fire Aid System to request additional or specialized resources as required.
- Maintain an up to date inventory of supplies and equipment available from the Fire Department which may be utilized during an emergency indicating type, quantity, location, and method of procurement.

- Arrange such tests as necessary to determine the degree of hazard existing in buildings or other structures from explosive, flammable or toxic agents.
- Maintain an incident log outlining his/her actions regarding decisions made or orders.

Mayor

The Mayor will perform the following responsibilities:

- Activation of the emergency notification system.
- Sign in/out of EOC and don identification tags.
- Arrange workstation in Emergency Operating Centre. Notify the required support and advisory staff of the emergency.
- Attend and monitor meetings of the Community Control Group, particularly in contemplation of an emergency or in a pending emergency situation.
- Declare an emergency exists in the municipality or on any part thereof.
- Notify individuals and/or agencies listed in Part D of this Plan.
- Provide overall leadership by making decisions and determining priorities in conjunction with the Community Control Group.
- Ensure the coordination of appropriate actions by members of the Community Control Group, through the Operations Officer, in responding to an emergency.
- Ensure the Members of Council, the County Warden, and neighbouring Mayors, as appropriate, are kept informed of the emergency situation.
- Request assistance from neighbouring municipalities, County of Simcoe and/or from other levels of government, when required.
- Ensure the timely distribution of news releases and public announcements.
- Terminate the emergency and ensure proper notification of all listed in Part D of this Plan and any others, as appropriate.
- Maintain an incident log outlining his/her actions regarding decisions made or orders.

Chief Administrative Officer

The Chief Administrative Officer will perform the following responsibilities:

- Activation of the emergency notification system.
- Sign in/out of EOC and don identification tags.
- Arrange workstation in Emergency Operating Centre. Notify the required support and advisory staff of the emergency.
- Organize and coordinate the Community Control Group as the 'Operations Officer', and schedule regular meetings in the operating cycle.
- Advise the Mayor on Administrative matters.

- Make arrangements for obtaining and displaying up-to-date information at all times.
- Arrange and coordinate communication to the media including the preparation and issue of press releases and public announcements.
- Ensure a communications link is established between the ESM and Emergency Operations Centre.
- Ensure liaison with Chief of Police regarding security arrangements for the Emergency Operation Centre.
- Maintain an incident log outlining his/her actions regarding decisions made or orders.
- Security of all classified material, verbal and documental reports relative directly or indirectly to the emergency.
- Clerk and Senior Executive Assistant will act as support staff.

- Senior Executive Assistant
 - Sign in/out of EOC and don identification tags
 - Arrange workstation and notify any additional support and advisory staff as required.
 - Assist the Chief Administrative Officer/Public Information Officer as required.
 - Arrange for printing and distribution of material as required.

- Clerk
 - Sign in/out of EOC and don identification tags
 - Arrange workstation and notify any additional support and advisory staff as required.
 - Assist the Chief Administrative Officer/Public Information Officer as required.
 - Ensuring all important decisions made and actions by the Community Control Group are recorded in the Master Log.
 - Ensuring that maps and status boards are kept up to date.
 - Initiating the opening, operation and staffing of switchboard at the municipal offices, as the situation dictates, and ensuring operators are informed to the appropriate information for callers and telephone numbers in the EOC.
 - Coordinating the provision of clerical staff to assist in the EOC, as required.
 - Securing and storing documents of all activities and events of the Control Group during the emergency.
 - Maintaining the records and incident logs of the Control Group for the purpose of debriefings and post-emergency reporting that will be prepared.

- Coordinate the information technology requirements of the CCG.
- Maintaining the integrity of the computer network.
- Providing technological and telecommunication maintenance and support
- Producing area maps as required.
- Maintain an incident log outlining his/her actions regarding decisions made or orders.

Chief of Police

The Chief of Police is responsible for:

- Activation of the emergency notification system.
- Sign in/out of EOC and don identification tags.
- Arrange workstation in Emergency Operating Centre. Notify the required support and advisory staff of the emergency.
- Provide advice and information on matters related to policing services and coordinate all Police Service activities.
- Coordinate policing services identical to the organization existing under normal conditions.
- Ensuring provision and law and order and the protection of life and property.
- Ensure the continuity of the emergency reporting system for receiving and dispatching of emergency calls.
- Ensure sources of power, heat and lighting is available to support the operation of the Police Station and Communications Centre and the municipal administration building.
- Assign a senior police official to the emergency scene and establish an on-going communications link.
- Assign an Emergency Site Manager and/or site command post as required.
- Notify necessary emergency and community services, as required.
- Establish an inner perimeter within the emergency area.
- Establish an outer perimeter to be established in the vicinity of the emergency area to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel.
- Provide traffic control to facilitate the movement of emergency vehicles.
- Alert persons endangered by the emergency and coordinate evacuations.
- Arrange for security and/or maintenance of law and order at any facility as required. e.g. E.O.C., evacuation centres, etc.
- Notify the Coroner of fatalities.
- In cooperation with the Mayor and Public Information Officer at the Emergency Operations Centre, arrange for the public to be alerted of persons endangered by the emergency and coordinate evacuations.
- Liaise with other police agencies, as required.

- Maintain an up to date inventory of supplies and equipment available from the Police Service which may be utilized during an emergency indicating type, quantity, location, and method of procurement.
- Maintain an incident log outlining his/her actions regarding decisions made or orders.

Director of Public Works

The Director of Public Works is responsible for:

- Activation of the emergency notification system.
- Sign in/out of EOC and don identification tags.
- Arrange workstation in Emergency Operation Centre. Notify the required support and advisory staff of the emergency.
- Provide advice and information on matters related to operations, transit, water, wastewater, and to coordinate all Public Works Department activities.
- Coordinate the delivery of operations, transit, water, wastewater, identical to the organization existing under normal conditions.
- Notify the required support and advisory staff of the emergency.
- Assign an appropriate public works official to the emergency scene and establish an ongoing communications link, as required.
- Assign an Emergency Site Manager and/or a site command post, as required.
- Liaise with other public works agencies, as required.
- Provisions and maintenance of storm and sanitary sewers, water system, roads, streets, and necessary appurtenances.
- Liase with the Town Engineer on the repair of storm and sanitary sewers, water system, road, streets and necessary appurtenances.
- Provide barricades, traffic markers/flashers, to assist in managing traffic at the emergency site, on routes in the area of the emergency site, and evacuation routes.
- Provide municipal vehicles, equipment and operators as required.
- Report any environmental hazards, e.g. spills, leaks, etc., to the appropriate agency (ies).
- Maintain an up to date inventory of supplies and equipment that the department uses during normal operations and those which may be required in an emergency indicating type, quantity, location, and method of procurement.
- Provide emergency potable water, supplies and sanitation facilities as required.
- Liaise with the Medical Officer of Health on issues relating to potable water and sanitation
- Liaison with the Fire Department regarding water supply for firefighting purposes.

- Discontinuing any public works service to any resident, as required, and restoring these services when appropriate.
- Ensuring liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions.
- Ensuring liaison with the conservation authority regarding flood control, conservation and environmental matters and being prepared to take preventative action.
- Coordinating the acquisition, distribution and scheduling of various modes of transport (i.e. public transit, school buses, trains, boats, and trucks) for the purpose of transporting persons and/or supplies, as required, by members of the ECG and the support and advisory staff.
- Procuring staff to assist, as required.
- Ensuring that a record is maintained of drivers and operators involved.
- May provide assistance with accessing generators for essential services, or other temporary power measure.
- Providing information and advice on water servicing.
- Disconnecting water services as deemed appropriate.
- Assisting in obtaining emergency water supplies where practical.
- Restoring water service where practical on a priority basis.
- Maintain an incident log outlining his/her actions regarding decisions made or orders.

Midland Power Utility Corporation (MPUC)

- Activation of the emergency notification system.
 - Sign in/out of EOC and don identification tags.
 - Arrange workstation in Emergency Operations Centre. Notify the required support and advisory staff of the emergency.
 - Advise the Municipal Control Group on matters pertaining to hydro.
 - Dispatch on-duty personnel and equipment to the scene of the emergency and, if the situation warrants, have off-duty personnel alerted and placed on standby.
 - Control MPUC operations and coordinate operations with other services.
 - Maintain an up-to-date inventory of supplies and equipment that might be required by the department in an emergency, indicating type, quantity, location and method of procurement.
 - Monitoring the status of power outages and customers without services.
 - Providing updates on power outages, as required.
 - Develop an effective system for the gathering of factual information for the use of the Municipal Control Group.
-
- Provide immediate and continuing information on the developing emergency situation in the municipality.

- Arrange for the establishment of a reporting and inquiry service to provide specific information regarding people who may be affected by the emergency.
- Arrange with other local distribution companies to discontinue service when authorized by the Emergency Operation Group when considered necessary and in the interest of public safety.
- Provide alternate supplies of hydro service where necessary and practicable.
- Inform the Emergency Mutual Assistance Program coordinator regarding area utilities and electrical assistance and materials, if deemed necessary.
- In cooperation with the Mayor and the Public Information Officer at the Emergency Operation Centre, information to the public regarding the status of hydro service.
- Maintain an incident log outlining his/her actions regarding decisions made or orders.

Director of Parks & Recreation

The Director of Parks & Recreation is responsible for:

- Activation of the emergency notification system.
- Sign in/out of EOC and don identification tags.
- Arrange workstation in Emergency Operation Centre. Notify the required support and advisory staff of the emergency.
- Provide advice and information on matters relating to recreation facilities, parks and harbour operations.
- Coordinate the delivery of services in recreation facilities, parks and harbour identical to the organization existing under normal conditions.
- Coordinate the opening and operation of reception and/or evacuation centres to ensure the well being of residents who have been displaced by arranging emergency lodging, clothing, feeding, registration and inquiry and personal services.
- Liaise with the Red Cross and key community groups who may provide necessary resources for the operation of reception and/or evacuation centres.
- Coordinate offers of and requests for volunteer resources and issue identification cards to all approved volunteers as may be required.
- Liaise with the Medical Officer of Health on areas of mutual concern regarding operation of evacuation centre.
- Liaise with the Police Chief regarding site security and the provision of law and order at facilities as required.
- Maintain an incident log outlining his/her actions regarding decisions made or orders.
- Coordinate feeding and personal services for Emergency Operation Centre and emergency site staff and volunteers.

- In cooperation with the Mayor and the Public Information Officer (CAO) at the EOC, coordinate the dissemination information to the public regarding evacuation and/or reception centres.
- Maintain an up-to-date inventory of supplies and equipment that might be required by the department in an emergency, indicating type, quantity, location and method of procurement.

Town Engineer

The Town Engineer is responsible for:

- Activation of the emergency notification system.
- Sign in/out of EOC and don identification tags.
- Arrange workstation in Emergency Operation Centre. Notify the required support and advisory staff of the emergency.
- Provide advice and information on matters related to engineering, and building inspection services.
- Coordinate the delivery of engineering, and building inspection services identical to the organization existing under normal conditions.
- Liase with the Director of Public Works on the repair of storm and sanitary sewers, water system, road, streets and necessary appurtenances.
- Advise on the overall safety of structures, control construction, and arrange for demolition of unsafe buildings and excavation operations as required.

Director of Finance

The Director of Finance is responsible for:

- Activation of the emergency notification system.
- Sign in/out of EOC and don identification tags.
- Arrange workstation in Emergency Operation Centre. Notify the required support and advisory staff of the emergency.
- Maintain a record of all expenditures.
- Provide advice and information on financial matters and co-ordinate all treasury activities.
- Co-ordinate financial services identical to the organization existing under normal conditions.

7) EMERGENCY SUPPORT AND ADVISORY RESOURCES (Alphabetical Order)

If required a “support group” may be formed from members of public and private agencies having specialist knowledge and advice to give. This group, drawn from organizations listed hereunder, may be called upon individually or be asked to deliberate and make recommendations collectively.

Amateur Radio Emergency Service

Upon request, will provide radio communication systems, by trained communicators, to recognized officials, agencies, public and non-profit organizations. Communication will be in the form of authorized report releases only to other recognized officials, agencies or support groups.

Bell Telephone

Will, if required and requested by the Community Control Group, provide emergency services at the scene of the emergency, or at the Emergency Operations Centre, or at such other facilities engaged in the emergency operations.

Canada Employment Centre

Upon request will provide human resources and facilities of limited use to Municipal, Provincial and Federal Officials to act as a staging area when requested. The centre will also serve and act as an information agency to other social services groups.

Canadian Red Cross Society – Huronia Branch

Upon request provide assistance to identify or assist with shelter management, food, clothing and transportation needs on any declared emergency. Arrange with Community Services for the opening and staffing of any approved site selection location to provide registration of all residents in need of assistance due to displacement as a result of the emergency.

Communication Media

Community Control Group Headquarters will, if deemed necessary, request

THE DOCK FM Radio (104.1) (Midland)
KICX 106 FM Radio (105.9) (Orillia)
B101 FM Radio (101.1) (Barrie)
CHAY FM Radio (93.1) (Barrie)
ROCK 95 Radio (95.7) (Barrie)
CFRH Radio-Huronie FM (88.1) (Penetanguishene)

STAR 107.5 FM (Barrie)
CTV (Barrie)
Global News (Toronto)
City TV (Toronto)
Rogers Cable Channel 53 TV (Midland)
CP 24 Radio (Toronto)
680 News Radio (Toronto)

to alert and inform emergency personnel and the public of the situation and of the action to be taken.

Radio and television stations will, in an emergency, be requested to advise the public to keep clear of the emergency area and to refrain from using the telephone unnecessarily and particularly not to call emergency services unless it is absolutely essential.

The Chief Administrative Officer, as Public Information Officer, will provide the news media with factual information and other relative details pertaining to the emergency on a continuing basis.

Community Emergency Rescue Team (C.E.R.T)

C.E.R.T. will provide first aid assistance and supplies at the emergency scene, or at such other designated first aid posts.

Coroner

In the event of death resulting from the emergency, the Coroner will fulfill the requirements of The Coroner's Act. It is the responsibility of the Chief of Police to advise the supervising Coroner when deemed necessary.

County of Simcoe

Upon declaration of an emergency by the Mayor, the County shall advise the County Warden. The County may provide personnel, service, equipment or material under its control.

- **Paramedic Services**

Designates an ambulance representative to function as the Emergency Health Services (EHS) On-Scene Commander.

Communicates with the Central Ambulance Communications Centre and with the EHS Site Coordinator to provide overall direction for EHS response and support for their needs.

Determines the need for and request from the Ambulance Services Branch, Duty Officer access to the National Emergency Medical Supplies stockpile, i.e. Casualty Collecting Unit (CCU), Advanced Treatment Centre (ATC) and the 80 bed Acute Bed Centre which provides a 24 hour Emergency Service.

The EHS Site Coordinator is designated as being in charge of all ambulances, ambulance communications, and medical resources at the site of the emergency. The senior on-site Paramedic will act as the EHS Site Coordinator until replaced by the Ambulance Service Director or designate.

The EHS site Coordinator will:

- Triage and initiate Life Saving treatment, establish Triage Centre and conduct triage of casualties, i.e. Red Tag – Life Threatening, Yellow Tag – Prompt, Green Tag – Deferrable, Blue Tag – Deceased/Morgue, Track Triage Tag Numbers. Be responsible for the determination of the need and further decision to call on, the Out of Hospital Triage Team.
- Requests on-site dispatching with the Communications Unit from the Central Ambulance Communication Centre (Georgian C.A.C.C.).
- Liaises with Georgian C.A.C.C.
- To alert Air Ambulance Services, Hospitals, the Duty Officer for the Ministry of Health and other Central Ambulance Communication Centres for additional transport and treatment facilities as required.
- To notify St. John's Ambulance
- To determine the number of casualties each area Hospital is able to accommodate, coordinate accordingly in conjunction with the Hospitals.
- Transports patients under the direction of the Georgian Central Ambulance Communications Centre to appropriate facilities.
- Maintains a record outlining all decisions made and actions taken. Submits a summary of the log to the Emergency Operations Control Group Chairperson within one week of the termination of the emergency.

- **The Director of Paramedic Services**
 - Ensure the appropriate deployment of paramedic services to the emergency site.
 - Depending on the nature of the emergency, assigning the Paramedic Services, Incident Commander, and informing the CSSG.
 - Establishing an ongoing communications link with the Paramedic Incident Commander of the emergency and the Emergency Control Group.
 - Obtaining paramedic services from other municipalities for support, as required.
 - Establish effective triage and transportation of casualties at the site(s).
 - Advising the CSSG of other means of transportation is required for large scale response.

- Liaising with the Ministry of Health and Long Term Care, and Central Ambulance Communications Centre to ensure balanced emergency coverage is available for paramedic service at all times throughout the community.
- Ensuring liaison with the receiving and area hospitals and provide continuous update of events as they unfold.
- Ensuring liaison with the Medical Officer of Health, as required.
- Providing and Emergency Site Manager, if required and directed by the Emergency Operations Group.
- Coordinating the acquisition, distribution and scheduling of various modes of transport (i.e. public transit, school buses, trains, boats, and trucks) for the purpose of transporting persons and/or medical supplies.
- Ensuring that a record is maintained of drivers and operators contracted to assist in the emergency.
- Procuring staff to assist, as required.
- Assist in the coordination for the evacuation of an acute care and long term care facility.

Medical Officer of Health – The Medical Officer of Health is responsible for:

- Activates and terminates the Simcoe Muskoka District Health Unit Emergency Response Plan and Emergency Notification System.
- MOH has responsibility to chair or delegate chair responsibilities of the Emergency Control Group at the health unit EOC.
- Assigned AMOH or covering MOH, assumes the role of MOH at the health unit EOC in the absence of the MOH.
- Coordinates public health services with municipal EOC's, emergency and support services and other responding agencies.
- Provides an on-site manager if required and attends the site command post as necessary.
- Liaises with Ontario Ministry of Health Public Health Division and Chief Medical Officer of Health as required.
- Liaises with appropriate public health agencies as required to augment and coordinate a public health response.
- Provides advice on matters which may adversely affect public health within Simcoe Muskoka.
- Coordinates the response to communicate disease-related emergencies or anticipated epidemics according to Ministry of Health and Long Term Care policies.
- Coordinates agency resources to prevent and control the spread of disease during an emergency within Simcoe Muskoka.
- Coordinates vaccine storage, handling and distribution across Simcoe Muskoka.

- Initiates mass vaccination campaigns during outbreaks of disease within affected municipalities in Simcoe Muskoka.
- Liaises with Director of Public Utilities or alternate within affected municipalities to ensure the provision of potable water, community sanitation, maintenance and sanitary facilities.
- Provides for the inspection of evacuation centres, makes recommendations and initiates remedial action in areas of:
 - Accommodation standards relating to overcrowding, sewage and waste disposal, monitoring of water supply, air quality, sanitation, and facility layout and operation
 - Food handling, storage, preparation and service
 - General health and safety involving injury prevention
 - Liaises with local social service agencies on areas of mutual concern regarding evacuation centres including:
 - Victim assessment, support and referral
 - Public health information and community networks
 - Provides inspection and advice in collaboration with municipal representatives within the affected communities regarding the evacuation of residential buildings which pose a public health threat.
 - Liaises with the District Coroner to coordinate the activities of the mortuary within the community and provide assistance where necessary.
 - Provides instruction and health information through public service announcements and information networks.
 - Provides resource support and consultation to emergency workers.
 - Evaluates post-emergency effectiveness and efficiency in the execution of the agency's responsibilities through debriefing sessions and liaison with ECGs from each municipality.
- **Social Services**

The County of Simcoe General Manager of Social Services or alternate is responsible for:

- Coordinating and arranging emergency lodging, clothing, feeding, registration, inquiries and personal services for those residents who have been displaced from their homes.
- Liaising with the Control Group with respects to the operations of both reception and evacuation centres.
- Ensuring that a representative of the Simcoe County Board of Education and/or Separate School Board is/are notified when facilities are required as reception and/or evacuation centres.
- Authorizing financial assistance to persons in need for the purpose of basic necessities.

- Maintaining accurate records of all expenditures authorized for the purpose of basic necessities under the emergency response plan.
- Liaising with Regional Emergency Coordinator from the Ministry of Community and Social Services on areas of mutual concern regarding reception and evacuation centres.
- Assisting with the opening, set-up and closing of temporary and/or long-term evacuation centres, to ensure adequate staffing and appropriate evacuation services are operational.

- Supervising and managing the operations of reception and evacuation centres.
- Coordinating counselling services are made available for evacuees at evacuation centres via Public Health and/or other agencies.
- Liaising with the Medical Officer of Health on areas of mutual concern regarding operations in evacuation centres.
- Acting as a liaison with the Public Information Officer to coordinate reception and evacuation centre communication requirements and other information for dissemination.
- Liaising with the Police to coordinate reception centre and evacuation centre security.
- Notifying volunteers and evacuees of the termination of the emergency, and coordinating the dispersal of persons from the evacuation centre.
- Maintaining a personal log of all actions taken.
- Participate as a Member of the Post Emergency Recovery Committee and/or Disaster Relief Committee, as required.
- Ensuring agreements are signed between the County of Simcoe Social Services Department and agencies designated to operate in reception and evacuation centres.
- Ensuring agreements are in place for meal services for staff/volunteers at the reception and evacuation centres.
- Conducting reception and evacuation centre assessments and maintaining facility database information.
- Conducting evacuation exercises to test reception and evacuation centre procedures.
- Coordinating training and development workshops for reception and evacuation centre staff and volunteers.
- The Department of National Defence may be able to provide a wide variety of resources in an emergency including personnel, tools, and equipment.
- Requests for assistance of Federal Government resources are coordinated by Emergency Management Ontario.

Enbridge Gas

Will, if required and requested by the Community Control Group, arrange for the discontinuation and re-establishment of services to consumers when considered necessary and in the interest of public safety.

Georgian Bay Islands National Park

Upon request, will provide assistance, on a 24-hour basis, with manpower and equipment of the securing of waterways. Will assist with forest fire control, environmental assessment, search and rescue, spill response and other contingency planning.

Georgian Bay General Hospital Midland

Georgian Bay General Hospital (GBGH) Disaster Plan will be activated by hospital authorities, if necessary, when alerted that an emergency exists.

Local Industry

The need for outside assistance in a supporting role for local industry during an emergency is inevitable.

In addition to informing responsible authorities as to the existence of special hazards, local industrial engineering companies are equipped and capable of carrying out difficult tasks under emergency conditions.

Any designated member of the Community Control Group will, if deemed necessary, request the assistance and support of any one of all of the industrial, engineering and construction companies from the area who have volunteered their support in times of an emergency.

Salvation Army

Upon request will supply food and beverage to emergency personnel working at emergency site.

St. John Ambulance Association

St. John's Ambulance will provide first aid assistance and supplies at the emergency scene, or at such other designated first aid posts.

Simcoe County Public and Separate School Boards

School Boards are responsible for the control of the school population, school buildings, buses and other school facilities in the emergency area.

Schools may on request by the Community Control Group or the Medical Officer of Health, and with proper approvals be utilized as an Emergency Shelter or Evacuation Centre, or as a Community Control Group Emergency Operations Centre or such other facility that may aid in the handling and care of casualties or the public in general.

The designated school or schools that are staffed by school staff operate under the direction of the school Principal, or alternate.

The Canadian Chemical Producers Association (CCPA) Emergency Spills of Oil or Hazardous Materials

The Canadian Chemical Producers Association has produced a Transportation Emergency Assistance Plan (TEAP) to provide technical advice and assistance to police, fire and works departments as well as health staffs, water and sewage treatment plants, etc. The Plan operates in Ontario and Quebec through a network of Regional Control Centres (RCC's) established to perform two main functions:

A Telephone Emergency Service Under Directory

This service will be in operation 24 hours a day by a trained attendant and through this service the local RCC will serve as the emergency contact point for local authorities.

An Emergency Assistance Service

A trained Technical Advisor (key person and alternates) will be available on a planned basis to respond to a request for help from the scene of an emergency involving chemicals in transit.

Contact should be made to the Ministry of Environment through the Spills Action Centre, which operates on a 24-hour basis under directory.

AMENDING PROCEDURES

The master copy of this Plan is maintained by the Community Emergency Management Coordinator.

It is inevitable that through the normal course of events, changes in methods of operation, responsibilities, titles, telephone numbers, etc., will occur.

Accordingly, for the purpose of this Plan, as provided for by by-law, it shall be deemed expedient and appropriate for the Municipal Administration and/or Control Group and/or the Emergency Management Program Committee to make necessary changes to ensure the Plan is current and updated.

The master copy will be amended, and updated pages sent out to all persons registered as being holders of the Plan. For this reason, it is important that this Plan not be photocopied: "unauthorized" copies will become out-of-date and can thus be more harmful than helpful. If another copy is needed, please obtain one through official channels and have it registered on the Distribution List found in the Appendix "A" of this plan. Obsolete pages are to be replaced by the new pages; if the old pages are marked "Confidential", **they should be shredded**.

In order that this emergency plan be kept as current and concise as possible, any changes or suggestions for change are to be forwarded in writing to:

**Mr. Kevin R. Foster, Director of Fire Services
(Fire Chief) and Emergency Management
Midland Fire Department
550 Bayshore Drive
Midland, Ontario
L4R 5E7**

**Telephone: 705-526-4279
Fax 705-527-4543
e-mail: fire@midland.ca**

AMENDMENTS

No.	Page	Section	By	Date
1	30	Name of Mayor and Deputy Mayor	B. Anderson	Jan. 2007
2	34	Added Simcoe Cty. Roads Dept.	B. Anderson	Jan. 2007
3	30	Business Phone #'s of Mayor and Deputy Mayor	B. Anderson	Feb. 2007
4	30	Alternate for Midland Power Utility Corp. changed to Christine Bell	B. Anderson	Feb. 2007
5	30	Cell phone # of Mayor changed	B. Anderson	Feb. 2007
6	33	Changed Salvation Army contact name and added home and cell #	B. Anderson	May 2007
7	20&21	Changed roles and responsibilities of the Medical Officer of Health	B. Anderson	June 2007
8	32&41	Changed name of CAO to Ted Walker	B. Anderson	July 2007
9	32&35	Changed names and phone numbers	B. Anderson	July 2008
10	41	Added Huronia Airport	B. Anderson	July 2008
11	3 – 12	Changes and Updates	B. Anderson	August 2008
12	33 - 37	Removed Telephone Directory	B. Anderson	August 2008
13	38	Removed E.O.C. locations	B. Anderson	August 2008
14	37	Updated Distribution List	B. Anderson	October 2008
15		Updated and Distributed Plan	B. Anderson	October 2008
16	14 to 25	Changed wording re: incident logs	B. Anderson	November 2009
17	2 & 24	Director of Community Services changed to Director of Parks & Recreation	B. Anderson	November 2009
18	8&10&12&13&17&28	Revised	B. Anderson	November 2009
19		Updated and Distributed Plan	B. Anderson	November 2009
20	2&6&9&20&37&37	General Mgr. of Public Works changed to Director	B. Anderson	June 2012
21	2&6&25	Engineering Development Mgr. changed to GIS/IT Mgr.	B. Anderson	June 2012
22	3&9&14&35	Fire Chief changed to Director of Fire Services (Fire Chief) and Emergency Management	B. Anderson	June 2012
23	9	Alternate Parks & Harbour Mgr. changed to NSSRC Operations Mgr.	B. Anderson	June 2012
24	27	A Channel changed to CTV	B. Anderson	June 2012

25	6 & 9	Added Clerk	B. Anderson	June 2012
26	2&32	HDH changed to GBGH	B. Anderson	July 2012
27	1	Changed the date to July 2013	B. Anderson	July 2013
28	5	Changed By-law # 2013-17	B. Anderson	Dec 2013
29	6	Added Town Engineer and Director of Finance to Section 4.2	B. Anderson	Dec 2013
30	10	Added Town Engineer and Director of Finance to Section 5.1	B. Anderson	Dec 2013
31	10	Changed alternate for CAO to Director of Planning	B. Anderson	Dec 2013
32	18	Added GIS/IT responsibilities to Clerk	B. Anderson	Dec 2013
33	19	Deleted engineering related responsibilities from Dir. Of P.W.	B. Anderson	Dec 2013
34	22	Added Town Engineer and Director of Finance	B. Anderson	Dec. 2013
35	29	Added C.E.R.T.	B. Anderson	Dec 2013
36	36	Added Town Engineer & Dir. Of Finance to room lay-out	B. Anderson	Dec 2013

APPENDIX 'A'
DISTRIBUTION LIST

	<u>Name</u>	<u>Hard Copy</u>	<u>Electronic Copy</u>
1.	Director of Fire Services (Fire Chief)		1
2.	Mayor		1
3.	Chief Administrative Officer		1
4.	Chief of Police		1
5.	Director of Public Works		1
6.	President & C.E.O. of Midland Power Utility Corp.		1
7.	Director of Parks & Recreation		1
8.	Town Engineer		1
9.	Director of Finance (Treasurer)		1
10.	Medical Officer of Health	1 (EOCbox)	
11.	Environmental Services and Emergency Management, Huronia District Hospital		1
12.	Emergency Management Coordinator, Simcoe Muskoka District Health Unit		1
13.	Emergency Management Ontario, Community Officer		1
14.	Huronia Airport		1
15.	County of Simcoe, Manager 911 and Emergency Planning		1
16.	C.E.M.C.'S (Penetanguishene, Tay, Tiny, Georgian Bay)		4
17.	Fire Dept. Box (in EOC)	1	

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|-----|------------------------------------|---|---|
| 18. | Municipal Office and Library | 2 | |
| 19. | Town Web Site and Shared Directory | | 2 |

"NOTES"

ANNEX A
EMERGENCY OPERATIONS CENTRE
ROOM LAY- OUT

