TOWNSHIP OF NORTH GLENGARRY

EMERGENCY RESPONSE PLAN

2025

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16	Ministry of the Environment – Cornwall
17	CEMC SD&G
18	Primary EOC
19	Alternate EOC
20	Fire Dispatch Services
21	North Glengarry Website/E-mail Notification to adjacent Township CEMC's
22	Logistics – Public Works, Recreation & IT

AMENDMENT RECORD

Amendment #	Dated	Date Inserted	Inserted by	Notes:

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The following information is confidential
Appendix A – Emergency Notification Procedures

Appendix B – Procedures for the Municipal Emergency Control Group (MECG)

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Appendix E – Emergency Information Plan

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Appendix G – Community Risk Profile and Contingency Plans

Appendix H – Community Response Capability

Appendix I – Emergency Contacts

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Appendix K – Community Halls – North Glengarry

Appendix L – Volunteers

TOWNSHIP OF NORTH GLENGARRY
EMERGENCY RESPONSE PLAN

FOREWORD

1. This plan has been developed to provide a hazard identification and risk assessment based approach to emergency management planning.

2. For this plan to be effective, it is essential that all concerned parties be aware of its provisions. Every official and agency must be prepared to carry out their assigned functions and responsibilities in an emergency.

3. Agency leaders and department heads should also review, and keep up to date, their own procedures and arrangements for responding to emergencies.

4. The Appendixes to this plan contain Private or Confidential information under the provisions of the _Emergency Management & Civil Protection Act R.S.O. 1990, ChapterE.9_

5. This Emergency Response Plan was adopted by the Township of North Glengarry under By-Law **18-2024**

April 4/2025
_____
Date of By-Law Formulating Plan

_____
Jamie MacDonald
Mayor
Township of North Glengarry

Introduction

1.1 **Emergency**. "Emergency" means a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property; and that is caused by the forces of nature, a disease or other health risk, an accident or an act, whether intentional or otherwise; ("situation d'urgence")

1.2 **North Glengarry**. The Township of North Glengarry covers an area of some 640 square kilometres. It is home to approximately 10,500 residents. Forty-three percent of the population is distributed among the communities of **Alexandria** (2,845), **Apple Hill** (100), **Dalkeith** (50), **Dunvegan** (50), **Glen Robertson** (200), **Greenfield** (50) and **Maxville** (816); the remaining 57% reside in the rural areas. Approximately 57 per cent of the population identifies as being bilingual (English/French).
The Township is located between the St. Lawrence River and Ottawa River valleys. It borders Quebec to the East and Prescott-Russell to the North.
A number of light to medium sized manufacturing operations exist in the Township. Most are located within the industrial park in Alexandria. Small to medium sized farm operations exist in the rural areas.
The Montreal - Toronto CP railroad and the Montreal - Ottawa CN railroad run through the Township. Highway 417 crosses the Northeast section of the Township. The area is subject to the normal South-eastern Ontario natural hazards.

1.2.1 **Municipal Services**. The Township offices and services are centralized in Alexandria. The Roads Department maintains garages in Alexandria, Kenyon Ward and Lochiel Ward. The Fire Department operates stations in Alexandria, Apple Hill and Maxville. The Fire Department has automatic aid agreements with East Champlain Township and South Glengarry Township. The Township operates two municipal water systems, one in Alexandria and one in Glen Robertson; it also operates two municipal waste water systems, one in Alexandria and the other in Maxville.

1.2.2 **Counties' Services**. The United Counties of Stormont, Dundas and Glengarry (SDG) is an upper-tier municipality located in the Canadian Province of Ontario. Six local municipalities comprise SDG, including the Township of North Glengarry. The other five members include the Townships of South Glengarry, North Dundas, South Dundas, North Stormont and South Stormont.
The Counties Services include: Police services, emergency medical services, health services and social services support, with local offices located in Alexandria.

1.3 **Emergency Planning**. In order to protect residents, businesses and visitors, the Township of North Glengarry requires a coordinated emergency response by a number of agencies working under the direction of the **Municipal Emergency Control Group (MECG)**. These arrangements and procedures are distinct from the normal, day-to-day, operations carried out by First Response Emergency Services.

This **Emergency Response Plan** has been developed by the Township's **Emergency Management Program Committee (EMPC)**. It has been prepared to provide key officials, agencies and departments with important emergency response information related to:

- Roles and responsibilities during an emergency: and
- Arrangements, services and equipment.

The development of the Emergency Response Plan started with the Hazard Identification and Risk Assessment (HIRA) program undertaken by the EMPC. The results of the HIRA have been developed into a Community Risk Profile, which forms the basis for this Plan.

The Committee has identified the following as priority risks:

1. Energy Emergency
2. Freezing Rain/Ice Storm
3. Transportation Emergency

It is important that residents, businesses and interested visitors be aware of the measures that they can undertake to reduce their vulnerability in an emergency situation. Copies of the North Glengarry Emergency Response Plan, less the Appendixes, can be obtained at the Township Offices, 3720 County Road 34, Alexandria.

Aim

2.1 **General**. The aim of this plan is to make provisions for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare, environment and economic health of the residents, businesses and visitors of the Township of North Glengarry when faced with an emergency.

It enables a centralized, controlled and coordinated response to emergencies in or adjacent to the Township and meets the legislated requirements of the Emergency Management and Civil Protection Act R.S.O. 1990, ChapterE.9**.**

Authority

3.1 **General**. The legal basis for emergency management in Ontario is the Emergency Management and Civil Protection Act R.S.O. 1990, ChapterE.9. EMCPA is the legal authority for this emergency response plan in Ontario.

The EMCPA states that:

> "Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which

employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan." [Section 3(1)]

"The head of council of a municipality may declare that an emergency exists in the municipality or any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area." [Section 4 (1)]

As enabled by The Emergency Management and Civil Protection Act R.S.O. 1990, this emergency response plan and its elements have been:

- Issued under the authority of *The Township of North Glengarry By-law No. 18-2024* and
- Filed with Emergency Management Ontario, Ministry of Community Safety and Correctional Services.

The Emergency Management and Civil Protection Act R.S.O. 1990 defines an emergency as:

"emergency" means a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise; ("situation d'urgence")

3.2 **Authority to Declare an Emergency.** Within the Township, the authority to declare an emergency is vested in the Mayor of the Township of North Glengarry or his designate, as Head of Council. The decision to declare that an emergency exists within the Township is usually made in consultation with other members of the Municipal Emergency Control Group (MECG)

3.3 **Authority to Terminate an Emergency.** A community emergency may be terminated at any time by Mayor of the Township of North Glengarry or his designate, as Head of Council or the Premier of Ontario.

3.4 **Authority to Act**. When an emergency exists, *but has not yet been declared to exist*, municipal employees shall take such action(s) under this emergency response plan as may be required to protect property and the health, safety and welfare or residents, businesses and visitors in the Township.

Emergency Notification Procedures

4.1 **Activation of the Municipal Emergency Control Group.** Upon receipt of a warning of a real or potential emergency, the responding agency or official will immediately activate the Voyant Alert app on their phone. The detailed procedure is found at Appendix A.

If deemed appropriate, the individual MECG official may initiate their own internal notification procedures of their staff and volunteer organizations.

The members of the MECG involved in activating the notification procedure must record the date and time MECG members were contacted.

When a threat of an impending emergency exists, Head of Council and the MECG will be notified and may be placed on standby. *Note that the MECG will normally be activated before an emergency is officially declared.*

4.2 **Notification of Declaration of an Emergency.**   Upon declaration of a community emergency, the Head of Council will notify:

      a.   Emergency Management Ontario, Ministry of Community Safety & Correctional Services

      b.   the Township Council;

      c.   the Counties' Warden**,** as appropriate**;**

      d.   the public; and,

      e.   Neighbouring community officials, as required.

      f.   Local Member of Provincial Parliament

      g.   Local Member of Parliament

- A guide for the declaration of an emergency is found at Appendix A.

4.3 **Notification of Termination.**   Upon termination of a community emergency, the Head of Council will notify:

      a.   Emergency Management Ontario, Ministry of Community Safety & Correctional Services

      b.   the Township Council;

      c.   the Counties' Warden, as appropriate;

      d.   the public; and,

      e.   Neighbouring community officials, as required.

      f.   Local Member of Provincial Parliament

      g.   Local Member of Parliament

- A guide for the termination of an emergency is found at Appendix A.

4.4   **Requests for Assistance.**   Assistance may be requested from the United Counties at any time by contacting the Warden. The request shall not be deemed to be a request that the United Counties assume authority or control of the emergency.

Assistance may also be requested from the Province of Ontario, at any time, without any loss of control or authority. A request for assistance should be made through the **EMO Community Officer** or directly to the **Provincial Emergency Operations Centre (PEOC)** if the Community Officer is not available.

Mutual aid and mutual assistance agreements may be made with adjacent jurisdictions as appropriate. The emergency notification contact list including contact numbers for requesting assistance are found at Appendix A.

Community Emergency Management Organization

5.1 Overall Emergency Management Organization

The community emergency management organization will normally consist of three components as follows:
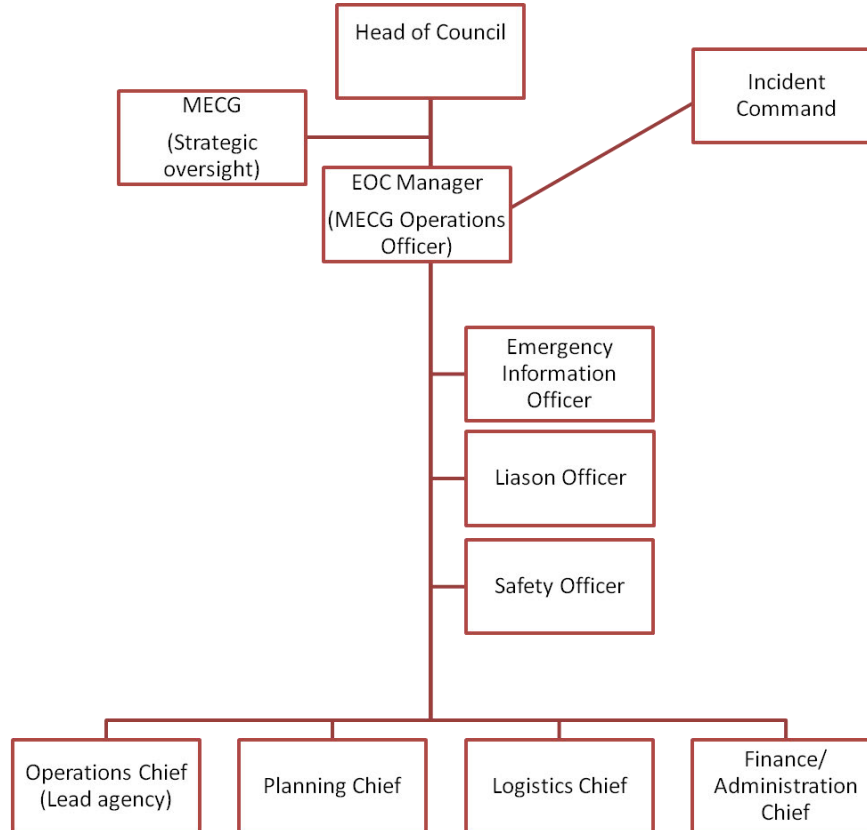
A. An Incident Command (IC), *on scene with their team.*
B. A Municipal Emergency Control Group (MECG)
C. An Emergency Operations Centre (EOC) Incident Management Team.

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

The above organization is shown in diagram on the fellow page.

EOC Incident Management Team

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                        ┌──────────────────┐
                        │  Head of Council │
                        └──────────────────┘                    ┌──────────────┐
      ┌──────────────┐                                          │   Incident   │
      │     MECG     │                                          │   Command    │
      │  (Strategic  │────────┐                                 └──────────────┘
      │  oversight)  │   ┌──────────────────┐
      └──────────────┘   │   EOC Manager    │
                         │ (MECG Operations │
                         │     Officer)     │
                         └──────────────────┘
                              │
                              │   ┌──────────────────┐
                              ├───│    Emergency     │
                              │   │   Information    │
                              │   │     Officer      │
                              │   └──────────────────┘
                              │   ┌──────────────────┐
                              ├───│  Liason Officer  │
                              │   └──────────────────┘
                              │   ┌──────────────────┐
                              ├───│  Safety Officer  │
                              │   └──────────────────┘
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Operations Chief (Lead agency)	Planning Chief	Logistics Chief	Finance/ Administration Chief

5.2 Incident Command

Concept:

A. The MECG and the EOC Incident Management Team are not normally responsible for managing the emergency site. Therefore, one of the first actions of the MECG is the validation or appointment of an Incident Commander for the emergency site, who will be responsible for managing all operations at the site.

B. The Incident Commander (IC) will be appointed from one of the response agencies at the emergency site. The IC can be changed as a reflection of the stage of emergency.

5.3 Incident Command Organization

The Incident Command should be staffed as necessary, based on an Incident Management System (IMS) organization as follows:

- Command- Incident Commander
- Command Staff
  - Emergency Information Officer
  - Safety Officer
  - Liaison Officer
- General Staff
  - Operations Chief
  - Planning Chief
  - Logistics Chief
  - Finance/Administration Chief

Municipal Emergency Control Group (MECG)

6.1 Municipal Emergency Control Group (MECG) - The Municipal Emergency Control Group operating from the Emergency Operations Centre is responsible for coordinating municipal emergency response and recovery activities. The Municipal Emergency Control Group usually includes leading community officials, emergency management representatives and other relevant staff.

6.2 Composition of the MECG.   The MECG comprises the following officials**:**

> a) 2 members of council
> b) CAO / Clerk
> c) CEMC
> d) Treasurer
> e) Director of Public Works
> f) Director of Community Services
> g) North Glengarry Fire Chief
> h) Information Technologist
> i) EIO

Depending on the nature of the emergency additional representation to the MECG may include:
- Upper Canada School Board, Catholic School Board
- Medical Officer of Health or Eastern Ontario Health Unit alternate;
- Social Services representative or alternate; and
- Paramedic Services representative or alternate.
- Ontario Provincial Police (O.P.P.) or Police Official
- Community Care Access, Community Nursing Homes, Glengarry Hospital,
- Centre de santé communautaire de l'Estrie;
- Cornwall Community Housing;
- Raisin River Conservation Authority representative;
- Representatives from Provincial Ministries; and
- Other officials, experts or representatives as deemed necessary.

The principal function of the MECG is to assist the Head of Council in making and placing in effect any decisions and orders that are made to control and mitigate the effects of an emergency. The MECG may function with only a limited number of persons depending on the nature of the emergency. While the MECG may not require the presence of all of the primary members, all members of the MECG must be notified of its activation.

6.3 MECG Training. The members of the MECG will undergo annual training and will participate in an annual exercise per O Reg 380/04 s.12(6).

6.4 MECG Operating Cycle. The members of the MECG will gather at regular intervals to receive information concerning the emergency, to inform each other of actions taken or any problems encountered and to make decisions regarding further actions. The CAO/Operations Officer will establish the frequency of the meetings and the agenda items. Meetings should be kept as short as possible to permit individual members to carry out their specific responsibilities. Detailed instructions for the Emergency Operations Centre (EOC) and the MECG are found at Appendix B.

6.5 MECG Responsibilities. Under the chairmanship of the CAO/Operations Officer, the members of the MECG are likely to be responsible for the following decisions or actions in both the response and recovery phases of an emergency:

- Calling out and mobilizing their emergency service, agency and equipment;
- Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided that they are not contrary to law;
- Determining if the location and composition of the MECG are appropriate;
- Advising the Mayor as to whether the declaration of an emergency is recommended;
- Advising the Mayor on the extent and scope of the emergency area;
- Ensuring that an Incident Commander (IC) is appointed;
- Ensuring support to the IC by offering equipment, staff and resources as required;
- Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be at risk;
- Discontinuing utilities or services provided by public or private concerns -water, gas, electricity, etc;
- Arranging for services and equipment from local agencies not under township control – private contractors, industry, volunteer agencies, service clubs;
- Notifying or requesting assistance from and liaising with other levels of government;
- Determining if additional volunteers are required and if appeals for volunteers are warranted;
- Determining if additional transport is required for evacuation or transport of personnel/supplies;
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Coordinator for dissemination to the public and the media;

- Determining the need to establish committees/groups to deal with particular issues, including recovery;
- Authorizing the expenditure of monies dealing with the emergency;
- Notifying the service, agency or group under their direction of the termination of the emergency;
- Maintaining a log outlining decisions made and actions taken and submitting a summary of the log to the CEMC within one week of the termination of the emergency; and
- Participating in the debriefing following the emergency.

6.6 Responsibilities of MECG Members.
The responsibilities of individual MECG members are detailed below.

a. **CAO/EOC Manager.**   Upon learning of a potential emergency, the CAO/EOC Manager or alternate should consider the possible need for activation of the emergency plan and, if warranted, trigger the emergency alert procedure outlined at Appendix A. Immediately after that, the CAO/EOC Manager, or alternate, will report to the EOC to sit as a member of the MECG and to perform the duties and responsibilities of a CAO/ EOC Manager and as such will:

  i.   Chair the Municipal Emergency Control Group meetings on a determined operations cycle;
  ii. Advise the Mayor on policies and procedures, as appropriate;
  iii. Set priorities for response efforts in the affected area, in conjunction with the Incident Commander and EOC management staff;
  iv. Coordinate all operations within the EOC through the formation of an EOC incident Management Team based, in the IMS Model;
  v.   Establish appropriate staffing level for the EOC and continuously monitor organizational effectiveness to ensure appropriate modifications occur as required;
  vi. Ensure that inter-agency coordination is accomplished effectively within the EOC.
  vii. Approve the issuance of press releases and other public information materials as required.
  viii. Communications protocol of confirming to message delivered by the EIO and CAO.
  ix. Ensures that a communication link is established between the EOC and the Incident Commander (IC).
  x.   Establish communication with 211 by proper notification procedures if necessary.
  Reports to:
  - Head of Council

b. **C.E.M.C. or Emergency Management Coordinator.** An individual officially designated by a Community who is responsible and Accountable for the community's

emergency management program. The CEMC must be, by definition, a municipal employee, as per the Municipal Act. The CEMC is supported by the EOC coordinator.

    i.   Sets up the EOC ensuring all have the necessary plans, resources, supplies, maps and equipment;

    ii.   Opens and maintains the main event log

    iii.   Provides advice and clarification about implementation details of the emergency response plan;

    iv.   Ensures that the operations cycle is met, and related documentation is maintained and kept for future reference;

    v.   Assumes the responsibilities of the EOC Planning Section Chief in the EOC incident management team if required;

    vi.   Maintains the records and logs of the MECG and incident management teams for the purpose of the debriefs and post-emergency reporting;

    vii.   Supervises EOC and EIC decommissioning activities

    viii.   Produces the post-emergency report; and

    ix.   Replenishes EOC and EIC supplies in preparation for the next emergency.

b.1 **Alternate CEMC** – to assist the CAO & CEMC with their tasks.

    i.   Under the direction of the CAO/Operations Officer, MECG agenda preparation, minute taking, briefing and major event board presentation (regarding Municipal Emergency Control Group meetings);

    ii.   Ensure appropriate security measures are established to allow for only authorized access to the EOC facility;

    iii.   Monitor the health and welfare of EOC staff;
          Facilitate shift change briefings.

c. **Fire Official.** Upon learning of a potential emergency, The Fire Chief should consider the need for possible activation of the emergency plan and, activate the emergency alert system described in Appendix A. Immediately after that, the Senior Fire Official, or alternate, will report to the EOC to sit as a member of the MECG and perform the additional duties:

    i.   Provide MECG with information and advice on fire-fighting and rescue matters;

    ii.   Establish ongoing communications with the fire official at the scene of the emergency;

    iii.   Inform the Mutual Aid Fire Coordinator and trigger mutual aid arrangements for the provision of additional fire-fighting manpower and equipment if needed;

    iv.   Determine if additional or special equipment is needed, and recommend possible sources of supply (e.g. breathing apparatus, protective clothing);

    v.   Provide assistance to other municipal departments and agencies; and be prepared to take charge of or contribute to non-fire-fighting operations if necessary (rescue, first aid, casualty collection, evacuation, etc.) and,

    vi.   Provide a IC if required.

d. **Emergency Information Officer**. On being alerted to report to the EOC, the Emergency Information Officer will report on arrival to the COA/Operations Officer and will perform the following functions and responsibilities:

i. Establishes communication links with municipalities spokesperson, and other media coordinators involved;

ii. Ensure that a bilingual Toll-Free Public Information Service (hot line, call centre, township office receptionist) is established for the public to access helpful information and advice. Inform 211 of our emergency. Provide 211 with updates and information on the emergency. (including termination)

iii. Provide call-takers with timely and accurate messaging sheets to offer only confirmed and approved information.

iv. Ensures the Emergency Information Centre (EIC) is set up and staffed;

v. Maintain copies of public service announcements, media releases and articles pertaining to the emergency

vi. Maintains a personal log of all actions taken; given to the CEMC after the emergency is over.

Media Relations

a) serve as the coordination point for all media releases

b) Coordinate media releases with the officials representing other affected emergency response agencies;

c) Develop the format for press conferences and briefings in conjunction with the CAO/Operations Officer.

d) Maintain a positive relationship with the media representatives, monitoring all broadcasts and written articles for accuracy.

Internal Information

a) In consultation with the CAO/Operations Officer and Liaison Officer, coordinate VIP and visitor tours of the EOC facility.

b) Develop helpful messaging sheets and/ or FAW sheets (frequently asked questions and answers) to ensure consistent and accurate information sharing amongst EOC staff.

c) Liaise with the Information Officers at site(s), other EOCs, and external agencies.

General In any emergency situation information is a critical resource particularly for the general public. It is important that the information released be accurate, timely and authoritative. The Emergency Information Plan is found at Appendix E.
The EIO Officer is responsible for verifying all public information.

e. **Public Works Official.** Upon learning of a potential emergency, the Senior Public Works Official or alternate should consider the need for the possible activation of the emergency plan and, if warranted, trigger the emergency alert system as described at Appendix A. Immediately after that the Senior Public Works Official or alternate will report to the EOC to act as a member of the MECG and to perform the following additional functions and responsibilities:

i. Provide the MECG with information and advice on public works matters;

    ii.   Liaise with public works officials in neighbouring communities and at Counties to ensure a coordinated response;

    iii.   Establish ongoing communications with the Public Works Official at the scene of the emergency, if appropriate;

    iv.   Liaise with flood control, conservation and environmental agencies and be prepared to conduct relief or preventative operations;

    v.   Provide public works materials, supplies and equipment. If supplies are not available within the municipality's inventory, make arrangements for sources of supply from neighbouring municipalities, private contractors, etc;

    vi.   Assist traffic control, evacuations, and other tasks by clearing emergency routes, marking obstacles, providing road signs, etc.;

    vii.   Provide water resources materials, supplies and equipment. If not available within the municipal inventory, make arrangements for sources of supply from neighboring municipalities, contractors, etc.;

    viii.   Maintain liaison with utility organizations (electrical, gas, telephone, etc.) and make recommendations for discontinuation of any utility, public or private, where necessary in the interest of public safety;

    ix.   Obtain engineering assistance;

    iv.   Construct, maintain and repair Township roads;

    v.   Maintain sanitary sewage and water systems;

    vi.   Liaise with the Fire Official concerning emergency water supplies for fire fighting purposes;

    vii.   Provide emergency potable water and sanitation supplies and facilities to the requirement of the Health Official;

    viii.   Make recommendations and demolish unsafe structures, if ordered by Head of Council:

    xv.   Designate and provide a vehicle to serve as a mobile communications post for the emergency site in the initial stages of the emergency response;

    xvi.   Provide equipment for emergency pumping operations;

    xvii.   Provide an IC if required; and,

    xviii.   Re-establish essential services at the end of an emergency.

6.7 Responsibilities of Supporting Agencies

    a.   Paramedic Service Official.   Upon learning of a potential emergency, the Senior Paramedic Services (PS) Official or alternate should consider the need for the possible activation of the emergency plan and, if warranted, trigger the emergency alert system as described at Appendix A. Immediately after that the Senior PS Official or alternate will report to the EOC to act as a member of the MECG and to perform the following additional functions and responsibilities:

    i.   Provide the MECG with information on the triage, treatment and transportation of casualties;

    ii   Establish ongoing communications with the ambulance official at the scene of the emergency;

    iii   Notify area hospitals and community health centre of the emergency situation;

iv Establish on-going communications with emergency department personnel at area hospitals and the Health Official;

ix. Ensure appropriate distribution of casualties between area hospitals and / or other designated sites;

x. Liaise with other ambulance agencies and community health center, as required, and

xi. Provide an IC if required.

b. **Police Official.** Upon learning of a potential emergency, the Senior Police Official, or alternate, should consider the possible need for activation of the emergency plan and, if warranted, call the C.A.O. or CEMC to trigger the emergency alert procedure outlined at Appendix A. Immediately after that, the Senior Police Official or alternate will report to the EOC to sit as a member of the MECG and to perform the following additional functions and responsibilities:

i. Provide the MECG with information and advice on law enforcement matters;

ii. Establish ongoing communications with the police official at the scene of the emergency;

iii. Arrange for the establishment of perimeters and for the emergency area;

iv. Provide traffic control to facilitate the movement of emergency vehicles;

v. Arrange for the alerting of persons endangered by the emergency and coordinate evacuation procedures;

vi. Liaise with the Senior Social Services Official regarding the establishment and operation of evacuation and reception centres including opening of facilities, ensuring the maintenance of peace, and arranging for security needs;

vii. Protect life and property and provide law and order;

xi. Provide police services in evacuation and reception centres, morgues and other facilities as required;

xii. Investigate all fatalities;

x. Liaise with other police agencies, as required,

xiii. Provide an IC if required.

c. **Health Official.** Upon learning of a potential emergency, the Medical Health Officer or his/her **Eastern Ontario Health Unit** alternate should consider the need for a possible activation of the emergency plan and, if warranted, call the C.A.O. or CEMC and activate the emergency alert System at Appendix A. Immediately after that, the Medical Health Officer or Alternate will report to the EOC to act as a member of the MECG and either perform the following functions or report the situation to a competent medical authority who would then take such appropriate action, in conjunction with the MECG, as the situation warrants:

Public Health: Public health matters are normally the responsibility of the Medical Officer of Health (MOH) who will normally take charge in such situations and;

i. Provide advice on public health matters to the MECG;

    ii.   arrange for dissemination of special instructions to the population on matters concerning public health;

   iii.   Arrange for mass immunization where needed;

   iv.   Arrange for testing of water supplies and, where warranted, make recommendations for arranging alternative supplies;

    v.   Ensure coordination of the care of bed ridden citizens and invalids at home and in evacuation / reception centres during an emergency;

   vi.   Ensure that the evacuation/reception centres meet public health standards;

   vii.   Ensure that food is safe;

  viii.   Order the evacuation of those buildings or areas that pose a health hazard;

   ix.   Act as a health consultant in cases of environmental spills; and,

      notify other agencies and senior levels of government about health related matters.

Mass Casualties: The Medical Health Officer or his/her alternate will coordinate activities related to coping with a large number of casualties including warning health facilities of impending needs. The Medical Health Officer or his/her alternate will advise the MECG of any special problems of needs of area hospitals or of the ambulance service. Arrangements for coping with mass casualties are made jointly by the hospital(s) and ambulance service that serve the local area. Such arrangements should provide for the following activities:

    (1)   Bringing casualties to a central point for triage and, afterwards, arranging a balanced distribution of casualties to hospitals; and,

    (2)   Provision of first aid for minor casualties who would not require transportation to a hospital.

d. **Social Services Official.** Upon learning of a potential emergency, the Senior Social Services Official should consider the need for a possible activation of the emergency plan and, if warranted, call the C.A.O. or CEMC and activate the emergency alert system at Appendix A. Immediately after that the Senior Social Services Official will report to the EOC to act as a member of the MECG to perform the following responsibilities and duties:

    i. Provide advice to the MECG on Social Services capabilities;

    ii. Provide a social services emergency plan to ensure the well-being of residents who have been displaced from their homes or are sheltered within their homes;

   iii. According to the nature of the emergency, implement appropriate aspects of a social service plan including:

    (1)   Designating and managing reception centres and / or evacuation centres that will provide accommodation, feeding, and other emergency social services for those who will have to be evacuated for any reason;

    (2)   Liaison with the Police Official for assistance in opening facilities designated as either reception centres and / or evacuation centres and maintaining peace and security within those facilities;

(3) Operating a Registration and Inquiry (R&I) system within the reception centres and evacuation centres;

(4) Distributing clothing and other essentials to evacuees;

(5) Ensuring ongoing communications between R&I staff in reception / evacuation centres and staff in the community's Inquiry Centre; and,

(6) Arranging for emergency purchases of food, supplies, etc., that cannot be obtained in any other way.

(7) Contact Red Cross as needed to coordinate & register volunteers.

e. **Area Boards of Education:**

i. Providing of any school, as appropriate and when available, for use as an evacuation or reception centre as per signed agreements between the Cornwall. S.D. &G. Social Services and the respective Board of Education

Emergency Response System

Emergency Site Operations

7.1 Site Command

a. Command is the first and primary organizational component to be established. The site command element consists of the person or team with the responsibility for managing the response to the incident.

b. The incident Commander's responsibilities include:

i. Ensuring the safety of all responders;

ii. Assessing and reassessing the situation;

iii. Determining goals, strategies, objectives, and priorities appropriate to the level of response

iv. Establish an appropriate site command structure;

v. Coordinating all site incident management activities;

vi. Establishing and maintaining liaison with supporting, or cooperating organizations;

vii. Providing information to/ briefing the MECG as required;

viii. Establishing incident management facilities as needed;

ix. Approving an Incident Action Plan;

x. Managing incident resources (including approval of volunteers)

xi. Managing sensitive issues arising from the incident;

xii. Authorizing the release of emergency information to the public in cooperation with other levels of response subject to guidelines issued by the Head of Council;

xiii. Ordering incident demobilization as appropriate.

7.2 Lines of Communication: The Incident Commander will maintain a communications link with the EOC Manager. This is the primary information channel between the emergency site and the EOC Incident Management Team. Secondary information channels may be through agency communications links between agency officers at the site, and their respective agency officials in the MECG and in the EOC Incident Management Team.

7.3 Perimeters: The Incident Commander is responsible for isolating the emergency site. Outer and inner perimeters will be established by the Incident Commander. Access within the outer perimeter will be restricted to emergency response teams and others, such as the media, with specific functions to perform. The inner perimeter will be established around the actual site of the emergency. Access to the site within the inner perimeter will be limited to those directly involved in dealing with the emergency.

7.4 Site Layout: A protracted emergency will require support facilities to be established within the outer perimeter.

7.5 Coordination: The Incident Commander should establish an Incident Command Post (ICP). At first, the Incident Commander may consider operating from a vehicle. Later, the Incident Commander should relocate the ICP to an existing structure, or in a mobile command centre to ensure the actions of all response teams at the site are coordinated.

7.6 Resources: The Incident Commander may allocate resources at the site and request additional resources if necessary. The EOC Incident Management Team is responsible for finding the necessary resources and making them available to the Incident Commander.

Emergency Operations Centre Incident Management Team

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

8.2 IMS Functions

    a. **Command**
        1. Reporting to the Head of Council, the CAO as EOC Manager will assume responsibility for managing the emergency response in support of the site incident management team and the remainder of the community.

        2. With the primary responsibility of the COA as EOC (Incident /Management Team) Manager being the overall safety of responders and the public, additional responsibilities include:

            i. Assessing and reassessing the situation;
          ii. Determining goals, strategies, objectives and priorities;

    iii. Establishing an appropriate command structure using IMS;

    iv. Coordinating all EOC incident management activities;

    v. Coordinating overall incident activities with other levels of response;

    vi. Establishing and maintaining liaison with supporting, or cooperating organizations;

    vii. Providing information to brief the MECG as required

    viii. Establishing or activating facilities in support of the emergency, as needed;

    ix. Establishing an operational planning cycle as required.

    x. Approving a Community Incident Action Plan (IAP)
Every incident must have an IAP that may be written nor spoken. It provides all incident supervisory personnel with objectives and strategies, tactics, and directions for achieving them. It may also include resources, structures, as well as safety, medical and telecommunications instructions.

    xi. Managing incident resources including approval of volunteers;

    xii. Managing sensitive issues arising from the incident;

    xiii. Authorizing the release of emergency information to the public in cooperation with other levels of response after receiving concurrence from the Head of Council; and,

    xiv. Ordering incident demobilization as appropriate.

b.   Command Staff

1. The EOC Manager will be supported by the community's Emergency Information Officer (EIO) and possibly a Safety Officer, a Liaison Officer, and other subject matter experts such as a Provincial Emergency Response Team (PERT).

2. The EIO will be responsible for the development and approval, the release of emergency information regarding the incident to the public.

3. The Safety Officer will be tasked with creating systems and procedures related to the overall health and safety of the community during the emergency.

4. The Liaison Officer (LO) will serve as the primary contact for organizations cooperating with or supporting the incident at the EOC level.

c.   General Staff

1. The General Staff will support the EOC Manager in planning, coordinating, and carrying out the response to the incident. The General Staff may consist of an Operation Chief, Planning Chief, Logistics Chief, and Finance/Administration Chief. The staff will be expanded following the IMS Model as necessary to meet the complexities of the incident. In turn, contraction will occur when the incident activities scale down.

    a) *Operations Chief:* will implement the community IAP. The lead response agency will be prepared to provide a section chief.

    b) *The Planning Chief:* will develop the community IAP. The CEMC will be prepared to act as section chief.

c) *Logistics Chief* – (Public Works, Recreation & IT)
    i.   Ensure the logistics function is carried out in support of the EOC including the provision of the following as necessary for both the EOC and site requirements:

- Telecommunication services and information technology (IT)
- Equipment (Public Works)
- Supplies (Public Works)
- Personnel (Public Works)
- Facilities (Recreation)
- Transportation (Public Works)
- Food (Recreation)
- Lodging (Recreation)
- Other support services

    ii.   Ensure resource requests are prioritized, preauthorized by the Finance Manager and tracked.
    iii.   Coordinate with the Social Services Official on the provision of food and lodging for EOC and Site personnel.

    ▪   <u>IT/GIS</u>

Ensure that the following responsibilities of the Planning Section are addressed as required:
    i.   Collect, analyze, and display situation information
    ii.   Conduct advance planning activities and report to the MECG.
    iii.   Prepare periodic Situation Assessment Reports
    iv.   Ensure the availability of phones, network, systems at the EOC and EIC

d) *Finance / Administration Chief*: will provide the financial and cost analysis support to the incident. The Township Treasurer will normally act as Chief.

    i.   In consultation with the CAO/EOC Manager, determine spending limits and track costs for Logistics, Operations, Planning, Fire Suppression and Public Works staff.
    ii.   Ensure all on-duty time is recorded and collected for all personnel.
    iii.   Ensure there is a continuum of the payroll process for all employees responding to the event.
    iv.   Ensure that all financial records are maintained throughout the event.
    v.   Ensure workers' compensation claims, resulting from the response are processed within a reasonable time, given the nature of the situation.
    vi.   Ensure all travel and expense claims are processed within a reasonable time, given the nature of the situation.
    vii.   Ensure that all recovery documentation and Disaster Financial Assistance paperwork is accurately maintained and submitted to MMAH (ODRAP).
    viii.   Supervise the Finance Section.

Response Plans

9.1 General.   The range and scope of specific potential emergency situations precludes the preparation of specific response plans. The procedures described in the Appendixes for the MECG, the EOC and Public Information are applicable to any emergency situation and may be adapted as necessary to cater to specific events. Guidelines for hazards identified in the Community Risk Profile are found in Appendix G.

Recovery Plans

10.1   General.   Guidelines for the development of recovery plans for specific situations are found in Appendix J.

Volunteers

11.1 **General.**   In a large scale or long duration emergency, volunteers are essential components of the community's response plan. The role of volunteers is to augment first responders and other emergency response organizations such as the Red Cross by taking on more routine activities thereby freeing the "experts" for more serious tasks.

Organization is the key to the effective employment of volunteers. The appointment of a skilled volunteer coordinator is a critical factor in successful employment of volunteers.

GLOSSARY

BSE	Bovine Spongiform Encephalopathy
CEMC	Community Emergency Management Coordinator
CFIA	Canadian Food Inspection Agency
CIS	Citizen Inquiry Supervisor
CRP	Community Risk Profile
EIC	Emergency Information Centre
EIO	Emergency Information Officer
EIP	Emergency Information Plan
EOC	Emergency Operations Centre
EOHU	Eastern Ontario Health Unit
EMA	Emergency Management Act

EMO	Emergency Management Ontario
EMPC	Emergency Management Program Committee
ERP	Emergency Response Plan
FAD	Foreign Animal Disease
FMEA	Failure Modes and Effects Analysis
GIS	Geographic Information System
HAZMAT	Hazardous Materials Team
HIRA	Hazard Identification and Risk Assessment
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
LO	Liaison Officer
JEPP	Joint Emergency Planning and Protection
MECG	Municipal Emergency Control Group
MMAH	Ministry of Municipal Affairs and Housing
MOE	Ministry of Environment
MOH	Medical Officer of Health
MOHLTC	Ministry of Health and Long-term Care
ODRAP	Ontario Disaster Relieve Assistance Program
OHPIP	Ontario Health Pandemic Influenza Plan
OLWR	Ontario Low Water Response
OMAF	Ontario Ministry of Agriculture and Food
OPP	Ontario Provincial Police
O Reg.	Ontario Regulation

PEOC	Provincial Emergency Operations Centre
PS	Paramedic Services
R & I	Registration and Inquiry
RRCA	Raisin Region Conservation Authority
SAC	Spills Action Centre
SARS	Severe Acute Respiratory Syndrome
SD&G	United Counties of Stormont, Dundas and Glengarry
VARS	Volunteer Amateur Radio Service
WHO	World Health Organization
WRT	Water Response Team
WTP	Water Treatment Plant