

**THE CORPORATION OF
THE TOWNSHIP OF GEORGIAN BAY
BY-LAW 2017-89**

Being a By-law to adopt a Community Emergency Response Plan
(Repealing By-law 2004-159)

WHEREAS the Province of Ontario has passed Emergency Management and Civil Protection Act, R.S.O. 1990 Chapter E.9, as amended 2009.

AND WHEREAS Section 2.1 (1) of the Act requires that every municipality shall develop and implement an emergency management program and the council of the municipality shall by bylaw adopt the emergency management program;

AND WHEREAS Section 3 (1) of the Act requires 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;

AND WHEREAS, Section 4 (1) of the Act makes provision for the Head of Council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he/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;

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

AND WHEREAS, O. Reg. 380/04. s. 12(1) states that every municipality shall have a municipal emergency control group.

AND WHEREAS, O. Reg. 380/04. s. 12(3) states that the members of the group shall complete the annual training that is required by the Chief, Emergency Management Ontario.

AND WHEREAS, O. Reg. 380/04. s. 12(6) states that the group shall conduct an annual practice exercise for a simulated emergency incident in order to evaluate the municipality's emergency response plan and its own procedures.

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

AND WHEREAS, O. Reg. 380/04. s. 14(1) states that every municipality shall designate an employee of the municipality as its Emergency Information Officer;

AND WHEREAS, O. Reg. 380/04. s. 14(2) states that the Emergency Information Officer shall act as the primary media and public contact in the municipality in an emergency;

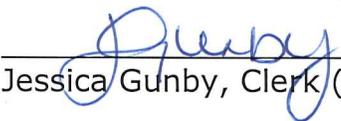
NOW THEREFORE the Council of The Corporation of the Township of Georgian Bay enacts as follows:

1. That the Township of Georgian Bay Emergency Response Plan is hereby adopted;
2. That Schedule "A" attached hereto forms part of this by-law;
3. That by-law 2004-159 and any and all amendments thereto are hereby repealed and replaced by this by-law;
4. That this by-law shall come into full force and effect on the date of its final passing.
5. That any by-law or by-laws, or parts of any by-law or by-laws that are inconsistent with this by-law are hereby deemed repealed;

READ AND ENACTED in Open Council this 10th day of October, 2017.



Larry Braid, Mayor



Jessica Gunby, Clerk (A)





Emergency Response Plan

99 Lone Pine Road
Port Severn, ON L0K 1S0
(705) 538-2337
www.gbtownship.ca

Adopted: December 20th, 2004 (By-law No. 2004-159)
Revised: September 11, 2017 (by CEMC)

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Plan Distribution List

Position/Location	Memory Sticks
Mayor & Council	1
Chief Administrative Officer	1
Community Emergency Management Coordinator (CEMC)	1
Emergency Operations Center	1
Alternate Emergency Operations Center	1
Clerk	1
Director of Development Services	1
Director of Finance/Treasurer	1
Director of Human Resources/Health & Safety	1
Director of Operations	1
Director of Fire & Emergency Services	1
Paramedic Representative	1
Police Representative	1
Emergency Information Officer	1
District of Muskoka Social Services	1
Simcoe/Muskoka Public Health Unit	1
CEMC District of Muskoka	1
Ontario Fire Marshal and Emergency Management	1

Annex Document

The Annex Document is a supplementary document to the Emergency Response Plan that contains information, forms and checklists to be used by the Community Control Group. Much of this document contains personal or proprietary information.

- Annex A** Community Control Group Activation Checklists and Forms
- Annex B** Contact Numbers
- Annex C** Emergency Operations Center Logistics
- Annex D** Emergency Declaration and Termination Checklists and Forms
- Annex E** Media
- Annex F** Recovery Plan
- Annex G** Hazard Identification & Risk Analysis and Hazard Checklists
- Annex H** Critical Infrastructure Identification

Acronyms

CAO	Chief Administrative Officer
CBRN	Chemical, Biological, Radiological and Nuclear
CBRNE	Chemical, Biological, Radiological, Nuclear and Explosive
CCG	Community Control Group
CEMC	Community Emergency Management Coordinator
CISM	Critical Incident Stress Management
DRAP	Disaster Recovery Assistance for Ontarians Program
EIC	Emergency Information Centre
EIO	Emergency Information Officer
EMO	Emergency Management Ontario
EOC	Emergency Operations Centre
ESM	Emergency Site Manager
HIRA	Hazard Identification Risk Assessment
HUSAR	Heavy Urban Search and Rescue
IAP	Incident Action Plan
IC	Incident Commander
IMS	Incident Management System
MCCG	Municipal Control Group
MDRA	Municipal Disaster Recover Program

Definitions

Business Continuity Plan

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

Chief Administrative Officer

The individual who is responsible for the administrative management of the Township of Georgian Bay.

Command Group

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

Community Emergency Management Coordinator

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

Community Emergency Management Program Committee

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

Community

The Municipality of Georgian Bay including residents, businesses and visitors.

Community Control Group

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

Critical Infrastructure

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

Disaster Recovery Assistance for Ontarians:

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

Emergency

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

Emergency Information Centre

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

Emergency Information Officer

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

Emergency Management:

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

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

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

Emergency Management Ontario:

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

Emergency Notification

A fan-out procedure to notify the Township of Georgian Bay Control Group(s) of an emergency or impending emergency.

Emergency Response Plan

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

Emergency Management Program

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

Emergency Operations Centre

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

Emergency Site

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

Emergency Site Manager / Incident Commander

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

Evacuation Centre

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

Finance and Administration Section

Individual(s) responsible for managing the financial costs and human resources concerns of the incident.

Hazard

(1) A risk that is a threat.

(2) An event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural loss, damage to the environment, interruption of business, or other types of harm or loss.

Hazard Identification and Risk Assessment (HIRA)

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

Incident Action Plan (IAP)

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

Incident Management System (IMS)

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

Liaison Officer

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

Logistics Section

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

Municipal Disaster Recovery Assistance

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

Mutual Aid Agreements:

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

Mutual Assistance Agreement:

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

Operations Section

Individual(s) responsible for the reduction of the immediate hazard, saving lives and property, establishing situational control, and restoration of normal operations.

Planning Section

Individual(s) responsible for the collection, evaluation and dissemination of incident situation information and intelligence, maintaining the status of resources, preparing status reports, displaying situation information, and developing and documenting the Incident Action Plan.

Reception Centre:

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

Introduction

The Township of Georgian Bay is characterized by its unique landscape of forest and lakes, set in the Precambrian rock of the Canadian Shield. The Township is one of six area Municipalities that form the District of Muskoka and is the gateway to the Trent-Severn Waterway and the eastern shores of Georgian Bay and is primarily a four-season recreation area with a seasonal-based economy. Access from major urban centers to the south, including Barrie and the Greater Toronto Area, is via Highway 400 which traverses 55 kilometers of the municipality from the southern boundary to the northern boundary. Once arriving in Georgian Bay more than half of the properties are accessible only by water. The Township includes three principal communities, (Honey Harbour, MacTier, and Port Severn) and is close to other larger centers including Midland, Orillia, and Parry Sound. The CP Rail system runs through the hamlet of MacTier. The population of the Township of Georgian Bay is comprised of approximately 2,500 permanent and 16,000 seasonal residents.

This Emergency Response Plan (the "Plan") for the Township of Georgian Bay has been prepared as part of a comprehensive Emergency Management Program to provide a prompt and co-ordinated response to all types of emergencies affecting the residents, businesses and visitors in the Township.

In order to protect residents, businesses and visitors, the Township of Georgian Bay has prepared a coordinated emergency response by a number of agencies under the direction of the Control Groups. These are distinct arrangements and procedures from the normal day-to-day operations carried out by emergency services.

The Plan has been prepared to provide officials, agencies and departments of the Township of Georgian Bay important emergency response information related to:

- arrangements, services and equipment;
- resource management;
- roles and responsibilities during an emergency; and
- hazard-specific response plans.

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

The Senior Management Team (SMT) and agencies are expected to develop their own internal notification lists, procedures and contingency plans to fulfill their departmental or agency responsibilities.

In addition, it is important that residents, businesses and interested visitors be aware of its provisions in the Plan. Copies of the Township of Georgian Bay Emergency Response Plan may be viewed at the Municipal Office and at www.gbtownship.ca. For more information, please contact:

Community Emergency Management Coordinator (CEMC)
Director of Fire and Emergency Services / Fire Chief
Tony Van Dam
TOWNSHIP OF GEORGIAN BAY
99 Lone Pine Road, Port Severn, ON L0K 1S0
T. 705.538.2337 ext. 248 Toll Free 1.800.567.0187
tvandam@gbtownship.ca

or

Alternate Community Emergency Management Coordinator
Clerk
Jessica Gunby, Dipl.M.A.
TOWNSHIP OF GEORGIAN BAY
99 Lone Pine Road, Port Severn, ON L0K 1S0
T. 705.538.2337 ext. 242 Toll Free 1.800.567.0187
jgunby@gbtownship.ca

Aim

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

The Plan incorporates supplementary plans as annexes, which provide detailed response procedures for the most likely hazards which confront the Township of Georgian Bay. These hazards have been determined through the conduct of an in-depth Hazard Identification and Risk Assessment.

Authority

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

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

Confidentiality of the Plan

The Township of Georgian Bay Municipal Emergency Plan is a public document, excluding the appendices, which are deemed confidential.

Hazard Identification Risk Assessment

As part of the Act, the Township of Georgian Bay annually reviews the Hazard Identification Risk Assessment (HIRA), which assists in determining the probability and consequent of a hazard in the community. Based on the HIRA for the Township the potential hazards are identified in Annex G

Plan Maintenance & Revision

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

The annual review will include:

- confirming emergency telephone numbers
- testing the notification system
- updating vital services and/or local services directories
- a table top exercise for the Community Control Group
- training for the Community Control Group and support staff as needed on any component of the Plan

In addition to the annual review, a more thorough field exercise will be held to test the Plan every five years.

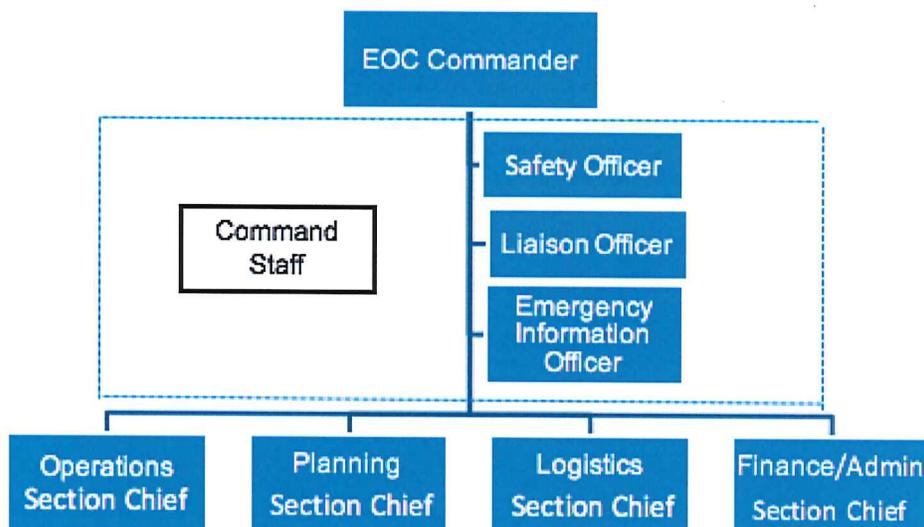
Each department and agency involved with the Plan will be responsible to prepare emergency procedures or guidelines outlining how they will fulfill their responsibilities under the Plan during an emergency. Each agency will ensure that it designates a staff member to maintain and revise its own emergency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

Incident Management System

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

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

The IMS structure consists of the following positions:



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

Function	General Responsibilities
E.O.C. Commander	Responsible for the overall management of the E.O.C. facility and assigned resources within the E.O.C., and the provision of support to Site Incident Command.
Safety Officer (SO) Command Staff	Monitors safety conditions and develops safety measures related to the overall health and safety of all incident responders. The Safety Officer must have the knowledge and professional experience to be able to control or reduce occupational hazards and exposures. The Safety Officer also provides advice with respect to risk exposure, due diligence, and claims handling procedures, when applicable. (This function is not usually delegated, but remains as the Command responsibility.)
Emergency Information Officer (E.I.O.) Command Staff	Responsible for the development of emergency information regarding the incident and its release to the public. Command must approve all emergency information that the E.I.O. releases.
Liaison Officer Command Staff	Serves as the primary contact for Assisting or Supporting Organizations and advises Command of issues related to outside assistance and support, including current or potential inter-organization needs.
Operations Section Chief	Responsible for providing overall supervision and leadership to the Operations Section, including the implementation of the Emergency Operations Centre Incident Action Plan (I.A.P.), as well as the organization and assignment of all operations resources.
Planning Section Chief	Responsible for providing overall supervision and leadership to the Planning Section, as well as the organization and assignment of all planning resources. Responsible for coordinating the development of the E.O.C. Incident Action Plan for each operational period and the collection, collation, evaluation, analysis and dissemination of incident information.
Logistics Section Chief	Responsible for providing facilities, services and materials in support of the incident. Participates in the development of the logistics-related section of the E.O.C. Incident Action Plan, and activates and supervises the Branches and Units as well as the organization and assignment of resources within the Logistics Section.
Finance & Administration Section Chief	Responsible for financial and administrative support to an incident, including all business processes, cost analysis, financial and administrative aspects, and ensures compliance with financial policies and procedures. Provides direction and supervision to Finance & Administration Section staff including their organization and assignment.

Part II
NOTIFICATION / DECLARATION PROCEDURES

Actions Prior To Declaration

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

Township of Georgian Bay Emergency Monitoring Status Indicators

ROUTINE	Declaration of Routine conditions means that the Corporation is operating under normal conditions. Under these conditions the Township maintains ongoing surveillance for abnormal events.
ENHANCED	Declaration of Enhanced conditions means that an abnormal event, potential or actual emergency has been detected or is in development. Under these conditions the Township enhances its surveillance and monitoring activities and takes appropriate related actions.
EMERGENCY	Declaration of Emergency conditions means that the Township is in an emergency response mode. Under these conditions the Township implements its Emergency Response Plan and activates its Emergency Operations Centre (EOC) in order to coordinate the appropriate response activities.
RECOVERY	Declaration of Recovery conditions means that the Township is working to ensure a smooth transition from Enhanced or Emergency Conditions to Routine Conditions.

Notification System

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

Notification procedure:

- For routine or potential emergencies notifications shall be completed utilizing the CCG email notification group contact list.
- For enhanced emergencies or to activate the EOC the CCG member must contact the Municipality's CEMC and request them to begin the notification system of the CCG. If the CEMC is not available then either the Alternate CEMC or the CAO can be contacted. Notifications shall be done by utilizing the CCG email notifications contact list. Upon receiving an email every member of the CCG must reply that they have received notifications of the emergency. If no response has been received within 10 minutes the CEMC shall phone the member to inform them of the emergency.
- Upon notification of an emergency, the CEMC, or their designate, will notify all members of the CCG. From there, members of the CCG are responsible for notifying their own staff of the emergency.
- The CEMC or Alternate CEMC, initiating the call to the CCG must provide details for the notification script:
 - date and time of activation
 - nature of the emergency
 - location of the EOC (primary, secondary or alternate)
 - time for the CCG to meet
 - whether standby or call to assemble
 - any items to bring with them
 - special precautions (routes to take or health hazards)
- A sample notification script is contained in Annex A and the contact phone numbers and addresses of the CCG members and their alternates are contained in Annex B.
- Records must be kept of the date and time CCG members were contacted and their estimated time of arrival at the EOC.

The supplementary plans contained within the Plan may be implemented at any time in whole or in part, as required, by their respective custodians; and, when such action is taken, a standby alerting of the CCG is mandatory.

Emergency Operations Centre (EOC)

The Township of Georgian Bay has established a primary EOC location. The secondary EOC location, if required, will be determined by the CAO in conjunction with the CEMC and will be based on the nature and location of the emergency. Direction as to which location members of the CCG must report to will be given during the notification process.

The EOC can be set up by any member of the CCG as soon as practical. The layout and equipment of the EOC will be determined by the CAO in conjunction with the CEMC.

Upon arrival at the EOC, each CCG member will:

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

Upon leaving the EOC, each CCG member will:

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

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

Once the initial response is established, the CAO puts routines into place. The CCG functions most efficiently on a system known as an operations cycle.

Declaration of an Emergency

The Mayor, as the Head of Council, or their alternate is responsible for declaring that an emergency exists in the municipality and designating the area covered by that emergency. This decision is usually made in consultation with other members of the CCG. The *Declaration Checklist* and the *Declaration of Emergency form* are found in Annex D.

When such declaration is made, the following organizations/persons will be notified:

- Ministry of Community Safety and Correctional Services (EMO)
- Other Council Members
- Neighbouring municipalities, as required
- District Officials, as appropriate
- Public

An emergency may be terminated at any time by:

- Head of Council;
- Township of Georgian Bay Council; or
- Premier of Ontario.

When the emergency is terminated, the following will be notified:

- Ministry of Community Safety and Correctional Services (EMO)
- Other council members
- Neighbouring municipalities, as required
- District officials, as appropriate
- Public

Requests for Assistance

Assistance may be requested from:

- Neighbouring municipalities
- District of Muskoka
- Private sector
- Office of the Fire Marshal & Emergency Management Ontario (Provincial Government)
- Emergency Preparedness Canada (Federal Government) (through EMO)

A request of any of these parties shall not be deemed to be a request for that party to assume authority and control of the emergency.

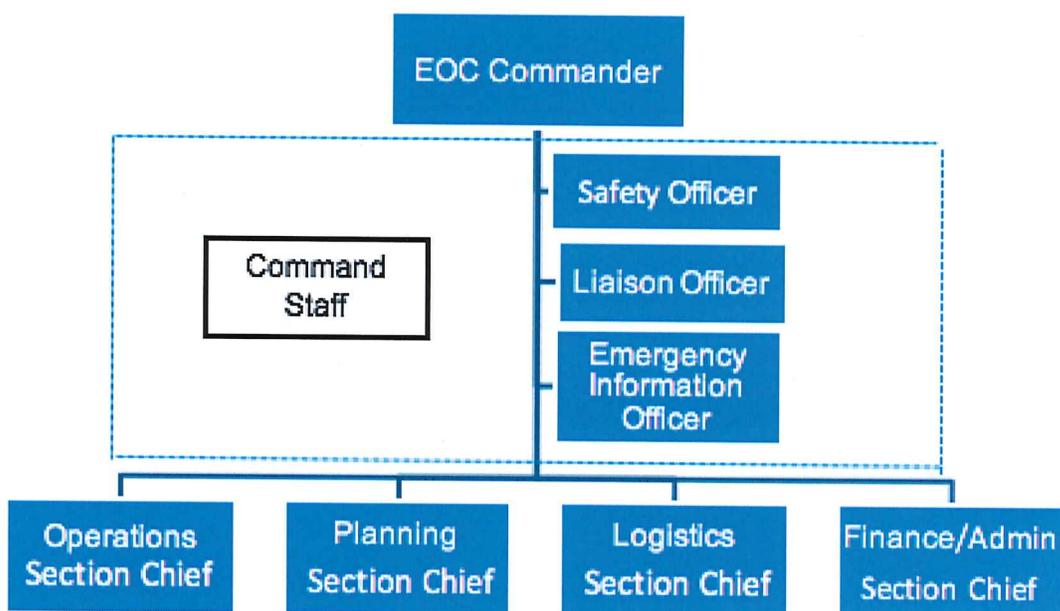
Part III CONTROL GROUPS

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

Community Control Group Level 1 Members

The Community Control Group Level 1 members are responsible for the monitoring and control of the emergency response. The CCG Level 1 is made up of the following members or their designated alternate, and can be contacted using the contact list in Annex B.

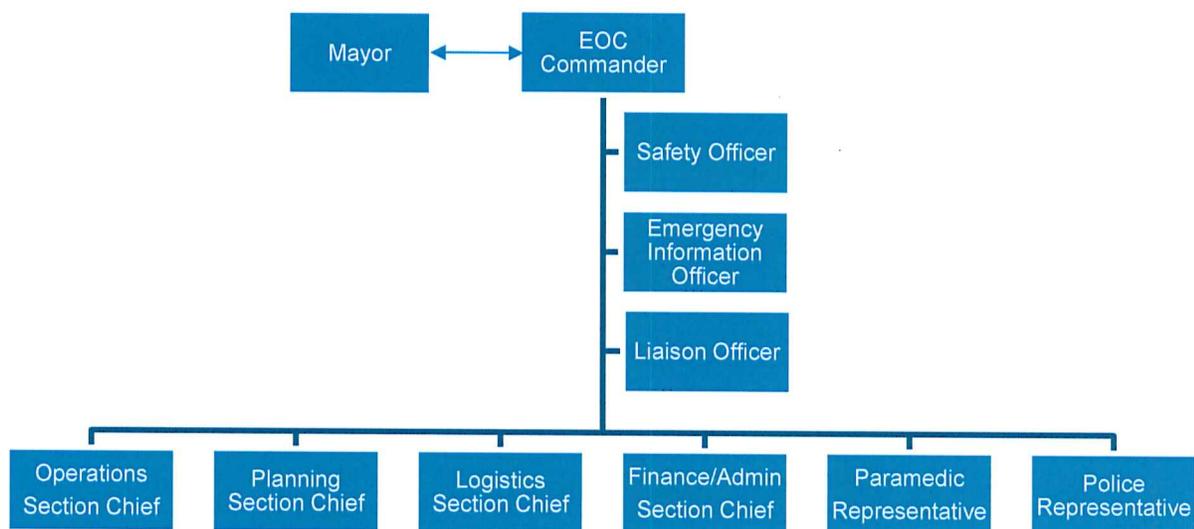
1. EOC Commander
2. Liaison Officer
3. Emergency Information Officer
4. Safety Officer
5. Operations Section Chief
6. Planning Section Chief
7. Logistics Section Chief
8. Finance/Administration Section Chief



Community Control Group Level 2 Members

The Community Control Group Level 2 members are responsible for the monitoring and control of the emergency response. The CCG Level 2 is made up of the following members or their designated alternate, and can be contacted using the contact list in Annex B.

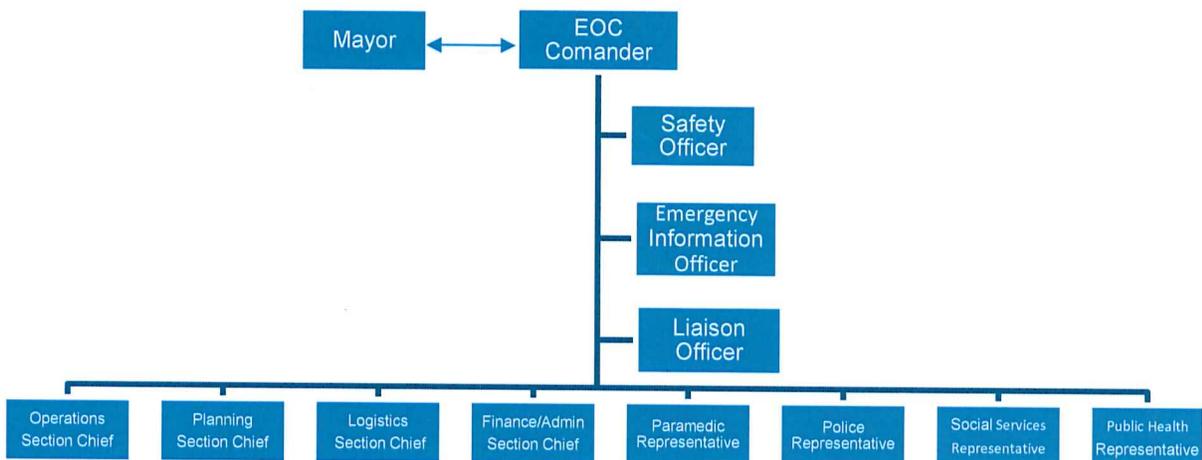
1. Mayor
2. EOC Commander
3. Liaison Officer
4. Emergency Information Officer
5. Safety Officer
6. Operations Section Chief
7. Planning Section Chief
8. Logistics Section Chief
9. Finance/Admin Section Chief
10. Paramedic Representative
11. Police Representative



Community Control Group Level 3 Members

The Community Control Group Level 2 members are responsible for the monitoring and control of the emergency response. The CCG Level 3 is made up of the following members or their designated alternate, and can be contacted using the contact list in Annex B. As required, other persons may be invited to the EOC to provide assistance and/or technical information to the CCG.

1. Mayor
2. EOC Commander
3. Emergency Information Officer
4. Safety Officer
5. Liaison Officer
6. Operations Section Chief
7. Planning Section Chief
8. Logistics Section Chief
9. Finance/Admin Section Chief
10. Paramedic Representative
11. Police Representative
12. District of Muskoka Social Services Representative
13. Simcoe/Muskoka Public Health Representative



Part IV EOC/ Site Management

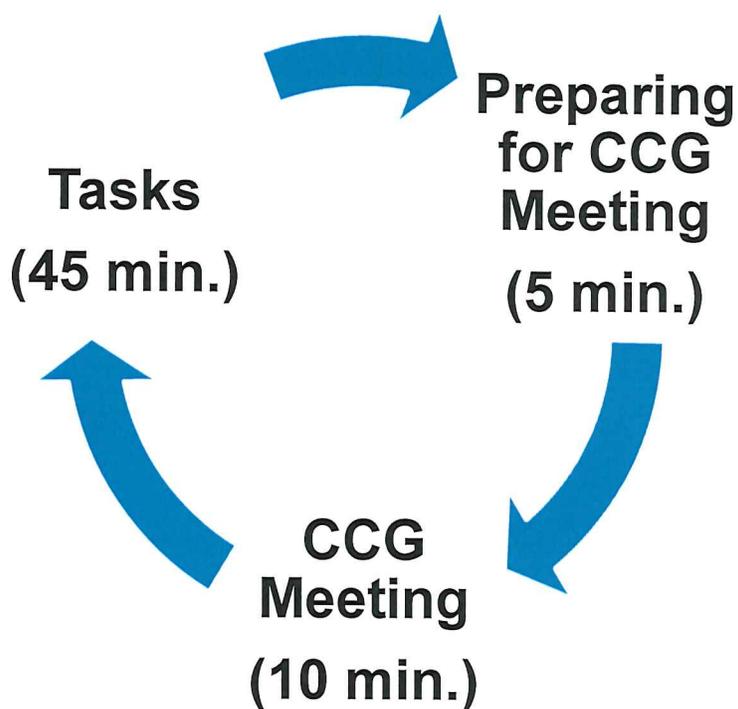
Operations Cycle

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

It is essential that the EOC is comfortable, has good communications and is secure from unnecessary distractions. Only CCG members and support staff will have access to the EOC. No media is allowed into the EOC, nor is anyone who has not been authorized by the CCG.

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

One Hour Operations Cycle



Management of the Emergency Site

The Emergency Site is the location of the emergency, together with “buffer space” around it in which response activities are conducted. If there is more than one site, each site will have an Emergency Site Manager (the “ESM”).

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

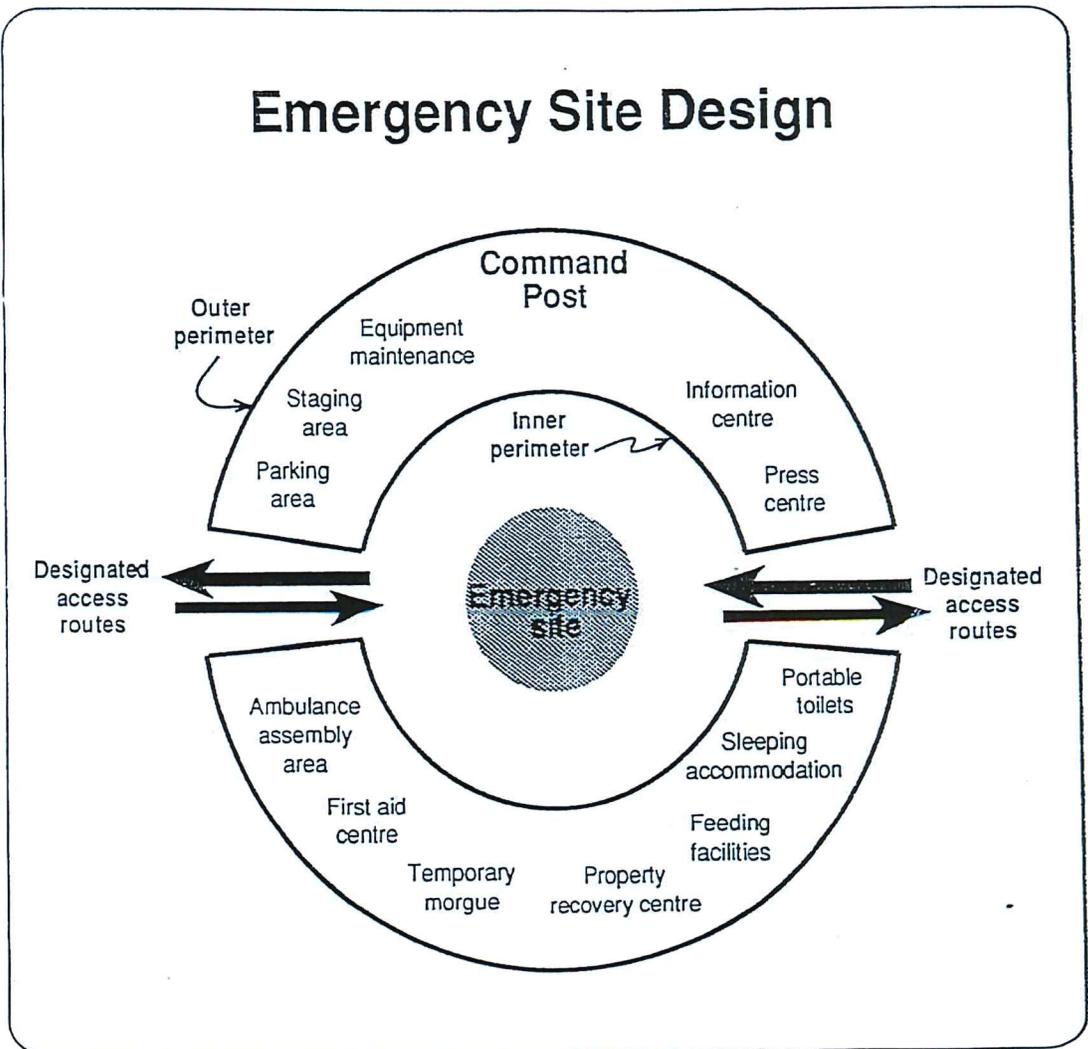
The ESM will assume control of the overall site, become responsible for all aspects of the site and limit their responsibilities to activities within the site perimeters – anything outside those boundaries must be handled by the appropriate off-site response personnel.

The ESM’s task is to take control of the scene and co-ordinate the response. Some of the detailed functions include:

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

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

Emergency Site Design



Part V Responsibilities of CCG Members

Mayor

The Mayor, as Head of Council, is responsible for the following:

1. The declaration of an emergency and designating an area.
2. The termination of an emergency.
3. Ensuring that all members of Council are advised of the declaration and termination of an emergency, and are kept informed of the emergency operational situation.
4. Ensuring that the Ministry of Community Safety & Correctional Services is notified of the declaration of emergency and termination of the emergency.
5. Request assistance from neighbouring municipalities, the District of Muskoka, and the Provincial and Federal Government.
6. Maintaining a log of all personal decisions and actions taken.
7. Preparing and submitting a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the Plan or supplementary plans.

EOC Commander

The EOC Commander is responsible for the following:

1. Assessing and reassessing the situation.
2. Determining goals, strategies, objectives and priorities appropriate to the level of response.
3. Coordinating all operations within the EOC, including the scheduling of regular meetings.
4. Chairing meetings of the CCG.
5. Advising the Mayor regarding need for declaration or termination of an emergency and the area to be covered.
6. Advising the Mayor on policies and procedures, as appropriate.
7. Approving, in conjunction with the Mayor and the CCG, major announcements and media releases prepared by the Emergency Information Officer.
8. Approving an Incident Action Plan (IAP).
9. Ensuring an Emergency Site Manager(s) is assigned.
10. Designating a Site Media Spokesperson as required.
11. Advising the Mayor regarding requests for assistance from neighbouring municipalities, the District of Muskoka, and the Provincial and the Federal Government.
12. In conjunction with the CCG, demobilizing the incident as appropriate.
13. Ensuring that a master event log is maintained.
14. Ensuring that the appropriate legal and statutory requirements are followed.
15. Maintaining a log of all personal decisions and actions taken.
16. Preparing and submitting a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the Plan or supplementary plans.

Community Emergency Management Coordinator (CEMC)

The CEMC is responsible for the following:

1. Implementing the Plan in whole, or in part, to respond to an impending, potential or existing emergency.
2. Ensuring that the District of Muskoka and neighbouring municipalities CEMCs and OFMEM Sector Officer are advised of the declaration and termination of an emergency.
3. Providing information, advice and assistance to members of the CCG on emergency management programs, principles and implementation details of the Emergency Response Plan.
4. Maintaining the records and logs for the purpose of the debriefing sessions and post-emergency reports that will be prepared.
5. In conjunction with the CAO, coordinate a post-emergency debriefing and assist in the development of a report for the Mayor and Council.
6. Provide security for the EOC and the Municipal buildings.
7. Maintaining a log of all personal decisions and actions taken.
8. Preparing and submitting a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the Plan or supplementary plans.

Liaison Officer (LO)

The Liaison Officer is responsible for the following:

1. Minute taking for CCG meetings.
2. Recording all proceedings and decisions of the CCG on Master Events Log.
3. Circulating any minutes or any required actions by staff through email with the approval of the EOC Commander.
4. Providing administrative support to the EOC Commander as required.
5. Gathering information from organizations that are involved with the incident.
6. Serving as a co-ordinator for organizations not represented by EOC Commander.
7. Ensuring that staff is in place for the security of the EOC and registration of CCG members.
8. Maintaining a list of supporting and assisting organizations, and keeping it updated.
9. Ensuring that all members of the CCG have necessary plans, resources, supplies, maps, and equipment.
10. Ensuring liaison with community support agencies (i.e. St. John Ambulance, Canadian Red Cross).
11. Maintaining a log of all personal decisions and actions taken.
12. Preparing and submitting a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the Plan or supplementary plans.

Safety Officer (SO)

The Safety Officer is responsible for the following:

1. Working closely with Operations to ensure that responders are as safe as possible under the circumstances, including but not limited to, wearing all the appropriate personal protective equipment.
2. Advising the EOC Commander on issues regarding safety.
3. Minimizing employee risk by promoting safety procedures.
4. Altering, suspending or terminating activities that are deemed hazardous.
5. Assisting in the review of the Incident Action Plan (IAP) to identify safety concerns and issues.
6. Liaising with the Ministry of Labour.
7. Investigating any injuries.
8. Liaison with the Joint Health and Safety Committee as required.
9. Maintaining a log of all personal decisions and actions taken
10. Preparing and submitting a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the Plan or supplementary plans.

Emergency Information Officer (EIO)

The Emergency Information Officer is responsible for the following:

1. Providing the CCG with information and advice on any matters that may be raised by public inquiry or the media.
2. Developing and distributing all media releases in consultation with the CCG and subject to approval by Command.
3. Ensuring set up and staffing of public inquiry lines.
4. Providing direction and regular updates to the public inquiry personnel to ensure that the most accurate and up-to-date information is disseminated to the public.
5. Establishing an Emergency Information Centre or Media area away from the Emergency Site.
6. Establishing key messages for spokespersons.
7. Co-ordinating interviews and media conferences for members of the CCG.
8. Ensuring that all information released to the media and public is consistent, accurate and approved by the EOC Commander.
9. Co-ordinating public inquiries.
10. Monitoring news coverage and social media to correct misinformation.
11. Maintaining copies of all media releases.
12. Maintaining a log of all personal decisions and actions taken.
13. Preparing and submitting a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the Plan or supplementary plans.

Operations Section Chief

The Operations Section Chief is responsible for the following:

1. Organizing, assigning, and supervising all resources assigned to an incident, including air operations.
2. Working closely with other members of the Command and General Staff to coordinate operational activities.
3. Providing an Emergency Site Manager as required.
4. Establishing and maintaining ongoing communications with the ESM at the emergency site.
5. Initiating Mutual Aid as required.
6. Determining if additional/specialized resources or equipment is required (i.e. CBRNE or HUSAR teams, etc.) by making the request through the District of Muskoka's Fire Coordinator.
7. Liaising with external fire agencies.
8. Coordinating emergency vehicles and resources for any other service, as required.
9. In conjunction with the Chief Building Official enforce building regulations and codes ensuring compliance.
10. Advise the EOC Commander and the CCG about building status information and specific building information on priorities and strategies from the emergency.
11. Maintaining a log of all personal decisions and actions taken.
12. Preparing and submitting a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the Plan or supplementary plans.

Planning Section Chief

The Planning Section Chief is responsible for the following:

1. Collecting, collating, evaluating, analyzing, and disseminating incident information.
2. The development of the Incident Action Plan (IAP).
3. Conducting long-range and/or contingency planning.
4. Developing plans for demobilization.
5. Providing the CCG with information and advice on Public Works, Utilities, Facilities, Water & Waste water, Environmental concerns and Building Services.
6. Depending on the nature of the emergency, providing the Emergency Site Manager, as required.
7. Ensuring municipal facilities are available for evacuation or reception centre purposes if required.
8. The provision of engineering assistance.
9. The construction, maintenance and repair of public roads.
10. Assisting with road closures and/or roadblocks.
11. Liaising with the following agencies and services:
 - a. electrical and gas utilities;
 - b. Ministry of Natural Resources;
 - c. The District of Muskoka Engineering and Public Works Department;
 - d. Ministry of Environment
12. Maintaining a log of all personal decisions and actions taken.
13. Preparing and submitting a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the Plan or supplementary plans.

Logistics Section Chief

The Logistics Section Chief is responsible for the following:

1. Providing resources for the incident.
2. Obtaining, maintaining, and accounting for essential personnel, equipment and supplies beyond those immediately accessible to Operations.
3. Coordinating volunteer assistance used for the emergency.
4. Setting up food services.
5. Co-ordinating and providing fleet resources as requested to the incident by the CCG.
6. Working with the mechanic to ensure that all equipment is repaired in a timely fashion.
7. Arranging for fuel and parts as required.
8. Arranging additional fleet from other municipalities or rental companies if required.
9. Providing assistance to the EOC and CCG members related to information systems.
10. Providing maps of the affected area to the CCG.
11. Providing the CCG with information regarding the geography of the area including but limited to, number of homes and people living in the affected area.
12. Maintaining a log of all personal decisions and actions taken.
13. Preparing and submitting a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the Plan or supplementary plans.

Finance/Administration Section Chief

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

1. Providing the financial and cost analysis support for an incident.
2. Identifying and tracking sources of funding.
3. If required, arranging to advance funds to those in need and arranging recovery of these funds.
4. Issuing payment as required for all emergency related expenditures.
5. Tracking timesheets for incident personnel and equipment.
6. Maintaining accurate and detailed records of all emergency related expenditures.
7. Analyzing the impact of the emergency on the municipal budget.
8. Reporting on the budget status as required.
9. Preparing insurance claims on behalf of the municipality.
10. Preparing claims for provincial and/or federal funding, as applicable.
11. Tracking disaster relief assistance including local fundraising.
12. Developing the telecommunications plan.
13. Providing incident telecommunication/IT services and resources.
14. Maintaining an appropriate inventory of computers for deployment at each EOC location.
15. Ensuring records of human resources and administrative detail that may involve financial liability are completed.
16. Maintaining a log of all personal decisions and actions taken.
17. Preparing and submitting a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the Plan or supplementary plans.

Police (OPP) Representative

The Police (OPP) Representative is responsible for the following:

1. Providing the CCG with information and advice on policing and security matters.
2. Depending on the nature of the emergency, providing the Emergency Site Manager.
3. Establishing and maintaining ongoing communications with the senior police representative at the emergency site.
4. Ensuring there is perimeter (inner and outer) security and crowd control at emergency site.
5. Providing traffic control to facilitate the movement of emergency vehicles.
6. Alerting persons endangered by the emergency and coordinating evacuation procedures, including evacuation routes.
7. In the event of an evacuation, making contact with residents in affected areas to advise of the need to evacuate and enforcing the evacuation of occupants, if appropriate.
8. The protection of life and property and the provision of law and order.
9. The provision of police services in evacuation centres, morgues, and other facilities as required.
10. Notifying the coroner of fatalities.
11. Liaising with external police agencies, as required.
12. Maintaining a log of all personal decisions and actions taken.
13. Preparing and submitting a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the Plan or supplementary plans.

Paramedic Representative

The Paramedic Representative is responsible for the following:

1. Providing the CCG with information and advice on treatment and transport of casualties.
2. Depending on the nature of the emergency, providing the Emergency Site Manager.
3. Establishing and maintaining ongoing communications with the senior EMS official at emergency site.
4. Taking charge of casualties within the emergency site and being responsible for triage, lifesaving care, and the transport to area hospitals.
5. Liaising with the Medical Officer of Health and/or Public Health Representative, area hospitals, and police and fire officials during an emergency situation.
6. Alerting all staff using the Provincial Health Emergency Alert System.
7. Maintaining a log of all personal decisions and actions taken.
8. Preparing and submitting a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the Plan or supplementary plans.

District of Muskoka Social Services

The District of Muskoka Social Services is responsible for:

1. Providing the CCG with information and advice on matters related to all social services related functions, including the management of reception and evacuation centres.
2. Upon receipt of notification, contact and place on standby or activate the social services staff and voluntary support agencies including Red Cross, Salvation Army, St. John Ambulance, Clergy and Boards of Education.
3. Ensuring the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services.
4. Supervising the opening and operation of temporary and/or long-term evacuation centres, and ensuring that they are adequately staffed.
5. Maintaining a log of all personal decisions and actions taken.
6. Preparing and submitting a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the Plan or supplementary plans.

Simcoe/Muskoka Public Health Representative

The Simcoe/Muskoka Public Health Representative is responsible for:

1. Providing the CCG with information and advice on any matters that may adversely affect public health.
2. Acting as a coordinating link for all emergency health services at the CCG.
3. Depending on the nature of the emergency, provide the Emergency Site Manager.
4. Providing authoritative instructions on health and safety matters to the public through the Emergency Information Officer.
5. Liaising with the Ontario Ministry of Health, Public Health Branch.
6. Liaising with the Paramedic Service representatives.
7. Coordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health policies.
8. Ensuring liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources.
9. Ensuring coordination of all efforts to prevent and control the spread of disease during an emergency, including waste disposal, temporary mortuaries, and dead animal disposal.
10. Liaising with the Director, Social Services (District) regarding health services in reception and evacuation centres.
11. Maintaining a log of all personal decisions and actions taken.
12. Preparing and submitting a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the Plan or supplementary plans.

Emergency Site Manager

The Emergency Site Manager is responsible for the following:

1. Directing, controlling and coordinating the on-site emergency response efforts.
2. Establishing a command post for the control and coordination of the emergency on-site operations.
3. Establishing communications.
4. Maintaining contact with the control group and update them on a regular basis or as required.
5. Assessing the situation, establish a site operation plan.
6. Taking such action as necessary to minimize the effects of the emergency or disaster.
7. Maintaining a log of all personal decisions and actions taken.
8. Preparing and submitting a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the Plan or supplementary plans.