



# **Township of Georgian Bay Emergency Response Plan**

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# **Township of Georgian Bay Emergency Response Plan**

Prepared by:

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## 1.0 Introduction to the Emergency Response Plan

### 1.1 Overview of the Township of Georgian Bay

The Township of Georgian Bay is one of six municipalities located in the District of Muskoka. Georgian Bay consists of three principal communities: Honey Harbour, MacTier, and Port Severn.

The township is a four-season recreational area, and it serves as the gateway to both the Trent-Severn Waterway and the eastern shores of Georgian Bay. Due to the township's location and amenities, the local population changes significantly throughout the year.

Georgian Bay is accessible by road from the south (via Highway 400), and there are rail lines that run through MacTier. More than half of the properties in Georgian Bay are accessible only by water. Given its geographic location, Georgian Bay is vulnerable to emergencies such as forest fires, severe weather, flooding, and infrastructure disruptions. As such, the township's emergency response efforts are designed to meet the needs of both urban and rural populations. In order to meet these demands, Georgian Bay leverages local resources and mutual aid agreements to address potential and actual hazards.

### 1.2 Purpose, Scope, and Intended Audience

#### Purpose

This document is intended to serve as an all-hazards emergency response plan (“**ERP**”).

The goals of this ERP are as follows:

- Provide Georgian Bay with a framework for its emergency response efforts.
- Form the basis of an emergency management program (“**EMP**”) for Georgian Bay.
- Complement the District of Muskoka Emergency Plan and allow Georgian Bay to participate in coordinated responses with neighbouring municipalities and external agencies.

#### Scope

This ERP was developed in accordance with the Emergency Management and Civil Protection Act (“**EMCPA**”). This alignment ensures that Georgian Bay complies with all applicable legislative requirements related to emergency management.

This ERP focuses on providing Georgian Bay with a structure for enacting centralized and coordinated emergency responses to incidents that escalate beyond routine operations. As such, this document covers a wide range of potential emergencies, such as:

- natural hazards
- technological incidents
- pandemics
- man-made threats that could affect the township’s population, infrastructure, and services

This ERP also incorporates business continuity plans and recovery strategies that are designed to ensure Georgian Bay can efficiently restore its essential services following an emergency.

### **Intended Audience**

The primary audience for this ERP is all staff in Georgian Bay with responsibilities related to emergency preparation, response, or recovery efforts.

Note: This ERP is not intended to supersede the District of Muskoka Emergency Plan or any other district area municipal plans or emergency plans that are established in Georgian Bay. Rather, this document is intended to support and supplement those other plans.

### **1.3 Legislative Authority**

This ERP and its corresponding EMP both adhere to the municipal requirements that are specified by the following legislation:

- EMCPA: This act requires municipalities to establish emergency plans and programs. As part of this mandate, each municipality must have an emergency management program that includes prevention, preparedness, response, and recovery initiatives.
- O. Reg. 380/04: This regulation outlines specific requirements for municipal emergency programs. These items include the designation of a community emergency management coordinator (“**CEMC**”) and the annual review of the local hazard identification and risk assessment (“**HIRA**”).

### **Endorsement Through Municipal Bylaws**

The Council of the Township of Georgian Bay (“**Council**”) has formally endorsed this ERP and its related EMP through the ratification of Bylaw No. 2017-89 (as amended).

Bylaw No. 2017-89 ensures that this ERP complies with provincial standards, and it outlines a regular review and update schedule (as required by the EMCPA). The bylaw also outlines the responsibilities of municipal staff members, elected officials, and emergency management personnel in regard to emergency responses and maintaining the integrity of the EMP.

### **Protection from Action**

Under the EMPCA, no action or other proceedings shall be instituted against an employee of Georgian Bay or its Council for performing any action (or neglecting to perform any action in good faith) in the implementation (or the intended implementation) of this ERP in connection with an emergency response.

### **Access to the Emergency Response Plan**

This ERP may be copied subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990 (“**MFIPPA**”).

Updated copies of this ERP are distributed internally as per the distribution list found in Section 7.

Public copies of this ERP are available at the Georgian Bay municipal office and on the township’s official website ([www.gbtownship.ca](http://www.gbtownship.ca)).

### **Confidentiality**

The following levels of confidentiality apply to the ERP:

- The ERP is a public document.
- The ERP annexes are confidential, as they contain personal and proprietary information.

### **Freedom of Information and Protection of Privacy**

Any personal information collected under the authority of this ERP shall be used solely for the purposes of planning, preparing, and responding to emergencies as defined within this plan.

The release of information under this ERP shall be made in accordance with the MFIPPA.

## 1.4 Definition of an Emergency

An emergency is a situation (or the threat of a serious, impending situation) that will adversely affect a significant number of persons, properties, or areas.

Depending on the nature or magnitude of an emergency, an adequate response may require municipal expenditures or requests for additional resources. Some emergencies may also need to involve provisions for shelters or evacuations.

An emergency is a situation that is distinct from normal operations, when coordinated activities among agencies are adequate to resolve the incident.

## 1.5 Hazard Identification Risk Assessment and List of Critical Infrastructure

Under the EMCPA, Georgian Bay must review its HIRA and its list of critical infrastructure (“**CI**”) annually. Doing so will help Georgian Bay assess the likelihood and impact of identified hazards, as well as maintain an up-to-date inventory and prioritization of critical infrastructure.

### Hazard Identification and Risk Assessment

Georgian Bay is subject to many existing and evolving hazards. These hazards could impact public safety, property, the local economy, and the environment.

The HIRA process is conducted annually in order to identify potential hazards that could impact the township. During this process, hazards are evaluated based on their likelihood levels and potential consequences. The findings of the HIRA are used to prioritize mitigation and response efforts that will help ensure the township is prepared to address the most significant risks it is likely to face.

For information about the current HIRA for Georgian Bay, see Annex D: Hazard Identification and Risk Assessment.

### Critical Infrastructure

The list of CI for Georgian Bay identifies which assets are vital to the community. The CI list is maintained by the township, and it is reviewed on an annual basis.

For information about the current CI in Georgian Bay, see Annex E: Critical Infrastructure Identification.

## 1.6 Emergency Management Program Committee

### Primary Duties

The emergency management program committee (“**EMPC**”) oversees the development, implementation, and maintenance of the EMP in Georgian Bay.

As part of its duties, the EMPC must complete the following tasks:

- Provide updates to Council on the development and implementation of the EMP.
- Conduct an annual review of the EMP.
- Make recommendations to Council for revisions to the EMP (when necessary).

### **Leadership and Membership**

The EMPC is chaired by the Director of Fire & Emergency Services/Fire Chief.

The following individuals (or their designated alternates) have been assigned to the EMPC in Georgian Bay:

- Mayor
- CAO
- Director of Corporate Services/Clerk
- Director of Fire & Emergency Services/Fire Chief
- Director of Financial Services/Treasurer
- Director of Operations
- Director of Sustainability
- representatives of public and private agencies to provide specialized knowledge and advice (as needed)

## 2.0 Municipal Emergency Control Group and Support

### 2.1 Overview of Program Standards and Related Initiatives

In Georgian Bay, the local EMP adheres to the following program standards:

- Designate a primary CEMC and provide this individual with mandatory training.
- Designate an alternate CEMC and provide this individual with mandatory training.
- Designate an emergency information officer (“**EIO**”).
- Review the township’s HIRA on an annual basis.
- Identify the various CI in the township.
- Establish an EMPC.
- Establish an emergency operations centre (“**EOC**”).
- Ensure arrangements are in place to provide notifications on a 24/7 basis.

In addition to the program standards listed above, Georgian Bay conducts the following activities:

- Provide annual training and exercises for the municipal emergency control group (“**MECG**”).
- Conduct an annual review of the EMP and the ERP.
- Provide applicable public education to ensure awareness in the community.

### 2.2 Community Emergency Management Coordinator

In Georgian Bay, the CEMC has the following duties:

- Assume responsibility for the development, implementation, and maintenance of the township’s EMP.
- Ensure the EMP remains aligned with provincial standards, including those outlined in the EMCPA and O. Reg. 380/04.
- Coordinate training and exercises to ensure the township maintains an appropriate level of emergency readiness.
- Support the MECG during the activation process.
- Ensure the township’s ERP is reviewed on a regular basis, undergoing updates as required.

### 2.3 Composition of the Municipal Emergency Control Group

The MECG is responsible for monitoring and controlling emergency responses.

All MECG members will attend the EOC during the initial activation process. The EOC Director will then select the staff members and resources needed for the emergency response. The decision will be based on the scale of the incident and its potential impact on the community.

Each role within the MECG has a defined set of responsibilities. A selection of these roles and responsibilities is shown in Table 1.

Table 1. Selected roles and responsibilities of the MECG.

Role	Responsibility
Head of Council	Provide overall leadership. Hold the ultimate responsibility for decision-making.
EOC Director	Manage the EOC and oversee response activities.
Liaison Officer	Coordinate with external agencies and stakeholders.
Health and Safety Officer	Monitor safety conditions. Provide advice regarding protective measures.
Emergency Information Officer	Manage public information and media relations.
Scribe	Document meetings, decisions, and actions for record-keeping purposes.
Operations Section	Execute response activities and field operations.
Planning Section	Develop action plans, collect and analyze information, and forecast future needs.
Logistics Section	Procure and allocate resources and supplies.
Finance and Administration Section	Manage financial matters, contracts, and administrative support.

For a list of the assigned MECG personnel (and their alternates), see Annex B: Staff Notification and Recall.

## 2.4 Responsibilities of the Municipal Emergency Control Group

The overall responsibilities of the MECG are as follows:

1. Advise the Mayor about the need to declare an emergency.
2. Designate areas in the municipality as emergency sites (as applicable).
3. Determine whether there is a need to call or establish advisory sub-groups to support the implementation of emergency operations.
4. Coordinate the responding services and agencies to ensure that all actions necessary for the mitigation of the emergency are taken expeditiously and in accordance with the law.
5. Make recommendations about the spending of public funds for the implementation of the ERP.
6. Appoint (or confirm the appointment of) incident commanders who will serve as the MECG's on-site representatives and assume responsibility for organizing and coordinating all emergency response agencies at the emergency site, as well as carry out the roles and responsibilities as described in the ERP.
7. Develop and implement goals, priorities, and strategies in consultation with the incident commanders.
8. Approve or endorse proposed courses of action for the resolution of the emergency.
9. Direct the evacuation of buildings or areas within the emergency sites (if required).
10. Direct the dispersal or removal of persons from the emergency sites who are in danger (or whose presence hinders emergency operations).
11. Direct the discontinuation of public/private utilities or services due to safety or the efficient functioning of emergency operations (if required).
12. Direct the activation and operation of reception centres to provide temporary accommodation to all residents and visitors who need assistance due to displacement as a result of the emergency.
13. Direct and commit municipal personnel or equipment to support emergency operations (as required).
14. Arrange for assistance from agencies, including other levels of government, public/private organizations, and volunteers (as required).
15. Direct the activation and operation of a call centre and a media centre.
16. Notify all services, agencies, groups, or persons under the control of the MECG of the termination of the emergency.

17. Direct follow-up actions to support the persons directly involved in emergency operations, including the facilitation of critical incident stress programs (as required).
18. Maintain a detailed log of all discussions, decisions, or actions taken by the MECG during the emergency.
19. Conduct and participate in a post-emergency debriefing session and then provide reports as requested by the Operations Section.

Together, the members of the MECG must work to ensure a coordinated, efficient, and effective response to protect public safety and mitigate the impact of emergencies.

For a detailed list of the roles and responsibilities related to the MECG, see Annex C.

## 2.5 Municipal Emergency Control Group Support

The Municipal Emergency Control Group Support (“**MECGS**”) provides specialized advice, resources, and information to help the MECG with the decision-making process. The Operations Section is responsible for notifying the MECGS personnel to report to the EOC (as needed).

Each role within the MECGS has a defined set of responsibilities. A selection of these roles and responsibilities is shown in Table 2.

Table 2. Selected roles and responsibilities of the MECGS.

Role	Responsibility
Councillors	Provide political support. Assist with the decision-making process through the Mayor and through communication with constituents.
Police Service	Maintain public order, enforce laws, and support evacuation and security efforts.
Paramedic Service	Provide emergency medical services and coordination with healthcare facilities.
Emergency Social Services	Offer shelter, food, and other essential services to affected individuals.
Medical Officer of Health	Monitor public health issues, provide medical guidance, and coordinate health-related responses.
Incident Commander	Lead the on-site response efforts and coordinate with the EOC.

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<b>Role</b>	<b>Responsibility</b>
Incident Manager	Coordinate and take command of incident response during emergencies that involve multiple incident commanders or emergency sites.
Community Emergency Management Coordinator	Develop and maintain emergency plans. Provides training. Coordinate overall emergency management efforts.
Advisory Support	Other municipal staff members, government agencies, and outside experts from the private industry may be requested to join the MECG or the MECGS in an advisory capacity.

Together, the members of the MECGS work to enhance Georgian Bay's ability to manage and respond to emergencies effectively by offering specialized knowledge and support in their respective areas.

For a detailed list of the roles and responsibilities related to the MECGS, see Annex C.

## 3.0 Notification Procedure

### 3.1 Emergency Response Activation Levels

Georgian Bay may enact one of four emergency activation levels. These activation levels are as follows:

1. Routine
2. Enhanced
3. Emergency
  - a. Partial Activation
  - b. Full Activation
4. Recovery

The level of activation depends on the scope and scale of the emergency, as well as its impact (or potential impact) on the township.

Table 3 describes each level of emergency activation. For additional information about each level of activation, see Annex A: Emergency Plan Activation.

Table 3. Emergency plan activation levels.

Condition	Colour ID	Definition
<b>Routine</b>	<b>Green</b>	<p>A notification of routine conditions means that Georgian Bay is operating under normal conditions.</p> <p>Under these conditions, Georgian Bay maintains ongoing surveillance for abnormal events.</p> <p>As part of a Level 1 activation, the following MECCG members (or their designated alternates) shall be contacted:</p> <ul style="list-style-type: none"> <li>• EOC Director</li> <li>• Liaison Officer</li> <li>• Emergency Information Officer</li> <li>• Health and Safety Officer</li> <li>• Operations Section Chief</li> <li>• Planning Section Chief</li> <li>• Logistics Section Chief</li> <li>• Finance &amp; Administration Section Chief</li> </ul>

Condition	Colour ID	Definition
<b>Enhanced</b>	<b>Yellow</b>	<p>A notification of enhanced conditions means that an abnormal event, a potential emergency, or an actual emergency has been detected or is in development.</p> <p>Under these conditions, Georgian Bay enhances its monitoring and takes appropriate actions. Georgian Bay could also activate its ERP and EOC under these conditions.</p> <p>As part of a Level 2 activation, the following MECG members (or their designated alternates) shall be contacted:</p> <ul style="list-style-type: none"> <li>• Head of Council</li> <li>• EOC Director</li> <li>• Liaison Officer</li> <li>• Emergency Information Officer</li> <li>• Health and Safety Officer</li> <li>• Operations Section Chief</li> <li>• Planning Section Chief</li> <li>• Logistics Section Chief</li> <li>• Finance &amp; Administration Section Chief</li> </ul> <p>The following roles should be notified, but are not required to attend the EOC unless requested (based on the incident):</p> <ul style="list-style-type: none"> <li>• Paramedic Representative</li> <li>• Police Representative</li> </ul>

Condition	Colour ID	Definition
<b>Emergency</b>	<b>Red</b>	<p>A notification of emergency conditions means that Georgian Bay is in an emergency response mode.</p> <p>Under these conditions, Georgian Bay implements its ERP and activates its EOC to coordinate the appropriate response activities.</p> <p>As part of a Level 3 activation, the following MECC members (or their designated alternates) shall be contacted:</p> <ul style="list-style-type: none"> <li>• Head of Council</li> <li>• EOC Director</li> <li>• Liaison Officer</li> <li>• Emergency Information Officer</li> <li>• Health and Safety Officer</li> <li>• Operations Section Chief</li> <li>• Planning Section Chief</li> <li>• Logistics Section Chief</li> <li>• Finance &amp; Administration Section Chief</li> <li>• Police Representative</li> <li>• Paramedic Representative</li> </ul> <p>The following roles should be notified, but are not required to attend the EOC unless requested (based on the incident):</p> <ul style="list-style-type: none"> <li>• PEOC, Field Officer</li> <li>• Public Health Unit Representative</li> <li>• Hydro Representative</li> </ul> <p>Other agencies may also be notified through the District of Muskoka.</p> <p>A partial activation addresses moderate emergencies. A full activation is reserved for large-scale or escalating events. For partial activations, only select positions may be activated.</p>

Condition	Colour ID	Definition
<b>Recovery</b>	<b>Grey</b>	A notification of recovery conditions means that Georgian Bay is working to ensure a smooth transition from enhanced or emergency conditions back to routine conditions.

## 3.2 Emergency Notifications

### Staff Notification and Recall

Staff members are notified of an emergency and recalled to the EOC depending on the type and nature of the incident, as well as Georgian Bay's response needs.

For details regarding staff notification and recall procedures, see Annex B: Staff Notification and Recall.

### Notifications to the District of Muskoka and Area Municipalities

Georgian Bay shall notify the District of Muskoka and area municipalities when the following conditions occur:

- An emergency has occurred, and it may generate significant public or media interest.
- An emergency occurs that will (or may) exceed Georgian Bay's capacity to respond.
- Georgian Bay's EOC has been activated.
- Georgian Bay declares an emergency.

Typically, Georgian Bay's CEMC will notify the District of Muskoka's CEMC of an emergency, but the Liaison Officer may be involved with the notification if the respective EOCs are activated. Informal notifications may also be issued through other channels.

## 3.3 Information Management

### Emergency Information Management

When the EOC is activated, the facility is used to monitor, assess, and verify incoming information on a continuous basis. The proper management of information ensures that the MECG maintains the most accurate situational awareness possible. Proper management also helps ensure that appropriate information is distributed and effective action plans are developed.

## **Planning Cycle**

The planning cycle provides structure to the organization, assessment, and distribution of emergency information and plan management in the EOC.

The planning cycle also requires EOC staff to have formal meetings at predetermined intervals called operational periods. This cycle allows for the continuous monitoring and evaluation of the response. Adjustments can be made (as necessary) to address evolving circumstances.

Implementing the planning cycle process allows EOC members to maintain a common understanding of the incident's status and corresponding response activities. The planning cycle also supports effective decision-making processes for EOC staff.

## **Public Emergency Information**

The EIO is responsible for coordinating the development of emergency information to be provided to the media and the public. (When the EOC is active, this duty may be assigned to a public information management section.)

If necessary, a media centre will be set up, and a representative of Georgian Bay will be assigned the role of spokesperson.

## **Event Coordination Briefings**

Event coordination briefings provide a forum for sharing information between multiple responding organizations. The EOC may schedule event coordination briefings with the District of Muskoka and area municipalities (as required).

Event coordination briefings may be held to complete the following objectives:

- Provide updates on the current situation, including major tasks undertaken by each responding organization.
- Discuss new and ongoing risks.
- Identify potential conflicts.
- Identify new support needs.

## 4.0 Declaration and Termination of an Emergency

### 4.1 Authority to Declare an Emergency

As the head of Council, the Mayor of Georgian Bay has the authority to declare when an emergency exists within some (or all) parts of Georgian Bay.

Upon declaring an emergency, the Mayor of Georgian Bay must complete the following steps:

1. Notify the following contacts:
  - a. Council
  - b. the Solicitor General via Emergency Management Ontario (“**EMO**”)
  - c. the District of Muskoka
  - d. all district area municipalities
2. Ensure a media release is issued.

### 4.2 Municipal Emergency Control Group

The MCEG provides strategic and operational support to the emergency site. The MCEG also manages and coordinates off-site emergency response efforts.

All members of the MCEG must be notified when an emergency occurs. However, the specific personnel who respond to the emergency call may vary (depending on the scope or nature of the emergency). The members of the MCEG may gather as a complete group or in part (depending on the level of activation for the emergency plan, as well as the needs of Georgian Bay), and the group may work from the EOC or meet virtually.

In addition to its core members, the MCEG may receive support from other personnel operating out of the EOC.

#### **Municipal Emergency Control Group Membership**

In Georgian Bay, the MCEG includes the following members:

- CAO
- Director of Corporate Services/Clerk
- Director of Fire & Emergency Services/Fire Chief
- Director of Financial Services/Treasurer
- Director of Operations

- Director of Sustainability
- Director of Planning
- Manager of Human Resources
- representatives of public and private agencies to provide specialized knowledge and advice (as needed)

### **4.3 Termination of an Emergency**

Both the Mayor of Georgian Bay and Council may declare the termination of an emergency at any time. The Premier of Ontario may also declare that an emergency has terminated.

Upon declaring the termination of an emergency, the Mayor of Georgian Bay must complete the following steps:

1. Notify the following contacts:
  - a. Council
  - b. the Solicitor General (through EMO)
  - c. the District of Muskoka
  - d. all district and area municipalities
2. Ensure a media release is issued.

### **4.4 Recovery**

The EOC will continue coordinating recovery operations until there is no further need for response efforts between Georgian Bay and other stakeholders.

The EOC may also stop coordinating recovery operations when the applicable duties can be transferred to another organization with the jurisdiction and capacity to coordinate those operations.

## 5.0 Plan Implementation

### 5.1 Common Response Objectives

In Georgian Bay, the following objectives are prioritized during emergency responses:

1. Protect the safety of responders.
2. Save lives.
3. Maintain the continuity of government services and critical services.
4. Protect property and the environment.
5. Prevent or reduce economic and social losses.

### 5.2 Escalating Approach to Emergency Responses

In Georgian Bay, emergency responses are conducted using an escalating approach.

Emergency responses are required in the township every day. However, when an incident surpasses the normal level of emergency operations, a larger and more centralized/coordinated response may be required, and off-site support may be needed.

An incident action plan (“**IAP**”) is developed during the early stages of the response. The IAP outlines the objectives, strategies, tactics, resources, and communications for each operational period. The Planning Section Chief is responsible for drafting the IAP in collaboration with the MECG and the Incident Commander. Once implemented, the IAP is updated on a regular basis to reflect changes in the situation and ensure that all response activities align with the overall response objectives.

### 5.3 Authority to Activate the Emergency Response Plan

The CEMC has the authority to activate the ERP and set any activation level. However, the decision to activate the ERP must be made after consulting with the CAO.

Any member of the MECG may request the activation of the ERP by contacting the CEMC (or the CAO in the CEMC’s absence).

The ERP is considered activated after the activation level escalates beyond “Routine Monitoring” conditions. Once the ERP is activated, changes to the activation level should be made in consultation with the MECG.

#### Criteria

Georgian Bay may activate its ERP if:

- An emergency is occurring (or is considered imminent) in the township that will elevate the emergency activation level beyond “Routine Monitoring” conditions.

- An external request for significant emergency response support has been made to the township.
- The District of Muskoka or a municipality in the district has declared an emergency.
- The province has declared an emergency that affects (or has the potential to affect) Georgian Bay.

For specific guidance about the activation levels for this ERP, see Annex A: Emergency Plan Activation.

#### **5.4 Incident Management System**

Georgian Bay has adopted the Incident Management System (“**IMS**”) as a tool for managing emergency responses effectively from the EOC.

The IMS is a standardized approach to emergency responses that is used by organizations in Ontario. The IMS provides a command structure that allows for an efficient and coordinated response to emergencies of varying scales, with a focus on communication, collaboration, and flexibility.

The IMS is endorsed by EMO.

#### **Incident Management System in the Emergency Operations Centre**

In Georgian Bay, the use of the IMS in the EOC is led by the EOC Director. The EOC Director is supported by command staff and section chiefs.

Figure 1 illustrates the IMS positions that may be activated in the EOC.

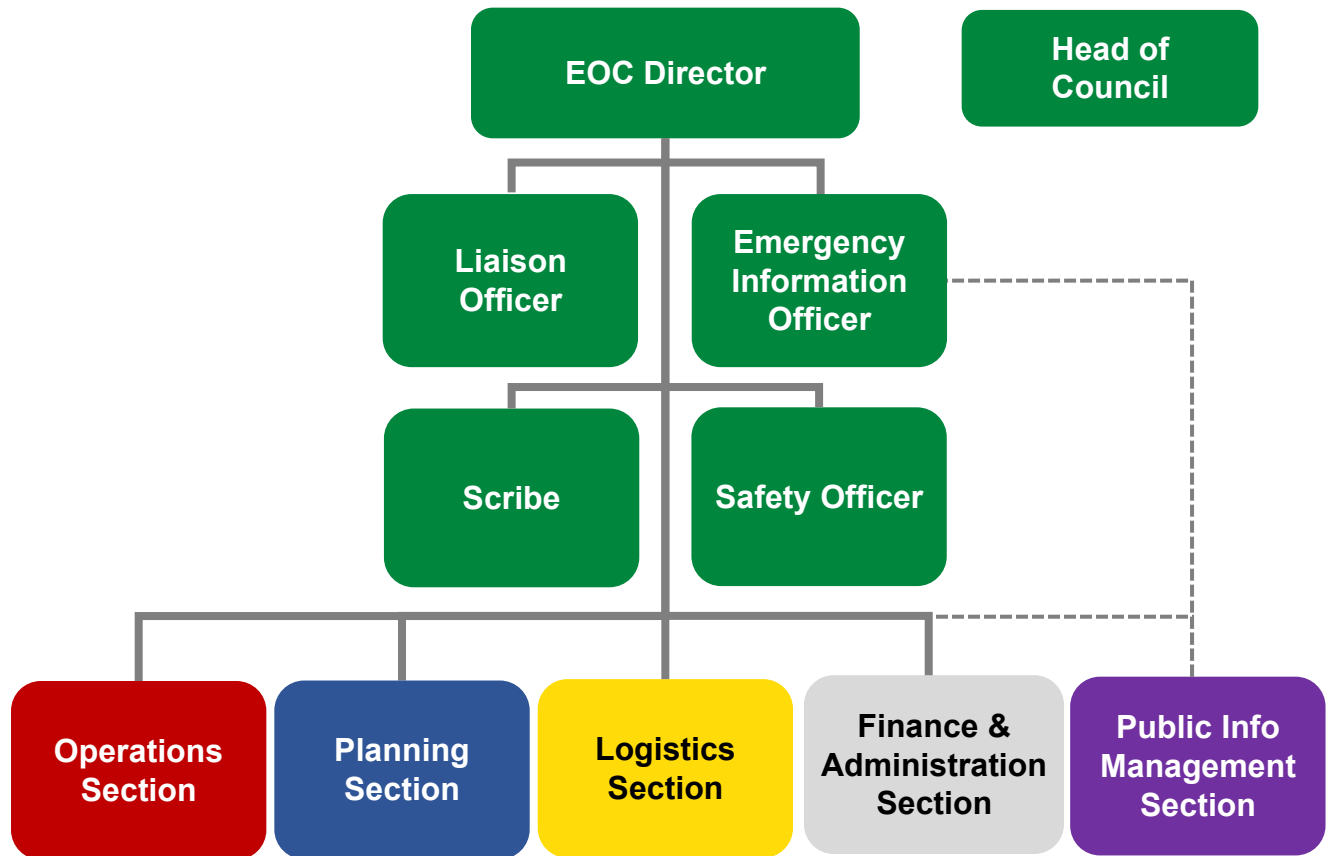


Figure 1. IMS positions in the EOC.

Depending on the emergency activation level, any or all IMS positions may be assigned. Each EOC section may also be expanded to include specific organizations or functions. Any staff member or organization that attends the EOC will be assigned to an IMS position or section.

Table 4 summarizes the general responsibilities for each IMS position.

Table 4. General IMS positions and responsibilities.

Function	Colour ID	General Responsibilities
Head of Council	<b>Green</b>	<ul style="list-style-type: none"> <li>Keep Council informed about the status of an emergency.</li> <li>Make policy decisions based on the MECG’s recommendations.</li> <li>Act as the lead spokesperson during the emergency response.</li> </ul>

Function	Colour ID	General Responsibilities
EOC Director	<b>Green</b>	<ul style="list-style-type: none"> <li>• Establish and maintain a command structure to ensure effective coordination and communication.</li> <li>• Develop and implement strategic goals, objectives, and priorities for the incident response.</li> <li>• Ensure resources are used efficiently to address any logistical challenges that arise.</li> <li>• Serve as the primary point of contact for communication with senior officials, stakeholders, and the public.</li> </ul>
Safety Officer (“SO”)	<b>Green</b>	<ul style="list-style-type: none"> <li>• Identify potential risks and hazards associated with the incident and the associated response activities.</li> <li>• Establish and enforce safety protocols and procedures to protect response personnel and the public.</li> <li>• Evaluate the effectiveness of safety measures and adjust strategies as needed to address new risks.</li> </ul>
Emergency Information Officer	<b>Green</b>	<ul style="list-style-type: none"> <li>• Use various communication channels (including press releases, social media, websites, and public announcements) to reach diverse audiences.</li> <li>• Serve as the primary point of contact for media inquiries, managing interactions with journalists and media outlets.</li> <li>• Collaborate with other agencies and organizations involved in the response to ensure consistent messaging and information sharing.</li> </ul>

Function	Colour ID	General Responsibilities
Liaison Officer ("LO")	Green	<ul style="list-style-type: none"> <li>• Act as the primary point of contact between the EOC Director/Commander and external agencies, including government departments, non-governmental organizations, and other partners involved in the response.</li> <li>• Address stakeholder concerns and needs by relaying relevant information to the EOC Director/Commander and response teams.</li> <li>• Identify and coordinate the use of resources provided by external agencies, ensuring that they are effectively integrated into the response operations.</li> </ul>
Incident Scribe	Green	<ul style="list-style-type: none"> <li>• Record key decisions, actions, and discussions to ensure there is an accurate and comprehensive record of the emergency response.</li> <li>• Ensure that all documents are filed systematically and can be retrieved quickly when needed.</li> <li>• Compile information from various sources to create comprehensive and accurate reports.</li> </ul>
Operations Section	Red	<ul style="list-style-type: none"> <li>• Assume overall responsibility for the management and execution of all operational activities related to the incident.</li> <li>• Develop and implement the Incident Action Plan, outlining specific tactical objectives, strategies, and resource requirements.</li> <li>• Monitor the use of resources, adjust allocations (as needed) to address changing conditions and priorities.</li> </ul>

Function	Colour ID	General Responsibilities
Planning Section	<b>Blue</b>	<ul style="list-style-type: none"> <li>• Develop and update the Incident Action Plan in coordination with the EOC Director/Commander and other section chiefs.</li> <li>• Continuously gather, analyze, and disseminate information about the incident to maintain real-time situational awareness.</li> <li>• Maintain detailed records of all planning activities, including decisions, resource allocations, and operational updates.</li> <li>• Anticipate future needs and potential developments based on current incident data and trends.</li> </ul>
Logistics Section	<b>Yellow</b>	<ul style="list-style-type: none"> <li>• Identify, acquire, and allocate resources (including personnel, equipment, supplies, and facilities) to support response operations.</li> <li>• Maintain inventories and track the availability of critical resources.</li> <li>• Identify, set up, and manage facilities needed for response operations, including command posts, shelters, and staging areas.</li> <li>• Work closely with other section chiefs (including Operations, Planning, and Finance &amp; Administration) to ensure integrated and coordinated logistics support.</li> </ul>
Finance & Administration Section	<b>Grey</b>	<ul style="list-style-type: none"> <li>• Develop and manage the budget for the incident, ensuring that funds are allocated efficiently and effectively.</li> <li>• Monitor expenditures and ensure that all financial transactions are documented and comply with relevant regulations and policies.</li> <li>• Maintain accurate records of all personnel involved in the response, including timekeeping, payroll, and assignments.</li> <li>• Ensure that all financial and administrative activities comply with relevant laws, regulations, and policies.</li> </ul>

Function	Colour ID	General Responsibilities
Public Information Management Section	<b>Purple</b>	<ul style="list-style-type: none"> <li>• Prepare and share information with the public through public information releases, warnings, and alerts.</li> <li>• Monitor the media and the public's reaction to the incident, acting as the media liaison for all media-related activities.</li> <li>• Develop media messages for the Incident Action Plan and all public-facing messages.</li> <li>• Advise the EOC Director and the Public Information Management Section's personnel on communications issues.</li> </ul>

### 5.5 Emergency Operations Centre

The EOC is a centralized location where key personnel and representatives from various organizations gather to manage and coordinate emergency response efforts.

The EOC facility is staffed by personnel from various departments, such as:

- CEMC
- EOC Director
- Liaison Officer
- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance Section Chief

The EOC supports incident response activities, coordinates resources, plans for short and long-term needs, and facilitates communication and collaboration among responding agencies. The facility can also serve other needs (such as emergency shelters), and it can operate virtually if necessary.

The effective operation of an EOC ensures efficient coordination and response during incidents.

## **EOC Requirements and Access**

Georgian Bay must ensure that its EOC facilities meet the following criteria:

- The facility must have proper workspaces and utilities available.
- The facility must have an effective communication system and communication capabilities.
- The facility must be secure from unnecessary distractions.

Only MECG members and support staff should have access to the EOC. All other persons and groups must receive authorization from the MECG to enter the EOC. No media presence is allowed in the EOC.

## **Set-Up Process and Sign-In Procedure**

Once the MECG receives confirmation to activate the EOC, any of its members can begin setting up the facility as soon as it is practical. If another location is established, the first arriving MECG members will work together to determine the layout and equipment needed for the response.

Upon arrival at the EOC, each MECG member will complete the following steps:

1. Sign in.
2. Check your phone and communication devices for any messages delivered prior to your arrival.
3. Obtain a personal log.
4. Contact your department or agency to obtain a status report. Activate the departmental plan (if necessary).
5. Participate in the initial briefing.
6. Participate in planning the initial response and decision-making process.
7. Relay the MECG's decisions to your department or agency.
8. Continue participating in the EOC operations cycle.

Upon leaving the EOC, each MECG member will complete the following steps:

1. Conduct a handover with the person relieving you (if applicable).
2. Sign out.
3. Inform the CEMC of where they can contact you (in case you are needed at the EOC again).

## **Functions and Organizational Structure**

The functions and organizational structure for the EOC will follow the IMS structure established for the MECG (and the MECGS, as needed). Additional functions may be implemented to support the response if they are deemed necessary.

For a complete list of the functions, roles, and responsibilities related to emergency management, see Annex C.

## **MECG Operating Structure**

The MECG does not need all its members present to function, but each member must still be contacted when an emergency notification is given. The MECG can begin functioning after any three of its members arrive at the EOC. Additional members will join in the EOC's operations as they arrive at the facility.

Once the EOC is set up, the EOC Director/EOC Commander will assign an incident scribe to maintain the EOC's status boards, maps, and master event log. The scribe will display these documents in a prominent place and ensure they remain current.

## **External Support for the Emergency Operations Centre**

Depending on the emergency, the EOC may require expertise or support from additional sources to help mitigate the incident.

The EOC can request assistance on an as-needed basis. The contact information for outside sources can be located in Annex B.

## **Meetings in the Emergency Operations Centre**

The MECG members will gather at regular intervals to inform each other of any actions taken and problems encountered since their previous meeting. Meetings will be as brief as possible to allow time for the MECG members to carry out their responsibilities.

The EOC Director will establish the frequency of these meetings and their agenda items using the Planning P cycle. This cycle begins by gaining an understanding of the situation and then gathering information. Objectives and strategies are then established. This process leads to the development and implementation of action plans. The Planning P cycle also includes continuous monitoring and evaluation of the response, with adjustments made to address evolving circumstances (as needed). The Planning P emphasizes ongoing assessment, collaboration, and communication to optimize emergency response efforts.

Figure 2 illustrates the Planning P cycle for the MECG (barring any disruptions to EOC operations).

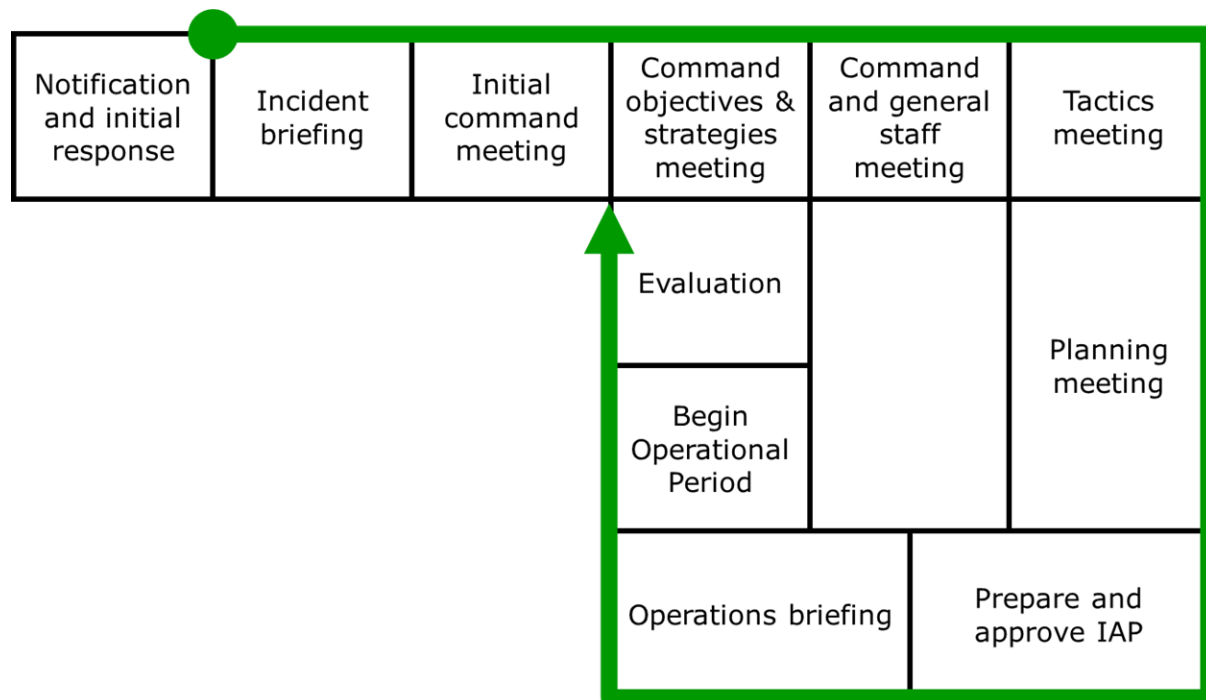


Figure 2. Recommended work cycle for the MECG.

### Information Management – Internal Communications

It is critical for incident response personnel to communicate with each other, sharing accurate and up-to-date information. Each responding agency is responsible for establishing its own telecommunications links with its Section Chief.

Routine information updates should be shared with incident responders and leadership personnel, as well as between incident sites and the EOC. This communication can be relayed through teleconference calls and meetings, which may be pre-planned or arranged as needed, along with situation reports and other briefing documents.

### Message Classification and Management

During an emergency response, efficient message management is crucial due to high traffic. Messages to and from the EOC are classified as follows:

1. **Emergency:** These messages are used when there is the potential of imminent death or serious injury, including emergency alerts or immediate action directives. These messages take priority over all other traffic, and they should be used sparingly.
2. **Priority:** These messages are used to relay specific time limits or significant impacts, including official messages not classified as an “emergency.”
3. **Routine:** These messages are for administrative information or non-critical, non-time-sensitive messages, including routine logistics support.

The message originator is responsible for assigning the appropriate level of priority to their communication. Support staff (directed by the Operations Section Chief) will handle incoming calls to the EOC, ensuring the proper classification and routing of messages to their intended recipients using the form IMS 213.

This structured approach ensures that urgent matters are addressed promptly while maintaining an organized flow of communication throughout the emergency response.

### **Disseminating Decisions by the MECG**

Decisions made by the MECG shall be transmitted to the appropriate response agency. This function shall be coordinated by the Operations Section Chief (or their alternate).

Decisions are made by the EOC Director, and only individuals with explicit authority from the EOC Director have the ability to make decisions. Verbal decisions are acceptable in urgent situations, but, as a follow-up action, written documentation must be created for accountability and record-keeping purposes.

The form IMS 213 (General Message) should be used as the formal way to notify leadership personnel of decisions and actions taken. This process ensures that all leadership personnel are kept informed. The process also maintains a clear chain of command and upholds the integrity of documentation during the emergency response.

### **Information Management – External Communications**

A media centre will be established (as necessary) depending on the size or type of incident. An alternative location may also be established due to the location of the incident.

The Emergency Information Officer is responsible for setting up the media centre.

The EOC Director/Commander is responsible for maintaining a level of preparedness within the media centre by ensuring equipment and resources are readily accessible.

## **5.6 Emergency Site Management**

### **Definition of an Emergency Site**

An emergency site is the location of an emergency. The emergency site also includes an area called “buffer space,” which is the area around the emergency where response activities are conducted.

Figure 3 illustrates a general diagram of an emergency site. The diagram is included for reference purposes only, as the layout of each emergency site will differ.

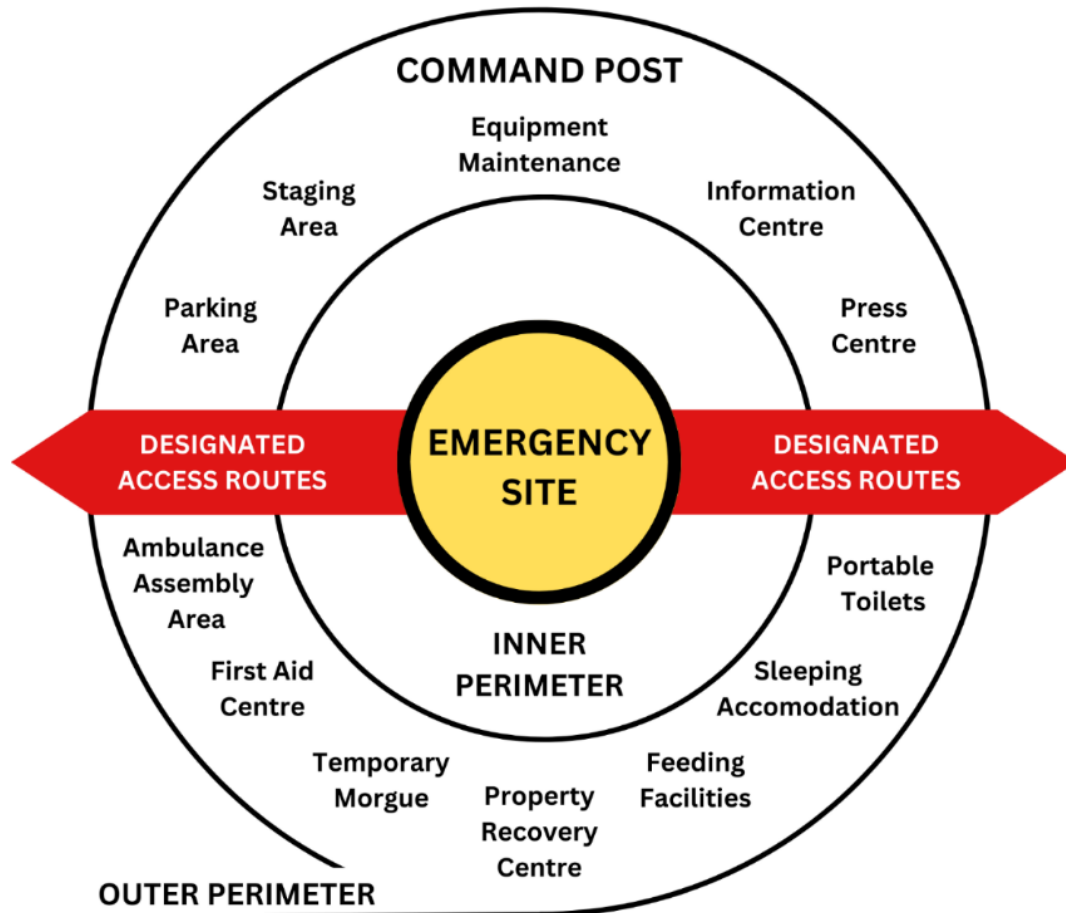


Figure 3. Diagram of a suggested emergency site layout.

### Responsibilities of the Incident Commander

The Incident Commander is the individual who is appointed to control the operations at an emergency site. If the incident involves more than one emergency site, each site will have its own Incident Commander. Depending on the type of emergency, the site Incident Commander is usually the most experienced and knowledgeable responder. However, the choice of Incident Commander must be approved by the EOC.

After they are appointed, the Incident Commander has the following responsibilities:

- Take control of the emergency site.
- Assume the ultimate responsibility for all aspects of the emergency site.
- Limit responsibilities and activities to actions conducted within the perimeter of the emergency site. (Anything outside those boundaries must be handled by the appropriate off-site response personnel.)

For a detailed list of the roles and responsibilities of the Incident Commander, see Annex C.

## **Command Post**

The coordination and command of an incident site is handled from a command post. The Incident Commander will establish a command post at each emergency site.

All inter-agency communications will be routed through the command post, and a direct link will be established with the EOC.

A command post can be moved at the discretion of the Incident Commander. If the location changes, the Incident Commander must ensure that all personnel are aware of the command post's new site.

## **5.7 Evacuation**

Effective evacuation planning is vital to ensuring the safety of residents and visitors during an emergency.

Georgian Bay has established evacuation procedures that outline which actions are needed to conduct a safe and orderly evacuation.

## **5.8 Emergency Social Services**

Emergency social services (“**ESS**”) are crucial for safeguarding the well-being of residents and visitors during an emergency. These services ensure that individuals affected by emergencies have access to essential items (such as shelter, food, clothing, and emotional support). Collaboration among municipal agencies, non-governmental organizations, and community groups is vital to delivering ESS efficiently and effectively.

Planning for ESS should include the establishment of reception centers, the coordination of resources, and the definition of roles for responders and volunteers. The purpose of ESS is to help stabilize affected communities through immediate and compassionate assistance that addresses short-term needs and long-term recovery.

## **5.9 Pandemic Preparedness**

Pandemic preparedness is a critical component of a community's emergency response capabilities. This type of planning involves understanding the potential impacts of widespread health emergencies and ensuring that strategies are in place to protect public health and safety.

Key elements of pandemic preparedness include effective communication with the public, coordination with healthcare partners, and measures to limit the spread of infectious diseases. Preparedness efforts also focus on supporting vulnerable populations, ensuring the continuity of essential services, and promoting community resilience.

For public health guidance related to pandemic response, see Annex I Simcoe Muskoka District Health Unit Pandemic Influenza Plan.

### **5.10 Requests for Assistance**

If Georgian Bay requires additional support or coordination, the township may request emergency response resources or services from another organization. Requests for assistance on behalf of the township are usually made by the CEMC or the Liaison Officer (when the EOC is activated). Conversely, requests for assistance may also be directed to Georgian Bay by similar organizations.

When an organization requests assistance, the party responding to the request does not automatically assume authority and control of the emergency. (This rule applies to requests issued by Georgian Bay or another organization.)

### **5.11 Public Emergency Centres**

The EOC may request that public emergency centres become operational within Georgian Bay.

Examples of public emergency centres include:

- reception/evacuation centres
- warming centres
- lodging centres

Operational assistance may be requested from the District of Muskoka (through the EOC) to support emergency centre operations.

### **5.12 Business Continuity**

If Georgian Bay's critical operations are disrupted, they must be maintained and/or restored in an efficient, effective, and priority-based manner.

When it is necessary to create business continuity plans during an emergency, members of the EOC may reference Annex E: Critical Infrastructure Identification.

## 6.0 Training, Exercises, and Evaluation

### 6.1 Introduction

The MECG is required to conduct training sessions and an annual exercise simulating an emergency. According to the Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9, as amended, Section 3(5):

Every municipality shall conduct training programs and exercises to ensure the readiness of employees of the municipality and other persons to act under the emergency plan. 2002, c. 14, s. 5 (3).

The ERP is validated through training exercises that test emergency response skills and protocols. This process familiarizes personnel with their roles and responsibilities, and it identifies resource needs, capability gaps, strengths, and areas for improvement.

The purpose of these activities is to evaluate the ERP and relevant procedures. After completing an exercise, the ERP or related response procedures may be revised in order to incorporate updates from post-exercise evaluations and after-action reviews.

### 6.2 Training

Each municipal department is responsible for conducting individual, team, and combined training to ensure that staff are prepared to perform the tasks and responsibilities outlined in their respective emergency response procedures.

### 6.3 Exercises

The purposes of exercises are as follows:

- Practice, test, evaluate, and improve plans and operational capabilities.
- Promote and refine cooperation and coordination among operational teams, staff members, support groups, and command and control elements.
- Stimulate and maintain interest and enthusiasm.

Municipal departments are responsible for developing and conducting simulated, specialty, communication, and major exercises within their respective departments.

The MECG shall conduct a minimum of one exercise per year.

### 6.4 After-Action Reviews and Reports

Following an exercise or the activation of the EOC during an emergency, the CEMC shall coordinate a debriefing session. The information collected during a debriefing session will serve as the basis for an after-action report (“**AAR**”).

The AAR process is used to analyze the implementation of plans, procedures, and decisions. The purpose of the review is to assess operational gaps, identify areas for improvement, and identify ways to update the EMP (as needed).

## **6.5 Evaluation**

Each department or agency is responsible for evaluating its emergency response procedures and the readiness of its respective organization.

Significant occurrences that limit or preclude an organization from performing the responsibilities outlined in the ERP must be reported to the CEMC.

## 7.0 Plan Administration and Maintenance

### 7.1 Review and Revision

This ERP must meet the following requirements:

- The ERP must be reviewed by the EMPC on an annual basis.
- The ERP must conform to the District of Muskoka Emergency Plan.
- The ERP must be supplied to the Solicitor General through EMO.

The CEMC may make administrative revisions to this ERP without the enactment of an amending bylaw. (The CEMC can also make administrative revisions/changes to the annexes that have been developed for this ERP.)

All non-administrative amendments to this ERP require Council to approve an applicable amending bylaw before the changes can be made.

It is the responsibility of each person, department, and service cited in the ERP to notify the CEMC of any required changes.

### 7.2 Plan Amendments

Amendments to the ERP will be identified and recorded in Table 5 below.

Whenever Georgian Bay modifies this ERP, it will provide updated copies to the locations and groups identified in the Distribution List (included in section 7.3 of this document).

Table 5. Record of amendments.

#	Date Reviewed	Amendment	Approved By
1	2017	General ERP review, add IMS	Council
2	2018	HIRA & MECG	CEMC
3	2019	Update MECG	CEMC
4	2020	General ERP review	CEMC
5	2021	General ERP review	CEMC
6	2022	General ERP review	CEMC
7	2023	General ERP review	CEMC
8	2024	Update MECG	CEMC
9	2025	Emergency Response Plan update	
10			
11			
12			
13			
14			
15			

### 7.3 Distribution List

Georgian Bay will distribute copies of its ERP to the locations, persons, and groups listed in Table 6. (The township will issue updated copies of the ERP as required.) All plan holders must retain their copy of the ERP.

A public copy of the ERP is available through Georgian Bay's website and at the municipal locations identified in Table 7.

Table 6. Distribution list for the Emergency Response Plan.

Location, Person, or Group	Number of Copies	Format
Mayor	1	Digital
Councillor Ward 1	1	Digital
Councillor Ward 2	1	Digital
Councillor Ward 3	1	Digital
Councillor Ward 4	1	Digital
CAO	1	Digital
Director of Corporate Services/Clerk	1	Digital
Director of Financial Services/Treasurer	1	Digital
Director of Operations	1	Digital
Director of Planning	1	Digital
Director of Sustainability	1	Digital
Director of Fire & Emergency Services/Fire Chief	1	Digital
Director of Human Resources	1	Digital
Deputy Fire Chief	1	Digital
Supervisor of Municipality Law Enforcement	1	Digital
Fire & Emergency Services Technical Assistant	1	Digital
Emergency Management Ontario	1	Digital

Table 7. Distribution list for public copies of the Emergency Response Plan.

Location	Number of Copies	Format
Township of Georgian Bay Website	1	Digital
Township of Georgian Bay Office	1	Hard Copy

#### 7.4 List of Emergency Response Plan Annexes

In addition to the main document, the ERP for Georgian Bay has supplementary annexes. Those annexes contain information, forms, and checklists for the MCEG.

The ERP annex documents are as follows:

- Annex A: Emergency Plan Activation
- Annex B: Staff Notification and Recall
- Annex C: Municipal Emergency Control Group and Municipal Emergency Control Group Support Roles and Responsibilities
- Annex D: Hazard Identification & Risk Assessment
- Annex E: Critical Infrastructure Identification
- Annex F: Declaration Checklist and Forms
- Annex G: Forms and Checklists
- Annex H: Mutual Assistance Agreements
- Annex I: Simcoe Muskoka District Health Unit Pandemic Influenza Plan
- Annex J: Supporting Plans

The annexes contained in the ERP are deemed confidential. The documents include sections with sensitive information, and access to that information is restricted to authorized personnel. This restriction is necessary to ensure the security and integrity of Georgian Bay's emergency response operations.

The unauthorized disclosure of the annexes or their contents is strictly prohibited, as it may compromise the safety and effectiveness of Georgian Bay's emergency response efforts.

Questions regarding access to the ERP annexes—or the confidentiality requirements—should be directed to the CEMC for Georgian Bay.

## 8.0 Glossary of Abbreviations, Acronyms, and Terms

### 8.1 List of Abbreviations and Acronyms

Table 8 summarizes the abbreviations and acronyms used in this document.

Table 8. List of abbreviations and acronyms.

Abbreviation/ Acronym	Definition
AAR	After-action report
CAO	Chief administrative officer
CEMC	Community emergency management coordinator
CI	Critical infrastructure
Council	The Council of the Township of Georgian Bay
EIO	Emergency information officer
EMP	Emergency management program
EMS	Emergency medical services
EMPC	Emergency management program committee
EMPCA	Emergency Management and Civil Protection Act
EOC	Emergency operations centre
ERP	Emergency response plan
HIRA	Hazard identification risk assessment
IAP	Incident action plan
IMS	Incident management system
MECG	Municipal Emergency Control Group
MFIPPA	Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990

For definitions related to the terms listed above, see section 8.2 of this document.

## 8.2 List of Definitions

Table 9 defines various terms used in this document, indicating their relation to Georgian Bay (as applicable).

Table 9. List of definitions.

Term	Definition
Chief Administrative Officer	This individual is responsible for the administrative management of Georgian Bay.
Command Post	This area is the on-site control and communication centre where the incident commander coordinates activities and communicates with the EOC and other operational sites.
Command Staff	This group consists of various roles, including an EOC director, a liaison officer, a safety officer, and an emergency information officer. These roles are defined as part of the IMS framework.
Community Emergency Management Coordinator	This individual is responsible for developing and implementing Georgian Bay's emergency management program. This role works in conjunction with the Emergency Management Program Committee.
Critical Infrastructure	This term refers to the interdependent, interactive, and interconnected networks of institutions, services, systems, and processes. Critical infrastructure must be maintained in order to meet vital human needs, sustain the economy, and maintain continuity/confidence in the government.
Emergency	<p>An emergency is a situation (or an impending situation) that could result in serious harm to persons or substantial damage to property.</p> <p>An emergency can be caused by the forces of nature, a disease (or other health risks), an accident, or a specific action (whether intentional or otherwise).</p>
Emergency Information Officer	This individual develops and releases emergency information to the public and media (as per the approval of the CAO and applicable incident command staff).
Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9	This legislation requires all municipalities to develop and implement an emergency management plan and program.

Term	Definition
Emergency Management Ontario	This organization operates within the Treasury Board Secretariat in the Province of Ontario. The purpose of this group is to monitor, coordinate, and assist with developing and implementing emergency management programs.
Emergency Management Program	<p>This program refers to a coordinated framework that is designed to minimize harm to people, property, and the environment during emergencies.</p> <p>These programs involve planning, organizing resources, training personnel, and establishing protocols. Various risk assessments, communication strategies, public education initiatives, and emergency exercises are also included in an emergency management program.</p>
Emergency Management Program Committee	This group oversees and approves the development, implementation, and maintenance of the emergency management program. The group works in conjunction with the CEMC.
Emergency Operations Centre	<p>This site is the designated facility where the Municipal Emergency Control Group and other officials assemble to manage an emergency response.</p> <p>Ideally, an EOC should have the resources and capacity to operate virtually (if needed).</p>
Emergency Response Plan	This document outlines the components and requirements of the emergency management program, serving as a framework for emergency responses.
EOC Director	This individual is responsible for managing the activities that take place in the EOC. This role also supports the incident command that operates at an emergency site.
Evacuation Centre	This site is a designated safe gathering place for people displaced from their homes due to an emergency. The facility should be able to provide shelter, food, and recreational activities and meet the basic requirements of evacuees.
Finance and Administration Section	This group is defined by the IMS. Assigned duties in the EOC include managing financial costs and human resources related to an emergency response.

Term	Definition
Hazard	A hazard refers to any potential source of harm, damage, or adverse factor that can impact people, property, society, or the environment.
Hazard Identification and Risk Assessment	<p>This assessment is a method of identifying and prioritizing hazards based on their likelihood levels and potential impacts on the local community.</p> <p>The results of the assessment can be used to evaluate identified risks in order to develop effective emergency preparedness efforts.</p>
Incident Action Plan	This plan is an oral or written strategy that outlines how to manage an incident. The plan identifies key priorities by providing an assessment of the current situation, a list of current objectives, and a list of strategies and tactics that might need to take place in order to meet the specified objectives.
Incident Commander	<p>This individual is a public sector official (usually from the local fire service, police service, ambulance service, or public works department).</p> <p>Assigned duties include overseeing the coordination of resources and the development of actions to resolve the emergency at the incident site.</p>
Incident Management System	This framework is a response system that is designed to help with managing emergency responses. The IMS provides a standardized way for communities and organizations to work together during emergencies, and it can be used at an emergency site or in an EOC.
Liaison Officer	<p>This individual is part of the Command Section in the EOC.</p> <p>Assigned duties include serving as the primary contact for the organizations that are cooperating with or supporting response efforts.</p>
Logistics Section	<p>This group is defined by the IMS as the EOC section that is responsible for providing resources during an emergency response. These resources can include facilities, transportation, supplies, fuel, maintenance equipment, food services, communications, and medical services for responders and support personnel.</p> <p>The personnel assigned to the Logistics Section are often referred to as the “getters” of the EOC.</p>

Term	Definition
Municipal Disaster Recovery Assistance	This provincial financial assistance program is intended to reimburse municipalities for extraordinary costs associated with emergency responses, such as repairs to essential property and infrastructure following a natural disaster.
Municipal Emergency Control Group	<p>This group is responsible for managing emergency responses within Georgian Bay.</p> <p>The members of this group include key decision-makers and officials who have the authority to direct or coordinate human and material resources within the township.</p>
Mutual Aid Agreement	This type of agreement is developed between two or more emergency services (usually fire departments) to render aid to the parties of the agreement. These agreements can also include emergency services within the private sector (when appropriate).
Mutual Assistance Agreement	<p>This type of agreement is developed between two or more jurisdictions to render assistance to the parties of the agreement.</p> <p>Jurisdictions covered by the scope of these types of agreements could include neighbouring cities, regions, provinces, or nations.</p>
Operations Section	This group is defined by the IMS as the EOC section that supports emergency operations at an incident site.
Planning Cycle	<p>This process provides a structure for organizing, assessing, and distributing emergency information and plan management in the EOC.</p> <p>Facilitating a planning cycle requires EOC staff members to meet at predetermined intervals called operational periods. This formal meeting cycle includes continuous monitoring and evaluation of the response, with adjustments made as necessary to address evolving circumstances.</p>
Planning Section	This group is defined by the IMS as the EOC section that maintains situational awareness. Assigned duties include assessing, verifying, and distributing incoming information within the EOC. This group also develops IAPs.

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Term	Definition
Public Information Management Section	This group is defined by the IMS as the EOC section that develops and shares messages with the public and through the media. This section also monitors and responds to social media posts/messages.
Safety Officer	<p>This individual is assigned to either the Command Section of an EOC or an emergency site. This role is responsible for supporting the safety of all individuals involved with an incident and the related response efforts.</p> <p>This role may monitor safety conditions, develop safety measures, assess and communicate information about applicable hazards, and coordinate safety efforts between response organizations.</p>
Warming Station	This site is a designated facility that is intended to serve as a safe gathering place for people affected by an emergency. The purpose of the facility is to provide affected individuals with warmth and access to resources.