Township of
South Stormont

Emergency
Response Plan
August 2011

LAST REVISION – NOVEMBER, 2019

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Glossary	
CANUTEC	A facility operated on a 7 day a week, 24 hours a day basis by the Federal Government for the purposes of providing information on the properties and effects of dangerous goods that could become involved in transportation incidents.
Municipal Emergency Control Group (MECG)	The group responsible for providing the overall strategic direction to an incident that requires an extraordinary response. It is responsible for leading, managing and coordinating. It represents the overall management structure in an emergency.
Chief	The Incident Management System title for individuals responsible for management of functional sections: Operations, Planning, Logistics and Finance / Administration.
Command Staff	In the incident management organization, the Command Staff consists of the special staff positions of Emergency Information Officer, Safety Officer, and Liaison Officer.
Emergency	A situation or impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.
Emergency Information	Information about an emergency that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the public.
Emergency Information Centre (EIC)	A facility specifically designated and properly equipped from which a community will coordinate emergency information activities such as: press releases, receiving public queries, media briefings, and monitoring

Glossary	
EMO	Emergency Management Ontario
Emergency Operations Centre (EOC)	A facility from which incident management support to an incident site is coordinated.
EOC Manager	The individual responsible for all activities within the EOC.
Emergency Responder	Anyone involved in the response to an incident and contributing to the resolution of the problems brought about by the incident.
Evacuation Centre	A facility to provide emergency shelter, food, clothing, etc. to a group of people who have been evacuated from an area as a result of an emergency.
Function	Function refers to the five major activities that are part of the Incident Management System concept: Command, Operations, Planning, Logistics, and Finance / Administration.
General Staff	A group of incident management personnel organized according to function and reporting to an Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Chief, and Finance / Administration Section Chief.
Incident	An occurrence or event, natural or human-caused that requires an emergency response to protect life, property, or the environment.
Incident Action Plan	An oral or written plan containing general objectives reflecting the overall strategy for managing the incident.
Incident Command Post (ICP)	The Incident Command Post is the location from which Incident Command oversees incident management. An ICP is only established when an incident occurs or is planned. The ICP will be positioned outside of the present or potential hazard zone but close enough to the incident to maintain control.

Glossary	
Incident Management System (IMS)	A standardized approach to emergency management encompassing personnel, facilities, equipment, procedures, and communications operating within a common organizational structure.
Incident Commander (IC)	The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.
Incident Management Team	The IC and appropriate Command and General Staff personnel assigned to an incident.
Initial Action	The actions taken by those responders.
Inner Perimeter	An area designated to enclose the emergency site.
Liaison	A form of communication for establishing and maintaining mutual understanding and cooperation.
Liaison Officer	A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.
Logistics	Providing resources and other services to support incident management.
Logistics Section	The section responsible for providing facilities, services, and material support for the incident.
MCSCS	Ministry of Community Safety and Correctional Services
MMA	Ministry of Municipal Affairs
MNR	Ministry of Natural Resources
MOE	Ministry of Environment

Glossary	
MOHLTC	Ministry of Health and Long Term Care
MTO	Ministry of Transportation
OPP	Ontario Provincial Police
Operational Period	The time scheduled for executing a given set of operations actions, as specified in the Incident Action Plan (IAP). Operational periods can be of various lengths, although usually not over 24 hours.
Operations Cycle	The time scheduled for having regular meetings to share information, discuss actions to be taken and / or issues to be resolved.
Operations Section	The section responsible for all tactical incident operations.
Outer Perimeter	An area designated to enclose the emergency area, completely encircling it. The area will include the inner perimeter and leave ample area for setting up supporting functions. The outer perimeter is also used as a control measure between the EOC and ICP, where all coordinated emergency response outside the outer perimeter is the responsibility of the EOC Incident Management Team.
Planning Meeting	A meeting held as needed prior to and throughout the duration of the incident to select specific strategies and tactics for incident control operations and for service and support planning. For large incidents, the planning meeting is a major element in the development of the IAP.
Planning Section	Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP.

Glossary	
Reception Arrangements	A process by which evacuees are directed to a central location for registration, first aid, decontamination (if needed) and emergency lodging, feeding, clothing, etc.. In some circumstances, it may be necessary to establish a separate reception centre that would register and direct evacuees to one or more evacuation centres.
Resources	Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational or support capabilities at the incident site or at the EOC.
Response	Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operational plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavourable outcomes.
Safety Officer	A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.
Site	The geographic area in which an incident is occurring, and where an incident management team with the most direct hands-on response roles operates.
Spills Action Centre (SAC)	A facility operated on a 24 hour / 7 days a week basis for receiving reports on spills.
Strategy	The general direction selected to accomplish objectives set by the IC and / or MECG.
Task Force	A combination of resources assembled to support a specific mission or operational need.

PART 1: INTRODUCTION

1.   Emergencies are defined as situations or impending situations that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that are caused by forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise. They can affect public safety, meaning health, welfare and property, as well as the environment and economic health of the Township of South Stormont.

2.   The population of the Township of South Stormont is approximately 12,000 residents. During summer months, the tourist industry adds a transient population of approximately 600 people per day with peaks of up to 3000 during special events on the Long Sault Parkway.

3.   In order to protect residents, businesses and visitors, the Township of South Stormont requires a coordinated emergency response by a number of agencies with strategic direction, oversight, and support provided by the township's Municipal Emergency Control Group (MECG). The MECG will appoint a select team to assume incident management functions and operate within a township Emergency Operations Centre (EOC).

4.   Actions outlined in this emergency response plan are arrangements and procedures distinct from the normal, day-to-day operations carried out by our local emergency services.

5.   The South Stormont Emergency Management Program Committee developed this emergency response plan.

6.   Every official, municipal department and supporting agency must be prepared to carry out assigned responsibilities in an emergency. This emergency response plan has been prepared to provide key officials, municipal departments and supporting agencies of the Township of South Stormont important emergency response information related to:

      a.   roles and responsibilities during an emergency, and
      b.   arrangements and services.

7.   Copies of the Township of South Stormont Emergency Response Plan may be viewed at the Township Office to provide residents, businesses and interested visitors with the opportunity to be aware of its provisions. Should the Township of South Stormont be requested to provide a person with a disability a copy of this Emergency Response Plan, the

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2012-095
Dec. 12/12

Township will take into consideration the communication needs of the person with a disability and endeavour to provide the information to the person in a format that takes into account the person's disability.

For more information, contact:
Community Emergency Management Coordinator
Township of South Stormont
2 Mille Roches Road
Long Sault, ON K0C 1P0
(613) 534-8889
info@southstormont.ca

PART 2:   AIM

8.   The aim of this plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare, environment and economic health of the residents, businesses and visitors to the Township of South Stormont when faced with an emergency.

9.   The plan enables a centralized controlled and coordinated response to emergencies in the Township of South Stormont. It meets the legislated requirements of the *Emergency Management and Civil Protection Act*. (Reference: R.S.O. 1990, Chapter E.9)

10.   Emergencies can occur within the Township of South Stormont. Based on a Hazard Identification and Risk Assessment (HIRA) process, the South Stormont Emergency Management Program Committee has identified the following as priority risks:

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2019-008
Jan 23/19

a.   Transportation Accidents – Road and Rail;
b.   Severe Weather Storms;
c.   Human Health Emergencies and Epidemics;
d.   Fires – Woodlands / Grasslands / Roads;

11.   The HIRA process will be reviewed on an annual basis by the South Stormont Emergency Management Program Committee and risk priorities revised as required.

12.   For further details, contact the Community Emergency Management Coordinator (CEMC).

PART 3: AUTHORITY

General

13. The *Emergency Management and Civil Protection Act (EMCPA)* is the legal authority for this emergency response plan in Ontario.

14. The *EMCPA* states that the:

    "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 or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area."

15. As enabled by the *EMCPA*, this emergency response plan and its elements have been:

    a. issued under the authority of the Township of South Stormont, authorized by By-law No. 2011-059; and
    b. filed with Emergency Management Ontario, Ministry of Community Safety and Correctional Services.

Definition of an Emergency

16. The *EMCPA* defines an emergency as:

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

Activation of Emergency Response Plan

17. Under the *EMCPA*, this emergency response plan authorizes employees of the municipality to take action to protect property and the health, safety and welfare of the citizens of the Township of South Stormont under the plan where an emergency exists but has not yet been declared to exist. The subordinate plans for high risks, attached within Supplement 4 (Township Confidential), may also be implemented, in whole, or in part in the absence of a formal declaration.

18. When such a situation exists, the appropriate member(s) of the MECG will activate the emergency response plan by causing the other members of the MECG to be notified of the situation.

PART 4:   EMERGENCY NOTIFICATION PROCEDURES

19. Only a member of the MECG may initiate the notification procedures.

20. When a member of the MECG receives a warning of a real or potential emergency, that member will immediately contact the township's alert network provider and direct them to initiate the notification of the MECG. The member initiating the call must provide pertinent details (e.g. – a time and place for the MECG to meet) as part of the notification procedure. The recommended format is contained in Appendix 1.

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

22. The township's alert network provider must record the date and time MECG members were contacted.

23. The contact phone numbers and addresses of the MECG members (and their alternates) are contained in Supplement 3 (Township Confidential).

PART 5:   REQUEST FOR ASSISTANCE

24. Assistance may be requested from the United Counties of Stormont, Dundas & Glengarry at any time by contacting the Counties Warden. The request shall not be deemed to be a request that the United Counties assume authority and control of the emergency.

25. Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. A request for assistance should be made by contacting Emergency Management Ontario.

26. A list of contact numbers for requesting assistance is attached as Supplement 3 (Township Confidential).

PART 6:   A DECLARED COMMUNITY EMERGENCY

27. The Mayor or alternate Head of Council of the Township of South Stormont is responsible for declaring an emergency. This decision is

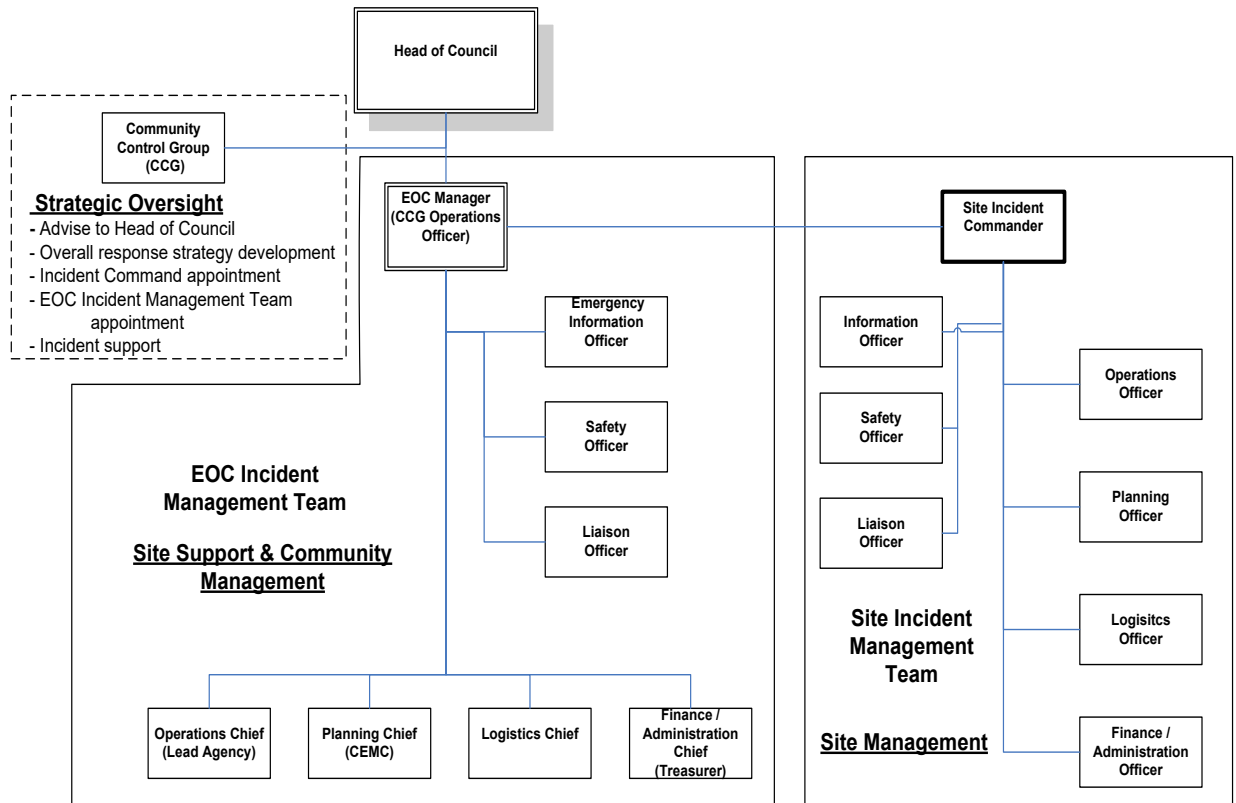usually made in consultation with other members of the MECG.

28.   Upon declaring an emergency, the Head of Council will ensure that the following are notified:

   a.   Emergency Management Ontario, Ministry of Community Safety and Correctional Services;
   b.   Members of the Township Council;
   c.   United Counties Warden, as appropriate;
   d.   Public;
   e.   Neighbouring community officials, as required;
   f.   Local Member of the Provincial Parliament (MPP); and,
   g.   Local Member of Parliament (MP).

29.   A community emergency may be terminated at any time by;

   a.   Mayor or alternate Head of Council;
   b.   Township Council; or,
   c.   Premier of Ontario.

30.   When terminating an emergency, the Head of Council will ensure that the following are notified

   a.   Emergency Management Ontario, Ministry of Community Safety and Correctional Services;
   b.   Members of Council;
   c.   United Counties Warden, as appropriate;
   d.   Public;
   e.   Neighbouring community officials, as required;
   f.   Local member of Provincial Parliament (MPP); and,
   g.   Local Member of Parliament (MP).

PART 7:   COMMUNITY EMERGENCY MANAGEMENT ORGANIZATION

Overall Emergency Management Organization

31.   The community emergency management organization will normally consist of three components as follows:

   a.   an site incident management team,
   b.   a municipal emergency control group, and
   c.   an emergency operations centre incident management team.

32.   The above organization is shown in diagrammatic form as follows:

Head of Council

Community Control Group (CCG)

Strategic Oversight
- Advise to Head of Council
- Overall response strategy development
- Incident Command appointment
- EOC Incident Management Team appointment
- Incident support

EOC Manager (CCG Operations Officer)

Emergency Information Officer

Safety Officer

Liaison Officer

EOC Incident Management Team

Site Support & Community Management

Operations Chief (Lead Agency) | Planning Chief (CEMC) | Logistics Chief | Finance / Administration Chief (Treasurer)

Site Incident Commander

Information Officer

Safety Officer

Liaison Officer

Operations Officer

Planning Officer

Logisitcs Officer

Finance / Administration Officer

Site Incident Management Team

Site Management

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

Incident Site Management

34. **Concept**

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

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

   c. In an emergency, it may be necessary to establish more than one emergency site. In such circumstances, an Incident Commander

should be appointed for each site.

d. In the case of an emergency covering a large geographic area and involving many response agencies, the MECG may decide to establish a number of Task Forces with each having a respective commander.

35**.** **Incident Command Organization.** The ICP should be staffed as necessary based on an Incident Management System (IMS) organization as follows:

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

Municipal Emergency Control Group (MECG)

36. **General**. The overall strategic response to the incident will be directed by the MECG – a group of officials who are responsible for coordinating the provision of essential services necessary to minimize the effects of the emergency on the community.

37. **Composition.** The MECG will be composed of the following or their alternates:

a. Mayor of the Township of South Stormont, or alternate;

b. Chief Administrative Officer, or alternate, who becomes the Operations Officer in the MECG and EOC Manager for the EOC Incident Management Team;

c. Director of Public Works, or alternate;

d. Community Emergency Management Coordinator, or alternate;

e. Emergency Information Officer, or alternate; and,

Amended:
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2015-035
Mar. 11/15,
By-law No.
2017-106
Dec. 13/17

    f.   MECG Scribe; or alternate.

38.   **Special Advisers.** Special advisers may be called upon from public and private agencies having specialist knowledge and advice to give to the MECG. These people may be called upon individually if required. Examples of special advisers are as follows:

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Amended:
By-law No.
2015-035
Mar. 11/15
and
By-law No.
2017-106
Dec. 13/17
And By-law
No. 2019-008
Jan.23/19

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- Director of Building;
- Director of Finance/Treasurer;
- Director of Planning;
- Director of Parks and Recreation;
- Emergency Management Ontario representative;
- Local conservation authority representative;
- Liaison staff from provincial ministries; and,
- SD& G O.P.P. Detachment Commander, or alternate;
- Manager, Cornwall / SD&G Emergency Medical Services, or alternate;
- Medical Officer of Health, or alternate;
- Manager, Cornwall / SD&G Social Services, or alternate;
- Any other officials, experts or representatives from the public or private sector as deemed necessary.

39.   **Function**. The principal function of the MECG is to assist the Head of Council in making and placing in effect any decisions and orders that are made to control and mitigate the effects of an emergency. The MECG may operate with only a limited number of persons depending upon the emergency. While the MECG may not require the presence of all the people listed as members, all members of the MECG must be notified.

Emergency Operations Centre (EOC)

40.   The MECG will normally meet in the EOC. The EOC can be activated for any emergency for the purposes of managing an emergency by maintaining services to the community and supporting the emergency site. The locations of the Township of South Stormont primary and alternate EOCs are detailed in Supplement 2 (Township Confidential).

PART 8:   EMERGENCY RESPONSE SYSTEM

Emergency Site Operations

41.   **Site Command**

    a.   Command is the first and primary organizational component to be

established. The site command element consists of the person or team with the responsibility for managing the response to the incident.

b.   The Incident Commander's responsibilities include:

(1)   ensuring the safety of all responders;

(2)   assessing and reassessing the situation;

(3)   determining goals, strategies, objectives and priorities appropriate to the level of response;

(4)   establishing an appropriate site command structure;

(5)   coordinating all site incident management activities;

(6)   establishing and maintaining liaison with supporting, or cooperating organizations;

(7)   providing information to / briefing the MECG as required;

(8)   establishing incident management facilities as needed;

(9)   approving an Incident Action Plan (IAP);

(10)   managing incident resources (including approval of volunteers);

(11)   managing sensitive issues arising from the incident;

(12)   authorizing the release of emergency information to the public in cooperation with other levels of response subject to guidelines issued by the Head of Council; and,

(13)   ordering incident demobilization as appropriate.

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

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

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

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

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

Municipal Emergency Control Group Operations

47. **Assembly.** Upon learning of a potential emergency, members of the MECG should consider the possible need for activation of the emergency response plan and, if warranted, trigger the emergency notification procedure outlined at Appendix 1. Immediately after that they will report to the EOC. Upon assembling, the Mayor with the advice of other members of the MECG may make a decision to declare an emergency and invoke the provisions of this emergency response plan.

48. **General.**

      a.   The role of the MECG can best be accomplished by round table assessment of events as they occur and by agreeing on an overall strategic response to overcome specific problem areas or situations.

      b.   Normally, the MECG ensures that an EOC incident management team is assembled under the direction of the Chief Administrative Officer as EOC Manager. The EOC incident management team will

develop a community incident action plan (IAP) in support of the site IAP based on the strategy provided by the MECG.

c.   The MECG will validate or appoint Incident Commander(s) depending on the complexities of the emergency.

d.   The MECG will ensure that the Incident Commander(s) have the resources to carry out the overall strategic response.

e.   The MECG will ensure community services continue to function as best possible under the constraints of the emergency.

49.   **Operations Cycle**. Members of the MECG will gather at regular intervals for operational briefings, evaluations, and strategy revisions. The frequency of meetings and agenda items will be established by the MECG Operations Officer / EOC Manager. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities.

50.   **Log Keeping**. It is essential that all members of the MECG maintain detailed records of decisions made and actions taken during the course of the emergency to provide records for historical purposes and possible litigation actions against the community.

51.   **Coordination.** Once decisions have been made by the MECG, it is essential they be quickly and accurately passed to every response agency and, where necessary, to the public. This vital function will normally fall to the EOC Manager who will be responsible for coordinating the activities of the EOC incident management team and for ensuring good communications between all agencies involved in emergency operations.

52.   **Communications.** An important function of every agency is to provide timely information for the benefit of the emergency management decision-making process. This will necessitate reliable systems of communication between the incident site and the EOC for every agency involved.

53.   **Emergency Information Management**. An Emergency Information Centre (EIC) will be established to meet the information needs of the media and the public. An Emergency Information Plan is included in this emergency response plan as Appendix 1.

Municipal Emergency Control Group Responsibilities

54. **Municipal Emergency Control Group.** The actions or decisions which the members of the MECG are likely to be responsible for are:

    a.   calling out and mobilizing their emergency service, agency and equipment;

    b.   coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;

    c.   determining if the location and the composition of the MECG are appropriate;

    d.   advising the Mayor as to whether the declaration of an emergency is recommended;

    e.   advising the Mayor on the need to designate all or part of the township as an emergency area;

    f.   ensuring that an Incident Commander is appointed for command of operations at the incident site;

    g.   ensuring support for the Incident Commander by offering equipment, staff and resources as required;

    h.   determining the overarching objectives and strategies for the emergency;

    i.   evaluating community IAP task results against objectives and strategies set by the MECG;

    j.   providing assistance to the EOC Incident Management Team in relations to matters such as:

        • discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, gas, closing down a shopping plaza / mall;

        • arranging for services and equipment from local agencies *not* under community control i.e. private contractors, volunteer agencies, service clubs;

        • notifying, requesting assistance from and / or liaison with various levels of government and any public or private agencies *not* under municp, as considered necessary; and,

k. determining the need to establish advisory groups and / or sub-committees / working groups for any aspect of the emergency including recovery;

l. authorizing expenditure of money required to deal with the emergency;

m. advising the Mayor on the termination of the emergency; and,

n. participating in the debriefing following the emergency.

Individual Responsibilities of Municipal Emergency Control Group Members

55. **Mayor.** The Mayor or alternate head of council will perform the following responsibilities:

a. provides overall leadership in responding to an emergency;

b. declares an emergency within the designated area;

c. ensures Emergency Management Ontario, Ministry of Community Safety and Correctional Services has been notified of the declaration of an emergency;

d. makes decisions, determine priorities and issue operational direction through the MECG Operations Officer / EOC Manager and the heads of response agencies;

e. requests assistance from senior levels of government when required;

f. ensures members of Council are advised of the declaration and are kept informed of the emergency situation;

g. approves news releases and public announcements submitted by the MECG Operations Officer / EOC Manager; and,

h. terminates the emergency at the appropriate time and ensure all concerned have been notified including the Emergency Management Ontario, Ministry of Community Safety and Correctional Services and the members of Council (Note: Council may also terminate the emergency).

56. **Chief Administrative Officer (CAO).** The CAO or alternate will perform the duties and responsibilities of the MECG Operations Officer / EOC Manager and as such will:

   a.   coordinates all operations within the EOC through the formation of an EOC Incident Management Team based on the ISM Model;

   b.   advises the Mayor on policies and procedures, as appropriate;

   c.   approves, in conjunction with the Mayor, major announcements and media releases prepared by the Emergency Information Officer, in consultation with the MECG;

   d.   ensures that a communications link is established between the EOC and the Incident Commander; and,

   e.   calls out additional staff to provide assistance, as required.

57. **Public Works Official.** The Public Works Official will perform the following functions and responsibilities:

   a.   provides information and advice on public works matters;

   b.   liaises with public works officials in neighbouring communities and at the Counties to ensure a coordinated response;

   c.   maintains liaison with flood control, conservation and environmental agencies and be prepared to conduct relief or preventative operations;

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

   e.   provides resources to assist traffic control, evacuations, and other tasks by clearing emergency routes, marking obstacles, providing road signs, etc.;

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

g.   obtains engineering assistance as necessary;

h.   constructs temporary roads, repairs unsafe roads, and maintains roads within the township system;

i.   makes recommendations and demolishes unsafe structures following appropriate legal procedures:

j.   maintains contact with the agency that operates and maintains sanitary sewage and water systems;

k.   provides equipment for emergency pumping operations;

l.   liaises with the Fire Official concerning emergency water supplies for firefighting purposes;

m.   provides emergency potable water and sanitation supplies and facilities to the requirements of the Health Official;

n.   ensures liaison with the Counties Engineer;

o.   provides an Incident Commander if required; and,

p.   re-establishes essential public works services at the end of an emergency.

58.   **Community Emergency Management Coordinator**. On being notified to report to the EOC, the Emergency Management Coordinator will report on arrival to the MECG Operations Officer / EOC Manager and perform the following functions and responsibilities:

> Amended:
> By-law No.
> 2015-035
> Mar. 11/15

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

b.   opens and maintains the main event log;

c.   provides advice and clarification about the implementation details of the emergency response plan;

g.   ensures that the operations cycle is met and related documentation is maintained and kept for future reference;

h.   assumes the responsibilities of the EOC Planning Section Head in

the EOC incident management team;

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

j.   supervises EOC and EIC decommissioning activities;

k.   produces the post-emergency report; and,

l.   replenishes EOC and EIC supplies in preparation for the next emergency.

59.   **Emergency Information Officer (EIO)**. On being notified to report to the EOC, the Emergency Information Officer will report on arrival to the MECG Operations Officer / EOC Manager and perform the following functions and responsibilities:

a.   establishes a communications link with the site media spokesperson, the community spokesperson, community call-takers and any other media coordinator(s) (i.e. provincial, federal, private industry, etc.) involved;

b.   ensures the EIC is set up and staffed;

c.   ensures the media telephone number is provided to the necessary persons and organizations;

d.   provides direction and regular updates to community call-takers;

e.   drafts public service announcements and media releases for approval by the MECG Operations Officer / EOC Manager and distributes them on approval;

f.   organizes news conferences;

g.   monitors news coverage and correct any erroneous information; and

h.   maintains copies of public service announcements, media releases and articles pertaining to the emergency.

60.   **MECG Scribe**. On being notified to report to the EOC, the MECG Scribe will report on arrival to the MECG Operations Officer / EOC Manager and

perform the following functions and responsibilities:

a. keeps a detailed log of all information received and disseminated in the EOC by the MECG;

b. monitors the steps followed in MECG meetings in relation to the MECG Meeting Checklist;

c. ensures all important decisions made and actions taken by the MECG are recorded;

d. facilitates the development of Status Reports and outline Incident Action Plans;

e. provides minutes of all MECG meetings to MECG members prior to their next meeting, if possible;

f. ensures maps and status boards are kept up to date;

g. provides a process for registering MECG members and maintaining a MECG member list including Special Advisers;

h. assist MECG Operations Officer / EOC Manager as required; and,

i. after the closure of the EOC, ensures that all MECG meeting minutes are typed and along with the detailed log mentioned above are given to the CEMC for filing and safekeeping.

Emergency Operations Centre Incident Management Team

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

62. **IMS Functions**

a. <u>Command</u>

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

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

(a) assessing and reassessing the situation;

(b) determining goals, strategies, objectives and priorities;

(c) establishing an appropriate command structure using IMS;

(d) coordinating all EOC incident management activities;

(e) coordinating overall incident activities with other levels of response;

(f) establishing and maintaining liaison with supporting, or cooperating organizations;

(g) providing information to / briefing the MECG as required;

(h) establishing or activating facilities in support of the emergency, as needed;

(i) establishing an operational planning cycle as required;

(j) approving a Community Incident Action Plan (IAP);

(k) managing incident resources including approval of volunteers;

(l) managing sensitive issues arising from the incident;

(m) authorizing the release of emergency information to the public in cooperation with other levels of response after receiving concurrence from the Head of Council; and,

(n) ordering incident demobilization as appropriate.

b. Command Staff

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

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

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

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

(5) More detailed information on the responsibilities of the EIO, Safety Officer, and LO will be provided in the EOC Procedures Manual.

c. General Staff.

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

(2) The Operations Section will implement the community IAP. The lead response agency will be prepared to provide a section chief.

(3) The Planning Section will develop the community IAP. The CEMC will be prepared to act as section chief.

(4) The Logistics Section will provide all supporting resources.

The section chief will be appointed by the EOC Manager after assessing the skills and knowledge required in support of the emergency.

(5)   The Finance / Administration Section will provide the financial and cost analysis support to the incident. The Township Treasurer will normally act as section chief.

(6)   More detailed information on the responsibilities of the General Staff based on the IMS Model will be provided in the EOC Procedures Manual.

Supporting Agencies.

63. **Police Official.** The Police Official will perform the following functions and duties:

<table>
<tr><td>Amended: By-law No. 2019-103 Nov 27/19</td></tr>
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a. provide the MECG with information and advice on law enforcement matters;

b. call out additional resources as required;

c. notify the coroner of fatalities;

d. liaise with other police agencies, as required; and,

e. provide an Incident Commander if required.

64. **Fire Official.** The Fire Official will perform the following functions and duties:

a. provides the MECG with information and advice on firefighting and rescue matters;

b. informs the Mutual Aid Fire Coordinator and trigger mutual aid arrangements for the provision of additional firefighting manpower and equipment if needed;

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

d. provides assistance to other municipal departments and agencies if necessary; and,

e. provides an Incident Commander if required.

65. **Emergency Medical Services (EMS) Official**. The EMS Official will perform the following functions and duties:

   a. establishes contact with the Central Ambulance Communications Centre (CACC) to keep abreast with the situation at the scene of the emergency;

   b. provides the MECG with information on the triage, treatment and transportation of casualties;

   c. notifies area hospitals of the emergency situation;

   d. establishes on-going communications with emergency department personnel at area hospitals and the Health Official;

   e. liaise with other ambulance agencies, as required;

   f. advise if other means of transportation are required for those with minor injuries in a large scale response; and,

   g. provide an Incident Commander if required.

66. **Health Official.** The Health Official will either perform the following functions or report the situation to a competent medical authority who would then take such appropriate action, in conjunction with the MECG, as the situation warrants:

   a. acts as a coordinating link for all emergency health services at the EOC;

   b. ensures liaison with the Ontario Ministry of Health and Long Term Care, Public Health Branch;

   c. ensures liaison with the EMS representative and local hospitals;

   d. provides advise on any matters which may adversely affect public health;

   e. provides authoritative instructions on health and safety matters to the public through the Emergency Information Officer (EIO);

f. coordinates the response to disease related emergencies or anticipated emergencies such as epidemics, according to the Ministry of Health and Long Term Care policies;

g. ensures coordination of care for bed-ridden citizens and invalids at home and in reception / evacuation centres during an emergency;

h. ensures liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources;

i. ensures coordination of all efforts to prevent and control the spread of diseases during an emergency;

j. notifies the Public Works Official regarding the need for potable water supplies and sanitation facilities; and,

k. ensures liaison with the Social Services Official on areas of mutual concern regarding health services in reception / evacuation centres; and,

l. in human health emergencies and epidemics provides an Incident Commander.

67. **Social Services Official.** The Social Services Official will perform the following responsibilities and duties:

a. provide information and advice on social services matters;

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

c. according to the nature of the emergency, implements appropriate aspects of a social service plan to provide for:

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

> (2) distribution of clothing and other essentials to evacuees;

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

(4) ongoing communications between R&I staff in reception / evacuation centres and staff in the community's EIC; and,

(5) emergency purchases of food, supplies, etc., that cannot be obtained in any other way;

d. liaises with the Police Official with respect to pre-designated reception / evacuation centres that can be opened on short notice;

e. liaises with the Health Official on areas of mutual concern regarding operations in reception / evacuation centres;

f. ensures a representative of local school boards are notified when their facilities are required as reception / evacuation centres, and that staff and volunteers utililizing school facilities take direction from a Board representative(s) with respect to their maintenance, use and operations; and,

g. ensures liaison with local Community Care Access Centre (CCAC) resources as required.

68. **Area Boards of Education.** Area boards of education are responsible for the following:

a. providing of any school, as appropriate and when available, for use as an evacuation or reception centre as per signed agreements between the Township and the respective Board of Education;

b. upon being contacted by the Social Services Officer, the provision of board representatives to coordinate and provide direction with respect to maintenance, use and operation of the facilities being utilized as an evacuation or reception centre;

c. ensuring liaison with the municipality as to protective actions to the schools (i.e., implementing school stay in place procedure and implementing the school evacuation procedure); and,

d. maintaining a personal log of all actions taken by board representatives.

69. **Area Hospitals.** The chief executive officer of each area hospital is responsible for:

   a. implementing the hospital emergency response plan;

   b. maintaining contact with the Medical Officer of Health and local ambulance representatives with respect to hospital and medical matters as required;

   c. contacting the Ministry of Health and Long Term Care as required: and,

   d. maintaining a personal log of all actions taken.

70. **Canadian Red Cross Society**. The senior officer of the local Canadian Red Cross Society unit is responsible for taking action as follows in accordance with a signed agreement between the City of Cornwall (Cornwall / SD&G Social Services) and the agency:

   a. implementing the local Red Cross notification (fan-out) system;

   b. maintaining contact with the Social Services Official to assist in providing food, clothing, accommodation, and personal services to persons in need due to the emergency;

   c. assisting in the operation and staffing of a Registration and Inquiry Centre;

   d. assisting in the management of reception centres and evacuation centres;

   e. ensuring all volunteers responding to the emergency are registered with the Canadian Red Cross Society and the Township of South Stormont; and

   f. maintaining a personal log of all actions taken.

71. **Area Amateur Radio Club**. The senior officer of a local amateur radio club when supporting an emergency is responsible for:

   a. providing radio communications under the direction of the EOC Manager; and,

   b. ensuring all radio operators and supporting staff responding to the

emergency are registered with the area amateur radio club and the Township of South Stormont.

72. **Ontario Society for the Protection of Cruelty to Animals (Ontario SPCA).** The senior officer of the SD & G Branch of the Ontario SPCA when supporting an emergency is responsible for:

    a. Identifying and coordinating local animal protection activities: and,

    b. Ensuring all volunteers responding to the emergency are registered with the Ontario SPCA and the Township of South Stormont.

73. **Other Agencies.**

    a. The Township may enter into agreements with other area agencies to assist with the emergency such as the following:
        (1)   Salvation Army
        (2)   St. John Ambulance
        (3)   Service Clubs

    b. Senior officers of the above organizations when responding to an emergency will ensure that all members serving as volunteers are registered with that organization and with the Township of South Stormont.

PART 9:   ADMINISTRATION

74. **Emergency Management Procedures.** An emergency management procedures manual will supplement this emergency response plan. This manual will define the emergency management process and will provide checklists and forms to enhance the efficiency and the effectiveness of the response by township personnel to an emergency.

75. **Resource Inventory**. A resource directory will be developed to assist in identifying the source of resources that are beyond those of the township and that may be required to meet the needs of an emergency, especially those risks that have been identified as highly probable and / or will cause significant consequences.

76. **Annual Review**. In accordance with the EMPCA and Ontario Regulations 380 /04, the emergency response plan will be reviewed annually and revisions to it will be submitted to EMO.

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<tr><td>Amended:
By-law No.
2017-106
Dec. 13/17</td></tr>
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Appendix 1

EMERGENCY PUBLIC INFORMATION PLAN

1. **GENERAL**

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

2. **AIM**

    The aim of this appendix to the Township of South Stormont Emergency Response Plan is to guide officials in providing effective information to the public.

3. **SCOPE**

    a. Concept. The concept of this emergency public information plan is to provide coordinated and controlled release of information to the public.

    b. Information Systems. The following information systems should be considered as a means of reaching the public to inform them of the details related to the emergency:

        - Personal contact
        - Loud hailer
        - Telephone – line, cellular, satellite
        - Telephone – facsimile
        - Public address system
        - Flyers
        - Public service announcements – radio & television
        - Media releases – newspapers, radio & television
        - Briefings / conferences
        - Amateur radio
        - Videos
        - Photographs

   c.   Public Information Facilities

      (1)   The local Emergency Information Centre (EIC) will be located the South Stormont Community Hall.

      (2)   In event that this centre cannot be used, the secondary location will be the South Stormont Council Chambers.

      (3)   Depending on the nature of the emergency, it may be necessary to establish a media information area adjacent to the emergency site as decided by the Municipal Emergency Control Group. This area, if established, will be staffed as determined by the community spokesperson.

      (4)   The Inquiry Section is located in the Councillor's Office.

4,   **RESPONSIBILITIES**

   a.   General. In order to implement the needs of emergency public information, the following positions will be established:

      (1)   Emergency Information Officer;
      (2)   Community Spokesperson; and,
      (3)   Inquiry Coordinator.

   b.   Emergency Information Officer (EIO). The Emergency Information Officer reports to the MECG Operations Officer / EOC Manager and is responsible for:

   - Establishing a communications link with the Community Spokesperson, the Inquiry Coordinator, and any other media coordinator(s) (i.e. provincial, federal, private industry, etc.) involved in the incident, ensuring that all information released to the media and public is timely, full and accurate;
   - Ensuring the EIC is set up and staffed and a site EIC, if required;
   - Ensuring liaison with the MECG to obtain up-to-date information for media releases, coordinate individual interviews and organize press conferences;
   - Ensuring that the following are advised of the telephone number of the media centre:
      o Media;
      o Municipal Emergency Control Group;
      o Switchboard (Township office);

- o Community Spokesperson;
- o Police Public Relations Officer;
- o Neighbouring Communities;
- o Inquiry Coordinator;
- o Any other appropriate persons, agencies or businesses.
- Providing direction and regular updates to the Inquiry Coordinator to ensure that the most accurate and up-to-date information is disseminated to the public;
- Ensuring that the media releases are approved by the MECG Operations Officer / EOC Manager (in consultation with the mayor) prior to dissemination, and distributing hard copies of the media release to the EIC, the MECG, Inquiry Coordinator and other key people handling inquires from the media;
- Monitoring news coverage, and correcting any erroneous information;
- Maintaining copies of media releases and newspaper articles pertaining to the emergency; and,
- Maintaining a personal log of all action items

c. <u>Community Spokesperson</u>. The community spokesperson will be appointed by the Municipal Emergency Control Group and is responsible for:

- Giving interviews on behalf of the Township of South Stormont Council;
- Establishing a communication link and regular liaison with the Emergency Information Officer at the EOC;
- Redirecting all inquiries about decisions made by the MECG and about the emergency as a whole to the Emergency Information Officer;
- Coordinating media photograph sessions at the scene when necessary and appropriate;
- Coordinating on-scene interviews between the emergency services personnel and the media; and,
- Maintaining a personal log of all actions taken.

d. <u>Inquiry Coordinator</u>. The Inquiry Coordinator is responsible for:

- Establishing a Inquiry Service including the appointment of personnel and designation of telephone lines:
- Informing the Emergency Information Officer of the establishment of the Inquiry Service and the designated telephone number(s);

- Informing the affected emergency services, the MECG and the township switchboard of the establishment of the Inquiry Service and designated telephone numbers;
- Ensuring liaison with the Emergency Information Officer to obtain current information on the emergency;
- Responding to and redirecting inquiries and reports from the public based upon information from the Emergency Information Officer. (Such information may be related to school closings, access routes or the location of reception / evacuation centres.);
- Responding to and redirecting inquiries pertaining to the investigation of the emergency, deaths, injuries or matters of personnel involved with or affected by the emergency to the appropriate emergency service;
- Responding to or redirecting inquiries pertaining to persons who may be located in reception and evacuation centres to the registration and inquiry telephone number(s);
- Procuring staff to assist, as required; and,
- Maintaining a personal log of all actions taken.

Amended: By-law No. 2017-106 Dec. 13/17	**Appendix 2**
	DISTRIBUTION LIST

Copy No.	Holder	Issued
1	Mayor	2019-12-09
2	Deputy Mayor	2019-12-09
3	Councillor	2019-12-09
4	Councillor	2019-12-09
5	Councillor	2019-12-09
6	CAO	2019-12-09
7	Director of Corporate Services	2019-12-09
8	Director of Finance	2019-12-09
9	Director of Public Works	2019-12-09
10	Public Works Supervisor	2019-12-09
11	Director of Building and Planning	2019-12-09
12	Fire Chief	2019-12-09
13	District Chief - Fire Station 1 - Long Sault	2019-12-09
14	District Chief - Fire Station 2 - Ingleside	2019-12-09
15	District Chief - Fire Station 3 - Newington	2019-12-09
16	District Chief - Fire Station 4 - St. Andrews West	2019-12-09
17	SD&G OPP Detachment	2019-12-09

Copy No.	Holder	
18	Emergency Information Coordinator	2019-12-09
19	Caneau Water & Sewage Operations Inc.	2019-12-09
20	Raisin Region Conservation Authority	2019-12-09
21	Champlain CCAS	2019-12-09
22	Canadian Red Cross	2019-12-09
23	Emergency Medical Services	2019-12-09
24	Canpage Communications Ltd	2019-12-09
25	Eastern Ontario Health Unit	2019-12-09
26	Social Services Official	2019-12-09
27	Emergency Management Ontario	2019-12-09
28	South Stormont Seniors' Support Centre	2019-12-09
29	Municipality of South Dundas CEMC	2019-12-09
30	Township of South Glengarry CEMC	2019-12-09
31	Township of North Glengarry CEMC	2019-12-09
32	Township of North Stormont CEMC	2019-12-09
33	Township of North Dundas CEMC	2019-12-09
34	SD&G Counties CEMC	2019-12-09

Copy No.	Holder	Issued
35	City of Cornwall CEMC	2019-12-09
36	South Stormont Chamber of Commerce	2019-12-09
37	Kraft Canada Inc.	2019-12-09
38	Upper Canada District School Board	2019-12-09
39	Catholic District School Boards of Eastern ON	2019-12-09
40	Amateur Radio Club	2019-12-09
41	Cornwall & Area Housing	2019-12-09
42	Canadian Forces	2019-12-09
43	OSPCA	2019-12-09
44	South Nation Conservation Authority	2019-12-09
45	Woodland Villa	2019-12-09
52	Primary Emergency Operations Centre	2019-12-09
53	Alternate Emergency Operations Centre	2019-12-09
54	Public Viewing Copy	2019-12-09

Original – August, 2011
Revised – December, 2012
Revised – December, 2013
Revised – January, 2015
Revised – February, 2016
Revised – December, 2017
Revised – January, 2019
Revised – November, 2019