

TOWNSHIP OF ZORRA



EMERGENCY RESPONSE PLAN

**By-law No. 33-04
Schedule "A"
& Amending By-Law No. 65-07**

Adopted: November 5, 2002

Updated: October 2007

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FOREWORD

This plan has been prepared to assign responsibilities and to guide the immediate actions of key officials in the Township of Zorra after the onset of an emergency or in preparation for an impending emergency situation in the Township of Zorra.

This plan has been adopted through By-law No. 51-02 passed on November 5, 2002 under the legal authority of the Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9.

It is essential that all concerned are aware of its provisions and that every official and department be prepared to carry out their assigned functions and responsibilities in an emergency. Department heads are to review this plan on a regular basis and keep up to date their own procedures and arrangements for responding to emergencies.

Dated at the TOWNSHIP of ZORRA, Ontario, this 5th day of November, 2002.

November 5, 2002
Date

William Semeniuk Jr., Original Signed
William Semeniuk, Jr., Mayor
Township of Zorra

November 5, 2002
Date

Donald W. MacLeod
Donald W. MacLeod
Clerk-Administrator

DEFINITIONS AND RELEVANT TERMS

Emergency - 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, which by their nature or magnitude require a co-ordinated response by a number of agencies under the direction of the Community Control Group.

Mayor – Head of Township Council, or in his or her absence the Mayor’s designate.

Community Emergency Management Coordinator (CEMC) – The position responsible for the Township’s emergency management program including: the emergency response plan, preparedness of primary emergency operations center, coordination of emergency exercises, hazard identification and risk assessment (HIRA) program and ongoing public education. During an emergency this person will coordinate the implementation of the plan and oversee all necessary measures needed to deal with the emergency appropriately.

Community Control Group (CCG) – The group of individuals directing those services necessary for mitigating the effects of the emergency.

Emergency Operations Centre (EOC) – A predetermined location that is equipped with supplies and communications equipment to accommodate the Community Control Group in order to manage the emergency.

Local Emergency – An emergency within the boundaries of the municipality that can be handled satisfactorily using local resources.

County Emergency – An emergency where the County has been requested to activate their emergency plan to manage or assist in a situation within our municipal boundaries, or where coordination of a larger emergency affecting multiple lower tier municipalities exists.

Emergency Area – The area in which the emergency exists.

Emergency Site Manager – The person in charge of all operations at the scene of the emergency. Once the Community Control Group appoints the Emergency Site Manager, who is generally a representative of the lead agency assuming control of the situation, this person should be relieved of all other responsibilities for their parent agency. The Emergency Site Manager will ensure that updated information with respect to the scene is conveyed to or obtained from the Community Control Group.

Citizen Inquiry Service – A service established (if necessary) by the Director of Social Services and Housing to respond to and redirect inquiries and reports to the public.

Reception Centre – A facility where evacuees are received and from which emergency services are provided. The evacuees are registered, will have their needs assessed, and action will be taken to address those needs, reunite families and arrange for accommodation. Where feasible, an evacuation center can be set up at the same location.

Evacuation Centre – A facility that provides temporary care and shelter to persons displaced by the emergency. Persons may be sent to an evacuation centre after registering at a reception centre, and/or they may register at the evacuation center directly.

Recovery – The Recovery Phase begins immediately following an emergency, with efforts to restore minimum services to the stricken area and continues with long-term efforts to return the community to the pre-emergency state. Immediate recovery activities include assessing damage, clearing debris, restoring food supplies, shelter and utilities. Long-term recovery activities include rebuilding and redeveloping the community and implementing mitigation programs.

Triage – The sorting and allocation of treatment/transport to patients or victims according to a system of priorities designed to maximize the number of survivors.

Inner Perimeter – A restricted area in the immediate vicinity of the emergency scene as confirmed by the Emergency Site Manager, that may have been established by the responding public safety agencies. Access to the inner perimeter is restricted to those essential emergency personnel actively involved in the occurrence.

Outer Perimeter – The geographic area surrounding the inner perimeter. This area will serve as the coordination and assembly point for essential emergency personnel. Access to the outer perimeter is restricted to essential emergency personnel as determined by the Emergency Site Manager.

EXECUTIVE SUMMARY

Emergencies are defined as a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise, which by their nature or magnitude require a co-ordinated response by a number of agencies under the direction of the Community Control Group. These are distinct from the normal, day to day operations carried out by the first response agencies.

The coordination and deployment of additional resources such as the Canadian Red Cross is an example of an emergency operation that is distinct from routine functions carried out by municipal services. An emergency situation that requires such additional resources, or requires services that will commit the Township to expenses beyond budgetary guidelines then the immediate activation of this emergency plan is recommended.

While many emergencies could occur within the Township of Zorra, those most likely to occur are: natural weather related events including floods, blizzards, tornados and ice storms, health related epidemics or man-made emergencies including transportation incidents involving hazardous materials, air or rail accidents, building or structural collapse, industrial explosions, toxic or flammable gas leaks and electrical power blackouts.

This emergency plan provides general guidelines for response to all types of emergencies. This plan also prescribes procedures and the manner in which some municipal and County employees and other persons will respond to an emergency.

Each time this plan is revised it must be forwarded to Township Council for approval as stated in By-law 51-02. However, revisions to appendices and minor administrative changes can be made at the discretion of the Emergency Management Coordinator without resubmission.

This emergency plan may be cited as the Township of Zorra Emergency Response Plan.

LEGISLATION

“The Emergency Management and Civil Protection Act, R.S.O., 1990, c.E.9”, is the legal authority for this plan. The Act defines an emergency as 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.

It states that, “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 may 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.”

This legislation is the primary authority that allows a municipality to pass a by-law to enact this emergency plan and governs the provision of necessary services during an emergency. This plan also prescribes procedures to be followed by municipal employees and other persons responding to an emergency.

Important measures enabled under this legislation and which form part of this plan are:

- ❑ Expenditure of monies associated with the formulation, implementation and maintenance of the emergency plan;
- ❑ Authorization for Township employees to take appropriate action before formal declaration of an emergency;
- ❑ Specific procedures to be taken for the safety and/or evacuation of persons in an emergency area;
- ❑ Designate other members of Council who may exercise powers and perform the duties of the Mayor under the emergency plan during the absence or incapacity of the Mayor;
- ❑ Establish committees and designate employees to be responsible for reviewing the emergency plan, training employees in their functions and implementing the emergency plan during an actual emergency;
- ❑ Obtain and distribute materials, equipment and supplies during an emergency; and,
- ❑ Other matters as considered necessary or advisable for the implementation of the emergency plan during an emergency.

AIM

The aim of the Township of Zorra's Emergency Plan is to outline a plan of action, in harmony with the Oxford County Emergency Response Plan, for the efficient deployment and coordination of the Township of Zorra services, agencies and personnel and allied services to provide the earliest possible response in order to:

- a) safeguard property and the health, safety and welfare of residents;
- b) assist area municipalities where mutual aid agreements exist or as requested;
- c) minimize the impact of the emergency when possible; and,
- d) restore essential services.

MUNICIPAL RESPONSIBILITIES

The following is a summary of key elements of an emergency that the municipality is responsible for:

- ❑ Response – the earliest possible recognition and response to the emergency by all services that are required.
- ❑ Control – the earliest possible establishment of overall control of emergency operations by municipal services.
- ❑ Crowd convergence – the earliest possible establishment of controls to minimize crowd convergence and to maintain order at the emergency site to ensure that emergency operations are not impeded and additional casualties are prevented.
- ❑ Evacuation – the assessment of potential danger to the residents and the evacuation of personnel if necessary. Evacuations usually require the establishment of reception centers/evacuation centers with the minimum provision of a registration and inquiry service.
- ❑ Rescue – the rescue of trapped or incapacitated persons and the provision of medical attention/treatment at the site. The provision of controlled evacuation and appropriate distribution of casualties to hospitals.
- ❑ Social Services – the provision of necessary essential social services as required for persons affected by the incident and for emergency personnel involved.
- ❑ Media & Public Information – to provide accurate official information as early as possible to: the Minister of Public Safety and Security (EMO) upon the declaration and termination of the emergency, the news media to provide the public with timely information to alleviate concerns, concerned individuals seeking personal information, County Warden and neighbouring municipalities, and external agencies involved in emergency operations.
- ❑ Recording Costs – to ensure that a cost record of emergency related expenses is compiled to aid in the preparation of municipal claims associated with provincially directed assistance, and to aid in the preparation of requests for compensation from provincial or federal governments if qualifying for such compensation.
- ❑ Recovery – to ensure that the community is returned to pre-emergency state. The recovery period may be brief or prolonged depending upon the vastness of the devastation, and will include preventative measures against future reoccurrence.

The listing above will be performed in conjunction with partnering agencies.

ACTIVATION OF EMERGENCY PLAN

When an emergency situation exists, but has not yet been declared to exist, municipal employees may take such action(s) under this emergency plan as may be necessary to protect the lives and property of the inhabitants of the Township of Zorra.

The Plan should be activated under the following conditions:

- a) under the Mayor's discretion if the onset of the situation is immediate;
- b) upon the recommendation of the Community Control Group;
- c) when Township facilities are threatened;
- d) when an extraordinary demand is placed on Township resources beyond budgetary provisions; or,
- e) when a widespread, far-reaching incident is encountered such as an epidemic, or an environmental incident.

A complete guideline of conditions to consider for activation of the Plan is detailed in the document titled, "Declaration Checklist."

EMERGENCY ALERTING SYSTEM

A serious emergency situation will usually be first identified by the emergency services that are among the first on the scene. If the primary on-site service responders, being Police, Fire or Public Works representatives are satisfied that a serious or potentially serious emergency situation exists the following steps should be initiated:

- a) If the first responder representative is not a member of the Community Control Group, please alert your organization's designated member immediately;
- b) The decision to initiate the Alerting System and call for the assembly of the Community Control Group (CCG) can be made by any member of the CCG or their designate;
- c) Advise the O.P.P. Oxford Detachment at **519-688-6540** to initiate the Alerting System in order to assemble the CCG. Inform the dispatcher of which Emergency Operations Centre (EOC) that the group should report to:

Primary

Township of Zorra Municipal Office
274620 27th Line
R.R. #3
Ingersoll, ON N5C 3J6
519-485-2490 or 1-888-699-3868

Secondary

Thamesford Library and Resource Centre
165 Dundas Street West
Thamesford, ON N0M 2M0

EMERGENCY OPERATIONS CENTRE

The Community Control Group (CCG) will report to the Emergency Operations Centre designated by the first authorized person activating the Township Emergency Alerting System.

The Community Control Group will assemble at the designated location. If this location is not appropriate, then the alternate emergency operations centre will be utilized. The decision regarding the location of the Emergency Operations Centre will be made in consultation with the lead agencies involved with the emergency. Once this decision has been made, the location will be assembled to function as the Emergency Operations Centre.

Primary

Township of Zorra Municipal Office
274620 27th Line
R.R. #3
Ingersoll, ON N5C 3J6

Secondary

Thamesford Library and Resource Centre
165 Dundas Street West
Thamesford, ON N0M 2M0

DECLARATION OF EMERGENCY

The Mayor or Mayor's designate is responsible for declaring that a municipal emergency exists. This decision is usually made in consultation with other members of the Community Control Group; however, it can be made at the Mayor's discretion. Upon such declaration, the following organizations and persons shall be contacted immediately:

- ❑ Minister of Community Safety and Correctional Services by contacting Emergency Management Ontario (EMO). To report Emergencies 24/7 call (416) 314-0472/0473 or Toll free 1-866-314-0472. If there is a difficulty in contacting the EMO Duty Officer, call the O.P.P. Duty Officer at (705) 329-6950.
- ❑ Warden, County of Oxford - Assistance from the County of Oxford may be requested by contacting the Warden without activating the County Emergency Plan.
- ❑ Neighbouring/Area Municipalities - Requests for assistance or activation of mutual aid agreements may be necessary.
- ❑ Local M.P.P.
- ❑ Local M.P.

When the resources of the Township become over extended resulting in the inability to effectively control or support the emergency, the Mayor may request that the County of Oxford Emergency Plan be activated by contacting the Warden or CAO-Clerk of Oxford County.

The Township Community Control Group may continue to function to control the response to the emergency or if the County Community Control Group has been asked to control the emergency, may function to support the residents of the Township impacted by the emergency.

If the County Community Control Group assumes responsibility to control the response to the emergency, then the Mayor or Mayor's designate becomes an automatic member of the CCCG.

The Premier of Ontario or designated Minister may assume authority and control in accordance with Section 7.0.1(3) of the Emergency Management and Civil Protection Act, R.S.O. 1990 c.E.9.

TERMINATION OF EMERGENCY

An emergency may be terminated at any time by:

- The Mayor;
- Municipal Council; or,
- Premier of Ontario.

Upon termination of an emergency, the Mayor must notify the Minister of Community Safety and Correctional Services by contacting Emergency Management Ontario at (416) 314-0472/0473 or 1-866-314-0472. If there is a difficulty with contacting EMO, call O.P.P General Headquarters in Orilla at (705) 329-6950.

The Mayor should also inform the following persons that the emergency has been terminated:

- Municipal Council;
- County of Oxford Warden;
- Neighbouring municipal officials, as required;
- Local M.P.P.; and,
- Local M.P.

COMMUNITY CONTROL GROUP (CCG)

Composition of CCG

Emergency operations will be directed and controlled by the elected and appointed officials listed below who will assemble for this purpose at an operation centre. This group will be known as the Community Control Group (CCG). The CCG will not be limited to, but will be composed of persons, or their alternates holding the following positions:

- a) Mayor;
- b) Council Designate (to act in mayoral capacity if required);
- c) Chief Administrative Officer;
- d) Emergency Management Coordinator;
- e) Director of Public Works, or alternate;
- f) Fire Chief designate, or alternate;
- g) O.P.P. Detachment Commander, or alternate;
- h) County of Oxford Director of Public Health & Emergency Services, or designate;
- i) County of Oxford Director of Social Services, or designate;
- j) County of Oxford Emergency Services Manager, or designate; and,
- k) Emergency Information Officer.

Additional Support to CCG

Additional personnel may be added to the Community Control Group depending on the nature of the emergency. Advisors, officials, experts or representatives from such agencies may be deemed necessary by the Community Control Group:

- a) provincial ministries (i.e. EMO, MOE, MNR);
- b) public or private utilities;
- c) medical officer of health;
- d) coroner;
- e) school boards;
- f) industrial representatives;
- g) legal representatives;
- h) volunteer agencies (Canadian Red Cross, Salvation Army); and/or
- i) U.T.R.C.A.

RESPONSIBILITIES OF COMMUNITY CONTROL GROUP OFFICIALS

Some or all of the following actions may need to be considered and dealt with by the CCG:

- a) Recommending to the mayor that an emergency exists and that it should be declared and designated an emergency area;
- b) Recommending the appointment, or confirming the designation of an emergency site manager necessary to coordinate emergency services operating on scene;
- c) Authorizing special expenditures of funds for implementing the emergency plan;
- d) Arranging for the evacuation and assistance to emergency health authorities of areas or buildings in which the residents are considered to be at risk from a safety or health point of view;
- e) Arranging for the dispersal of people not directly connected with emergency operations who by their presence are considered to be in danger or whose presence hinders emergency operations;
- f) Arranging for the discontinuance of utilities or services provided by public or private concerns without reference to consumers in the Township when necessary, or when continuation of such utilities or services constitutes a hazard to public safety in the emergency area;
- g) Arranging for accommodation or welfare support on a temporary basis for residents needing such assistance as a result of the emergency;
- h) Calling in and employing Township personnel and equipment required in the emergency;
- i) Arranging for services and equipment from agencies not under Township control to assist in the emergency, for example private contractors, volunteer agencies or service clubs; and that all responding agencies will, where possible, agree to work in co-operation with the Emergency Site Coordinator as appointed by the CCG;
- j) Arranging for assistance from senior levels of government or from neighbouring municipalities as may be required;
- k) Establishing a media and public information centre to issue authoritative instructions to the public and accurate releases to the media;
- l) Arranging for a registration and inquiry service to handle individual requests for information concerning relatives who may have been temporarily relocated due to the emergency;
- m) Providing critical incident stress management to address emotional trauma of impacted residents, and for public safety personnel. Provision of service can be requested from an Emergency Management Ontario representative;
- n) Arranging for assistance to neighbouring municipalities affected by an emergency;
- o) Designate individual responsible as a scribe for the purpose of logging all decisions and outcomes of the CCG;
- p) Ensuring that participating agencies each submit a report to the Emergency Management Coordinator so that findings may be reported to Council and that agencies participate in an operational debriefing following termination of the emergency; and,
- q) Reviewing recovery guidelines to determine if implementation of guidelines is necessary prior to termination of emergency.

MAYOR

The Mayor, with the advice of the CCG, will assume responsibility is an emergency for:

- a) Evaluating the possible need to assemble the CCG and, if warranted, will initiate the Township's Emergency Alerting System ;
- b) Declaring an emergency to exist if appropriate and ensuring the Minister of Community Safety and Correctional Services (Emergency Management Ontario) has been notified;
- c) Chairing meetings of the CCG, making decisions, determining priorities and giving direction to the heads of municipal services;
- d) Requesting assistance from neighbouring municipalities, from the County and from senior levels of government when required;
- e) Requesting assistance from volunteer and other outside agencies not under municipal control as required;
- f) Terminating the state of emergency when appropriate and ensuring the Minister of Community Safety and Correctional Services is advised of such termination;
- g) Approving news releases and public announcements; and,
- h) Maintaining a record of actions taken.

COUNCILLOR DESIGNATE

The Councillor Designate will assume responsibility is an emergency for:

- a) Evaluating the possible need to assemble the CCG and, if warranted, will initiate the alerting system as outlined in the Township's Emergency Alerting System;
- b) Acting as Head of Council in the absence of the Mayor;
- c) Relieving the Mayor as Chairman of the CCG during a protracted emergency;
- d) Performing other responsibilities as assigned by the Mayor; and
- e) Maintaining a record of actions taken.

CHIEF ADMINISTRATIVE OFFICER

The Chief Administrative Officer will assume responsibility is an emergency for:

- a) Acting as the principal staff officer to the Mayor and providing advice pertaining to legal and financial matters;
- b) Advising the Mayor on administrative matters;
- c) Evaluating the possible need to assemble the CCG and, if warranted, will initiate the alerting system as outlined in the Township's Emergency Alerting System; and,
- d) Maintaining a record of actions taken.

COMMUNITY EMERGENCY MANAGEMENT COORDINATOR

The CEMC will assume responsibility is an emergency for:

- a) Activating Alerting System, if required;

- b) Advising CCG on suitable EOC location (primary or alternate), organizing the Emergency Operations Centre and arranging for the provision of equipment, data and supplies;
- c) Coordinating resource staff to assist in records management, and compiling records of costs incurred as a result of emergency action;
- d) Acting as communications member of the CCG, arranging for effective communications to and from the emergency site and also outward to assisting authorities;
- e) Arranging for periodic relief of CCG members and support staff in a protracted emergency;
- f) Arranging for the feeding of Community Control Group personnel;
- g) Conducting operational debriefing following termination of emergency;
- h) Following emergency, receiving agency reports and reporting findings to Township Council; and,
- i) Maintaining a record of actions taken.

DIRECTOR OF PUBLIC WORKS

The Director of Public Works will assume responsibility is an emergency for:

- a) Evaluating the possible need to assemble the CCG and, if warranted, will initiate the alerting system as outlined in the Township's Emergency Alerting System;
- b) Notify Public Works staff and report to the Emergency Operations Centre to assume the following responsibilities as engineering member of the CCG;
- c) Providing advice on engineering matters to the Mayor and the CCG;
- d) Arranging for Township staff and equipment to assist in containing the emergency situation and support emergency services;
- e) Assisting traffic control and evacuation operations by arranging for equipment to clear emergency routes, for the erection of temporary barriers, and the placing of road signs;
- f) Arranging for engineering materials and equipment from neighbouring municipalities, from County resources and from private contractors as required;
- g) Assisting the Fire Chief in procedures to deal with special hazards such as spills;
- h) Ensuring that record is kept of requests for outside assistance;
- i) Co-ordinating all requests for transportation and determining the availability and response time of buses;
- j) Liaising with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions;
- k) Maintaining contact with the weather office and providing the CCG with such data and the impact of changes in the weather on the conduct of the emergency operations;
- l) Carrying out the responsibilities of Township Flood Coordinator in a flood emergency and maintaining liaison with the Upper Thames River Conservation Authority;
- m) Re-establishing essential Township services at the end of the emergency period; and,
- n) Maintaining a record of actions taken.

FIRE CHIEF

The nature of the emergency may require that the fire chief be totally committed to the on site operations. The Township has 3 area fire chiefs, one chief being the designate on the CCG with the other two chiefs acting as liaisons to the designate when assembled at the Emergency Operations Centre to assume the following responsibilities:

- a) Evaluating the possible need to assemble the CCG and, if warranted, will initiate the alerting system as outlined in the Township's Emergency Alerting System;
- b) Providing advice on fire-fighting matters to the Mayor and the CCG;
- c) Arranging for assistance through the Mutual Aid Fire System as required;
- d) Providing advice to other Township services to bring into play other equipment and skills needed to cope with the emergency;
- e) Contacting Hydro One or Erie Thames Power, gas utilities or petroleum companies for assistance in the emergency if needed;
- f) Establishing, with Ministry of the Environment and Energy, and industry representatives, procedures to deal with special hazards such as chemical or petroleum spills, explosions or noxious fumes;
- g) Arranging that a record is kept of outside assistance called for by Fire Departments involved; and,
- h) Maintaining a record of actions taken.

O.P.P. REPRESENTATIVE

Upon learning of a potential emergency, the Detachment Commander will consider the possible need for assembling the Township CCG and, if warranted, will contact the Mayor and request the authority to implement the alerting procedure. The Detachment Commander will then report to, or send a representative to, the Emergency Operations Centre to assume the following responsibilities as Police member of the CCG:

- a) Arranging for the notification of residents who will be required to evacuate their residence or area in accordance with the evacuation plan;
- b) Providing advice on law enforcement matters to the Mayor and the CCG;
- c) Arranging for traffic control at the site of the emergency, to permit rapid movement of emergency workers and equipment;
- d) Securing inner and outer perimeters as determined by the Emergency Site Manager, if such designation has yet to be determined, consulting with other responding agencies;
- e) Directing the sealing off of the emergency area and the on site dispersal of crowds, if necessary;
- f) Obtaining O.P.P. mobile command unit equipped with portable power generator if requested;
- g) Coordinating Police operations with municipal departments and with local police forces, and arranging for additional police assistance as required;
- h) Arranging for the protection of property in the emergency area;
- i) Providing security for the EOC and arranging for the maintenance of law and order in temporary facilities such as evacuation centres;

- j) Arranging and providing for professional scribe/note taker for purposes of logging all decisions and outcomes of the CCG;
- k) Notifying of Coroner in the event of fatalities; and,
- l) Maintaining a record of actions taken.

SOCIAL SERVICES REPRESENTATIVE

The County of Oxford Director of Social Services, or designate will assume responsibility in an emergency for:

- a) Evaluating the possible need to assemble to CCG and, if warranted, will initiate the alerting system as outlined in the Township's Emergency Alerting System;
- b) Providing advice on social service matters to the Mayor and the CCG;
- c) Designating the Registration Centre and the Evacuation Centre(s) in consultation with the O.P.P.;
- d) In consultation with the Red Cross, Salvation Army and St. John Ambulance be prepared to assist municipalities in their efforts to support their residents whose lives have been impacted by the emergency with the provision of:
 - 1. Emergency clothing to provide adequate protection from the elements;
 - 2. Emergency lodging to provide adequate temporary accommodation for the homeless;
 - 3. Registration and inquiry services to reunite families and to collect information and answer queries concerning the safety and whereabouts of missing persons;
 - 4. Emergency feeding to sustain those without food or adequate food preparation facilities; and,
 - 5. Individual and family services to assist and counsel individuals and families in need and to provide special care to unattached children and dependent adults;
- e) Contacting and providing direction to volunteer groups able to assist in welfare functions, when so directed by the CCG;
- f) Providing staff to operate a Citizen Inquiry Service;
- g) In consultation with Director of Public Health and Emergency Planning, establish an "outreach program" for the victims of the emergency;
- h) Ensuring the alternate to this position is trained and aware of all responsibilities of this position; and,
- i) Maintaining a record of actions taken.

DIRECTOR OF PUBLIC HEALTH & EMERGENCY SERVICES

Upon learning of a potential emergency, the Director of Public Health and Emergency Services, or designate will consider the possible need from a health point of view to assemble the CCG and, if warranted, initiate the alerting system as outlined in the Township's Emergency Alerting System. The Director of Public Health and Emergency Services will consider the need for a Health Representative with the CCG and if considered advisable will provide a representative to join the CCG to assume the following responsibilities:

- a) Activating Alerting System, if required;
- b) Advising the Mayor and the CCG on public health matters;
- c) Providing authoritative instructions on health and safety matters to the public;

- d) Providing advice on any matters that may adversely affect public health;
- e) Liaison with the County's designated Medical Officer of Health;
- f) Liaison with the Ontario Ministry of Health and Long-Term Care;
- g) Coordinating the response to disease related emergencies or anticipated emergencies such as pandemics, according to Ministry of Health and Long-Term Care policies;
- h) Arranging for mass immunization if needed;
- i) Ensuring co-ordination and care of home bound bed-ridden residents and invalids during an emergency, and liaison with Community Care Access Centre for a listing of persons;
- j) Liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources;
- k) Ensuring coordination of all efforts to prevent and control the spread of disease during an emergency;
- l) Arranging for the testing of water supplies and recommending alternate sources where purity of water is questionable;
- m) Notifying other members of the County's Public Health Department regarding the need for portable water supplies and sanitation facilities, through implementation of the Public Health Emergency Plan;
- n) Liaison with Director of Social Services and Housing on areas of mutual concern regarding health services in reception and evacuation centres;
- o) In consultation with the Director of Social Services and Housing, establishing an "outreach program" for the victims of the emergency;
- p) Ensuring the alternate to this position is trained and aware of all responsibilities of this position; and,
- q) Maintaining a record of actions taken.

COUNTY EMERGENCY SERVICES MANAGER

If requested by the Township's Community Control Group (CCG), the County Emergency Services Manager will join the CCG, and will reassign regular responsibilities of position as necessary.

As a member of the CCG, the County Emergency Services Manager will participate with the recommendation of an "Emergency Site Manager".

The County Emergency Services Manager will also advise the CCG on the County of Oxford's Emergency Plan.

Relative to ambulance services, the Manager of Emergency Services will:

- a) Ensure the Oxford County EMS Operations Supervisor is communicating with the "Emergency Site Manager" in order to:
 - i) establish ambulance staff and vehicle 'staging area';
 - ii) direct ambulance vehicle access and access routes relative to the emergency site; and,
 - iii) assign Field Supervisor to designated medical triage area;

- b) Communicate with Oxford County EMS Operations Supervisor to ensure adequate availability of paramedics, ambulance vehicles, emergency support units and first response units;
- c) Trigger inter-county agreements, via London Central Ambulance Communications Centre, for the provision of additional paramedics, ambulances and emergency support vehicles if needed;
- d) Coordinate with the Central Ambulance Communications Centre (CACC) on the response of additional paramedics, ambulance and support units, if needed;
- e) Notify the Duty Officer of the Emergency Health Services Branch, Ministry of Health and Long-Term Care;
- f) Determine if additional or special medical teams and equipment are required and coordinate the response (i.e. on-site medical teams, multi-patient vehicles, air ambulance);
- g) Provide assistance to allied emergency services and Township departments as required; and,
- h) Maintain a record of actions taken.

EMERGENCY INFORMATION OFFICER

The Chief Administrative Officer will implement the Township's Media Relations Policy in accordance with Township policies and procedures and will assume responsibility in an emergency for:

- a) Preparing public announcements and news releases concerning the emergency for approval by the Mayor;
- b) Arranging with media representatives for assistance in transmitting warnings and directions to the public that have been approved by the Mayor;
- c) Issuing news releases approved by the Mayor to the Media;
- d) Establishing, when such is considered necessary by the CCG, an information desk or point of contact near but not in the Emergency Operations Centre to which the emergency services can direct members of the public or media representatives seeking information;
- e) Informing the media of the point of telephone access for the public to reach the Red Cross inquiry service, if such service is in operation, so that this information can be passed to the public quickly;
- f) Setting up press conferences and organizing of public meetings; and,
- g) Maintaining a record of actions taken.

OR

The delegation of any or all of the duties outlined to a designated individual with adequate training in medial relations.

RESPONSIBILITIES OF OTHER SUPPORT STAFF AND AGENCIES

SUPPORT STAFF

Support staff should be organized to carry out the following duties:

- a) Assist the Emergency Management Coordinator with EOC operations by
 - i) coordination of records management to establish a paper trail;
 - ii) duties of recording decisions and actions taken including maintenance of a communications log assigned to a professional scribe that will be arranged by O.P.P. representative; and,
 - iii) maintaining an events display board;
- b) Answer and maintain a record of all public inquiries followed by report outlining public concerns provided to Director of Social Services and Housing;
- c) Maintenance, control and registry of volunteers at the CCG;
- d) Monitor the media broadcasts;
- e) Maintenance, control & registry of persons admitted into the EOC; and,
- f) Provide essential housekeeping for the EOC.

CANADIAN RED CROSS

The Canadian Red Cross will assist the community in an emergency in the form of a registration and inquiry service as described in the Department of National Health and Welfare "Registration and Inquiry Manual". This service will assist the public in locating immediate relatives who have left their homes as a result of the emergency. Inquiry services may be operated from outside the disaster area in accordance with Red Cross standard operating procedures and may involve the assistance of the Amateur Radio Emergency Service. When an inquiry service is activated, the Red Cross will arrange that the telephone number(s) to be used by relatives making inquiries is publicized through the Media under the supervision of the Director of Social Services and Housing. If necessary, the Red Cross will provide volunteers trained in Shelter Management to organize and equip a shelter or reception centre in conjunction with Social Services, Public Health and as documented by Health Canada.

The Red Cross will also provide trained volunteers to organize and equip a shelter or reception center in conjunction with Social Services, Public Health and as documented by Health Canada. Food service within the shelter is delivered under the direction of Public Health and also a supply of individual comfort kits (personal hygiene items, blankets, etc.) will be maintained by the organization.

AMATEUR RADIO EMERGENCY SERVICE (A.R.E.S.)

A.R.E.S. is the volunteer group that coordinates Amateur and G.R.S. radio in the area. They are prepared to establish emergency radio communications for any purpose required including registration and inquiry services and communications between hospitals under the supervision of the O.P.P.

SALVATION ARMY

The Salvation Army has an emergency capability in welfare, short term accommodation, clothing and feeding and will respond within their budgetary capabilities when requested by the CCG under the supervision of the Director of Social Services and Housing.

SCHOOL BOARDS

The Thames Valley District School Board and the London District Catholic School Board are responsible for the following duties under the supervision of the Director of Social Services and Housing:

- a) The provision of any school (as appropriate and available) for use as an evacuation or reception centre as designated by the Community Control Group;
- b) Upon being contacted by the Social Services representative, providing a school board representative(s) to co-ordinate and provide direction with respect to the maintenance, use and operation of the facilities being utilized as evacuation or reception centers; and,
- c) In the event of an emergency during normal school hours the Principal(s) of the affected school(s) until directed otherwise are responsible for:
 - i) implementing a school Stay-Put Emergency Plan; or,
 - ii) implementing the school Evacuation Plan depending on the nature and scope of the emergency.

ST. JOHN AMBULANCE

In coordination with the County Manager of Emergency Services, St. John Ambulance will provide staff and vehicles to support Oxford County EMS and other emergency services. St. John Ambulance will also provide mobile first aid stations to evacuation centres, reception centres and other areas designated by the Township's Community Control Group. They will also assist in the evacuation of persons with special needs that do not necessarily require medical attention (i.e. wheelchairs, walkers, stretchers, etc.) under the supervision of the Manager of Emergency Services.

HOSPITALS

The area receiving hospitals are responsible for:

1. Implementing their respective Hospital Emergency Plan;
2. Liaising with the County Director of Public Health and Emergency Services and the Manager of Emergency Services with respect to hospital and medical matters, as required;
3. Evaluating requests for the provision of medical site teams/medical triage teams; and,
4. Liaising with the Ministry of Health and Long-Term Care.

ASSISTANCE AND COMPENSATION

COUNTY ASSISTANCE

When the support and assistance of County Services are needed in an emergency, the Mayor may contact the Warden or the CAO-Clerk of the County to request such assistance or request activation of the County of Oxford Emergency Plan.

PROVINCIAL ASSISTANCE

Under certain circumstances, the departments and agencies responding to an emergency according to the Township's Emergency Plan may require assistance from ministries and agencies of the Province of Ontario. A request for these services shall not be deemed to be a request that the Province of Ontario assume authority and control of the emergency. It is highly recommended that Emergency Management Ontario be contacted immediately in an emergency or impending emergency situation. It is Emergency Management Ontario's mandate to coordinate emergencies and coordinate the request for assistance from provincial ministries and agencies.

In addition, a staff member of Emergency Management Ontario can be dispatched immediately to assist the CCG. If an Emergency is declared, notify the Ministry of Community Safety and Correctional Services immediately by contacting Emergency Management Ontario. To report emergencies 24/7 call (416) 314-0472/0473 or toll-free at 1-866-314-0472. If you experience difficulty reaching this number, please contact the O.P.P. Duty Officer at (705) 329-6950.

The Ontario Disaster Relief Assistance Program (ODRAP) is available to municipalities seeking assistance for their residents. The municipality must request a "disaster area declaration" from the Minister of Municipal Affairs and Housing with the passage of a resolution to be submitted to the Minister within 14 working days of the date of the disaster. Upon the declaration of a "disaster area" by the Minister, under the authority of ODRAP, Council will immediately appoint members to a disaster relief committee to administer ODRAP as required. Financial assistance under ODRAP is a contribution up to \$2 for every local dollar raised to an amount necessary to settle all the eligible claims up to 90% of all eligible costs. Further information on this program is available from the local Municipal Services Office in London by calling (519) 873-4020.

EMERGENCY PLAN MAINTENANCE

Annual Review

This plan will be reviewed annually and where necessary, revised by a meeting of the Community Control Group (CCG).

Each time this plan is revised, it must be forwarded to council for approval. However, revisions to the appendixes and minor administrative changes can be made without resubmitting the plan to Council for approval each time.

It is the responsibility of each person, agency, service or department named within this emergency plan to provide timely notification of any revisions to the appendixes or administrative changes to the Emergency Planning Coordinator.

Testing of Plan

An annual exercise will be conducted in order to test the overall effectiveness of this emergency plan and provide training to the CCG. Resulting recommendations from such exercises should be incorporated in this plan in a timely manner.

Internal Procedures

Each service involved with this emergency plan will prepare functional emergency procedures or guidelines outlining how it will fulfill its responsibilities during an emergency. Each service will ensure that it designates a member of its staff to maintain and revise its own emergency procedures or guidelines.

Checklist in Consideration of a Declaration of Emergency

(Note: All references in this document refer to the Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9, as amended 2006).

This checklist is for use by municipal heads of council considering the declaration of an emergency within their municipality. This checklist is not intended to provide any sort of legal advice - it is merely a reference tool.

An emergency is defined under the Emergency Management Act as “a situation, or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise” [Section 1, definition of an emergency].

Under the Emergency Management and Civil Protection Act, only the head of council of a municipality (or his or her designate) and the Premier have the authority to declare an emergency. These individuals, as well as a municipal council, have the authority to terminate an emergency declaration [Sections 4 (1), (2), (4)].

An emergency declaration may extend to all or any part of the geographical area under the jurisdiction of the municipality [Section 4 (1)]. If the decision is made to declare an emergency, the municipality must notify Emergency Management Ontario (on behalf of the Minister of Public Safety and Security) as soon as possible [Section 4 (3)]. Although a verbal declaration of emergency is permitted, all declarations should ultimately be made in writing to ensure proper documentation is maintained. Written declarations should be made on municipal letterhead, using the template provided by Emergency Management Ontario, and should be faxed to (416) 314-0474. When declaring an emergency, please notify the Provincial Operations Centre at 1-866-314-0472.

When considering whether to declare an emergency, a positive response to one or more of the following criteria may indicate that a situation, whether actual or anticipated, warrants the declaration of an emergency:

General and Government:

- Is the situation an extraordinary event requiring extraordinary measures?**
[Section 4 (1) permits a head of council to “take such action and make such orders as he or she considers necessary and are not contrary to law” during an emergency.]
- Does the situation pose a danger of major proportions to life or property?**
[Section 1, definition of an emergency.]
- Does the situation pose a threat to the provision of essential services (e.g., energy, potable water, sewage treatment, containment, supply of goods or medical care)?**

[Some situations may require extraordinary measures be taken or expenditures be made to maintain or restore essential services. A declaration of emergency may allow a head of council to expend funds outside of his or her spending resolutions and/or the regular approval process of the municipality.]

❑ **Does the situation threaten social order and the ability to govern?**

[Whether due to a loss of infrastructure or social unrest (e.g., a riot), a crisis situation has the potential to threaten a council's ability to govern. In such cases, extraordinary measures may need to be taken. Section 4 (1) provides for extraordinary measures, not contrary to law. Section 55 (1) of the Police Service Act provides for the creation of special policing arrangements during an emergency.]

❑ **Is the event attracting significant media and/or public interest?**

[Experience demonstrates that the media and public often view the declaration of an emergency as a decisive action toward addressing a crisis. It must be made clear that an "emergency" is a legal declaration and does not indicate that the municipality has lost control. An emergency declaration provides an opportunity to highlight action being taken under your municipal emergency response plan.]

❑ **Has there been a declaration of emergency by another level of government?**

[A declaration of emergency on the part of another level of government (e.g., lower-tier, upper-tier, provincial, federal) may indicate that you should declare an emergency within your municipality. For example, in the event of a widespread disaster affecting numerous lower-tier municipalities within a county, the county will likely need to enact its emergency response plan and should strongly consider the declaration of an emergency. In some cases, however, a declaration of emergency by a higher level of government may provide sufficient authorities to the lower-tier communities involved (e.g., municipalities operating under the authority of a provincial or federal declaration).]

Legal:

❑ **Might legal action be taken against municipal employees or councillors related to their actions during the current crisis?**

[Section 11 (1) states that "no action or other proceeding lies or shall be instituted against a member of council, an employee of a municipality, a minister of the Crown or a Crown employee for doing any act or neglecting to do any act in good faith in the implementation or intended implementation of an emergency management program or an emergency plan or in connection with an emergency." Section 11 (3), however, states "subsection (1) does not relieve a municipality of liability for the acts or omissions of a member of council or an employee of the municipality..."]

❑ **Are volunteers assisting?**

[The Workplace safety and Insurance Act provides that persons who assist in connection with a declared emergency are considered "workers" under the Act and are eligible for benefits if they become injured or ill as a result of the assistance they are providing. This is in addition to workers already covered by the Act.]

Operational:

- ❑ **Does the situation require a response that exceeds, or threatens to exceed the capabilities of the municipality for either resources or deployment of personnel?**

[Section 4 (1) permits the head of council to “take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan.” Section 13 (3) empowers a municipal council to “make an agreement with the council of any other municipality or with any person for the provision of any personnel, service, equipment or material during an emergency.”]

- ❑ **Does the situation create sufficient strain on the municipal response capability that areas within the municipality may be impacted by a lack of services, thereby further endangering life and property outside areas directly affected by the current crisis?**

[Some situations may require the creation of special response agreements between the municipality and other jurisdictions, private industry, non-government organizations, etc. Section 13 (3) states that the “council of a municipality may make an agreement with the council of any other municipality or with any person for the provision of personnel, service, equipment or material during an emergency.”]

- ❑ **Is it a consideration that the municipal response may be of such duration that additional personnel and resources may be required to maintain the continuity of operations?**

[In the event of a large-scale crisis, such as an epidemic or prolonged natural disaster, municipal resources may not be able to sustain an increased operational tempo for more than a few days. This is particularly true if emergency workers are injured or become ill as a result of the crisis. In such a case, the municipality may need to utilize outside emergency response personnel. Section 13 (3) provides for mutual assistance agreements between municipalities.]

- ❑ **Does, or might, the situation require provincial support or resources?**

[Provincial response (e.g., air quality monitoring, scientific advice, airlift capabilities, material resources, etc.) may involve numerous ministries and personnel. Activation of the municipal emergency response plan, including the opening of the Emergency Operations Centre and meeting of the Community Control Group, can greatly facilitate multi-agency and multi- government response.]

- ❑ **Does, or might, the situation require assistance from the federal government (e.g., military equipment)?**

[Section 13 (2) authorizes the Minister of Public Safety and Security, with the approval of the Lieutenant Governor in Council, to enter into mutual assistance agreements with the federal government. In Canada, federal emergency assistance is accessed through, and coordinated by, the province. The declaration of an emergency may assist a municipality in obtaining federal assistance.]

- ❑ **Does the situation involve a structural collapse?**

[Structural collapses involving the entrapment of persons may require the

deployment of one or more Heavy Urban Search and Rescue (HUSAR) teams. Ontario has a HUSAR team. This team is specially equipped and trained to rescue persons trapped as a result of a structural collapse. Any municipality in the province can request a HUSAR deployment to a declared emergency. Requests for HUSAR resources should be made through your local mutual aid fire coordinator. Approval for the dispatch of the HUSAR team comes from the Commissioner of Public Security.]

- ❑ **Is the situation a large-scale or complex chemical, biological, radiological, or nuclear (CBRN) incident?**

[Response to CBRN incidents requires specialized resources and training. Ontario is developing three CBRN teams to respond to incidents throughout the province. CBRN teams are only dispatched to declared emergencies. Requests for a CBRN deployment should be made through your local mutual aid fire coordinator. Approval for the dispatch of CBRN teams comes from the Commissioner of Public Security.]

- ❑ **Does the situation require, or have the potential to require the evacuation and/or shelter of people or animals [livestock] from your municipality?**

[Evacuee and reception centres often use volunteers as staff. As noted above, the declaration of an emergency enacts certain parts of the Workplace Insurance Safety Act related to volunteer workers. Secondly, an evacuation or sheltering of citizens has the potential to generate issues pertaining to liability. Section 11 of the Emergency Management and Civil Protection Act may provide municipal councillors and employees with certain protections against personal liability.]

- ❑ **Will your municipality be receiving evacuees from another community?**

[The issues discussed in the previous bullet may apply equally to municipalities accepting evacuees.]

Economic and Financial:

- ❑ **Does the situation pose a large-scale disruption to routine patterns of transportation, or re-routing of large numbers of people and vehicles?**

[The rerouting of people and vehicles poses a potential liability risk. Keeping persons from their homes and delaying commercial traffic are both sensitive issues. Section 11 of the Act may provide certain protection from liability. Section 4 (1) allows for extraordinary measures to be taken, providing they are not contrary to law.]

- ❑ **Is an event likely to have a long term negative impact on a community's economic viability/sustainability, including resulting unemployment, lack of available banking services and restorative measures necessary to re-establish commercial activity?**

[The declaration of an emergency may facilitate the ability of the municipality to respond to economic losses.]

- ❑ **Is it possible that a specific person, corporation, or other party has caused the situation?**

[Section 12 states that “where money is expended or cost is incurred by a

municipality or the Crown in the implementation of an emergency plan or in connection with an emergency, the municipality or the Crown, as the case may be, has a right of action against any person who caused the emergency for the recovery of such money or cost...”]