



Township of Severn
1024 Hurlwood Lane
Severn, ON
L3V 0Y6

Emergency Response Plan

Adopted: July 8th, 1999/By-law 1999-47
Revised: October 7th, 2020/By-law 2020-54

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Part I ADMINISTRATION

Plan Amendments

Amendment No.	Date of Amendment	Sections Changed	Approved by:
1	July 8 th , 1999	New Plan	Council
2	July 6, 2005	Updated Plan	Council
3	May 4 th , 2006	Updated Plan	Council
4	December 6 th , 2007	Updated Plan	Council
5	December 9 th , 2010	Updated Plan	Council
6	December 14 th , 2014	Updated Plan	Council
7	December 1 st , 2016	Updated Plan	Council
8	December 6 th , 2017	Updated Plan	Council
9	November 28 th , 2018	Updated Plan	Council
10	December 4 th , 2019	Updated Plan	Council
11	October 7 th , 2020	Updated Plan to IMS	Council
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Plan Distribution List

Position or Location	Number of Copies
Municipal Emergency Control Group	Sharefile
Emergency Operations Centre	1 Hard Copy
Alternate Emergency Operations Centre	1 Hard Copy
Mayor and Council Rep on Program Committee	1 Hard Copy per person
County CEMC	1 Digital Copy
Ontario Fire Marshal and Emergency Management	1 Digital Copy

Annex Document

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

- Annex A** Municipal Emergency Control Group Activation Checklists and Forms
- Annex B** Contact Numbers
- Annex C** Emergency Operations Centre Logistics
- Annex D** Emergency Declaration and Termination Checklists and Forms
- Annex E** Hazard Identification & Risk Analysis and Hazard Checklists
- Annex F** Critical Infrastructure Identification
- Annex G** Alert and Notification Procedures
- Annex H** Mutual Assistance Agreements
- Annex I** Business Continuity Plan
- Annex J** Supplementary Documents

Acronyms

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

Definitions

Business Continuity Plan

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

Chief Administrative Officer

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

Command Group

A group of individuals that administrate an incident. These individuals include the EOC Manager, the Liaison Officer, the Safety Officer and the Emergency Information Officer.

Community Emergency Management Coordinator

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

Community

The Township of Severn, including residents, businesses, and visitors.

Critical Infrastructure

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

Disaster Recovery Assistance for Ontarians

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

Emergency

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

Municipal Emergency Control Group

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

Emergency Information Centre

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

Emergency Information Officer

The interface between the MECG and the public, media and other agencies. This individual is in charge of providing accurate and complete information about the emergency and monitoring the information provided to the public for inaccuracies.

Emergency Management

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

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

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

Emergency Management Ontario

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

Emergency Notification

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

Emergency Operations Centre Commander

The overall manager of the EOC facility, Command and general staff and provides support to the Site Manager.

Emergency Response Plan

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

Emergency Management Program

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

Emergency Operations Centre

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

Emergency Site

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

Emergency Site Manager / Incident Commander

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

Evacuation Centre

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

Finance and Administration Section

Individual(s) responsible for managing the financial costs and human resource concerns of the incident. The section is led by a Finance and Administration Section Chief.

Hazard

- 1) A risk that is a threat.
- 2) An event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural loss, damage to the environment, interruption of business, or other types of harm or loss.

Hazard Identification and Risk Assessment (HIRA)

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

Head of Council

Individual responsible for declaring or terminating an emergency. In the absence of the Head of Council, this role can be filled by the Acting Head of Council.

Incident Action Plan (IAP)

An oral or written plan that contains general objectives that reflect the strategy for managing a specific emergency.

Incident Management System (IMS)

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

Liaison Officer

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

Logistics Section

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

Municipal Disaster Recovery Assistance

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

Mutual Aid Agreements

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

Mutual Assistance Agreement

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

Operational Advisory Committee

This is a committee in conjunction with the CEMC that oversees the development, implementation, and maintenance of the Community Emergency Management Program.

Operations Section

Individual(s) responsible for the reduction of the immediate hazard, saving lives and property, establishing situational control and restoration of normal operations. This section is led by an Operations Section Chief.

Planning Section

Individual(s) responsible for the collection, evaluation and dissemination of incident information and intelligence, maintaining the status of resources, preparing status reports, displaying situation information and developing and documenting the Incident Action Plan. This section is led by a Planning Section Chief.

Reception Centre

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

Safety Officer (Command Staff)

Monitors safety conditions and develops safety measures to the overall health and safety of everyone involved with the incident.

Site Manager

The individual who is designated as the overall person responsible for the emergency site. Multiple site managers might be designated if multiple emergency sites exist.

Mission Statement

The Township of Severn is a people-friendly municipality committed to providing public services that enhance our valued quality of life. We respond to community needs through fiscal responsibility, citizen engagement, effective management of our resources and infrastructure, the equitable delivery of services across all our communities, and effective stewardship of our unique physical environment.

Introduction

The Township of Severn is a lower tier municipality in the northern corner of the County of Simcoe. Severn is composed of the rural and urban settlements of Coldwater, Washago, Port Severn, Severn Falls and Machmont. The sprawling Township is a unique mix of rugged pre-Cambrian shield, pristine waters and rolling farmland that is home to over 12,000 people.

This Emergency Response Plan (the “Plan”) for the Township of Severn has been prepared as part of a comprehensive Emergency Management Program to provide a prompt and coordinated response to all types of emergencies affecting the residents, businesses and visitors in the community.

In addition, depending on the nature of the emergency, the Township of Severn provides a coordinated emergency response with several external stakeholders that would work closely and under the direction of the Municipal Emergency Control Group. These are distinct arrangements and procedures from the regular day-to-day operations.

The Plan has been prepared to provide officials and departments of the Township of Severn and external stakeholders with important emergency response information as it relates to:

- services and equipment
- resource management
- roles and responsibilities during an emergency
- hazard-specific response plans

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

The Control Group members and agencies are expected to develop their own internal notification lists, as well as procedures and contingency plans to fulfill their departmental or agency responsibilities.

It is important that residents, businesses and interested visitors be made aware of its provisions in the Plan. Copies of the Township of Severn's Emergency Response Plan may be viewed at the Municipal Office and at www.townshipofsevern.ca.

For more information, please contact either:

Community Emergency Management Coordinator

Tim Cranney, Fire Chief
Township of Severn
1024 Hurlwood Lane
Severn, ON
L3V 0Y6
705-325-2315
tcranney@townshipofsevern.com

or

Alternate Community Emergency Management Coordinator

Mark Hatch, Deputy Fire Chief
Township of Severn
1024 Hurlwood Lane
Severn, ON
L3V 0Y6
705-325-2315
mhatch@townshipofsevern.com

Aim

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

The Plan incorporates supplementary plans such as Annexes, which provide detailed response procedures for the most likely hazards that could confront the Township of Severn. These hazards have been determined through the process of conducting an in-depth Hazard Identification and Risk Assessment (HIRA).

Authority

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

Confidentiality of the Plan

The Township of Severn Emergency Response Plan is a public document, excluding the Annexes, which are deemed confidential.

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

Hazard Identification Risk Assessment

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

Plan Maintenance & Revision

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

The annual review will include:

- testing and confirming emergency telephone numbers
- the notification system
- updating vital services and/or local services directories
- review of the municipality’s HIRA and Critical Infrastructure

- a table-top or large-scale exercise for the Municipal Emergency Control Group
- training for the Municipal Emergency Control Group and support staff, as needed, on any component of the Plan

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

Emergency Management Program Committee

The Township of Severn's Emergency Management Program Committee, in conjunction with the CEMC, shall oversee the development, implementation and maintenance of the community's Emergency Management and Business Continuity Program. The Committee shall recommend to Council for approval, an Emergency Plan, to provide the community with a strategy to protect the health, safety, welfare, environment and economic strength of residents, businesses and visitors to the community, as well as a Business Continuity Plan to ensure that municipal services are provided in the event of a disruption.

The Emergency Management Program Committee shall be composed of eight (8) members that are appointed by by-law 2019-78. The members are:

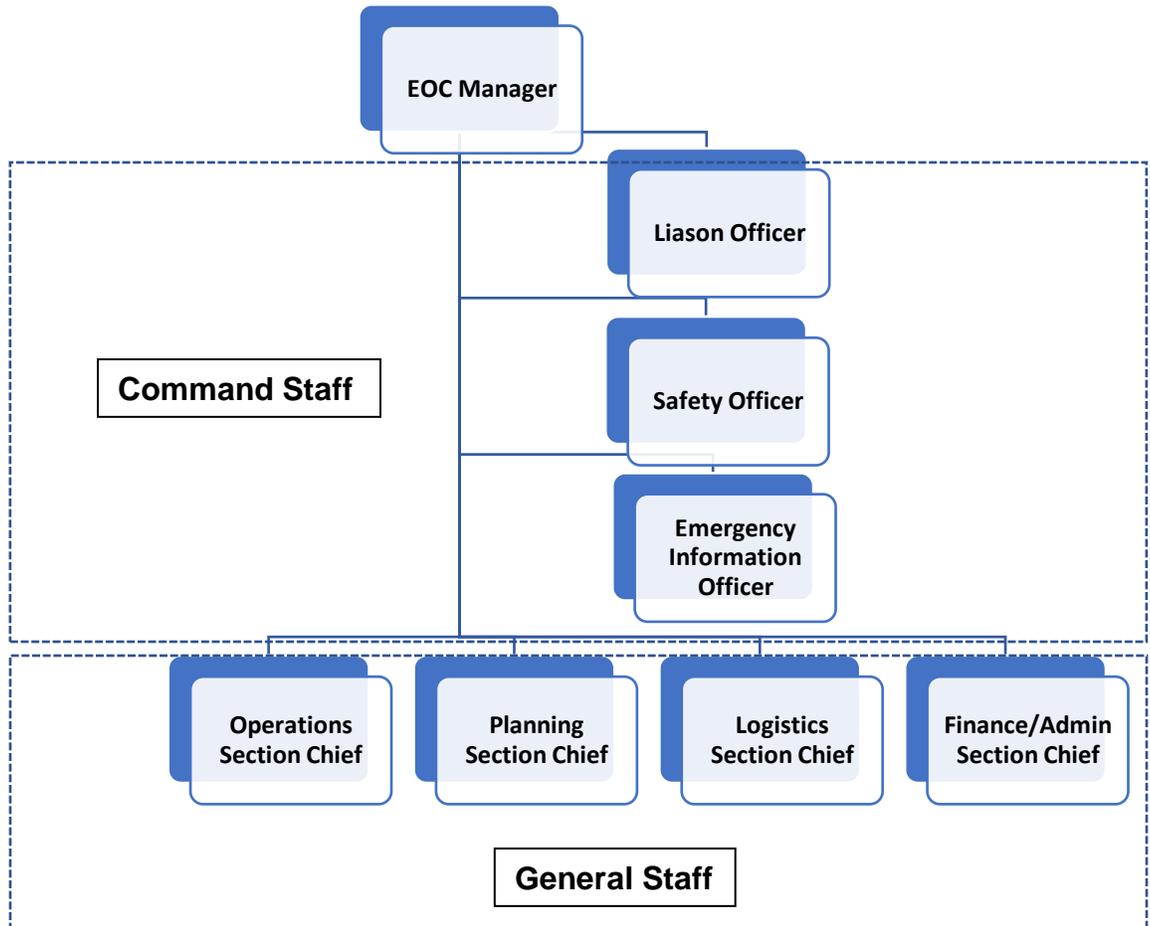
1. Community Emergency Management Coordinator
2. Alternate Community Management Coordinator
3. Chief Administrative Officer
4. Director of Public Works & Utilities
5. Director of Corporate Services/Treasurer
6. Director of Planning & Development
7. Member of Severn Township Council (Chair)
8. Administrative Assistant – Fire Department

Incident Management System

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

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

The IMS structure consists of the following positions:



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

Function	General Responsibilities
EOC Manager	Responsible for the overall management of the EOC facility and assigned resources within the EOC, and the provision of support to the Site Incident Commander.
Safety Officer (SO) Command Staff	Monitors safety conditions and develops safety measures related to the overall health and safety of all incident responders. The Safety Officer must have the knowledge and professional experience to be able to control or reduce occupational hazards and exposures. The Safety Officer also provides advice with respect to risk exposure, due diligence, and claims handling procedures, when applicable.
Emergency Information Officer (EIO) Command Staff	Responsible for the development of emergency information regarding the incident and its release to the public. The EOC Manager must approve all emergency information that the EIO releases.
Liaison Officer Command Staff	Serves as the primary contact for assisting or supporting organizations and advises the EOC Manager of issues related to outside assistance and support, including current or potential inter- organization needs.
Operations Section Chief	Responsible for providing overall supervision and leadership to the Operations Section, including the implementation of the Emergency Operations Centre Incident Action Plan (IAP), as well as the organization and assignment of all operations resources.
Planning Section Chief	Responsible for providing overall supervision and leadership to the Planning Section, as well as the organization and assignment of all planning resources. Responsible for coordinating the development of the EOC Incident Action Plan for each operational period and the collection, collation, evaluation, analysis and dissemination of incident information.
Logistics Section Chief	Responsible for providing facilities, services and materials in support of the incident. Participates in the development of the logistics-related section of the EOC Incident Action Plan and activates and supervises the Branches and Units, as well as the organization and assignment of resources within the Logistics Section.
Finance & Administration Section Chief	Responsible for financial and administrative support to an incident, including all business processes, cost analysis, financial and administrative aspects, and ensures compliance with financial policies and procedures. Provides direction and supervision to Finance & Administration Section staff including their organization and assignment.

Part II NOTIFICATION PROCEDURES

Actions Prior To Declaration

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

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

Notification System

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

Notification procedure:

- For routine or enhanced conditions, notifications shall be completed utilizing the Township’s email system.
- For emergency conditions or to activate the EOC, the MECG member must contact the CEMC or alternate CEMC who will begin the notification process.
- All members of the MECG are responsible for notifying their own staff of the emergency, if required.
- The CEMC will initiate the notification process and provide the following details to the Control Group:
 - date and time of activation
 - nature of the emergency

- location of the EOC (primary, secondary, or alternate)
- time for the MECG to meet
- whether standby or call to assemble
- any items to bring with them
- special precautions (routes to take or health hazards)
- A sample notification script is contained in *Annex A-1* and the contact phone numbers and addresses of the MECG members and their alternates are contained in *Annex B*.
- Records must be kept of the date and time MECG members were contacted and their estimated time of arrival at the EOC.

Emergency Operations Centre (EOC)

The Township of Severn has established a primary and secondary EOC location. These locations are described in *Annex C*. Direction will be given during the notification process as to which location to report to and which members of the MECG must attend.

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

Upon arrival at the EOC, each MECG member will:

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

Upon leaving the EOC, each MECG member will:

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

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

Part III MUNICIPAL EMERGENCY CONTROL GROUP

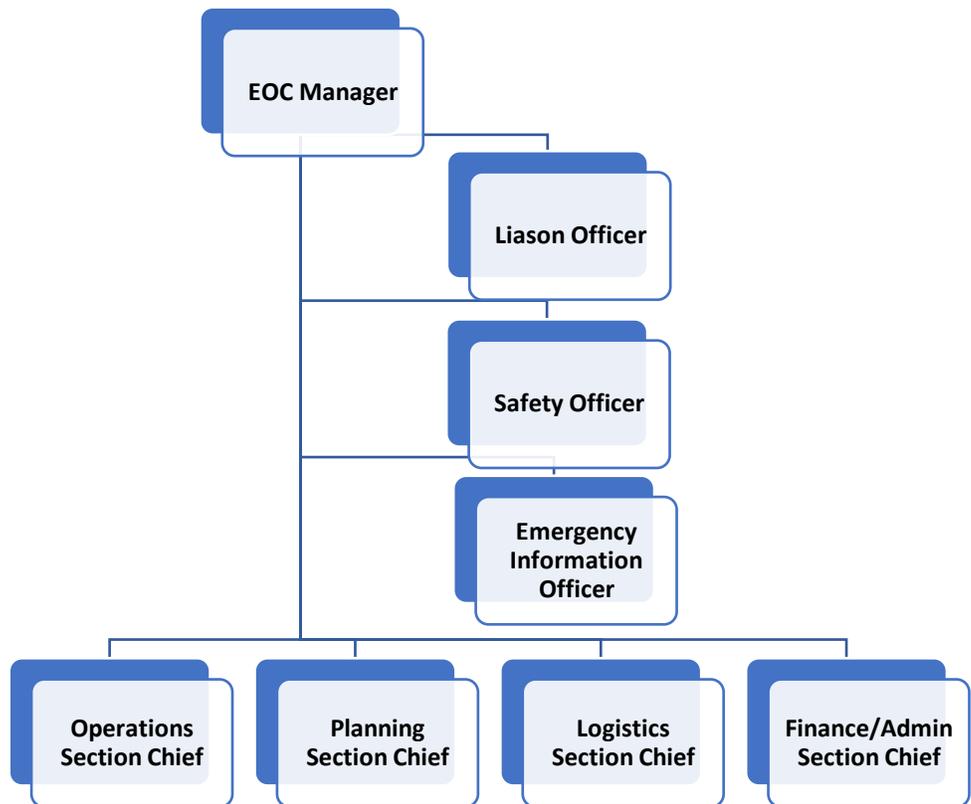
Level of activation of the Municipal Emergency Control Group is based on the scale of the emergency. A tiered response is initiated with select staff resources that are acceptable under certain circumstances, as dictated by the impact or potential impact to the community caused by the incident or emergency.

Municipal Emergency Control Group

The Municipal Emergency Control Group is responsible for the monitoring and control of the emergency response. The MECG is made up of the following functions and are filled by utilizing the contact list in *Annex B*.

1. EOC Manager
2. Liaison Officer
3. Safety Officer
4. Emergency Information Officer
5. Operations Section Chief
6. Planning Section Chief
7. Logistics Section Chief

8. Finance/Administration Section Chief



EOC Support

Depending on the type of incident, the EOC will require expertise or support to mitigate the incident. The following list is members who could possibly be requested to attend the EOC. This list is not all inclusive and other experts could be requested to attend the EOC at the request of the EOC Manager.

- Head of Council
- Paramedic Representative
- Police Representative
- County of Simcoe CEMC
- County of Simcoe Health Representative
- County of Simcoe Social Services Representative
- Chief Building Official
- Office of the Ontario Fire Marshal & Emergency Management
- IT Support
- Amateur Radio Emergency Service

Part IV EOC/SITE MANAGEMENT

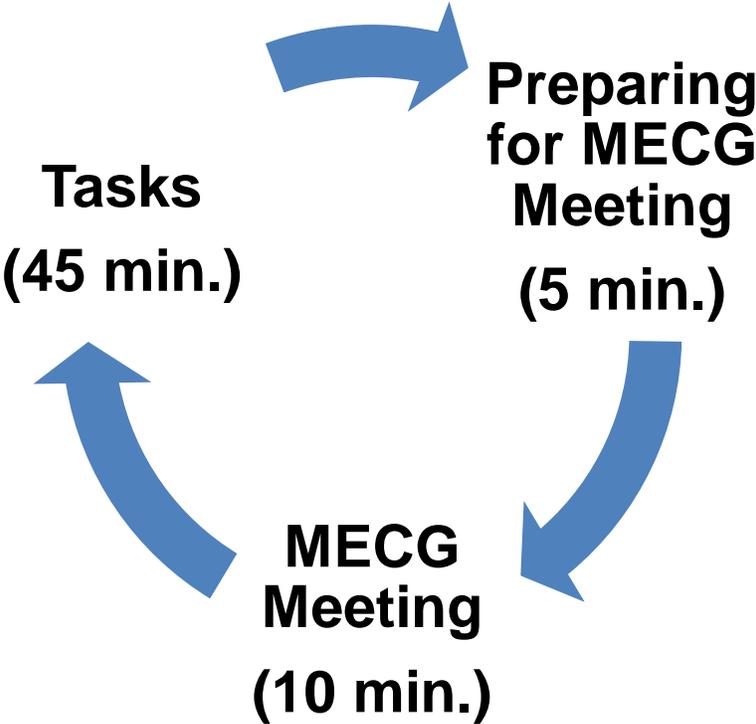
Operations Cycle

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

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

The EOC Manager shall assign a Scribe that will maintain status boards, maps and the event log, and will display them in a prominent place, ensuring they are kept up to date.

One Hour Operation Cycle



Management of the Emergency Site

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

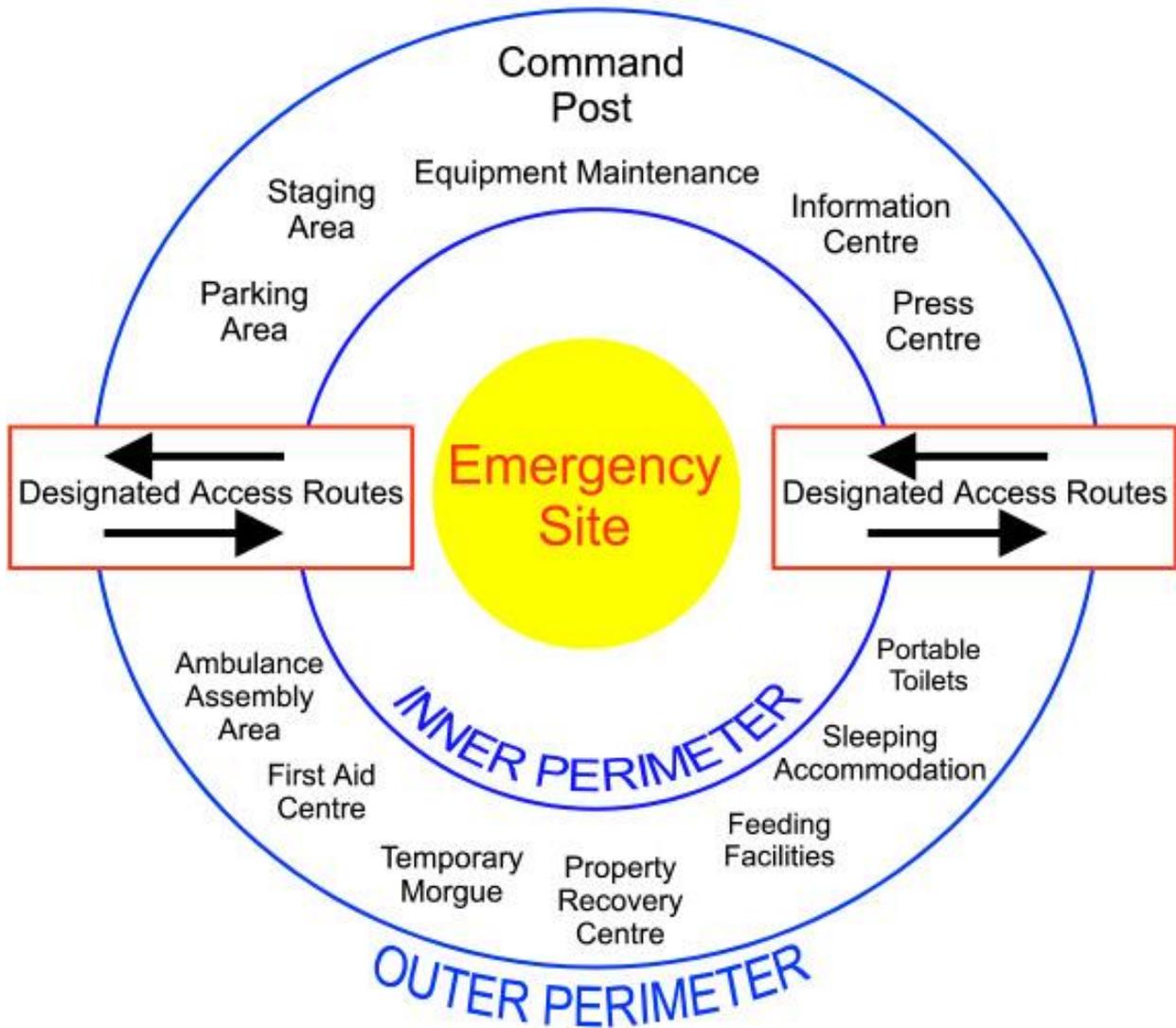
The ESM is the individual appointed to control the operations at the site of an emergency. The selection will depend on the type of emergency and will be decided by the agencies at the scene, subject to approval of the MECG.

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

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

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

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



Responsibilities of MEGC Members

Head of Council/Acting Head of Council

The Head of Council, is responsible for the following:

1. The declaration of an emergency and designating an area.
2. The termination of an emergency.
3. Ensuring that all members of Council are advised of the declaration and termination of an emergency and are kept informed of the emergency operational situation.
4. Ensuring that the Ministry of the Solicitor General and Ontario Fire Marshal and Emergency Management is notified of the declaration of emergency and termination of the emergency.
5. Requesting assistance from neighbouring Municipalities, the County of Simcoe, and the Provincial and Federal Government.
6. Participating in press conferences or media interviews as required.
7. Calling and convening any emergency Council meetings.
8. Maintaining a log of all personal decisions and actions taken.
9. Preparing and submitting a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the Plan or supplementary plans.

EOC Manager

The EOC Manager is responsible for the following:

1. Assessing the incident situation and determining appropriate level of MECC activation based on the information, as known.
2. Establishing the goals, strategies, objectives, and priorities appropriate to the level of response.
3. Coordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings.
4. Chairing meetings of the Municipal Emergency Control Group.
5. Determining the status of emergency declaration and delegation of authority.
6. Advising the Head of Council of the need to declare or terminate an emergency, provide any required information, including policies and procedures as appropriate.
7. Providing information and briefings to senior and elected officials as required.
8. Determining which IMS Sections are needed, assigning Section Chiefs as appropriate and ensuring they are staffed as required.
9. Approving, in conjunction with the Head of Council, major announcements and media releases prepared by the Emergency Information Officer.
10. Approving and authorizing the implementation of the Incident Action Plan. Reviewing IAP for completeness and accuracy, verifying the objectives are prioritized and sign the IAP.
11. Ensuring the EOC check-in procedure is established.
12. Establishing the Operational Period and briefing schedule.
13. Ensuring that an Incident Organization Chart is posted and completed.
14. Monitoring Command and general staff activities to ensure that appropriate actions are taken.
15. Ensuring the appropriate legal and statutory requirements are followed.

16. Reviewing requests for critical resources, confirming who has ordering authority within the organization and confirming those orders that require The EOC Manager authorization.
17. Authorizing demobilization of sections, branches, and units when they are no longer required.
18. Ensuring all required forms and reports are completed prior to demobilization.
19. Maintaining a log of all personal decisions and actions taken.
20. Preparing and submitting a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the plan or supplementary plans.

Liaison Officer (LO)

The Liaison Officer is responsible for the following:

1. Identifying current organization, using the Incident Organization Chart, an Organization Assignment List, and a Resource Assignment List.
2. Determining organizations involved in the incident (governmental, non-governmental, private sector).
3. Determining whether organizations involved are assisting (providing personnel, services, or other direct assistance/resources to the organization with direct responsibility for incident management) or supporting (providing support services to the organization with direct responsibility for incident management, but not providing any direct support or input to the incident itself).
4. Obtaining information from assisting/supporting organizations including contact persons, email/phone numbers, radio frequencies, cooperative agreements, resource type and availability, number of personnel, condition of personnel and equipment and organizational constraints/limitations.
5. Liaising with the following agencies as required: electrical and gas companies, Ministry of Natural Resources and Forestry and Ministry of Environment and Climate Change.
6. Contacting and briefing assisting/supporting organization representatives.
7. Interviewing organization representatives concerning resources, capabilities, and restrictions on use. Provide information at planning meetings as needed.
8. Monitoring incident operations to identify potential inter-organizational problems and keep the EOC Manager apprised of such issues.
9. Providing the Municipal Emergency Control Group with information and advice on matters related to emergency social services functions, including the management of evacuation centres.
10. Ensuring the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services, as required.
11. Supervising the opening and operation of temporary and/or long-term evacuation centres and ensuring that they are adequately staffed.

12. Upon receipt of notification, contact and place on standby or activate and register the emergency social services staff and voluntary support agencies such as Canadian Red Cross, Salvation Army, St. John Ambulance, Victim Services, and local volunteer supports.
13. Maintaining a list of supporting and assisting organizations and keeping it updated.
14. Maintaining a log of all personal decisions and actions taken.
15. Preparing and submitting a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the plan or supplementary plans.

Safety Officer (SO)

The Safety Officer is responsible for the following:

1. Working closely with the Operations to ensure that responders are as safe as possible under the circumstances of the incident.
2. Advising the EOC Manager of any issues regarding safety.
3. Ensuring that adequate levels of protective equipment are available, staff are properly trained on the use of relevant protective equipment and it is being used.
4. Staffing and organizing as appropriate, multiple high-risk operations may require Assistant Safety Officers at each site.
5. Identifying, correcting, or terminating potentially unsafe acts.
6. Identifying and coordinating corrective actions with the EOC Manager and Operations and ensuring implementation.
7. Assisting in the review of the Incident Action Plan to identify safety concerns and issues.
8. Liaison with the Ministry of Labor and Joint Health and Safety Committee as required.
9. Investigating any injuries during the incident, ensuring the accident scene is preserved and investigation is properly documented.
10. Obtaining updates from any Assistant Safety Officers on site prior to the planning meetings.
11. Completing an Incident Safety Analysis.
12. Participating in planning meetings, listening to tactical options being considered. If potentially unsafe, assist in identifying options, protective actions, or alternate tactics. Discuss accidents/injuries to date. Make recommendations on preventative or corrective actions.
13. Completing, as necessary: Incident Medical Plan, Incident Objectives, and a Safety Message/Plan.
14. Coordinating critical incident stress, hazardous materials, and other debriefings, as necessary.

15. Maintaining a log of all personal decisions and actions taken.
16. Preparing and submitting a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the plan or supplementary plans.

Emergency Information Officer (EIO)

The Emergency Information Officer is responsible for the following:

1. Providing the Municipal Emergency Control Group with information and advice on any matters that may be raised by public inquiry or the media.
2. Developing and distributing all media releases in consultation with the Municipal Emergency Control Group and with the approval of the EOC Manager.
3. Preparing the initial information summary as soon as possible after activation of the EOC.
4. Ensuring set up and staffing of public inquiry lines, including but not limited to 211.
5. Assessing the need for special alert and warning efforts, including for persons with special needs.
6. Developing a telecommunication plan.
7. Providing direction and regular updates to the public inquiry personnel to ensure that the most accurate and up-to-date information is disseminated to the public.
8. Establishing an Emergency Information Centre or media area away from the emergency site and EOC.
9. Coordinating interviews and media conferences for members of the Municipal Emergency Control Group.
10. Ensuring that all information released to the media and public is consistent, accurate and approved by the EOC Manager.
11. Monitoring news coverage and social media to correct misinformation.
12. Establishing a schedule for news briefings linked to operational period. Maintain a copy of all media releases.
13. Maintaining a log of all personal decisions and actions taken.
14. Preparing and submitting a final report containing operation evaluation of their area of responsibility, including recommendations on changes to the plan or supplementary plan.

Operations Section

The Operations Section is responsible for the following:

1. Obtaining and/or assisting the EOC Manager in determining objectives and recommended strategies.
2. Establishing a communications link with the Site Manager and determine status of current tactical assignments.
3. Identifying current organization, location of resources, and assignments.
4. Determining location of current staging area and resources assigned there.
5. Ensuring that the Operations Section is set up properly with appropriate personnel, equipment, and supplies. Ensuring operational efficiency, personnel safety, and adequate span of control.
6. Establishing operational period in conjunction with EOC Manager.
7. Coordinating and conducting Operations Briefing and assigning operations personnel in accordance with Incident Action Plan.
8. Working closely with members of the MCEG to coordinate operational activities.
9. Initiating mutual aid agreements as required. Liaising with external fire agencies.
10. Coordinating emergency vehicles and resources as required.
11. Determining if additional/specialized resources or equipment is required (HUSAR or CBRNE teams), making requests through the Provincial Emergency Operation Centre.
12. Establishing and maintaining ongoing communications with the Emergency Site Manager at the Emergency Site.
13. Developing and managing tactical operations to meet incident objectives. Complete Operational Planning Worksheet or EOC Tactics Worksheet.
14. Evaluating situation and providing updates to the EOC Manager and Planning section regarding the location, status and assignment of resources, effectiveness of tactics, desired contingency plans and need for any additional resources.
15. Ensuring resource ordering and logistical support needs are passed to Logistics in a timely fashion.

16. Providing information to Planning Sections Chief regarding the Operation portion of the written IAP if directed by the EOC Manager, identifying specific tactical assignments and resources needed to accomplish assignments.
17. Notifying Liaison Officer of issues concerning cooperation and assisting organizations. Keep Safety Officer involved in tactical decision-making. Keep Incident Commander apprised of status of operational efforts. Coordinate field visits with the Emergency Information Officer.
18. Attending Tactics Meeting with Planning Section Chief, Safety Officer, and Incident Commander prior to planning meeting to review strategy and discuss tactics.
19. Maintaining a log of all personal decisions and actions taken.
20. Preparing and submitting a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the plan or supplementary plans.

Planning Section

The Planning Section is responsible for the following:

1. Determining current resource status.
2. The development of the Incident Action Plan and determining whether a written or oral IAP is required.
3. In conjunction with the EOC Manager, determining time and location of planning cycle meetings.
4. Ensuring the EOC facility is properly set up and ready for operations.
5. Minute taking for Municipal Emergency Control Group meetings.
6. Ensuring that all members of the Municipal Emergency Control Group have necessary plans, resources, supplies, maps, and equipment.
7. Recording all proceedings and decisions of the Municipal Emergency Control Group on Master Events Log.
8. Conducting long-range and/or contingency planning by reviewing current and projected incident and resource status, developing alternative strategies, identifying resources required to implement contingency plans.
9. Ensuring municipal facilities are available for evacuation or reception center purposes if required.
10. Developing plans for demobilization.
11. Displaying incident status summary information.
12. Preparing and distributing the written Incident Action Plan as well as the minutes of planning meetings.
13. Ensuring the Information Officer has immediate access to status reports and displays.
14. Maintaining a log of all personal decisions and actions taken.
15. Preparing and submitting a final report containing operation evaluation of their area of responsibility, including recommendation on changes to the Plan or supplementary plans.

Logistics Section

The Logistics Section is responsible for the following:

1. Reviewing situation and resource status for number of personnel assigned to the incident and the current organization and determine which incident facilities have been or should be activated.
2. Ensuring the Logistics Section is set up with the appropriate equipment and supplies in place, including maps, status boards, vendor references and other resource directories.
3. Identifying, with the EOC Manager and general staff, the immediate need for resources.
4. Coordinating with the Operations Section to prioritize and validate resource requests.
5. Arranging for additional fleet as required, fuel and parts. Arranging for additional fleet from other municipalities or rental companies if required.
6. Obtaining, maintaining, and accounting for essential personnel, equipment and supplies beyond those immediately accessible to Operations.
7. Providing the Municipal Emergency Control Group with information regarding the geography of the area including but limited to, number of homes in the affected area.
8. Providing input on resource availability, support needs, identified shortages and estimated time of arrival for key resources.
9. Identifying future operational needs (both current and contingency) to anticipate logistical requirements.
10. Assisting in the preparation of a transportation plan if required.
11. Providing the Municipal Emergency Control Group with information and advice on Public Works, Utilities, Facilities, Water and Wastewater, Environmental concerns, and Building Services.
12. Depending on the nature of the emergency, providing the Emergency Site Manager as required.
13. Providing engineering assistance. The construction, maintenance, and repair of public roads. Assist with road closures and/or roadblocks.

14. Maintaining a log of all personal decisions and actions taken.
15. Preparing and submitting a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the plan or supplementary plans.

Finance & Administration Section

The Finance & Administration Section is responsible for the following:

1. Providing financial and cost analysis support for the incident.
2. Identifying and tracking sources of funding.
3. If required, arranging for advance funds to those in needs and arranging recovery of these funds.
4. Issuing payment as required for all emergency related expenditures.
5. Tracking timesheets for incident personnel and equipment.
6. Maintaining accurate and detailed records of all emergency-related expenditures.
7. Analyzing the impact of the emergency on the municipal budget.
8. Preparing insurance claims on behalf of the municipality. Preparing claims for provincial and/or federal funding as applicable.
9. Ensuring records of human resources and administrative detail that may involve financial liability are completed.
10. Analyzing potential for legal claims arising out of incident activities.
11. Meeting with assisting and supporting organizations as required, to determine any potential cost sharing agreements or financial obligations.
12. Initiating, maintaining, and ensuring completeness of documentation needed to support claims for emergency funds, including auditing and documenting labour, equipment (rented or purchased), materials, services, and expendable supplies.
13. Assisting the Logistics Section in resource procurement, identifying vendors for which open purchase orders or contracts must be established and negotiate ad hoc contracts.
14. Providing incident telecommunication/IT services and resources.
15. Maintaining a log of all personal decisions and actions taken.
16. Prepare and submit a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the plan or supplementary plans.

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

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

Paramedic Services

The Paramedic (County of Simcoe Paramedic Services) representative is responsible for the following:

1. Ensuring emergency medical services at the emergency site, including triage, treatment, and transportation of patients to the appropriate receiving facilities.
2. Depending on the nature of the emergency, providing the Emergency Site Manager.
3. Establishing and maintaining ongoing communications with the senior Paramedic official at emergency site.
4. Obtaining additional Paramedic and medical support from other municipalities and/or senior levels of government.
5. Advising the Municipal Emergency Control Group if other means of transportation are required for large scale responses.
6. Liaising with the Ministry of Health and Long-term Care Central Ambulance Communications Centre to ensure balanced emergency coverage is always available throughout the community.
7. Liaising with receiving hospitals and the Local Health Integration Network as required to coordinate support for affected hospitals and health services.
8. Liaising with the Medical Officer of Health as required.
9. Liaising with the Ministry of Health and Long-term Care Emergency Management Branch as required.
10. Maintaining a log of all personal decisions and actions taken.
11. Preparing and submitting a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the Plan or supplementary plans.

Emergency Social Services

The County of Simcoe Emergency Social Services is responsible for:

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

Medical Officer of Health (MOH)

The County of Simcoe District Health Unit Medical Officer of Health is responsible for:

1. Activating and terminating the Health Unit Emergency Response Plan and Emergency Notification System.
2. Being the chair or delegating chair responsibilities of the Municipal Emergency Control Group at the health unit EOC.
3. Assign an Acting Medical Officer of Health or a covering Medical Officer of Health who would assume the role of Medical Officer of Health at the health unit Emergency Operations Centre in the absence of the Medical Officer of Health.
4. Coordinating public health services with Municipal Emergency Operations Center, emergency and support services and other responding agencies.
5. Providing an on-site manager, if required, and attends the site Command Post, as necessary.
6. Liaising with Ontario Ministry of Health Public Health Division and Chief Medical Officer of Health as required.
7. Liaising with appropriate public health agencies, as required, to augment and coordinate a public health response.
8. Providing advice on matters which may adversely affect public health within the County of Simcoe.
9. Coordinating the response to communicable disease-related emergencies or anticipated epidemics according to Ministry of Health and Long-Term Care policies.
10. Coordinating agency resources to prevent and control the spread of disease during an emergency within the County of Simcoe.
11. Coordinating vaccine storage, handling, and distribution across County of Simcoe.
12. Initiating mass vaccination campaigns during outbreaks of disease within affected municipalities in County of Simcoe.
13. Liaising with Logistics Section Chief or alternate within the Emergency Operations Center to ensure the provision of potable water, community sanitation, maintenance, and sanitary facilities.

14. Providing for the inspection of evacuation centres, making recommendations, and initiating remedial action in areas of:
 - a. accommodation standards related to overcrowding, sewage, and waste disposal, monitoring of water supply, air quality, sanitation, and facility layout and operation
 - b. food handling, storage, preparation, and service
 - c. general health and safety involving injury prevention
15. Liaising with local social service agencies on areas of mutual concern regarding evacuation centres including:
 - a. victim assessment, support, and referral
 - b. public health information and community networks
16. Providing inspection and advice in collaboration with municipal representatives within the affected communities regarding the evacuation of residential buildings which pose a public health threat.
17. Liaising with the Coroner to coordinate the activities of the mortuary within the community and providing assistance where necessary.
18. Providing instruction and health information through public service announcements and information networks.
19. Providing resource support and consultation to emergency service workers.
20. Evaluating post-emergency effectiveness and efficiency in the execution of the agency's responsibilities through debriefing sessions and liaison with MECGs from each municipality.
21. Maintaining a log of all personal decisions and actions taken.
22. Preparing and submitting a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the Plan or supplementary plans.

Emergency Site Manager

The Emergency Site Manager is responsible for the following:

1. Setting up a Unified Command Post and establishing communications with the other agencies on the site and with the Operations Section Chief.
2. Organizing a management team and arranging a management cycle.
3. Determining the inner and outer perimeters and ensuring they are set up.
4. Organizing the layout of the site.
5. Conferring with the heads of the other agencies at the site to ascertain what is happening and what is needed.
6. Passing information on what is happening and requests for resources up the line to the EOC and passing direction and information from the EOC down the line to others at the site.
7. Directing and coordinating the activities of the response agencies at the site.
8. Determining what resources are necessary and asking the EOC to provide them.
9. Arranging a system of relief for site workers.
10. Facilitate media visits to the site as required by the Emergency Information Officer.
11. Maintaining a log of all personal decisions and actions taken.
12. Preparing and submitting a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the Plan or supplementary plans.

Community Emergency Management Coordinator

The CEMC is responsible for the following:

1. Complete all training required by the Ontario Fire Marshal and Emergency Management.
2. Coordinating the development and implementation of the municipality's Emergency Management Program.
3. Maintaining the Emergency Management Program to the Provincial Standards.
4. Reporting to the municipality's Operations Advisory Committee.
5. Arranging and documenting meetings with the Operations Advisory Committee that discuss emergency management issues or plan reviews.
6. Passing information on what is happening and requests for resources up the line to the EOC and passing direction and information from the EOC down the line to others at the site.
7. Submitting required documents to the Province, on an annual basis, to maintain program standard certifications requirement.
8. Maintaining a log of all personal decisions and actions taken.