



Township of Adjala-Tosorontio

Emergency Response Plan

Enacted under: By-law # 10-02

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Alliston, ON L9R 1V1
(705) 434-5055
www.adjtos.ca

Upon request, the Township Emergency Plan will be provided in an accessible format or with appropriate communication supports and will be made available as soon as practicable.

1 Introduction & Procedures

1.1 Definition of an Emergency

The Township of Adjala-Tosorontio is situated in Central Ontario, forty minutes north of Toronto. It is composed of a total population of 10,603 persons (Stats Canada, 2011)

An emergency is defined 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 (*EMCPA, 2006*).

In order to protect residents, visitors, properties, businesses, critical infrastructure and economic stability, the Township of Adjala-Tosorontio possesses a detailed emergency response plan designed to mitigate the damages created by an emergency. In the event of an emergency, the Township of Adjala-Tosorontio promotes a coordinated approach to emergency planning that includes partner municipalities, emergency response agencies, community agencies and private sector partners.

Situations that may pose the highest risk to the Township of Adjala-Tosorontio are:

- Meteorological events (e.g. flood or flash flood, forest or urban fire, snowstorm, ice storm, extreme temperatures, windstorms, including tornadoes)
- Accidents (e.g. hazardous material spill, explosions, transportation accidents, building collapse, water contamination, train derailment)
- Technological failures (e.g. power failures, phone system interruptions)
- Intentional acts (e.g. labour strike, crime, arson, civil unrest, terrorist attacks)
- Outbreaks of disease (human or animal borne)

The Township of Adjala-Tosorontio Emergency Management Program Committee has endorsed this emergency response plan. Every official, municipal department and agency must be prepared to carry out assigned responsibilities in an emergency. The response plan has been prepared to provide key officials, agencies and departments of the Township of Adjala-Tosorontio with important emergency response information relating to:

- Roles and responsibilities during an emergency
 - A coordinated response during an emergency
 - Arrangements, services and equipment
-

In addition, it is important that residents, businesses and interested visitors be aware of the provisions of this Emergency Response Plan.

This type of emergency is defined 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 (*Emergency Management and Civil Protection Act, 2006*).

As mandated by the *Emergency Management and Civil Protection Act, 2006*, all municipalities in Ontario must have an emergency response plan and an emergency management planning program. The Township of Adjala-Tosorontio Emergency Response Plan is also the document upon which the Township of Adjala-Tosorontio and partner municipalities can create County-wide mutual aid and assistance agreements that greatly improves the effectiveness of our response to larger-scale emergencies.

The Adjala-Tosorontio Emergency Management Program Committee has endorsed this emergency response plan. Every official, municipal department and agency must be prepared to carry out assigned responsibilities in the declaration of an emergency. The emergency response plan has been developed to provide key officials, agencies and departments of the Adjala-Tosorontio with important emergency response information relating to:

- Declaration, notification and termination of an emergency
- Locations of primary and alternate EOC's and PEOC's
- Roles and responsibilities during an emergency
- A coordinated response during an emergency
- Hazard-specific response plans
- Resource management
- Emergency telecommunications plans
- Critical infrastructure assurance plan
- Continuity of operations plan
- CBRN memorandum of understanding and response plans
- Requests for assistance and mutual aid

We encourage residents, businesses and interested visitors to be aware of the provisions of this Emergency Response Plan.

2 Aim and Purpose

The aim of The Township of Adjala-Tosorontio emergency management program is to incorporate the five pillars of emergency management: prevention, mitigation, preparedness, response, and recovery in an effort to create a disaster resilient community.

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

This plan enables a centralized controlled and coordinated response to emergencies in The Township of Adjala-Tosorontio, and complies with the legislated requirements of the *Emergency Management and Civil Protection Act* and was adopted by *By-law # 10-02* of the Corporation of The Township of Adjala-Tosorontio.

3 Authority

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

The *EMCPA* states that:

Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan. [*EMCPA*, s. 3(1)].

The council of a county may with the consent of the municipalities situated within the county co-ordinate and assist in the formulation of their emergency plans. [*EMCPA*, s. 3(3)].

The emergency response plan shall, assign responsibilities to municipal employees, by position, respecting implementation of the emergency response plan; and set out procedures for notifying the members of the municipal emergency control group of the emergency. [*O. Reg. 380/04*, s. 15(2)].

As enabled by the *Emergency Management and Civil Protection Act*, this emergency response plan and its elements have been:

- Issued under the authority of *The Township of Adjala-Tosorontio By-law # 10-02* and
- Filed with Emergency Management Ontario, Ministry of Community Safety and Correctional Services

3.1 Enacting By-Law

THE CORPORATION OF THE TOWNSHIP OF ADJALA-TOSORONTIO

BY-LAW 10-02

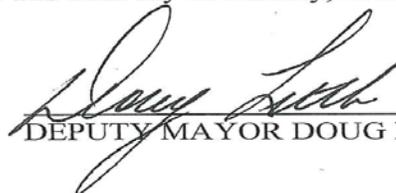
A BY-LAW TO FORMULATE AN EMERGENCY PLAN (Emergency Plan By-law)

WHEREAS the Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9, section 3(1), as amended, provides that the Council of a municipality shall pass a by-law formulating an emergency plan governing the provision of necessary services during an emergency and the procedure under and the manner in which employees of the municipality and other persons will respond to the emergency;

AND WHEREAS the Council of the Corporation of the Township of Adjala-Tosorontio deems it appropriate and in the public interest to provide an emergency plan for the efficient employment of all services required in an emergency situation;

NOW THEREFORE the Council of the Corporation of the Township of Adjala – Tosorontio enacts as follows:

1. **THAT** the By-law shall be cited as “The Township of Adjala – Tosorontio Emergency Plan By-law”
2. **THAT** By-law 97-45 is hereby repealed;
3. **THAT** the provisions of this By-law shall take full force and effect with the passing hereof;
4. **THAT**, notwithstanding anything contrary to the rules of procedure, this By-law be introduced and read a first and second time and be considered read a third time and finally passed this 11th day of January, 2010


DEPUTY MAYOR DOUG LITTLE


CLERK BARBARA KANE

4 Actions Prior to Declaration

The Township of Adjala-Tosorontio has established Emergency Monitoring Status Indicators to identify specific phases of an emergency event and the actions or monitoring that the Community Control Group and Township staff will undertake during each phase.

<p>Adjala-Tosorontio Status ROUTINE (GREEN)</p>	<p>Declaration of Routine conditions means that the Corporation is operating under normal conditions. Under these conditions Adjala-Tosorontio maintains ongoing surveillance for abnormal events.</p>
<p>Adjala-Tosorontio Status ENHANCED (YELLOW)</p>	<p>Declaration of Enhanced conditions means that an abnormal event, potential or actual emergency has been detected or is in development. Under these conditions Adjala-Tosorontio enhances its surveillance and monitoring activities and takes appropriate related actions. For updates and important information, members of the Community Control Group would continue to check and monitor their voice and email accounts.</p>
<p>Adjala-Tosorontio Status EMERGENCY (RED)</p>	<p>Declaration of Emergency conditions means that Adjala-Tosorontio and/or two or more of its member municipalities is in an emergency response mode. Under these conditions Adjala-Tosorontio implements its Emergency Response Plan and activates its Emergency Operations Centre (EOC) in order to coordinate the appropriate response activities. For updates and important information, members of the Community Control Group would continue to check and update the website, monitor their voice and email accounts as to what action is next required.</p>
<p>Adjala-Tosorontio Status RECOVERY (GREY)</p>	<p>Declaration of Recovery conditions means that Adjala-Tosorontio is working to ensure a smooth transition from Enhanced or Emergency Conditions to Routine Conditions. For updates and important information. Members of the Community Control Group would continue to update Township website to relay recovery status information for all residents of the Municipality.</p>

4.1 Action of the Township of Adjala-Tosorontio Employees

When an emergency exists but has not yet been declared to exist, Adjala-Tosorontio employees may take such actions under this emergency response plan as may be required to protect property and the health, safety and welfare of the inhabitants of the Township of Adjala-Tosorontio.

4.2 Control Group Notification Process

- Upon receipt of a warning of a potential emergency, the responding Adjala-Tosorontio department will immediately contact the Adjala-Tosorontio Community Emergency Management Coordinator (CEMC) to request that the notification system be activated.
- Upon notification of an emergency, the CEMC will notify all members of the Township Adjala-Tosorontio Emergency Community Control Group (CCG)
- Where a threat of an impending emergency exists, the CEMC will contact the Mayor and the CAO for advice. The Mayor or CAO will decide whether to convene the CCG or place the group on standby
- Upon being notified, it is the responsibility of all CCG officials to notify their staff and volunteer organizations of the situation

4.3 Request for County Assistance by Member or Single Tier Municipality

The County of Simcoe Emergency Response Plan provides coordinated emergency support to municipalities in the event of an emergency. An area municipality or the single tier municipalities of Barrie and Orillia may request assistance from the County of Simcoe at any time by contacting the Community Emergency Management Coordinator, who in turn shall contact the County Warden and County Chief Administrative Officer.

The Emergency notification contact list, including contact numbers for requesting assistance or activating the Emergency Response Plan.

4.4 Request for Assistance from the Province of Ontario

The Mayor, Emergency Operations Centre Director, or the CEMC may request assistance from the Province of Ontario at any time without any loss of control or authority. Such a request may be made by contacting Office of the Fire Marshal and Emergency Management (OFMEM). Confidential contact information for OFMEM can be found in the ANNEX section.

4.4.1 Office of the Fire Marshal and Emergency Management (OFMEM)

For routine matters, OFMEM staff may be reached between 0900-1700 hours, Monday to Friday.

4.4.2 OFMEM Provincial Emergency Operations Centre

Office of the Fire Marshal and Emergency Management staffs the Provincial Emergency Operational Centre (PEOC) on a 24/7 basis. The Township of Adjala-Tosorontio should report emergencies to the Provincial Emergency Operational Centre (PEOC) Duty Officer. Contact information can be found in the ANNEX section.

When the Township of Adjala-Tosorontio declares an emergency, it must notify the Office of the Fire Marshal and Emergency Management immediately and fax a copy of the emergency declaration as soon as possible.

In the rare event that the PEOC Duty Officer cannot be reached, to report an emergency, please contact the OPP Duty Officer.

4.4.3 OFMEM Community Field Officer

Lisa Harvey, Muskoka/Lakes Sector Community Officer
Office of the Fire Marshal and Emergency Management
Ministry of Community Safety and Correctional Services

4.5 How to Report an Emergency to OFMEM

When the Township of Adjala-Tosorontio declares an emergency, it must notify the Office of the Fire Marshal and Emergency Management immediately and fax a copy of the emergency declaration as soon as possible.

5 Convening the Adjala-Tosorontio Emergency Community Control Group

5.1 *Community Control Group Emergency Notification*

A request to activate the Township of Adjala-Tosorontio's Emergency Notification System may be made by any of the following if they believe an emergency exists or has the potential to develop by contacting the Adjala-Tosorontio Community Emergency Management Coordinator:

- Premier or Lieutenant Governor in Council
- The Mayor
- Any member of the Adjala-Tosorontio Emergency Community Control Group (CCG)
- The head of Council (or designate) for Adjala-Tosorontio
- Other individuals as identified as having authority in an area municipal plan

The request is made by contacting the Adjala-Tosorontio Emergency Management Coordinator who shall proceed as follows:

- Where an emergency exists, the CEMC will notify all members of Adjala-Tosorontio Emergency Community Control Group (CCG)
- Where a threat of an impending emergency exists, the CEMC will contact the Mayor and the CAO for advice. The Mayor or Chief Administrative Officer will decide to convene the CCG or whether they will be notified and placed on standby.
- Upon being notified to convene, it is the responsibility of all CCG officials to report to Adjala-Tosorontio's Emergency Operations Center (EOC), notify their staff and volunteer organizations.

5.2 *Emergency Notification Procedure*

The Emergency notification contact list, including contact numbers for requesting assistance or activating the Emergency Response Plan. SEND WORD NOW program for groups is located in the ANNEX section.

The content of the messages using SEND WORD NOW is automatically transferred during Emergency Notification procedures will be standardized and as brief as possible, and include the following:

1. Reason for the call: describe (pending or potential) emergency situation
2. Status of notification "SUPPORT", "ALERT" or "CALL TO ASSEMBLE"
3. Location of the Emergency Operation Centre (EOC) or meeting room
4. Special precautions to take (routes to EOC or meeting room, hazards, health risk, etc.)
5. Verbal update and instructions concerning notification status
6. Request to repeat the verbal message to ensure information is understood

6 Declaration, Notification & Termination of Emergency

The decision to declare an emergency in all or part of the Township of Adjala-Tosorontio is made by the Head of Council, or his/her designate for the Township of Adjala-Tosorontio, following a recommendation by the CCG.

6.1 Authority to Declare

The *Emergency Management and Civil Protection Act* authorizes the Mayor of Adjala-Tosorontio, as the Head of Council, to declare that a Township emergency exists. The decision to declare an emergency in all or in part of the Township will be made in consultation with the Adjala-Tosorontio Emergency Community Control Group (CCG).

The factors affecting the decision to declare an emergency include:

- a) The resources (personnel and material) that the Township of Adjala-Tosorontio has committed or needs to commit, to the emergency affecting the area municipalities
- b) A determination that the emergency affects a large portion of the population of more than one municipality
- c) The Township of Adjala-Tosorontio's requirement for external funding both in coordinating the emergency and during the recovery process

6.2 Designates to the Head of Council for the Township of Adjala-Tosorontio

The Adjala-Tosorontio By-law #10-02 authorizes the following individuals as the Head of Council designate(s) who may declare an Emergency exists within the boundaries of the Township of Adjala-Tosorontio in the absence of the Head of Council, or should the Head of Council be unable to fulfill his/her obligation:

- CAO
- CEMC

6.3 Notification of Declaration

Upon the declaration of an Emergency, the Township of Adjala-Tosorontio Emergency Community Control Group (CCG) will assemble to control and co-ordinate the response to the emergency. Upon such declaration, the Head of Council (or designate) will notify:

- 1) Office of the Fire Marshal and Emergency Management immediately and fax a copy of the emergency declaration as soon as possible
- 2) Remaining Council Members within the boundaries of Adjala-Tosorontio
- 3) The public
- 4) Neighbouring municipal officials as required
- 5) Local Member of the Provincial Parliament (MPP)
- 6) Local Member of Parliament (MP)
- 7) Media
- 8) Solicitor General (as per the *Emergency Management and Civil Protection Act* Section 4.3)

** N.B. the Solicitor General is deemed to be the Minister of Community Safety and Correctional Services

6.4 Termination of an Emergency

A state of emergency in Adjala-Tosorontio may be terminated at any time by the following individuals:

- The Head of Council for the Township of Adjala-Tosorontio
- Adjala-Tosorontio Council
- Premier of Ontario

Similar to the declaration of an emergency, the following parties will be notified of the termination:

- Office of the Fire Marshal and Emergency Management ; with a faxed copy of the termination
- Members of Council
- Neighbouring municipal officials, as required by the affected area
- Local Member of Provincial Parliament (MPP)
- Local Member of Parliament (MP)
- The Office of the Solicitor General (Minister of Community Safety and Correctional Services)
- The media
- The public
- Solicitor General (as per the *Emergency Management and Civil Protection Act* Section 4.3)

** *N.B. the Solicitor General is deemed to be the Minister of Community Safety and Correctional Services*

6.5 Provincial Emergency

Pursuant to s. 7 of the *Emergency Management and Civil Protection Act* the Premier of Ontario may:

- By order declare that an emergency exists throughout Ontario or in any part of the province
 - Direct and control the administration, facilities and equipment of the municipality in the emergency area, and, without restricting the generality of the foregoing, the exercise by the municipality of its powers and duties in the emergency area is subject to the direction and control of the Premier
 - Require any municipality to provide such assistance as he or she considers necessary to an emergency area or any part of the emergency area that is not within the jurisdiction of the municipality and direct and control the provision of such assistance
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7 Emergency Operations Centre (EOC)

7.1 EOC Locations in Adjala-Tosorontio

In an emergency the CCG will convene at the Township of Adjala-Tosorontio Emergency Operations Center (EOC). In the event that this EOC is inaccessible due to the nature of the emergency, an alternate EOC will be used. The location of each EOC is confidential and accessible only to authorized individuals to maintain the safety and security of the EOC for the CCG members.

The EOC affords the CCG the ability to meet and to coordinate an effective response to mitigate the impacts of the emergency. The EOC is self-contained and stocked with provisions to support the work of the CCG for 72 hours. General equipment for the EOC includes:

- Telecommunications, including cell phone signal boosters
- Emergency GIS Programming
- Weather Stations
- Office supplies

The Township of Adjala-Tosorontio has also implemented operating procedures for the EOC such as:

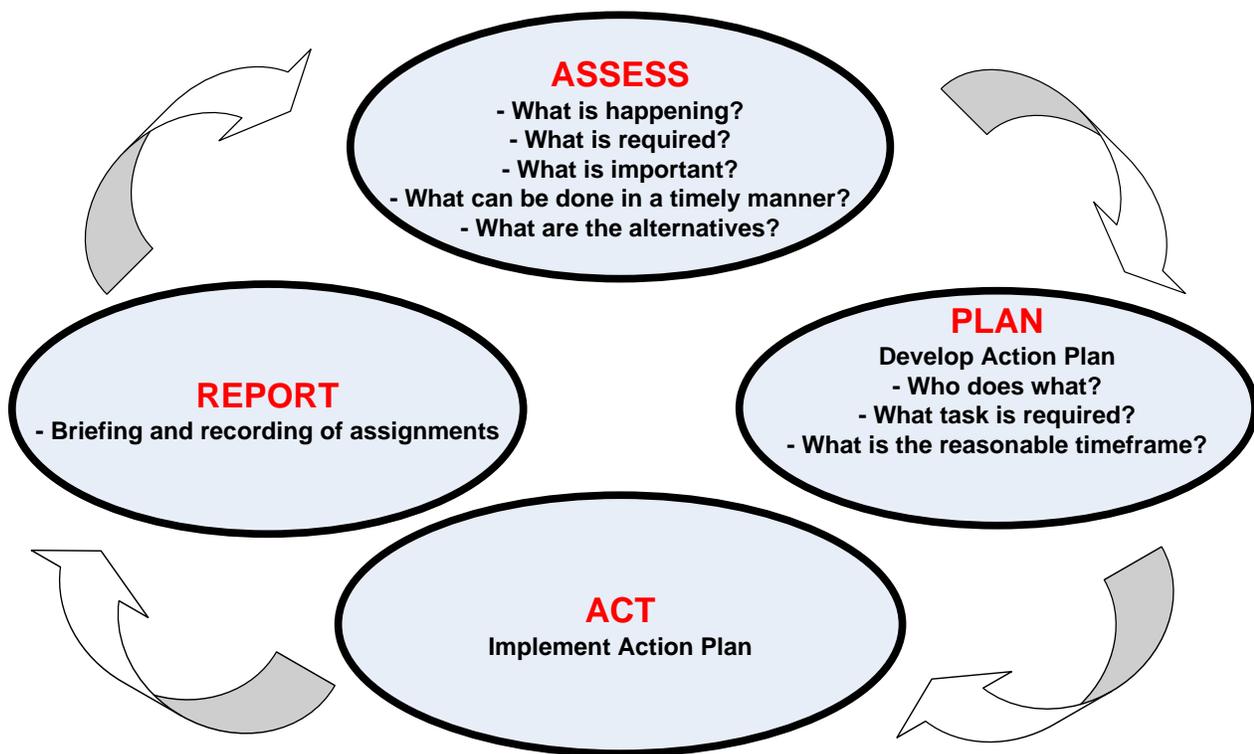
- Activation and sign-in
- Infection Control
- Security

Full Emergency Operations Centre (EOC) Operating Procedures can be found in the ANNEX section.

8 Emergency Operations Centre Operating Cycle

Members of the CCG will gather at regular intervals during the emergency situation to inform each other of actions taken and issues encountered. The EOC Director will establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible to allow CCG members to act on their responsibilities. Status boards and maps will be prominently displayed and kept current to the events of the emergency.

The following diagram depicts the Operating Cycle of the Emergency Operations Centre:



9 Adjala-Tosorontio Emergency Community Control Group (CCG) Membership

The primary members of the CCG are as follows. Each primary member has designated two alternates who may act in the absence of the primary member in the following positions:

- Emergency Operations Centre Director
- Deputy Director
- Liaison Officer
- Emergency Information Officer
- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance and Administration Section Chief

The Planning, Logistics, and Finance & Administration Section Chiefs will oversee operational units. The Operations Section will be comprised of the following branches: Police, Fire, Paramedic Services, Emergency Social Services, Medical Officer of Health and Critical Infrastructure.

The positions in the CCG will be filled by staff based on skill, experience and knowledge. These staff will be trained to carry out the specific roles and responsibilities of their assigned position, as described in Section 11.0. Although each member of the CCG may not be involved in the event, each member must be notified of the situation.

Other support personnel who may be asked to join the CCG on an as-needed basis include:

- Ham Radio Operators
 - Emergency Management Ontario Representative
 - Liaison staff from Provincial Ministries
 - Officials, experts or representatives from the public or private sector
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10 Adjala-Tosorontio Emergency Community Control Group (CCG) Responsibilities

Members of the Township of Adjala-Tosorontio's Emergency Community Control Group (CCG) are responsible for the following actions or decisions:

- The primary responsibility of the Township of Adjala-Tosorontio's Emergency Community Control Group (CCG) is to implement the Emergency Response Plan during an emergency and to provide advice and assistance to the Mayor or Designate in carrying out his/her duties under the Emergency Response Plan.
- When an emergency exists involving two or more area municipalities, and the need for County or regional services exists, these services will be coordinated by the Township of Adjala-Tosorontio Emergency Community Control Group (CCG), as required and/or requested.
- The CCG will coordinate the acquisition of additional resources requested by the area municipalities. Decisions to ration resources if required will be made by the CCG and will be based on a priority of need. Equipment assigned to the municipality will be under the control of the municipal site manager and/or the municipal EOC.
- During emergency operations, the CCG is constituted and responsible for the coordination and support of area municipalities by working closely with the area municipalities Emergency Community Control Group(s).

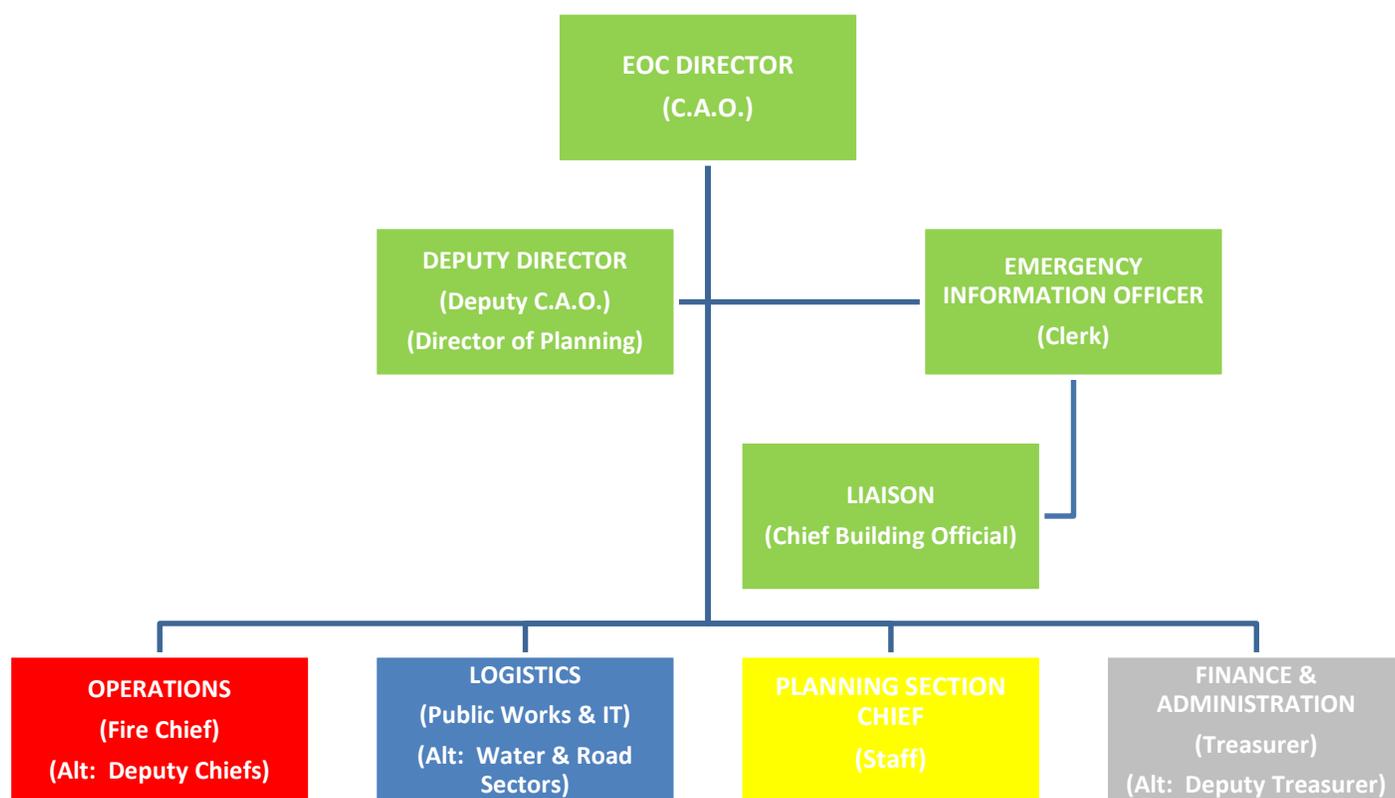
Actions and decisions normally undertaken by the CCG may include, but are not limited to:

1. Acquiring and assessing information to determine status of the situation.
2. Coordinating emergency services, agencies and equipment, as required.
3. Coordinating services to ensure that necessary actions are taken for the mitigation of the effects of the emergency provided they are not contrary to law.
4. Determining if the location and composition of the CCG is appropriate.
5. Advising the Township of Adjala-Tosorontio Mayor whether the declaration of an emergency is recommended.
6. Advising the Township of Adjala-Tosorontio's Mayor on the need to designate all or part of the Township of Adjala-Tosorontio as an emergency area.
7. Ensuring support to the municipal Emergency Site Manager or area municipal Emergency Operations Centre by offering equipment, staff and resources, as required.
8. Coordinating and/or overseeing the evacuation shelters of residents considered to be in danger.
9. Assisting area municipalities in discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, gas, closing down a shopping plaza/mall.
10. Arranging for services and equipment from local agencies not under County control i.e. member communities, private contractors, industry, volunteer agencies, service clubs.
11. Notifying, requesting assistance from and/or liaising with various levels of government and any public or private agencies not under County control, as considered necessary.

12. Determining if additional volunteers are required and if appeals for volunteers are warranted.
 13. Determining if additional transportation is required for evacuation or transportation of persons and/or supplies.
 14. Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer for dissemination to the media and public.
 15. Advising the Mayor if a Disaster Declaration should be requested from the Minister of Municipal Affairs and Housing.
 16. Determining the need to establish advisory groups and/or sub-committees/working groups for any aspect of the emergency including recovery, for example:
 - Applying for Ontario Disaster Relief Assistance Program (ODRAP)
 - Authorizing the collection of donations
 - Establishing a Disaster Relief Committee
 17. Authorizing Township of Adjala-Tosorontio expenditures of money required to deal with the emergency.
 18. Notifying the service, agency or group under their direction, of the termination of the Township of Adjala-Tosorontio declared emergency.
 19. Maintaining a master event log outlining decisions made and actions taken.
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11 Roles and Responsibilities of Individual CCG Members

Individual CCG members with the appropriate training and knowledge will assume the following roles and responsibilities during the emergency situation. The Township of Adjala-Tosorontio Emergency Management System is based upon the Provincial Incident Management System. Roles will be filled as appropriate to the emergency situation. As a result, not all roles may be filled in a small-scale emergency. In this situation, responsibilities remain with the EOC Director or Section Chief as appropriate, until delegated.



11.1 Emergency Operations Centre (EOC) Director

The EOC Director is in charge of the management of the incident and must be fully qualified to fulfill this role. Oversees all operations, overall management responsibility for coordinating, supporting, and assisting other agencies.

- Oversees all operations
- Overall management responsibility for coordinating, supporting, and assisting other agencies
- Sets priorities for overall response and recovery efforts
- Establishes appropriate staffing level
- Sets expenditure limits
- Develops incident action plan and monitors its implementation
- Approves media releases
- Final decision-maker on operational issues
- Liaises with Mayor and Council

11.2 Deputy Director

- Assumes role of Director whenever the Director is absent from the EOC
- Undertakes special assignments at request of Director
- Ensures flow of information within the EOC is efficient and accurate and that resource requests are prioritized and tracked

11.3 Liaison Officer

The Liaison Officer is responsible for communications between the CCG and other agencies. The agencies the Liaison Officer may work with include, but are not limited to:

- Police services (Community, Provincial and Federal)
- St. John Ambulance and Canadian Red Cross
- District Coroner and Medical Officers of Health
- Ministry of Health and Long Term Care
- Central Ambulance Communications Centre
- Local health care and long term care facilities
- Council members and administration staff from member, single tier and neighbouring municipalities (e.g. Treasurer, Director of Public Works, etc.)
- Nottawasaga Valley Conservation Authority
- Ministry of the Environment
- Hydro One and other utilities providers
- Coordinates cooperating agencies
- Provides advice to Head of Council regarding declaration of emergency

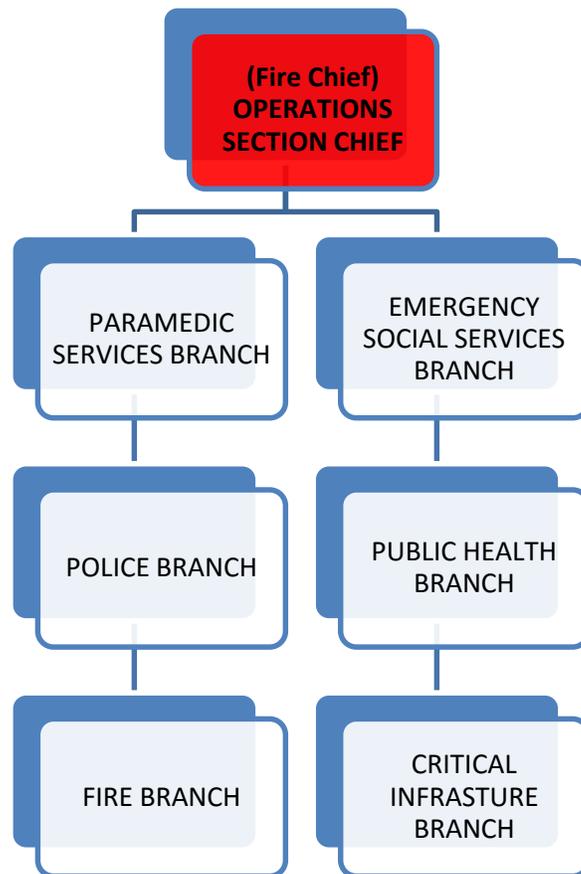
11.4 Emergency Information Officer



The Emergency Information Officer (EIO) is the interface between the CCG and the public and media. The EIO is responsible for providing accurate and complete information about the emergency and monitoring the information provided to the public for inaccuracies. The EOC Director approves the release of all incident related information. Specific responsibilities of the EIO include:

- Interfaces with the site, media, the public and other agencies
- Develops accurate and complete information on the current situation
- Oversees communications units: media relations, media monitoring, public information (including alerts and warnings), internal information, public inquiry centre, elected officials (site tours, briefings, etc.), and electronic information

11.5 Operations Section Chief



The Operations Section is responsible for the reduction of the immediate hazard; saving lives and property; establishing situational control; and restoration of normal operations.

- In consultation with Branch Coordinators, establishes tactical objectives and is accountable to the EOC Director
- Implements the Incident Action Plan
- Delegates tasks to Operations Section Branches as necessary
- Responsible for all activities focused on reduction of the immediate hazard and to safeguard human life and property
- Establishes situational control
- Restores normal operations
- Coordinates logistical needs of branches and communicates needs to the Planning Section Chief

11.5.1 Paramedics Services Branch

1. Reports to the Operations Section Chief.
2. Ensuring the appropriate deployment of paramedic services to the emergency site.
3. Establishing an ongoing communications link with the Paramedic Services Incident Commander of the emergency site and the CCG.
4. Obtaining paramedic services from other municipalities for support, as required.
5. Establishing effective triage and transportation of casualties at the site(s).
6. Advising the CCG if other means of transportation are required for large scale response for casualties and/or medical supplies.
7. Liaising with the Ministry of Health and Long Term Care, and Central Ambulance Communications Centre to ensure balanced emergency coverage is available for paramedic service at all times throughout the service area.
8. Ensuring liaison with the receiving and area hospitals and providing continuous update of events as they unfold.
9. Providing a Municipal Emergency Site Manager (ESM) or County Emergency Site Coordinator (ESC), if required and directed by the area municipality Community Control Group or by the County of Simcoe Emergency Community Control Group (CCG).
10. Ensuring that a record is maintained of drivers and operators contracted to provide assistance in provision of paramedic services during an emergency.
11. Procuring staff to assist as required, in providing paramedic services.
12. Assist in the coordination for the evacuation of an acute care or long term care facility.

11.5.2 Emergency Social Services Branch

- Reports to the Operations Section Chief
- Coordinating and arranging emergency lodging, clothing, feeding, registration, inquiries and personal services for those residents who have been displaced from their homes
- Liaising with the CCG with respect to the operations of both reception and evacuation centres
- Authorizing financial assistance to persons in need of the purpose of basic necessities

11.5.3 Police Branch

1. Reports to the Operations Section Chief.
 2. Coordinating information from area police agencies affected by the emergency.
 3. Notifying necessary emergency, County and municipal services, as required.
 4. Establishing a police site command post with communications to the Township of Adjala-Tosorontio EOC.
 5. Establishing an ongoing communications link with the senior police official at the scene of the emergency.
 6. Coordinating information and resources necessary in relation to the inner perimeter within the emergency area.
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7. Establishing and coordinating information and resources necessary in relation the outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict to access to only essential emergency personnel.
8. Providing traffic control staff to facilitate the movement of emergency vehicles, as requested and/or required.
9. Alerting persons endangered by the emergency and coordinating evacuation procedures, as requested and/or required.
10. Ensuring liaison with the Emergency Social Services Branch regarding the establishment and operation of evacuation and reception centres.
11. Ensuring the protection of life and property and the provision of law and order.
12. Providing police service to the Township of Adjala-Tosorontio EOC, evacuation centres, morgues, and other facilities, as requested and/or as required.
13. Notifying the Coroner (and Medical Officer of Health) of fatalities, as requested and/or as required.
14. Ensuring liaison with other community, provincial and federal police agencies, as required.
15. Arranging for the transportation of CCG members, as required.

11.5.4 Public Health Branch

1. Reports to the Operations Section Chief.
2. Activating and terminating the Simcoe Muskoka District Health Unit Emergency Response Plan and Emergency Notification System.
3. Coordinating public health services with various Municipal Control Group members, emergency and support services, and related agencies in the Emergency Operations Centre.
4. Providing an on-site manager if required and attending the site command post as necessary.
5. Liaising with Ontario Ministry of Health and Long Term Care, Public Health Branch and local Medical Officers of Health as required.
6. Liaising with appropriate public health agencies as required to augment and coordinate a public health response.
7. Providing advice on matters which may adversely affect public health within County of Simcoe.
8. Coordinating the response to communicable disease-related emergencies or anticipated epidemics according to Ministry of Health policies.
9. Ensuring coordination of agency resources to prevent and control the spread of disease during an emergency within County of Simcoe.
10. Ensuring the coordination of vaccine storage, handling and distribution across County of Simcoe.
11. Initiating mass vaccination campaigns during outbreaks of disease within affected municipalities in County of Simcoe.
12. Liaising with the Director of Public Utilities or alternate within affected municipalities to ensure the provision of potable water, community sanitation, maintenance and sanitary facilities.

13. Providing for the inspection of evacuation centers, making recommendations and initiating remedial action in areas of:
 - accommodation standards relating to overcrowding, crowd control, security, sewage and waste disposal, monitoring of water supply, air quality, sanitation, and facility layout and operation
 - food handling, storage, preparation and service
 - general health and safety involving injury prevention
14. Liaising with local social service agencies on areas of mutual concern regarding evacuation centers including:
 - victim assessment, support and referral
 - public health information and community networks
15. 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.
16. Liaising with the District Coroner to coordinate the activities of the mortuary within the community and provide assistance where necessary.
17. Providing instruction and health information through public service announcements and information networks.
18. Providing resource support and consultation to emergency service workers.
19. Evaluating post-emergency effectiveness and efficiency in the execution of the agency's responsibilities through debriefing sessions and liaison with Emergency Control Groups from each municipality.

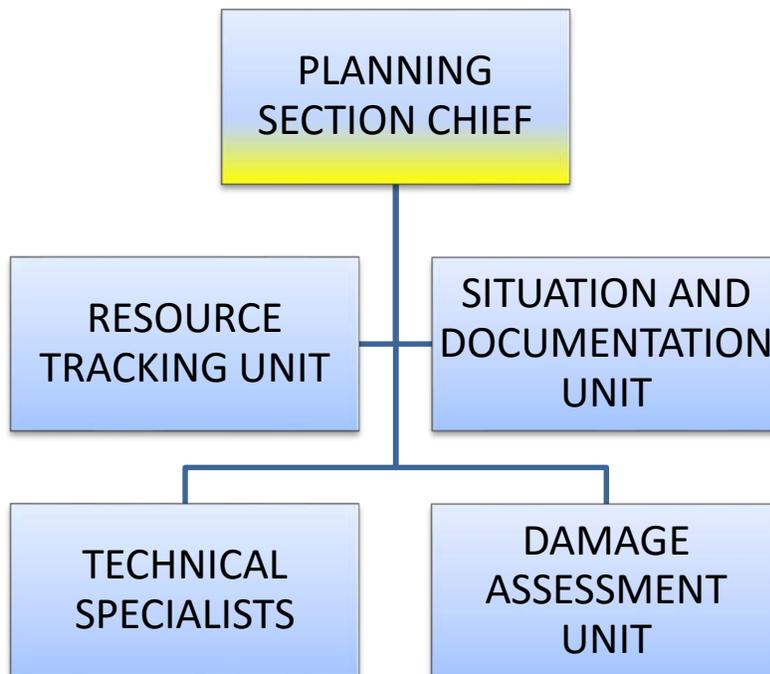
11.5.5 Fire Branch

1. Reports to the Operations Section Chief.
 2. Coordinating activities from area fire agencies affected by the emergency, as required.
 3. Providing the CCG with information and advice on firefighting and rescue matters.
 4. Establishing an ongoing communications link with the senior fire official(s) through the area municipal EOC to the scene of the emergency.
 5. Informing the Mutual Aid Fire Coordinators and/or initiating mutual aid arrangements including the provision of additional firefighters and equipment, as required.
 6. Determining if additional or special equipment is needed and recommending possible sources of supply, e.g., breathing apparatus, protective clothing.
 7. Providing assistance to area municipal fire departments and other agencies and being prepared to coordinate or contribute to non-firefighting operations if requested and/or required, e.g., rescue, first aid, casualty collection and evacuation.
-

11.5.6 Critical Infrastructure Branch

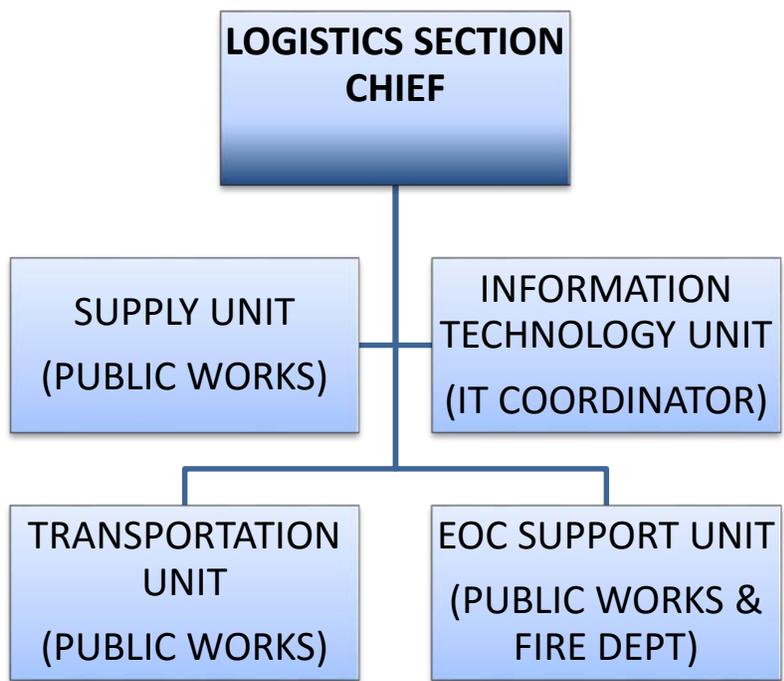
1. Reports to the Operations Section Chief.
 2. Providing the CCG with information and advice on engineering, environmental, and roads services, as required.
 3. Depending on the nature of the emergency, assigning the Emergency Site Manager as requested by the area municipality and informing the CCG.
 4. Establishing an ongoing communications link with the corporate services staff at the scene of the emergency.
 5. Coordinating and assist the activities from the local municipal public works in the affected and surrounding areas within the County of Simcoe, as required.
 6. Ensuring liaison with the public works representative from the area municipalities to ensure a coordinated response including the single tier municipalities of Barrie and Orillia.
 7. Ensuring provision of engineering assistance.
 8. Ensuring construction, maintenance and repair of County roads.
 9. Liaising with area municipalities in the maintenance of sanitary sewage and water systems.
 10. Providing equipment for emergency pumping operations.
 11. Ensuring liaison with local public works departments concerning emergency water supplies for firefighting purposes, as required.
 12. Liaising with area municipalities in the provision of emergency potable water, supplies and sanitation facilities to satisfy the requirements of the Medical Officer of Health.
 13. Liaising to coordinate with the area municipalities for the discontinuation of any public works service to any resident, as required, and restoring these services when appropriate.
 14. Ensuring liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions.
 15. Providing specialized vehicles and equipment owned by the County of Simcoe as required by emergency services.
 16. Ensuring liaison with the conservation authority regarding flood control, conservation and environmental matters and being prepared to take preventative action.
 17. Providing solid waste management services (collection, processing and disposal) as require.
 18. Liaising with the Ministry of the Environment (MOE).
 19. Coordinating and liaising with utility agencies such as Hydro One to ensure:
 - a. Monitoring the status of power outages and customers without services
 - b. Providing updates on power outages, as required
 20. Provide assistance with accessing generators for essential services, or other temporary power measures.
-

11.6 Planning Section Chief



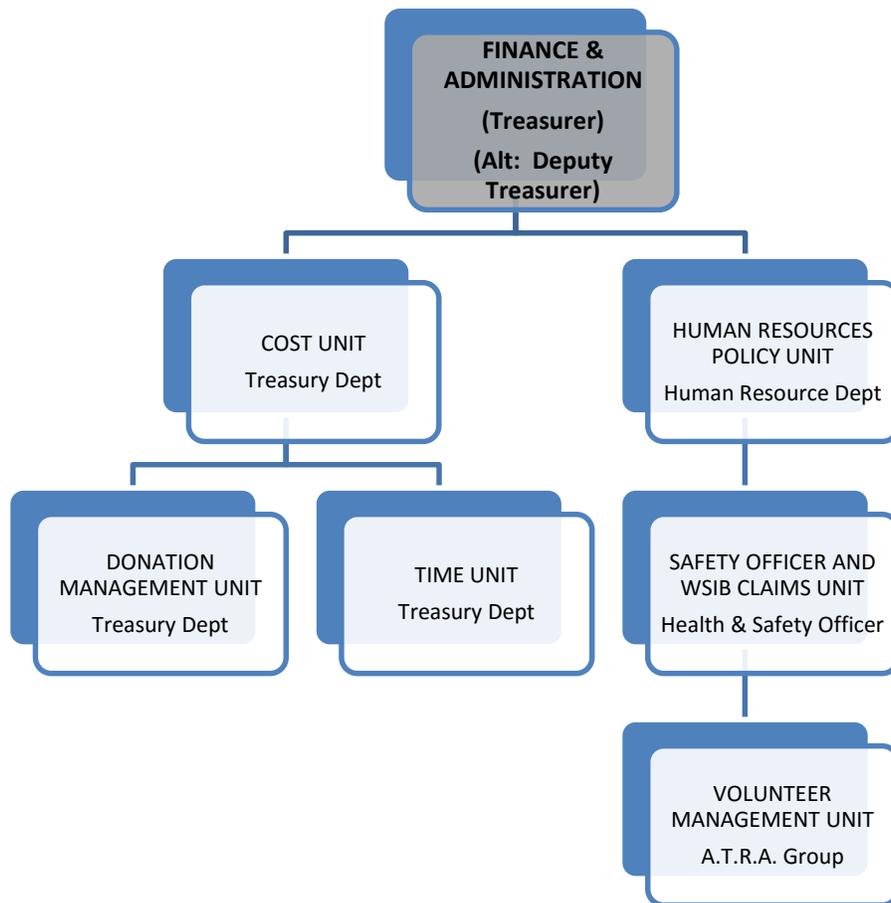
- Planning Chief coordinates the work of the planning section and is accountable to the EOC Director
 - Collects, evaluates, validates and disseminates incident situation information and intelligence
 - Damage assessment
 - Prepares status reports and facilitates operational cycles meetings
 - Displays situation information
 - Responsible for all incident documentation
 - Develops and documents the Incident Action Plan
 - Coordinates acquisition of technical experts
-

11.7 Logistics Section Chief



- Logistics Chief coordinates units responsible for services and is accountable to the EOC Director
 - Responsible for all support requirements needed to facilitate effective and efficient incident management
 - Ensures provision of facilities, transportation, supplies, equipment maintenance and fuel, food services, telecommunications and IT support, and emergency responder medical services pursuant to the Incident Action Plan
-

11.8 Finance and Administration Section Chief



- Finance & Administration Chief coordinates the work of the planning section and is accountable to the EOC Director
 - Tracks all costs associated with responding to the incident
 - WSIB claims
 - Direct response costs
 - Procurement
 - Coordinates donation management
 - Implements emergency human resources policies, including volunteer recruitment and training
 - Provides an incident health and safety officer
-

12 Emergency Site Liaison Officer

The Emergency Site Liaison Officer (ESLO) communicates all activities of the emergency response team at the incident site and reports with updates to the CCG. The CCG appoints the ESLO, who is usually a senior staff member from Adjala-Tosorontio. Specific responsibilities of the ESLO include:

- Communicating the aim and priorities of the emergency response team to the CCG Liaison Officer
 - If requested by the Site Incident Commander, communicating immediate needs for additional resources to the CCG Liaison Officer
 - Establishing and maintaining communications with the CCG Liaison Officer at the County EOC to ensure accurate information is relayed
-

13 Emergency Telecommunications Plan

Upon implementation of the Township of Adjala-Tosorontio Emergency Response Plan, it will be important to ensure that communications are established between the emergency site and the municipal and EOC. The primary methods of communication between the emergency and the municipal EOC, in order of preference shall be:

- Landline and cellular phones
- Send Word Now
- Internet
- Ham radio
- Common Operational Picture

Instructions for operating these methods of communication are available in the document: *Information Technology Emergency Operations Centre Procedure Guide* in ANNEX section.

14 Emergency Communications Plan

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

In order to fulfill these functions during an emergency, the following positions will be established:

- Emergency Information Officer
- Community Spokesperson
- Public Inquiry Supervisor

14.1 Location of Adjala-Tosorontio Media Centre

The Township of Adjala-Tosorontio will establish a media centre with the appropriate resources at a location separated from the Emergency Operations Centre (EOC). In the event that this location is not appropriate due to the nature of the emergency, an alternate location will be established.

Depending on the nature of the emergency, it may be necessary to establish a media information area adjacent to the emergency site. This will be detected by the CCG, in consultation with the local municipal Community Control Group. The site media information area will be staffed as determined by the Emergency Information Officer.

14.2 Role of Emergency Information Officer

The role of the Emergency Information Officer is discussed in Section 11.4 above.

14.3 Role of Community Spokesperson

The Township of Adjala-Tosorontio Community Spokesperson will be appointed by the CCG. The role will be fulfilled by the Head of Council or his/her designate. Responsibilities of the Community Spokesperson include:

- Giving media interviews on behalf of the Township of Adjala-Tosorontio
- Redirecting all inquiries about decisions made by the CCG, and about the emergency as a whole, to the Emergency Information Officer

14.4 Role of Public Inquiry Supervisor

The Public Inquiry Supervisor acts on behalf of the Emergency Information Officer. Responsibilities of the Public Inquiry Supervisor include:

- Establishing a Public Inquiry Service, including the appointment of personnel to assist and designation of telephone lines
 - Informing the Emergency Information Officer of the establishment of the above service and designated telephone numbers
 - Responding to and redirecting inquires and reports from the public about the emergency based on information from the Emergency Information Officer
 - Responding to and redirecting inquires pertaining to the investigation of the emergency, deaths, injuries or matters of personnel involved with or affected by the emergency to the Emergency Information Officer and appropriate emergency service
 - Responding to and redirecting inquires pertaining to persons who may be located in evacuation and reception centres to the registration and inquiry telephone numbers
-

15 Requests for Assistance

The Township of Adjala-Tosorontio Emergency Response Plan provides coordinated emergency support to other municipalities and Simcoe County in the event of an emergency.

The emergency notification contact list, including contact numbers for requesting assistance or activating the Emergency Response Plan, is located in the ANNEX section.

15.1 Mutual Assistance Agreements

The *Emergency Management and Civil Protection Act* authorizes municipalities to enter into agreements wherein each party may provide assistance, in the form of personnel, services, equipment and material, if called upon to do so by a requesting Municipality in times of emergency.

Mutual Assistance Agreement enable municipalities, in advance of an emergency, to set the terms and conditions of the assistance which may be requested or provided. Municipalities requesting and providing assistance are therefore not required to negotiate the basic terms and conditions under stressful conditions any may request, offer and receive assistance according to predetermined and mutually agreeable relationships.

15.2 Assistance from the Province of Ontario

Under certain circumstances and/or when the combined resources of the Township of Adjala-Tosorontio are deemed insufficient to control the emergency, then the Head of Council may request assistance from the Premier of Ontario. The requesting of said services shall not be deemed to be a request that the Government of the Province of Ontario assume authority and control of the emergency.

Such a request shall be made to the Ministry of Community Safety and Correctional Services, Emergency Management Ontario.

Assistance may be requested from Emergency Management Ontario at any time. Emergency Management Ontario maintains a 24-hour duty roster and can coordinate assistance from a number of Provincial agencies and the Federal Government, including Military Aid to the Civil Authority. When requested by the Township of Adjala-Tosorontio, Emergency Management Ontario will send staff to the Township of Adjala-Tosorontio to act as a provincial liaison and advice on provincial matters.

15.2.1 Ontario Disaster Relief Assistance Program (ODRAP)

ODRAP is intended to alleviate the hardship suffered by private homeowners, farmers, small business enterprises and non-profit organizations, whose essential property has been damaged in an unexpected natural disaster. ODRAP provides funds to those who have sustained heavy losses for essential items such as shelter and the necessities of life. ODRAP does not provide full cost recovery for all damages resulting from a disaster; it only helps eligible recipients restore essential furnishings and property to pre-disaster condition.

ODRAP provides assistance when damages are so extensive that they exceed the financial resources of the affected individuals, the municipality and the community at large. This program does not cover damages of privately-owned, non-essential property, nor to essential property where private insurance is normally available.

If the disaster is of such size and extent that damages are widespread, similar to that experienced during the 1998 Eastern Ontario ice storm, the Province of Ontario in conjunction with the Federal Government, may initiate the Disaster Financial Assistance Arrangements (DFAA).

The Minister of Municipal Affairs and Housing is authorized to declare a disaster area for the purpose of the ODRAP program. The Council, when asking for assistance under the ODRAP program, must adopt a resolution outlining the following:

- i. The Township's request for disaster assistance and declaration
- ii. Whether all or a specified portion of the Township is to be declared a "disaster area"

The Province will contribute up to \$2.00 for every local dollar raised by fundraising, to an amount necessary to settle all the eligible claims, up to 90 percent of all eligible costs.

The Township of Adjala-Tosorontio property damaged by natural disasters may also be eligible for financial assistance under ODRAP.

15.3 Office of the Fire Marshal and Emergency Management

Upon the declaration of an Emergency by the Head of Council, the Office of the Fire Marshal and Emergency Management will deploy a liaison team to the CCG to provide advice and assistance.

15.4 Assistance from the Federal Government

Requests for personnel or resources from the Federal Government must be submitted through the Province of Ontario. Federal assistance will only be provided once the resources of the Township the Adjala-Tosorontio and the Province have been exhausted.

Financial Assistance for natural disasters is available through the Federal Government's Disaster Financial Assistance Fund. This assistance is initiated by the Province.

16 Glossary and Acronyms

16.1 Glossary of Terms

Chief Administrative Officer

The individual who is responsible for the administrative management of the Township of Adjala-Tosorontio.

Community Emergency Management Coordinator

The individual accountable for the development, implementation and maintenance of the emergency management program.

Community Spokesperson

An individual appointed by the Township of Adjala-Tosorontio Emergency Community Control Group who is responsible for giving interviews to the media about the emergency situation.

Township of Adjala-Tosorontio Emergency Community Control Group

The group of Township staff, critical agencies and individuals responsible for the coordination of emergency operations and providing the resources and personnel necessary to manage the incident.

Township of Adjala-Tosorontio Emergency Management Program Committee

A group of individuals responsible for the development and implementation of the Township of Adjala-Tosorontio Emergency Response Plan.

Disaster Financial Assistance

Application for assistance to the Ministry of Municipal Affairs and Housing by a municipality on behalf of its citizens following an emergency for funding to restore key infrastructure to pre-disaster condition. Includes the Ontario Disaster Relief Assistance Program (ODRAP) and Special Assistance Grants.

Emergency

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

Emergency Information Officer

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

Emergency Management and Civil Protection Act

The legal authority for emergency response plans in Ontario.

Emergency Management Ontario

A branch of the Ministry of Community Safety and Correctional Services. Responsible for leading the coordination, development and implementation of emergency management programs in Ontario and partnering with municipalities to assist in their emergency management programs. Also referred to as EMO.

Emergency Notification

A chart to notify the Township of Adjala-Tosorontio Emergency Community Control Group and Support Contacts of an emergency or impending emergency. (See Annex A, page 48)

Emergency Operations Centre

The location from which the Township of Adjala-Tosorontio Emergency Community Control Group operates. Referred to as the Township of Adjala-Tosorontio EOC.

Emergency Operations Centre Director

The individual in charge of the management of the incident. Authorized to delegate responsibility to other individuals.

Emergency Response Plan

A plan, which is formulated to meet the requirements of the *Emergency Management and Civil Protection Act* and which governs the position of necessary services during an emergency and the procedures and manner in which the Township of Adjala-Tosorontio employees and other will respond to an emergency.

Emergency Site

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

Emergency Site Manager

The person at the emergency site who is designated to communicate from the site to the Township of Adjala-Tosorontio Emergency Community Control Group. Appointed by the Township of Adjala-Tosorontio Emergency Community Control Group.

Evacuation Centre

A location used during an emergency to provide temporary refuge for evacuees and to provide a staging area for deployment of evacuees to an emergency shelter or reception area.

Finance and Administration Section

A group of individuals responsible for managing the financial costs and human resources concerns of the incident. In small scale emergencies, responsibilities of this section may be completed by one person.

Head of Council

The individual who presides over Township Council meetings. In the Township of Adjala-Tosorontio, the Mayor of the Township of Adjala-Tosorontio is the Head of Council.

Incident Action Plan

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

Liaison Officer

The individual responsible for communications between the CCG and other agencies. Normally delegated to the Community Emergency Management Coordinator.

Logistics Section

A group of individuals 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.

Member Municipality

The towns and townships located within the geographic borders of the Township of Adjala-Tosorontio.

Incident Management System

A set of doctrines, concepts, principles, terminology and organizational processes to enable effective emergency management.

Operations Section

A group of individuals responsible for the reduction of the immediate hazard, saving lives and property, establishing situational control, and restoration of normal operations.

Planning Section

A group of individuals responsible for the collection, evaluation and dissemination of incident situation information and intelligence; maintaining the status of resources; preparing status reports; displaying situation information; and developing and documenting the Incident Action Plan.

Public Inquiry Supervisor

An individual who acts on the behalf of the Emergency Information Officer to establish a Public Inquiry Service and answer and redirect inquiries about the situation.

Reception Centre

An area where people affected by an emergency may temporarily relocate or where information is available to assist individuals during the emergency.

Single Tier Municipality

A separated city within the County of Simcoe. (The City of Barrie and the City of Orillia).

16.2 Acronyms

ACRONYM	EXPLANATION
ARES	Amateur Radio Emergency Services
CAO	Chief Administrative Officer
CCU	Casualty Collecting Unit
CEMC	Community Emergency Management Co-ordinator
CI	Critical Infrastructure
CISM	Critical Incident Stress Management
CMOH	Chief Medical Officer of Health
DND	Department of National Defence
EC	Evacuation Center
ECG	Emergency Control Group
EH	Emergency Hospital
EIO	Emergency Information Officer
EMO	Emergency Management Ontario
EOC	Emergency Operations Center
EPIC	Emergency Public Information Center
ESG	Emergency Support Group
ESM	Emergency Site Manager
GCACC	Georgian Central Ambulance Communication Center
GIS	Geographic Information System
GPS	Global Positioning System
HH	Headwaters Hospital
HIRA	Hazard identification and risk analysis
HRDC	Human Resources Development Canada
ICT	Information and Communication Technologist
MCSS	Ministry of Community and Social Services
MNR	Ministry of Natural Resources
MOE	Ministry of Environment
MOHLTC	Ministry of Health and Long Term Care
MP	Member of Parliament (Federal)
MPP	Member of Provincial Parliament
NVCA	Nottawasaga Valley Conservation Authority
OCWA	Ontario Clean Water Agency
ODRAP	Ontario Disaster Relief Assistance Plan
OPP	Ontario Provincial Police
OSC	On Site Commander
OSPCA	Ontario Society for Prevention of Cruelty to Animals
PEOC	Provincial Emergency Operations Center
PERT	Provincial Emergency Response Team
PIC	Public Inquiry Center
PICC	Public Inquiry Call Center
RIC	Registration and Information Center
RVH	Royal Victoria Hospital
SCCAC	Simcoe Community Care Access Center

SLRHC	Southlake Regional Health Center
SMH	Stevenson Memorial Hospital
STC	Advanced Treatment Center
STP	Sewage Treatment Plant
