



SCHEDULE "A" TO BY-LAW NO. 2018-11

MUNICIPALITY OF DYSART ET AL

EMERGENCY RESPONSE PLAN

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EMERGENCY RESPONSE PLAN

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INTRODUCTION

Emergencies are defined as situations or impending situations abnormally affecting the lives and property of our society, which by their nature and magnitude require a controlled and co-ordinated response by a number of agencies, both governmental and private, under the direction of the appropriate elected officials, as distinct from routine operations carried out by an agency or agencies, i.e. fire-fighting, police activities, normal hospital routines, etc.

The Municipality of Dysart et al, population 6,280 (according to 2016 Statistics Canada Report) is situated in the County of Haliburton on Highway No. 118, 128 kilometres northwest of the City of Peterborough and 90 kilometres east of Bracebridge.

The Municipality is primarily a tourist area consisting of many lakes and large areas of vacant land. The vacant land consists primarily of deciduous forest. The Municipality of Dysart et al does have some small industry, which employs a limited number of the work force. Other sources of livelihood are the Lumbering Industry, Tourist Industry, the Provincial, Federal and Municipal Governments.

In order to protect residents, businesses and visitors, the Municipality of Dysart et al requires a coordinated emergency response by a number of agencies and officials under the direction of Municipal Emergency Control Group (MECG). During an emergency (outside of the normal emergency services daily operational duties), the MECG will meet to coordinate the required actions as set out in this emergency response plan.

This Emergency Response Plan has been developed to provide a guideline as to the rolls, duties and responsibilities of the Municipal Emergency Control Group and Municipal staff during an emergency event.

AIM

The aim of this plan is to establish a set of actions for the most effective deployment of all services, resources, agencies and personnel required to manage and respond to emergency events in the Municipality of Dysart et al, and in so doing, safeguard the health, welfare and safety of the inhabitants, property, natural environment and the community's economy.

AUTHORITY

The Emergency Management and Civil Protection Act, is the legal authority for this emergency response plan in Ontario.

Section 3.1 of the Act states:

“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.”

Section 4.1 of the Act states:

"The Head of Council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area."

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 Municipality of Dysart et al By-law No. 2018-11;

And

Filed with Emergency Management Ontario

Note: In the absence of the Head of Council, (unavailable or incapacitated), his Alternate (as laid out in Annex F) will assume/perform all duties/rolls assigned to the Head of Council within this plan.

DEFINITION OF AN EMERGENCY

The Emergency Management and Civil Protection Act defines an emergency to mean “a situation or an impending situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property.”

ACTION PRIOR TO DECLARATION

When an emergency exists but has not yet been declared to exist, municipal employees may take such action(s) under this emergency response plan as may be required to protect property, and the health, safety, and welfare of the people/property in the Municipality of Dysart et al. The subordinate plans and attached annexes may also be implemented in whole or in part in the absence of a formal declaration.

DECLARATION OF A MUNICIPAL EMERGENCY
(see Annex D)

If the MECG deems it necessary to declare the event as a state of emergency, (not all events or meetings of the MECG will require declaring a state of emergency) the Mayor, or Deputy Mayor, as the Head of Council, is responsible for declaring that a Municipal emergency exists. This decision is usually made in consultation with other members of the Municipal Emergency Control Group.

Upon such declaration, the Mayor must notify the Ministry of Community Safety and Correctional Services (Provincial Emergency Operations Centre). He or she will also inform:

- (a) the Municipal Council;
- (b) the Haliburton County officials/CEMC;
- (c) the public;
- (d) neighbouring municipal officials, as required.

NOTE:

Any time that a serious emergency occurs, or is threatening to occur, the Municipality should consider informing Emergency Management Ontario through the Provincial Emergency Operations Centre (PEOC) and surrounding Municipalities, **even** if an emergency declaration has not been made. The PEOC and surrounding Municipalities can provide advice and assistance, and early notification will also result in reduced response time should additional resources be requested or required.

EMERGENCY NOTIFICATION PROCEDURES

This plan takes into account emergencies that could arise with or without warning and is intended to deal with the worst case.

An emergency will usually be reported to or discovered by emergency services (Fire, Police, EMS), community services (Public Works, etc.) or one of these organizations will be among the first to be called to the scene of a potential emergency. A senior member of the Police Service or Fire Department, or possibly some other member of the MECG, shall assume control at the site of an emergency and/or arrange for an incident commander to take immediate charge. Depending on the situation, the senior member/MECG member on-scene may make a decision to alert the MECG and request additional support.

Only a member of the MECG may initiate the notification procedure. Members will be notified by phone, alternately by any other electronic means. (Contact information for all MECG members and their alternates has been included as annex F of this plan)

Following the MECG being notified, the immediate assembly of MECG members will be required at the Emergency Operations Centre (EOC) as listed in Annex B. Depending on the severity, MECG members will be contacting their alternates or support staff, as required, placing these individuals on standby or asking them to attend the EOC.

Once the MECG has assembled and has had an opportunity to review the situation, it may confirm the previously appointed incident commander or appoint a replacement to relieve the person in charge of this duty. The incident commander is responsible for emergency response.

TERMINATION OF MUNICIPAL EMERGENCY
(see Annex E)

A municipal emergency may be **terminated** at any time by:

- (a) the Mayor or Acting Mayor;
- (b) the Municipal Council, or;
- (c) the Premier of Ontario.

Upon termination of a municipal Emergency the Mayor must notify the Ministry of Community Safety and Correctional Services (Provincial Emergency Operations Centre). He or she should also inform:

- (a) the Municipal Council;
- (b) the Haliburton County officials/CEMC;
- (c) the public;
- (d) neighbouring municipal officials, as required.

MUNICIPAL EMERGENCY CONTROL GROUP (MECG)

All emergency operations will be directed and controlled by a group of officials responsible for providing the essential services needed to minimize the effects of the emergency on the Municipality. This group shall be known as the Municipal Emergency Control Group (MECG). The designated Emergency Management Coordinator (or alternate) will chair the MECG and Head of Council will act as Emergency Information Officer (EIO). The MECG shall consist of the following members:

1. Head of Council or alternate.
2. Municipal CAO or alternate.
3. Emergency Management Coordinator or alternate.
4. Municipal Clerk or alternate.
5. Municipal Treasurer or alternate.
6. Fire Chief or alternate.

7. Director of Public Works or alternate.
8. Director of Planning & Land Information or alternate.

Support staff **may** be added to this group as the need arises. Circumstances may require the addition of any of the following: (It is imperative that this CONTROL GROUP be kept as **small** as possible in order for it to function effectively).

1. All members of Council and municipal staff.
2. Haliburton Highlands Health Services representative.
3. Haliburton Kawartha Pine Ridge District Health Unit representative.
4. Ministry of Natural Resources and Forestry representative.
5. Ontario Hydro representative.
6. Ministry of Transportation representative.
7. Board of Education representative.
8. Haliburton County CEMC or alternate.
9. EMS Chief or alternate.
10. Ontario Provincial Police representative.

MECG RESPONSIBILITIES AND FUNCTIONS OF SERVICES

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

- (a) Calling out and mobilizing their emergency service, agency and equipment.
- (b) Co-ordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law.
- (c) Determining if the location and composition of the Control Group are appropriate.
- (d) Advising the Mayor as to whether the declaration of an emergency is recommended.
- (e) Designating any area in the municipality as an "emergency area".
- (f) Ensuring that an Emergency Site Manager (Incident Commander) is appointed.

- (g) Ordering, co-ordinating and/or overseeing the evacuation of inhabitants considered to be in danger.
- (h) Discontinuing utilities or services provided by public or private companies, i.e. hydro, water.
- (i) Arranging for services and equipment from local agencies not under municipal control i.e. private contractors, volunteer agencies, service clubs.
- (j) Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under municipal control, as considered necessary.
- (k) Determining if additional volunteers are required and if appeals for volunteers are warranted.
- (l) Determining if additional transport is required for evacuation or transport of persons and/or supplies.
- (m) Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer for dissemination to the media and public.
- (n) Determining the need to establish advisory group(s).
- (o) Authorizing expenditure of money required to deal with the emergency.
- (p) Notifying the service, agency or group under their direction, of the termination of the emergency.
- (q) Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the Chief Administrative Officer.
- (r) Participating in the debriefing following the emergency.

EMERGENCY MANAGEMENT PROGRAM COMMITTEE (EMPC)

In addition to the Municipal Emergency Control Group (MECG), there will be an Emergency Management Program Committee (EMPC). This committee will be responsible for the annual review of:

1. The Emergency Response Plan;
2. The Hazard Information Risk Assessment (HIRA);
3. The Critical Infrastructure (CI);
4. MECG training;
5. MECG exercise;
6. Public Education.

The Emergency Management Program Committee (EMPC) will be chaired by the CEMC (or alternate). The EMPC will meet at least once annually and advise Council on the development and implementation of the program. The EMPC will consist of the following members:

1. Municipal CAO or alternate;
2. Municipal Clerk or alternate;
3. CEMC or alternate;
4. Fire Chief or alternate;
5. Director of Public Works or alternate.

INCIDENT MANAGEMENT SYSTEM (IMS)

The Municipality of Dysart et al has adopted the Province of Ontario Incident Management System (IMS) as a tool/process to assist them in managing an emergency event within the Municipality. In doing so it will allow the Municipal Emergency Control Group (MECG) to be efficient and effective in handling any emergency event.

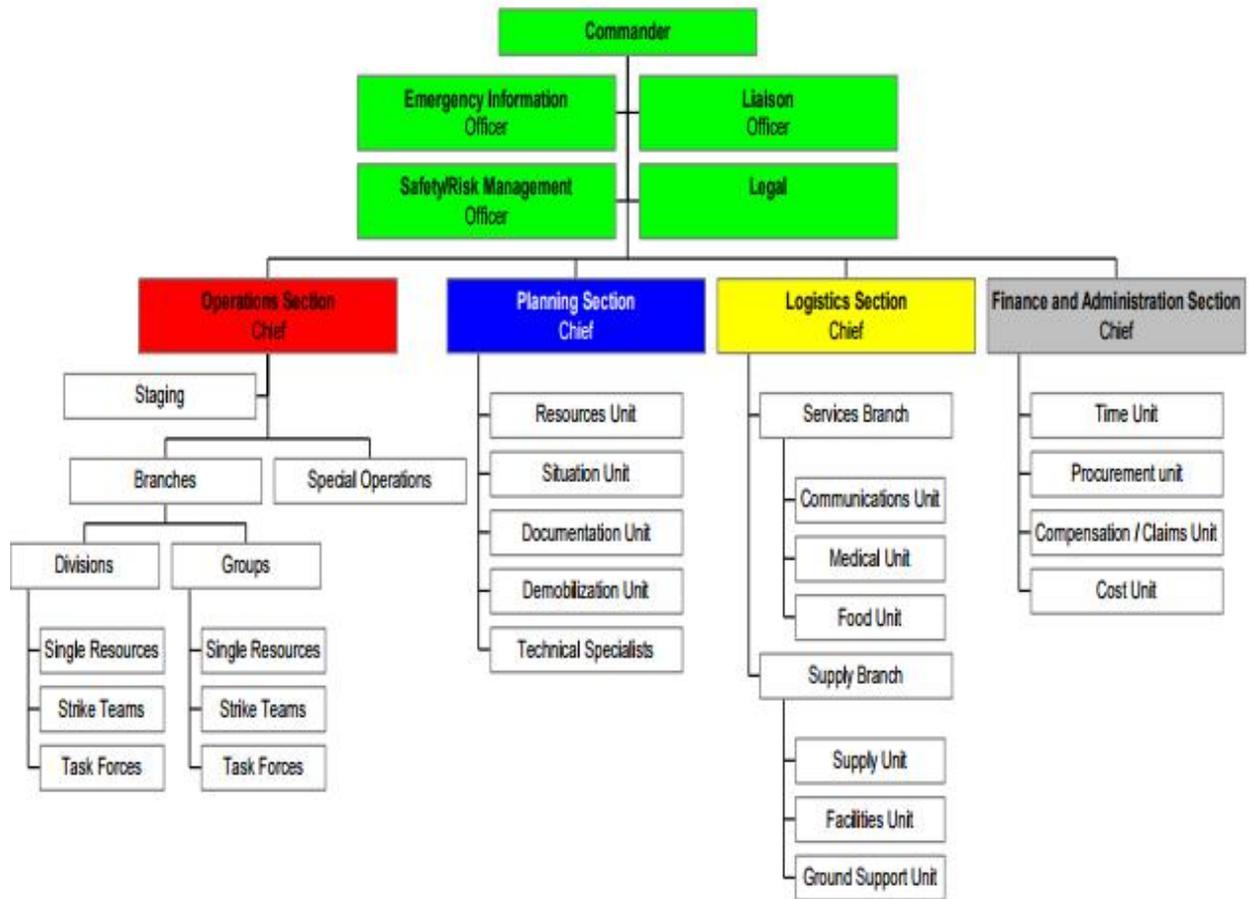
Incident Management System is a scalable, recognized, standardized approach to emergency management encompassing personnel, facilities, equipment, procedures, and communications operating within a common organizational structure.

IMS is predicated on the understanding that in any and every incident, there are certain management functions that must be carried out regardless of the number of persons who are available or involved in the emergency response. Depending upon the scale/size of the emergency event, one person may be responsible for more than one function. The key IMS management functions are:

- Command;
- Operations;
- Planning;
- Logistics;
- Finance/Administration;

IMS ORGANIZATIONAL STRUCTURE

The Figure below provides an overview of how resources are organized under the IMS structure. All IMS resources are coordinated using this structure so that they are scalable and work effectively with other IMS resources.



NOTE:

The above illustrated functions/roles and responsibilities handled by a given individual within the MECG may change or evolve as the emergency event escalates and deescalates over time. Typically on a small scale emergency event one person would be responsible for multiple roles.

IMS ROLES

Suggested IMS roles for the Municipal Emergency Control Group (MECG) are as follows:

Commander – CEMC or alternate

Emergency Information Officer – CAO or alternate

Liaison Officer – CAO or alternate

Safety Officer – CAO or alternate

Legal Officer & Scribe – Clerk or alternate

Operations Section Chief – Fire Chief or alternate

Planning Section Chief – Director of Planning & Land Information or alternate

Logistics Section Chief – Director of Public Works or alternate

Finance/Admin Section Chief – Treasurer or alternate

IMS RESPONSIBILITIES

COMMANDER RESPONSIBILITIES

- Provide overall leadership in responding to the emergency.
- Chair the Municipal Emergency Control Group.
- Manage and coordinate all operations within the Emergency Operations Centre, including establishing the operations cycle meetings.
- Ensure an Incident Commander has been appointed for the emergency.
- Advise the Head of Council on policies and procedures, as appropriate.
- Approve, in conjunction with the Head of Council, major announcements and media releases prepared by the Emergency Information Officer, in consultation with the Municipal Emergency Control Group.
- Direct all actions taken to assist municipal emergency response efforts, and conduct post emergency recovery efforts.
- Mediate conflicts between emergency responders.
- Request assistance from stakeholders at all levels.
- Provide resources for the Emergency Site.
- Fulfill the identified role of any Section Chief not assigned.
- Maintain a personal log of all actions taken.
- Participate in the post-emergency debriefing.

EMERGENCY INFORMATION OFFICER

- Declaration of an emergency within the designated area.
- Declaration that the emergency has terminated.
- Provide guidance and direction to Senior Municipal Official with the delegated authority of Council.
- Ensure that the members of Council are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation.
- Act as the Media Spokesperson and conduct media briefings, as arranged and prepared by the Emergency Information Officer.
- Maintain a personal log of all actions taken.
- Participate in the post-emergency debriefing.
- Implement the Emergency Information Plan for every incident.
- Develop and release emergency information to the public.
- Acts as media spokesperson when required.
- Participate in the post-emergency debriefing.
- Ensure notifications required under this plan are carried out.

LIAISON OFFICER

- Act as an advisor to and provide guidance, direction and/or assistance to the members of the MECG.
- Ensure the activation of the Emergency Operations Centre.
- Appoint a Recording Secretary for the Emergency Operations Centre.
- Ensure that Emergency Management Ontario are notified of the declaration and subsequent termination of each emergency.
- Make arrangements for meals and beverages for personnel in the EOC.
- Liaise with all assisting organizations, outside agencies, neighbouring municipalities, provincial ministries, etc.
- Ensure the establishment of Post-Emergency Recovery Committee and maintain continuity between the emergency and recovery operations by participating in both groups.
- Maintain a personal log of all actions taken.
- Participate in the post-emergency debriefing.

SAFETY OFFICER

- Monitors safety conditions and develops safety measures related to the overall operation.
- Ensure all responders have received appropriate, hazard specific training.
- Advise the MECG on potential risks to responders.
- Maintain a personal log of all actions taken.
- Participate in the post-emergency debriefing.

LEGAL OFFICER & SCRIBE

- Provides solution oriented, articulate, legally sufficient and timely counsel to members of the MECG.
- Document proceedings/meetings of MECG.
- Maintain a personal log of all actions taken.
- Participate in the post-emergency debriefing.

OPERATIONS SECTION CHIEF

- Coordinate and Support:
 - a. First Responders (Fire, Police, EMS)
 - b. Public Works
 - c. Community Services
 - d. Public Health
 - e. Public Works
- Conduct front line tactical operations to carry out the Incident Action Plan.
- Develop tactical objectives.
- Direct and coordinate all municipal operation responses.
- Request resources from Logistics and direct them.
- Liaise with the EOC Director and the Planning Chief to determine the incident objectives and priorities.
- Assist with developing the incident action plan.
- Implement the incident action plan through Operations Section Leads.
- Continually update the Situation Report Lead on any progress toward or delays in achieving the objectives established in the incident action plan.
- Identify personnel and resource requirements.
- Ensure that Operations personnel are working safely.
- Fulfill the identified role of any team lead not assigned.
- Maintain a personal log of all actions taken.
- Participate in the post-emergency debriefing.

PLANNING SECTION CHIEF

- Assess immediate impact of the emergency.
- Collect and evaluate information and intelligence.
- Maintain resource status.
- Administrative support for the IMS organization/MECG.
- Address long-term consequences of the emergency.
- Establish plans for recovery/return to normal operations.

- Coordinate and support:
 - a. Situation Report,
 - b. Document Control,
 - c. Business Continuity,
 - d. Incident Action Planning.
- Coordinate and schedule Emergency Support and Assistance Team personnel as required.
- Fulfill the identified role of any team lead not assigned.
- Maintain a personal log of all actions taken.
- Participate in the post-emergency debriefing.

LOGISTICS SECTION CHIEF

- Support Operations.
- Coordinate resources and services to meet the needs of the incident and the organization.
- Identify resources depleted during the emergency.
- Coordinate and Support:
 - a. Facilities,
 - b. Transportation,
 - c. Staff Needs.
- Fulfill the identified role of any team lead not assigned.
- Maintain a personal log of all actions taken.
- Participate in the post-emergency debriefing.

FINANCE AND ADMINISTRATION SECTION CHIEF

- Provide information and advice on financial matters as they relate to the emergency.
- Liaise, if necessary, with the Treasurers / Directors of Finance of neighbouring communities.
- Seek disaster financial assistance.
- Ensure the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency.
- In conjunction with the Logistics Section provide and secure equipment and supplies not owned by the municipality.
- Coordinate and Support:
 - a. Procurement
 - b. Human Resources
 - c. Cost Tracking.
- Fulfill the identified role of any team lead not assigned.
- Maintain a personal log of all actions taken.
- Participate in the post-emergency debriefing.

EMERGENCY RESPONSE PLAN REVIEW

This Emergency Response Plan and attached annexes shall be reviewed annually by the Emergency Management Program Committee (EMPC). The EMPC will also ensure that the Chief of Emergency Management Ontario (EMO) has a copy of the most recent version of the response plan. A copy will also be provided to the EMO field officer.

ANNEXES

- Annex "A" - Communications Plan
- Annex "B" - Emergency Operations Centre (EOC)
- Annex "C" - Emergency Shelters
- Annex "D" - Declaration of an Emergency
- Annex "E" - Termination of Emergency
- Annex "F" - Emergency Notification List (Control Group)
- Annex "G" - Additional Contacts/Resources