



EMERGENCY RESPONSE PLAN

FOR

THE TOWNSHIP OF CARLOW/MAYO

September 2010

TOWNSHIP OF CARLOW / MAYO

MUNICIPAL EMERGENCY RESPONSE PLAN

This Emergency Plan is issued under the Authority
Of the Council of the Corporation of the Township of
Carlow/Mayo in accordance with By-law no. 12-2011
Dated March 1, 2011.

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INTRODUCTION TO THE TOWNSHIP OF CARLOW/MAYO

The Township of Carlow/Mayo is a lower-tier government of The County of Hastings that was incorporated in 2001 when the former municipality of the Township of Carlow and the former municipality of the Township of Mayo amalgamated.

Located in Eastern Ontario, and served by Provincial Highway 28, the Township of Carlow/Mayo has a population of 950 with 665 households and consists of 388.36 square kilometres of land. This rural municipality is considered to be very scenic with rolling hills and many lakes for seasonal activities. There is a public beach and park with an outdoor skating rink located at Foster Lake in Ward One, which is utilized by people of all ages. The public school accommodates children from junior kindergarten to grade six and within the public school there is a public library. There is also a private school/church that is owned and operated by the Mennonite church. There are two Community Centres owned by the Township, both with baseball parks, which are utilized by many service groups including the Little Mississippi Senior Citizens group and public at large for events.

The Township Office was built in 1994 and the Township Works Garage is located across the road from the municipal office. The Township of Carlow/Mayo has no fire department, although a fire prevention program is in place and the municipality currently has a Fire Management Agreement with the Ministry of Natural Resources to extinguish grass, brush and forest fires.

The Township is bordered on the north by the Township of Hastings Highlands, the east by the Township of Addington Highlands, the south by the Township of Cashel and to the west by the Town of Bancroft.

FORWARD

Municipal Emergencies can be defined as situations caused by the forces of nature, an accident, or an intentional act or otherwise that constitute a danger of major proportions to life or property. The situations or the threat of impending situations, abnormally affecting the lives and property of our society, 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, and are distinct from routine operations carried out by an agency or agencies such as police forces, fire departments or hospitals.

Whenever an emergency occurs, which affects the lives and property of citizens, the initial and prime responsibility for providing immediate assistance rests with the local municipal government. This Emergency Plan is designed to ensure the co-ordination of municipal, private and volunteer services in an emergency to bring the situation under control as quickly as possible.

All municipal officials of the Township of Carlow/Mayo whether elected or appointed, must be fully conversant with the contents of this emergency plan and be prepared at all times to carry out the duties and responsibilities allotted to them.

In addition, it is important that residents, businesses and interested visitors be aware of Carlow/Mayo's Emergency Response Plan provisions. Copies of the Emergency Response Plan may be viewed at Carlow/Mayo's Municipal Office. For more information, please contact:

Arlene Cox

Community Emergency Management Co-ordinator

Township of Carlow / Mayo

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General Delivery

Boulter, ON K0L 1G0

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SECTION 1 INTRODUCTION TO THE EMERGENCY RESPONSE PLAN

1.1 GENERAL

Emergencies can be defined as situations or impending situations caused by the forces of nature, accidents, or an intentional act that constitutes a danger of major proportions to human life and property.

This Municipal Emergency Response Plan is designed to outline the response capabilities and strategies for the municipality for any type of emergency that may occur. All municipalities are potentially vulnerable to emergencies based on their physical location, their industrial base and upon their recent history.

This Emergency Response Plan will be implemented by the community during emergencies to the level of response required based on the circumstances and conditions at the time.

Emergencies can affect public safety, health, welfare and property, the environment and the economic climate of a municipality. The intent upon implementation of this Emergency Response Plan is to reduce the impact of emergencies on life, property and the environment. Emergency Response Plan will also be referred to as the Plan.

1.2 PLAN OBJECTIVES

- A. To establish a plan of action for the earliest possible response to an emergency with the resources available to protect the health, safety, welfare and property of the inhabitants of the emergency area.
- B. To prepare for and to establish a procedure for the declaration of an emergency.
- C. To prepare and maintain an Emergency Response Plan for the efficient training and deployment of all personnel and services required in an emergency situation in the Township of Carlow/Mayo.
- D. To authorize employees of the Township to take action under the Emergency Response Plan, including the state prior to formal declaration of the emergency.

1.3 AIM

The aim of this Plan is to make provision for the extraordinary arrangements and measures that may need to be taken to protect the health, safety, welfare, environment and economic health of residents, businesses and visitors of the Township of Carlow /Mayo when faced with an emergency. The planned and coordinated response strategies implemented by way of this plan will minimize those adverse effects on property, human life and the health and well being of the community. This Plan enables a centralized controlled and coordinated response to emergencies in Township of Carlow/ Mayo and meets the legislated requirements of the Emergency Management and Civil Protection Act.

1.4 SCOPE

This Plan covers all emergencies that fall within the jurisdiction of the Township of Carlow /Mayo. Procedures and checklists are developed to support this Plan in the form of appendices.

This Plan does not cover the detailed plans and procedures and arrangements for supporting or external agencies. Such organizations may be called upon to respond as part of this Plan and are responsible for developing their own plans and procedures consistent with municipal doctrine.

This Plan may also be implemented to assist other municipal jurisdictions with their emergencies once a request for assistance has been made by the other municipality or region. Assistance may also be provided to other jurisdictions as required or through pre-arranged municipal Mutual Assistance Agreements.

1.5 AUTHORITY

The Emergency Management and Civil Protection Act is the legal authority for this Emergency Response Plan in Ontario. Municipal plans must be developed and implemented with legal authority. The legal authority for this Plan is as follows:

Provincial Legislation

Emergency Management and Civil Protection Act, RSO, 1990, Chapter E.9

Ontario Regulation 380/04 (under the Emergency Management and Civil Protection Act)

Occupational Health and Safety Act R.S.O 1990, Chapter O.1

Workplace Safety and Insurance Act, S.O 1997, Chapter 16

Municipal By-law

Current Council By-Law; By-law no. 12-2011; adopting the Emergency Management Program and Emergency Response Plan.

The Emergency Management and Civil Protection Act states that:

[Section 3 (1)]

"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)]

"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 Township of Carlow/Mayo By-law no. 12-2011; and
- Filed with Emergency Management Ontario.

A) Definition of an Emergency

The Emergency Management and Civil Protection Act define an emergency as:

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

B) Action Prior to Declaration of an Emergency

When an emergency exists, but has not yet been declared to exist, community employees may take such action(s) under this Plan as may be required to protect property and the health, safety and welfare of the Township of Carlow/Mayo.

1.6 PLAN ADMINISTRATION

The Plan will be administered by the Community Emergency Management Coordinator (CEMC) or designate. An annual Plan review process is a legislated requirement and the Plan will be updated by the CEMC if required based on the results of the review.

Refer to Appendix A for Plan Revisions Log.

The annual review of the Plan will be undertaken by the Emergency Management Program Committee. A copy of the Plan when updated must be forwarded to Emergency Management Ontario. In this municipality, Plans will be forwarded to the Emergency Management Ontario Field Sector Officer for review, prior to forwarding to the provincial Emergency Management Ontario office in Toronto.

This Plan has been developed so as not to conflict with, but provide a seamless interface with the operations and guiding principles of Hastings County. This Plan will replace any current plans and becomes effective on the date of issue.

1.7 PUBLIC ACCESS TO THE PLAN

This Plan will be made available for viewing or copying by members of the general public during normal business hours at the Municipal Offices at the following address:

Township of Carlow / Mayo Municipal Office
3987 Boulter Road
General Delivery
Boulter, ON K0L 1G0

SECTION 2 HAZARD IDENTIFICATION / RISK ASSESSMENT (HIRA)

2.1 GENERAL REQUIREMENTS

The Emergency Management and Civil Protection Act requires that each municipality in Ontario develop a HIRA (Hazard Identification / Risk Assessment) based on the risks and hazards that may affect the safety and well being of municipal residents. All communities are unique and have their own set of natural, man-made or technological hazards that could potentially cause a serious emergency or disaster. Rural communities are prone to different hazards than urban communities but the planning process is the same. Rural communities may be more susceptible to things like flooding / weather related and transportation hazards rather than the industrial or infrastructure hazards of an urban industrial centre.

Communities must regularly identify and assess its credible hazards to determine the level of vulnerability and review it at least every three to five years. If major changes occur in a community, an analysis may be required more often with subsequent adjustments to the Emergency Management Program.

The typical steps in the process are as follows:

- Using historical, news reports and other research data, identify community hazards;
- Perform a risk assessment for each identified hazard;
- Prioritize your planning process, training & exercise programs and public awareness / public educations programs.

2.2 MUNICIPAL HIRA (HAZARD IDENTIFICATION RISK ASSESSMENT)

As a result of developing a Community Risk Profile from the historical and research data, hazards were determined and prioritized; this information is contained in the community risk assessment appendices.

Refer to Appendix B and C for community hazard information.

SECTION 3 MUNICIPAL EMERGENCY RESPONSE ORGANIZATION

3.1 GENERAL REQUIREMENTS

The *Emergency Management and Civil Protection Act* requires that each municipality in Ontario have a trained Municipal Control Group (MCG) that can be recalled to deal with community emergencies.

This group of trained municipal staff along with the first response organizations and non-governmental organizations in the community make up the Emergency Response Organization.

Generally, the most knowledgeable municipal individual in the organization is the Community Emergency Management Coordinator (CEMC) who acts as an advisor in the Municipal Operations Centre (MOC).

The CEMC interacts with other municipal, county and provincial staff and has an understanding of the larger picture of the emergency management program.

3.2 COMMUNITY EMERGENCY MANAGEMENT COORDINATOR (CEMC)

Each municipality designates either an employee of the municipality or a member of Council as the CEMC and also an alternate CEMC. Both must complete training required by Emergency Management Ontario. In many municipalities in Ontario the CEMC is the Fire Chief or Chief Administrative Officer or Clerk.

The CEMC is trained to standards set by the Ministry of Community Safety and Correctional Services and is responsible for the implementation and maintenance of the Community Emergency Management Program. The CEMC also coordinates training for the individuals in the Emergency Response Organization based on the identified hazards, needs and resource capabilities of the municipality.

The roles and responsibilities of the CEMC include:

- Completes required Emergency Management Ontario training;
- Coordinates the development of and implementation of the municipality's Emergency Management Program;
- Maintains the Community Emergency Management Program to the Provincial Program Standards set by Emergency Management Ontario;

- Reports to the municipality's Emergency Management Program Committee;
- Arranges and documents meetings with the Community Emergency Management Program Committee to discuss emergency management issues and plan reviews;
- Arranges for an annual review of the Emergency Management Program;
- Attends the Municipal Operations Center during emergencies and acts as an advisor to the Municipal Control Group;
- Submits required documents to Emergency Management Ontario on an annual basis to maintain program standard certification requirements.

3.3 EMERGENCY MANAGEMENT PROGRAM COMMITTEE (EMPC)

The Emergency Management Program Committee provides assistance to the Community Emergency Management Coordinator (CEMC) in developing the Emergency Management Program and organizing the Emergency Response Organization.

The Emergency Management Program Committee has a legislated obligation to advise Municipal Council on the development and the implementation of the municipality's Emergency Management Program and also assists the CEMC with the annual review of the municipal emergency management program. This Committee may also, if required make recommendations to Council for revisions to the Emergency Management Program.

The members of the Emergency Management Program Committee are:

- Reeve
- Clerk Administrator/CEMC
- Fire Official
- Roads Superintendent
- Public Information Officer
- Administrative Resource Officer
- Councillor
- Social Services Coordinator and Health Unit as required

The Emergency Management Program Committee meets at a minimum annually or as required.

Records are retained to monitor the progress of the Committee and to maintain Program Certification.

The responsibilities of the Emergency Management Program Committee are:

- The Committee shall advise the Council of the development and implementation of the municipality's Emergency Management Program. (Ontario Regulation 380/04 Section 11.5)
- The Committee shall conduct an annual review of the municipality's emergency management program and make recommendations to the Council for its revision if necessary (Ontario Regulation 380/04 Section 11.6)

3.4 MUNICIPAL CONTROL GROUP

The Municipal Control Group functions as a senior management decision making and coordinating body to assess the events as they occur and decide on a unified course of action to overcome specific problems. The group is responsible for maintaining operations throughout the community and also functions as a support center for the Emergency Site Manager by arranging to provide resources and expertise as required. The Municipal Control Group is the central municipal authority and will initiate contact with outside agencies as required.

In many municipalities, the Municipal Control Group and the Emergency Management Program Committee are the same group of trained individuals. The Municipal Control Group is contacted to gather in the Municipal Emergency Operations Centre during emergencies to manage the situation by making strategic decisions and setting priorities on behalf of the municipality.

The Municipal Control Group reports to the Head of Council as the Executive Authority. Members may be municipal staff appointed by Council or may be Council members as well.

Many municipalities in Ontario have a limited staff complement and rely on their local, County or other Council members to augment the Municipal Control Group.

All municipal management and staff will be briefed regarding municipal emergencies when first recalled to the operations centre.

In this Municipality, the Municipal Control Group consists of:

- Reeve
- Clerk Administrator/CEMC
- Public Information Officer

- Fire Official
- Roads Superintendent
- Police Representative
- Social Services Coordinator
- Medical Officer of Health
- Administrative Resource Officer

The Municipal Control Group may function with only a limited number of people depending on the emergency. While the MCG may not require the presence of all personnel listed as members of the Municipal Control Group, all members of the MCG must be notified of an emergency event or disaster. See section 5 for individual roles and responsibilities of Municipal Control Group members.

3.5 OTHER ORGANIZATIONS

The Municipal Control Group is at liberty to request additional representatives to join the Municipal Control Group during emergencies as Liaison personnel as required. The Municipal Control Group can make decisions on behalf of the municipality without necessarily all members being present.

3.6 A DECLARED COMMUNITY EMERGENCY

The Reeve (or approved alternate) is responsible for declaring an emergency. This decision is made in consultation with other members of the Municipal Control Group.

Upon declaring or terminating an emergency, the Reeve will notify:

- Emergency Management Ontario
- Council;
- County Warden;
- the Public;
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP).

A community emergency may be terminated at any time by:

- Reeve (or approved alternate); or
- Municipal Council; or
- Premier of Ontario

3.7 MUNICIPAL EMERGENCY RESPONSE ORGANIZATION DIAGRAM

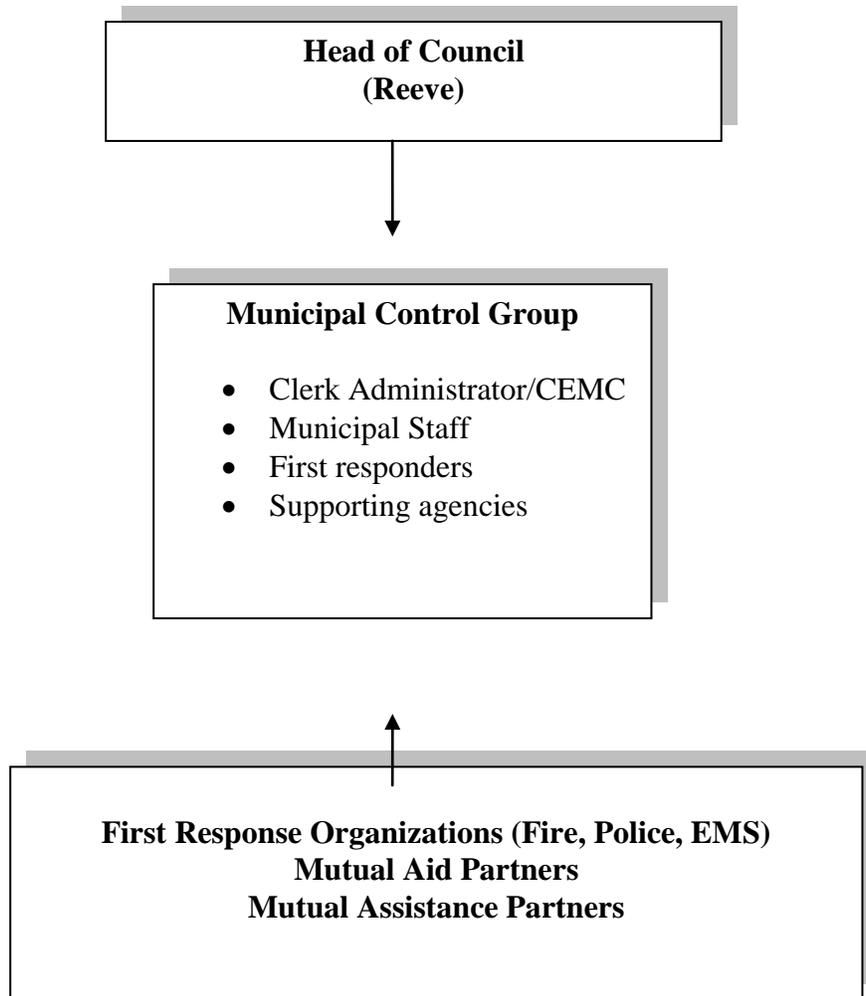


Figure 1- MUNICIPAL EMERGENCY RESPONSE ORGANIZATION

3.8 INCIDENT MANAGEMENT SYSTEM

The Incident Management System (IMS) is an operational framework for emergency response that was introduced formally in 2009 in the form of the IMS Doctrine. The system facilitates communication, response activities and cooperation within and between organizations; as well as allows for incidents to be managed in a cohesive manner.

It provides a basic command structure and functions require to manage an emergency effectively. The IMS system has 5 components: Command, Operations, Planning, Logistics and Finance and Administration. Implementation is voluntary and the pace is dependent on the needs of each organization or jurisdiction.

The Incident Management System (IMS) can be of benefit to a municipality's emergency response effort because IMS:

- Provides a planned coordinated response;
- Provides a clear understanding of roles and responsibilities for Municipal Operations Center staff;
- Provides a more organized approach to information dissemination;

The Incident Management System can also be adapted to any emergency or incident as a simple management process that is expandable in a logical manner from an initial response to a long term recovery operation as needed.

IMS has basic common elements in:

- Organization
- Standardized Terminology
- Procedures

The implementation of IMS should cause the least possible disruption to existing emergency management systems.

SECTION 4 ACTIVATION AND NOTIFICATION

4.1 GENERAL REQUIREMENTS

In the event of an emergency, the Municipal Control Group must be recalled in an organized fashion to the Municipal Operations Center to manage the emergency in progress on behalf of the municipality.

Refer to Appendix D for Municipal Control Group Notification Procedure.

4.2 DECISION TO ACTIVATE MUNICIPAL CONTROL GROUP

The decision to activate the Municipal Control Group rests with any member of the Municipal Control Group; likely beginning with the first responding agency at the emergency scene. Consultation amongst executive authority and Head of Council is necessary

Once the decision has been made to activate the Control Group, the call out process is initiated to recall Municipal Control Group personnel to the Municipal Operations Centre or stated location. Members could be absent for many reasons and the Clerk Administrator will decide based on staff levels, the level which to become operational and conduct emergency business.

4.3 NOTIFICATION OF MUNICIPAL CONTROL GROUP

When called, members of the Municipal Control Group will be asked to report to the Municipal Operations Center or alternate location in the event that the Primary location is not available.

Refer to Appendix E for Emergency Alert Message Form.

Refer to Appendix F for Notification Contact List - Municipal Control Group.

When called, Municipal Control Group members will be told the following:

- What has happened
- Where did it happen
- When did it happen
- Where and when to report for duty
- Other applicable information

4.4 REQUESTS FOR ASSISTANCE

Assistance may be requested from Hastings County at any time by contacting the County Warden. The request shall not be deemed to be a request that the county assume authority and control of the emergency.

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

Refer to Appendix F for Notification Contact List.

SECTION 5 MUNICIPAL OPERATIONS CENTER

5.1 GENERAL REQUIREMENTS

Current Provincial legislation (Ontario Regulation 380/04) requires that all municipalities in Ontario have a Municipal Emergency Operations Centre (MOC) that is equipped with appropriate technology and communications equipment to undertake emergency response for the community. The Municipal Operations Centre can be activated for any emergency for the purposes of managing an emergency, by maintaining services to the community and supporting the emergency site.

The Municipal Operations Center is a central location that enables government to:

- Coordinate policy decisions;
- Coordinate resource management;
- Set community priorities;
- Respond to emergencies beyond the scope of the on site manager (Incident Commander);
- Provide emergency information to the affected general public population.

5.2 MUNICIPAL OPERATIONS CENTER SET UP

In order to receive Municipal Control Group members, the Municipal Operations Center needs to be set up with appropriate equipment and supplies that support working personnel. The Municipal Operations Center should be equipped with tables and chairs, primary and secondary communications equipment, computers, fax and printer, stationery, and required areas such as washrooms and kitchen. It is recommended to store copies of maps and relevant reference materials inside 'kits' in the Municipal Operations Center for quick access.

Refer to Appendix G for Municipal Operations Center Locations and Set up Procedure

Refer to Appendix H for Municipal Operations Center Room Layout

5.3 MUNICIPAL OPERATIONS CENTER RELOCATION

In the event that the Municipal Operation Center is not accessible for any reason, the Municipal Control Group will be notified by phone and asked to report to the *alternate* location.

MCG members will be given instructions and direction by the CAO or designate as to the reason for a change in location. Further details will be provided to the group at the initial Business Cycle Meeting at the MOC.

Refer to Appendix G for Municipal Operations Center locations.

5.4 MUNICIPAL OPERATIONS CENTER TELECOMMUNICATIONS

The primary means of Municipal Operations Center telecommunications is the use of protected land lines. Cellular phone communications are not always 100% reliable due to geography and terrain. During emergencies or major events, the demand for telephone services increases dramatically and protective measures must be taken to prevent the system from getting clogged or from not working all together. Backup communications may be blackberries, cell phones, amateur radio, 2 way radios or satellite phones. Alternate communications devices may be provided by the local phone service provider, Roads Department radios, a neighbouring municipality or an upper tier municipality if applicable.

5.5 MUNICIPAL RESPONSE

Once the Notification process has been initiated the municipality will respond according to this Plan and implement any supporting plans or departmental standard operating procedures.

The municipality will utilize existing resources and when needed, will call upon the Mutual Aid Agreements with other municipalities and existing Mutual Assistance Agreements. Hastings County may also be called upon to arrange the provision and delivery of additional resources if required.

5.6 BUSINESS CYCLE MEETINGS

Once the Municipal Operations Center is activated, Business Meetings or Operations Cycles are held at the discretion of the Clerk Administrator. The Clerk Administrator will establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible, thus allowing members to carry out their individual responsibilities.

The Administrative Resource Officer will maintain status board and maps which will be prominently displayed and kept up to date. A main event log will be maintained outlining decisions made and actions taken by the Control Group.

- An initial briefing will be provided to the Municipal Control Group when the Municipal Operations Center is activated to bring all members up to date on what has transpired.
- At intervals of one hour at the discretion of the Clerk Administrator; hourly briefings allow time for MCG members to:
 - Collect and pass on information to their sites Incident Commanders or managers at other locations;
 - Set priorities through short and long term planning;
 - Obtain resources / initiate Mutual Assistance Agreements (MAAs) for the response process;
 - Dispel media rumors/mis-information and ;
 - Hold news conferences.
- A final response briefing will be held prior to entering the recovery phase; and
- A final briefing after an event has occurred to discuss the compilation of operational data to be used for a later debriefing and to build a Final Event Report for presentation to municipal Council.

SECTION 6 ROLES AND RESPONSIBILITIES

6.1 MUNICIPAL CONTROL GROUP GENERAL RESPONSIBILITIES

The Municipal Control Group directs the municipal emergency operations (response) within the Municipal Emergency Operations Centre. Each position has their specific assigned duties to avoid duplication of effort and to improve the efficiency of the response effort.

The members of the Municipal Control Group are responsible for the following actions or decisions:

- Calling out and mobilizing their emergency services, agency and equipment; coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
- Determining if the location and composition of the MCG are appropriate;
- Advising the Reeve as to whether the declaration of an emergency is recommended;
- Advising the Reeve on the need to designate all or part of the municipality as an emergency area;
- Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger;
- Discontinuing utilities or services provided by public or private concerns, (i.e. hydro, water, gas, closing down a shopping plaza/mall);
- Arranging for services and equipment from local agencies not under community control (i.e. private contractors, industry, volunteer agencies, service clubs);
- Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under community control, as considered necessary;
- Determining if additional volunteers are required and if appeals for volunteers are warranted;
- Determining if additional transport is required for evacuation or transport of persons and/or supplies;
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Public Information Officer, for dissemination to the media and public;
- Determining the need to establish advisory groups and/or subcommittees/working groups for any aspect of the emergency including recovery;

- Authorizing expenditure of money required for dealing with the emergency;
- Notifying the service, agency or group under their direction, of the termination of the emergency;
- Maintaining a log outlining decisions made and actions taken;
- Participating in the debriefing following the emergency.

6.2 INDIVIDUAL MUNICIPAL CONTROL GROUP RESPONSIBILITIES

6.2.1 REEVE

GENERAL

The Reeve shall provide information to Council and the Public with regards to impacts of an emergency on our municipality and declare a state of local emergency when required.

During the emergency, the Reeve will provide information necessary to keep the media and public informed.

DUTIES OF THE REEVE

- A. Upon recommendation of the Municipal Control Group, declare that a state of local emergency exists within the municipality.
- B. Upon recommendation of the Municipal Control Group, declare that a state of local emergency has terminated within the municipality.
- C. Provide Council with status updates on a regular basis, including sufficient details of decisions made and actions taken to enable them to instill a sense of safety, security and confidence within their respective communities.
- D. Establish liaison with federal and provincial elected officials, and other local governments.
- E. Approve the expenditure of funds to meet the requirements of the emergency.
- F. In concert with the Public Information Officer, confirm a schedule of press releases, integrated with the Emergency Public Information plan.
- G. Maintain a log of all actions taken.

6.2.2 CLERK ADMINISTRATOR

GENERAL

The Clerk Administrator shall provide and direct as required, all emergency response or support activities within the Municipal Operations Centre. The Clerk Administrator shall be the Chairperson, shall convene all meetings of the Municipal Control Group and shall be the Clerk Administrator for the Municipal Control Group when an Emergency is declared.

DUTIES OF THE CLERK ADMINISTRATOR

- A. Obtain an initial briefing from response Department Heads.
- B. Ensure that new arrivals to the Municipal Operations Centre are briefed.
- C. Provide an initial briefing for the Reeve and ensure frequently briefings.
- D. Act as principal advisor to the Reeve and other Council members on all emergency related matters.
- E. In conjunction with the Public Information Officer and the Community Emergency Management Coordinator obtains, disseminate, and display information on a regular basis, to other Municipal Control Group members.
- F. Be responsible for the overall coordination of all municipal operations involved in or potentially involved in the emergency response. This is to be done in conjunction with advice received from other members of the Municipal Control Group or independently when it is not practical/possible to obtain the advice of the Control Group.
- G. Commence the long-term operational plan and establish the priorities for the re establishment of any service discontinued as a result of the emergency.
- H. Approving in conjunction with the Reeve, major announcements and media releases prepared by the Public Information Officer.
- I. Upon recommendation of the Municipal Control Group, request Provincial assistance.
- J. Determine the level of staffing required for Municipal operations not directly associated with an emergency and arrange support services.
- K. Ensure that the necessary administrative and clerical staffs are provided to assist the Municipal Control Group.
- L. Secure the necessary financial support from existing sources or from Provincial or Federal authorities. The Municipal Treasurer may provide support.

- M. Ensure that the appropriate legal and statutory requirements are met. The Municipal Solicitor may provide legal assistance.
- N. Maintain a log of all actions taken.

6.2.3 PUBLIC INFORMATION OFFICER

GENERAL

Reporting to the Clerk Administrator, the Public Information Officer is the senior member of the Public Information Team and directly manages all Public Information activities during the emergency.

DUTIES OF THE PUBLIC INFORMATION OFFICER

- A. Direct the activation of the Public Information Plan.
- B. Consult with the Reeve and the Clerk Administrator on the need for news briefings and conferences, the granting of media interviews, the status of media monitoring, recommended responses to media misinformation and rumour, the content of official statements, announcements and other forms of public communication, and the release of any disaster-related information to the public.
- C. Consult with other members of the Municipal Control Group on the status of the emergency situation and on any need for resources that could be fulfilled by the dissemination of public calls for assistance through the media or other means.
- D. Apprise the Municipal Control Group of any significant information received by the Public Inquiry Call Centre from members of the general public and the media.
- E. Correct misinformation by contacting media program producer.
- F. Ensure that a log is kept of all media reporting to be transformed into a media coverage summary and assessment component of the final operational evaluation report of public information activities.
- G. Delegate responsibilities and provide direction to the public information team with respect to production and distribution of informational material, media monitoring, media liaison and other essential information functions.
- H. Prepare and submit a final report containing an operational evaluation of the public information services provided during the emergency, as well as an analysis of media coverage, and recommend necessary adjustments to the Public Information Plan.
- I. Maintain a log of all actions taken.

6.2.4 POLICE SERVICES

GENERAL

The duties of the Police continue to be:

1. Protection of life and property
2. Preservation of the peace
3. Prevention of crime and disorder
4. Crowd and traffic control
5. Investigation of offences

DUTIES OF THE POLICE

The Police Service will implement its procedure for Major Incident Plan including the following:

- A. The protection of life, property, and the provision of law and order.
- B. Provide the Reeve with information and advise on law enforcement matters.
- C. Arrange for the establishment of perimeters for the emergency area.
- D. Control and disperse crowds, and prevent unauthorised entry into the emergency area and maintain law and order and prevent looting within the emergency area.
- E. Provide traffic control in the immediate vicinity of the emergency area to facilitate the movement of emergency vehicles to and from the emergency area.
- F. Arrange for the alerting of persons endangered by the emergency and coordinate evacuation procedures for buildings or areas as authorized and directed by the Municipal Control Group.
- G. Provide police services in evacuation and reception centres, morgues and other facilities as required.
- H. Provide notification of fatalities to the coroner.
- I. Provide assistance to the coroner for the location and operation of a temporary morgue.
- J. Ensuring that a normal police service consisting of protection to life and property and the provision of law and order is delivered, to the greatest extent possible, in non emergency areas.
- K. Maintain a log of all actions taken.

6.2.5 FIRE OFFICIAL

GENERAL

The duties of the Fire Official are to arrange for assistance with and for:

1. Protection of Life and Property
2. Suppression of grass, brush and forest fires only in reference to the Municipal Forest Fire Management Agreement with the Ministry of Natural Resources
3. Educate public on the prevention of fires
4. Rescue and extrication i.e. North Hastings Rescue Support Vehicle

PROPERTY AND TRANSPORTATION OF HAZARDOUS GOODS

The Fire Official shall advise the Municipal Control Group as to the properties effected by the emergency situation in relation to the transportation of hazardous goods within and/or travelling through the municipality by providing available information after accessing the emergency area and if required, will contact the M.O.E. Spills Action Centre to advise and collaborate in resolving the situation.

DUTIES OF THE FIRE OFFICIAL

The Township of Carlow/Mayo Fire Official shall:

- A. Coordinate all operations, including equipment, workers and volunteers, in collaboration with the Road Superintendent in connection with the fighting of grass, brush and forest fires.
- B. Determine in collaboration with the Road Superintendent if additional equipment is needed and recommend possible sources of supply.
- C. Activate the Municipal Forest Fire Management Agreement with the Ministry of Natural Resources, to extinguish grass, brush and forest fires, when necessary. (Appendix R)
- D. Coordinate all rescue and extrication operations with the Town of Bancroft Fire Department for the North Hastings Rescue Support Vehicle
- E. Report to the Municipal Emergency Control Group with related information regarding the fire fighting and rescue operations.
- F. Maintain a log of all actions taken.
- G. Additional duties may be assigned depending on the type of emergency.

6.2.6 ROAD SUPERINTENDENT

GENERAL

The duties of the Road Superintendent include those areas of operation associated with:

1. Solid waste disposal
2. Maintenance of roads and bridges
3. Public transportation liaison
4. Provide forestry skilled labour
5. Building inspection liaison
6. Emergency water supply and distribution, if required
7. Distribution of electricity liaison

EQUIPMENT

The Road Superintendent shall ensure that an inventory of equipment and personnel is available to assist in the response to an emergency.

CONTRACTORS AND EQUIPMENT

The Road Superintendent shall ensure that an inventory of contractors and equipment suppliers is available to assist in an emergency.

TRANSPORTATION

The Road Superintendent shall ensure that a list of transportation companies with contacts and equipment available to assist in an emergency is provided.

DUTIES OF PUBLIC WORKS/ROADS DEPARTMENT

The Road Superintendent shall contact the various departments or agencies, who shall:

- A. Ensure that all vehicles, equipment and personnel are available for assistance.
- B. Provide barriers for control of the emergency area.
- C. Clear debris, snow or other obstructions in and around the emergency area.
- D. Be prepared to deliver emergency water supplies for human consumption and for fire fighting, if required.

- E. Maintain liaison with flood control, conservation and environmental agencies and be prepared to conduct relief or preventative operations, such as pumping operations, sandbagging and other flood and water control measures.
- F. Liaise with the Building Inspector to inspect buildings and facilities for safety, and be prepared to provide assistance to demolish unsafe buildings and secure premises, as required.
- G. Provide supplies of fuel and oil for emergency service vehicles.
- H. Provide portable washroom and other sanitary facilities and provide essential waste disposal.
- I. Maintain essential roads and access routes for pedestrian and vehicular access.
- J. Ensure transportation is provided for evacuation as required.
- K. Provide equipment and personnel to assist in the clearing of trees and property.
- L. Liaise with public works officials in neighbouring communities and at counties to ensure a coordinated response.
- M. Assist traffic control, evacuations and other tasks by clearing emergency routes, marking obstacles, providing road signs, etc.
- N. Maintain liaison with Hydro One Networks and Bell Canada and make recommendations for discontinuation/restoration of electrical power/telephone service within the community where necessary in the interest of public safety.
- O. Maintain a log of all actions taken.
- P. Additional duties may be assigned depending on the type of emergency.

6.2.7 SOCIAL SERVICES COORDINATOR

GENERAL

Refer to Appendix J for procedure for notifying Social Services. The responsibilities of the Social Services department include those areas of operations associated with;

- a. Emergency feeding
- b. Emergency lodging
- c. Emergency clothing
- d. Emergency registration and inquiry
- e. Emergency financial assistance
- f. Provision of reception/evacuation centres
- g. Personal supports (counselling, interpreters)

EQUIPMENT AND PERSONNEL

The Social Services Coordinator shall ensure that a list of equipment and personnel is available to assist in the response to an emergency.

EVACUATION CENTRES

The Social Services Coordinator shall provide operational evacuation and/or reception centres in conjunction with designated agencies for the registration, feeding, care, clothing and shelters of persons using the centres.

DUTIES OF THE SOCIAL SERVICES COORDINATOR

The Director of Social Services or designate is responsible for;

- A. Ensure the well-being of residents who have been displaced by arranging emergency lodging, clothing, feeding, registration and inquiry, emergency financial assistance, and personal supports;
- B. Supervising the opening and operation of temporary and /or long term evacuation centre's which can be opened on short notice;
- C. Ensuring liaison with the municipality with respect to the pre-designation of evacuation centre's that can be opened on short notice;

- D. Liaison with the Medical Officer of Health on areas of mutual concern regarding the operation of the centre's;
- E. Ensuring liaison with Nursing Homes, Homes for the Aged, Retirement homes and vulnerable people as required;
- F. Make arrangements for meals for the staff/volunteers at the EOC and the emergency site.
- G. Liaise with volunteer agencies such as the Canadian Red Cross, Salvation Army;
- H. Maintain a log of all actions taken

6.2.8 MEDICAL OFFICER OF HEALTH

Refer to Appendix K for Medical Officer of Health Process

DUTIES OF THE MEDICAL OFFICER OF HEALTH:

- A. Report to an Emergency Operations Centre when notified to do so, and / or initiate Health Unit activation plan in support of an imminent or actual emergency.
- B. Coordinate public health initiatives with other governments, agencies and/or organizations as necessary by the emergency. Ensure CEMC is aware of planned initiatives.
- C. Coordinate activities with Social Services and other first responder organizations as required.
- D. Develop and implement operational strategies for dealing with adverse public health issues.
- E. Ensure Health Unit has personnel and equipment surge capacity and that staff have prepared for field deployment.
- F. Coordinate with Logistics Chief on procurement of additional resources, services and materiel as dictated by situation.
- G. Participate in Command and Operational briefings.
- H. Communicate regularly with Ministry of Health, hospitals and long-term care facilities.
- I. Coordinate with Community Care Access Centres specific to the location, status and requirements of special needs individuals and group homes, in the event they need rapid re-location, or extended support away from their normal residence. Advise CEMC.
- J. Coordinate with long-term care facilities, public and private, within the emergency-impacted area, and take whatever measures are necessary to continue the ongoing health and safety of the residents and staff, including the activation of agencies and provincial and federal government departments as required.
- K. Communicate public messaging requirements to PIO / EIO and CEMC.
- L. Share all documents with Document Control Officer for record keeping purposes.
- M. Maintain communications log and submit a completed copy at end of day to Document Control Officer.
- N. Ensure staff have necessary PPE to fulfill their current roles.
- O. Ensure field staff have a reporting schedule that permits for adequate preparation of Command and Operational briefings.
- P. Pass critical information to the GIS Officer as it is received.
- Q. Maintain situational awareness.
- R. Participate in all Post-Event briefings.
- S. If a final report is prepared for MOHLTC, share a copy with CEMC.

6.2.9 ADMINISTRATIVE RESOURCE OFFICER

GENERAL

The Administrative Resource Officer supports the efficient functioning of the Emergency Operations Centre and administers human resource registration.

DUTIES OF THE ADMINISTRATIVE RESOURCE OFFICER

The Administrative Resource Officer shall:

- A. Open the Log Sheet.
- B. Log Municipal Control Group member's arrival and record attendance using sign in sheet.
- C. Record information on the main events board.
- D. Ensure log supplies, forms and office supplies are adequate.
- E. Co-ordinate provision of clerical staff as necessary.
- F. Ensure logs are being completed and collect them from the MCG members at the end of shift.
- G. Notify all alternates of the MCG members and provide a situation briefing and arrange for shift change.
- H. Establishes shift change schedule for the Municipal Control Group.
- I. Select the most appropriate site(s) for registration of human resources.
- J. Maintain records of human resources and administrative detail that may involve financial liability.
- K. Advise the Municipal Control Group on all matters of human resource planning.
- L. Maintain a log of all actions taken.
- M. Additional duties may be assigned depending on the type of emergency.

SECTION 7 EMERGENCY PUBLIC INFORMATION

7.1 GENERAL REQUIREMENTS

The Emergency Management and Civil Protection Act- Ontario Regulation 380/04 require a Public Information Officer be designated in each municipality. The municipality has an Emergency Public Information Plan that supports this Emergency Response Plan including the roles and responsibilities. When an emergency or disaster strikes, the Public Information Plan provides a framework through which:

- Vital information can be communicated to affected segments of the community
- General information of public interest can be broadly disseminated
- Human and physical resources can be rapidly deployed and mobilized to carry out public information responsibilities related to the emergency or disaster.

The implementation and maintenance of the Public Information Plan are the responsibility of the Public Information Officer acting in close consultation with the Head of Council, the Clerk Administrator and other members of the Municipal Control Group.

Refer to Appendix L for the Public Information Plan.

SECTION 8 TRAINING AND EXERCISES

8.1 GENERAL REQUIREMENTS

It is important that the CEMC and all Municipal Control Group members are fully trained in the implementation of the Emergency Response Plan and participate in simulated mock exercises that test the emergency response organization. Under the Emergency Management and Civil Protection Act, each municipality is required to conduct training programs and exercises to ensure the readiness of municipal staff and other persons noted with responsibilities under the Plan

8.2 ANNUAL REQUIREMENTS

According to Ontario Regulation 380/04, the Municipal Control Group shall conduct an annual practice exercise for a simulated emergency incident in order to evaluate the municipal Emergency Response Plan and its procedures.

TOWNSHIP OF CARLOW/MAYO EMERGENCY RESPONSE PLAN

APPENDICES

- A Emergency Plan Revisions Log
- B Hazard Identification Risk Assessment Sheets
- C Community Risk Profile and Municipal Critical Infrastructure List
- D Municipal Control Group Notification Procedure
- E Emergency Alert Message Form
- F Municipal Control Group Notification Contact List
- G Municipal Operations Center Set up Procedure
- H Primary Municipal Operations Center Room Layout
- I Alternate Municipal Operations Center Room Layout
- J Notifying Social Services Procedure
- K Medical Officer of Health Procedure
- L Public Information Plan
- M Criteria for Declaration of Emergency
- N Declaration of Emergency Form
- O Termination of Emergency Form
- P Ontario Disaster Relief Assistance Program Information
- Q Mutual Aid Agreements
- R Mutual Assistance Agreements
- S Municipal Control Group Sign In Sheet
- T Individual Log Sheets
- U Planning Cycle Document
- V Municipal Bylaw
- W Vital Services Directory
- X Environment Canada Weather Information
- Y (Available)
- Z Tornado and Energy Emergency Hazard Specific Plans