

TOWNSHIP OF ZORRA



EMERGENCY RESPONSE PLAN

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

Adopted: November 5, 2002

Updated: October 2023

Revision History

Rev. No.	Revised by	Details	Revision Date
1.	Emergency Management Program Committee	Administrative Changes	December 2013
2.	Emergency Management Program Committee	Administrative Changes	July 2014
3.	Emergency Management Program Committee	Administrative Changes	October 2023

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FOREWORD

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

This plan has been adopted through By-law No. 47-23 passed on October 4, 2023, under the legal authority of the Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9.

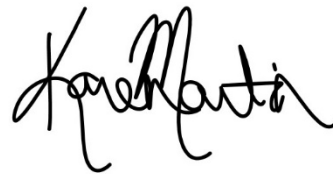
It is essential that all concerned are aware of its provisions and that every official and department be prepared to carry out their assigned functions and responsibilities in an emergency. Department heads are to review this plan on a regular basis and keep up to date their own procedures and arrangements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

Dated at the TOWNSHIP of ZORRA, Ontario, this 4th day of October, 2023.



October 4, 2023
Date

Original Signed
Marcus Ryan, Mayor
Township of Zorra



October 4, 2023
Date

Karen Martin
Clerk

DEFINITIONS AND RELEVANT TERMS

Ambulance/EMS Representative – A designated representative from the Oxford County EMS.

Chief Administrative Officer – An employee of the Township of Zorra appointed Chief Administrative Officer of The Corporation of the Township of Zorra.

Citizen Inquiry Representative – A person designated by Oxford County Works Agency responsible for establishing a Citizen Inquiry Service.

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

Clerk – An employee of the Township of Zorra appointed Clerk of The Corporation of the Township of Zorra.

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

Council – Means the individuals sworn in as Council Members of The Corporation of the Township of Zorra.

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

Deputy Clerk – An employee of the Township of Zorra appointed Deputy Clerk of The Corporation of the Township of Zorra.

Director of Public Works – An employee of the Township of Zorra appointed Director of Public Works of The Corporation of the Township of Zorra.

Emergency - A situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise, which by their nature or magnitude require a co-ordinated response by a number of agencies under the direction of the Municipal Emergency Control Group.

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Emergency Area – A geographic area within which an emergency has occurred or is about to occur, and which has been identified, delineated, and designated to receive emergency response actions.

Emergency Information Officer (EIO) – The Emergency Information Officer (EIO) is an employee of the Township of Zorra appointed by the Township of Zorra Council and is responsible for coordinating the dissemination of information to the media, broader community, and stakeholders.

Emergency Management Program Committee – A management team appointed by the Council to oversee the development, implementation, and maintenance of the Township of Zorra Emergency Management Program.

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

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

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

Fire Representative – An employee of the Township of Zorra appointed Fire Chief of The Corporation of the Township of Zorra.

Health Representative – The Medical Officer of Health at Southwestern Public Health.

Human Services Representative – The County of Oxford Director of Human Services.

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

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

Mayor – Head of Township Council.

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Media Information Centre – A facility or location near the Emergency Operations Centre, but not in, where the media may assemble for media releases and press conferences.

Municipal Emergency Control Group (MECG) – A designated group of individuals mandated to address the ongoing, or potentially expanding threat to the broader community; including health, safety, and well-being of persons; property and infrastructure; essential services; the environment; and local economy; and to instill a level of confidence to the public.

On-Site Incident Commander – A public sector official (usually fire, police, ambulance, or public works) at the emergency area, responsible for coordinating resources and developing actions to resolve the emergency situation.

On-Site Media Centre – A designated facility or location at or near the emergency area where the media may assemble for media releases and press conferences.

On-Site Media Spokesperson – A person appointed by the Emergency Site Manager to coordinate the expedient and accurate dissemination of information to the media from the On-Site Media Centre.

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

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

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

Red Cross Representative – A person designated by the Canadian Red Cross responsible for supervising and coordinating all activities of the Canadian Red Cross during an emergency.

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

EXECUTIVE SUMMARY

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

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

While many emergencies could occur within the Township of Zorra, those most likely to occur are:

- natural weather-related events including floods, blizzards, tornados, and ice storms
- health related epidemics
- transportation incidents involving hazardous materials,
- air or rail accidents
- building or structural collapse
- industrial explosions
- toxic or flammable gas leaks
- electrical power blackouts.

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

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

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

LEGISLATION

“The Emergency Management and Civil Protection Act, R.S.O., 1990, c.E.9”, is the legal authority for this plan. The Act defines an emergency as a situation or impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.

It is section 3(1) of the Emergency Management and Civil Protection Act that requires the Township to create this plan, stating 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.

In section 4(1) of the Act, it states that, “The Head of Council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and may make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area.”

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

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

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

AIM

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

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

MUNICIPAL RESPONSIBILITIES

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

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

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

ACTIVATION OF EMERGENCY PLAN

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

The Plan should be activated under the following conditions:

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

A complete guideline of conditions to consider for activation of the Plan is detailed in Appendix A: Checklist in Consideration of a Declaration of Emergency.

EMERGENCY NOTIFICATION SYSTEM

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

- a) If the first responder representative is not a member of the Municipal Emergency Control Group, please alert your organization's designated member immediately;
- b) The decision to initiate the Notification System and call for the assembly of the Municipal Emergency Group (MECG) can be made by any member of the MECG or their designate;
- c) Advise Fire Dispatch to initiate the Notification System in order to assemble the MECG. Inform the dispatcher of which Emergency Operations Centre (EOC) that the group should report to.

Municipal Emergency Control Group Notification System

The following may activate the Emergency Notification System as established by the Township:

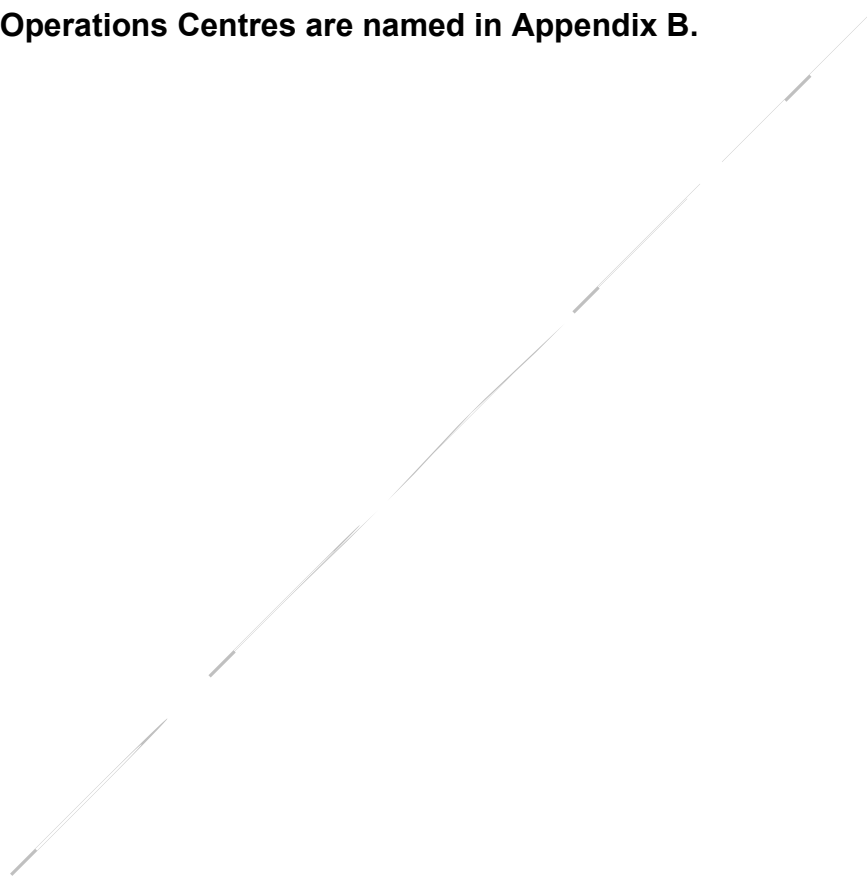
- The Head of Council
- Chief Administrative Officer
- Clerk
- Fire Chief
- Director of Public Works
- Chief Building Official
- Director of Finance/Treasurer

EMERGENCY OPERATIONS CENTRE

The Municipal Emergency Control Group (MECG) will report to the Emergency Operations Centre (EOC) designated by the first authorized person activating the Township Emergency Notification System.

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

Emergency Operations Centres are named in Appendix B.



DECLARATION OF EMERGENCY

The Mayor or Mayor's designate is responsible for declaring that a municipal emergency exists within the geographic boundaries of the Township. This decision is made in consultation with other members of the Municipal Emergency Control Group; however, it can be made at the Mayor's discretion.

Upon such declaration, the following organizations and persons shall be contacted immediately:

1. Township of Zorra Council Members
2. Emergency Management Ontario (EMO) by calling the Provincial Emergency Operations Centre (PEOC)
3. Warden, County of Oxford
 - a. Assistance from the County of Oxford may be requested by contacting the Warden without activating the County Emergency Plan.
4. Neighbouring/Area Municipalities - Requests for assistance or activation of mutual aid agreements may be necessary.
5. Members of the public and media.
6. Local M.P.P.
7. Local M.P.

The Head of Council may request assistance from the County of Oxford, without activating the County of Oxford Emergency Response Plan, by contacting the County Warden, County CAO, or County Community Emergency Management Coordinator.

When the resources of the Township become overextended resulting in the inability to effectively control or support the emergency, the Head of Council may request that the County of Oxford Emergency Plan be activated by contacting the County Warden, County CAO, County Community Emergency Management Coordinator, or their alternates.

For coordination, if the emergency affects more than one Oxford County municipality, or one or more municipality(s) the County Emergency Response Plan will be activated.

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

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

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All decisions by the Township of Zorra Municipal Emergency Control Group (as appropriate) affecting the lives and property of the inhabitants within the Township of Zorra shall be made in consultation with the Head of Council of the Township.

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

REQUEST FOR PROVINCIAL / FEDERAL ASSISTANCE

The Township may request additional resources from the Province if local resources, including resources available from bordering municipalities and/or the County of Oxford, are insufficient to meet emergency requirements.

The Treasury Board Secretariat (TBS), through Emergency Management Ontario, is the focal point for provincial assistance during an emergency. TBS should be notified if the threat of an emergency exists and shall be notified when an emergency has been declared. TBS will not take over and manage the emergency; however, it can provide liaison and coordination, and a central point of contact with other Provincial Ministries and the Federal Government, if required.

All requests for Provincial and Federal assistance should be directed through Emergency Management Ontario.

TERMINATION OF EMERGENCY

An emergency may be terminated at any time by:

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

Upon termination of an emergency, the Head of Council must notify the Treasury Board Secretariat by contacting Emergency Management Ontario. If there is a difficulty with contacting EMO, call O.P.P General Headquarters.

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

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

The Emergency Plan is terminated in detail in Appendix C.

MUNICIPAL EMERGENCY CONTROL GROUP (MECG) OPERATIONS

Composition of MECG

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

- a) Head of Council;
- b) Chief Administrative Officer;
- c) Clerk
- d) Emergency Management Coordinator;

The MECG may function with only a limited number of persons depending upon the emergency. While the MECG may not require the presence of all persons listed as members of the MECG, all members of the MECG must be notified.

Additional Support to MECG

Additional personnel may be added to the Municipal Emergency Control Group depending on the nature of the emergency. Additional Township staff, advisors, officials, experts or representatives from such agencies may be deemed necessary by the Municipal Emergency Control Group:

- a) Director of Public Works;
- b) Fire Chief designate;
- c) Chief Building Official
- d) Director of Finances
- e) Director of Recreation and Facilities
- f) Emergency Information Officer.
- g) O.P.P. Detachment Commander, or alternate;
- h) Amateur Radio Emergency Service;
- i) Director of Southwestern Public Health or designate;
- j) County of Oxford Director of Human Services, or designate;
- k) County of Oxford Manager of Emergency Services, or designate;
- l) provincial ministries (i.e. EMO, MOE, MNR);
- m) public or private utilities;
- n) Medical Officer of Health;
- o) coroner;
- p) school boards;
- q) industrial representatives;
- r) legal representatives;
- s) volunteer agencies (Canadian Red Cross, Salvation Army); and/or
- t) U.T.R.C.A.

Emergency Operation Centre (EOC)

The Township shall identify primary and alternate locations to establish an Emergency Operations Centre (EOC) for the MECG to assemble in the event of an emergency. The MECG will assemble at an EOC as designated by the Head of Council and Chief Administrative Officer or designates.

MECG Members shall assemble at the designated EOC when notified and determine if the site is an appropriate location for the MECG to conduct business appropriate for the type and location of the emergency area. If this site is not appropriate, the MECG will choose an alternate location to conduct EOC business.

Communications Centre

A separate communications room may be established in close proximity to the designated EOC.

MECG members should designate one or more persons as communicators, depending on the nature and scope of the emergency, to facilitate in-coming and out-going communications to assist MECG members, as required.

Communicators will be responsible for operating telephones and radios within the communications room and relaying information between their respective representatives on the MECG.

Operating Cycle

The MECG shall meet regularly to share information and make decisions related to the emergency and continuity of municipal business and services.

The CEMC will be responsible for establishing the frequency of EOC meetings and agenda items. Meetings will be kept as brief as possible to allow MECG members to carry out their individual responsibilities.

Each meeting of the MECG should include the following:

- An assessment and prognosis of the emergency situation,
- The establishment of priorities,
- The setting of objectives,
- The determination of an action plan,
- Timeline for the implementation of assigned tasks, and
- Monitoring and reporting.

When a meeting ends, each member of the MECG carries out their assigned tasks/objectives and gathers information for the next scheduled meeting.

It is important for all MECG members to function as a team to establish the most effective response to the emergency situation. To enhance effectiveness, MECG members should be relieved of their duties at regular intervals.

RESPONSIBILITIES OF MUNICIPAL EMERGENCY CONTROL GROUP OFFICIALS

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

- Determining the status of the emergency situation by acquiring and assessing information;
- Recommending to the mayor that an emergency exists and that it should be declared and designated an emergency area;
- Mobilizing emergency services, personnel, and equipment;
- Coordinating and providing emergency and municipal services and ensuring any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
- Recommending the appointment, or confirming the designation of an emergency site manager necessary to coordinate emergency services operating on scene;
- Authorizing special expenditures of funds for implementing the emergency plan;
- Determining if additional volunteers are required and if appeals for volunteers are warranted;
- Determining the need to establish advisory group(s) and/or sub-committees;
- Determining if additional transportation is required for evacuation or transport of persons and/or supplies;
- Arranging for the evacuation and assistance to emergency health authorities of areas or buildings in which the residents are considered to be at risk from a safety or health point of view;
- Arranging for the dispersal of people not directly connected with emergency operations who by their presence are considered to be in danger or whose presence hinders emergency operations;
- Arranging for the discontinuance of utilities or services provided by public or private concerns without reference to consumers in the Township when necessary, or when continuation of such utilities or services constitutes a hazard to public safety in the emergency area;
- Arranging for accommodation or welfare support on a temporary basis for residents needing such assistance as a result of the emergency;

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- Calling in and employing Township personnel and equipment required in the emergency;
- Arranging for services and equipment from agencies not under Township control to assist in the emergency, for example private contractors, volunteer agencies or service clubs; and that all responding agencies will, where possible, agree to work in co-operation with the Emergency Site Coordinator as appointed by the EMCG;
- Arranging for assistance from senior levels of government or from neighbouring municipalities as may be required;
- Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the Chief Administrative Officer within one week of the termination of the emergency, as required;
- Ensuring pertinent information regarding the emergency is promptly forwarded for dissemination to the media and public;
- Establishing a media and public information centre to issue authoritative instructions to the public and accurate releases to the media;
- Arranging for a registration and inquiry service to handle individual requests for information concerning relatives who may have been temporarily relocated due to the emergency;
- Providing critical incident stress management to address emotional trauma of impacted residents, and for public safety personnel. Provision of service can be requested from an Emergency Management Ontario representative;
- Arranging for assistance to neighbouring municipalities affected by an emergency;
- Designate individual responsible as a scribe for the purpose of logging all decisions and outcomes of the EMCG;
- Ensuring that participating agencies each submit a report to the Emergency Management Coordinator so that findings may be reported to Council and that agencies participate in an operational debriefing following termination of the emergency;
- Ensuring all emergency personnel are advised of the termination of the declared emergency; and,
- Reviewing recovery guidelines to determine if implementation of guidelines is necessary prior to termination of emergency.

HEAD OF COUNCIL

The Head of Council, with the advice of the MECG, will assume responsibility in an emergency for:

- Evaluating the possible need to assemble the MECG and, if warranted, will initiate the Township's Emergency Notification System ;
- Implementing the Emergency Response Plan in response to a request for assistance from a member of the MECG, or emergency response agency;
- Declaring an emergency to exist if appropriate and ensuring Emergency Management Ontario has been notified;
- Requesting assistance from neighbouring municipalities, from the County and from senior levels of government when required;
- Requesting assistance from volunteer and other outside agencies not under municipal control as required;
- Terminating the state of emergency when appropriate and ensuring Emergency Management Ontario is advised of such termination;
- Ensure all Members of Council are kept apprised of the emergency and the Township's response to the emergency;
- Approving news releases and public announcements; and,
- Maintaining a record of actions taken.

CHIEF ADMINISTRATIVE OFFICER / EOC MANAGER

The CAO will assume responsibility in an emergency for:

- Acting as the principal staff officer to the Mayor and providing advice pertaining to legal and financial matters;
- Advising the Mayor on administrative matters;
- Evaluating the possible need to assemble the MECG and, if warranted, will initiate the notification system as outlined in the Township's Emergency Notification System;
- Ensuring all required members are present when the MECG is assembled;
- Chairing the meetings of the MECG;

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- Organizing and supervising the Emergency Operations Centre (EOC) during the emergency, including arrangements for feed and relief of Centre personnel;
- Coordinating all operations within the EOC, including the scheduling of regular meetings;
- Making decisions, determining priorities, and issuing direction to the Heads of Departments;
- Authorizing expenditures and the acquisition of equipment and personnel when necessary;
- Approving and making news releases and public announcements in conjunction with the Emergency Information Officer (EIO);
- Ensuring all members of the MCEG are kept apprised of developments as soon as possible;
- Arranging for effective communications to and from the emergency site;
- Providing security for the EOC, as required;
- Providing identification cards to MCEG members and Support Staff;
- Coordinating the maintenance and operation of feeding, sleeping, and meeting areas of the MCEG, as required;
- Maintaining a record of actions taken by the MCEG in dealing with the emergency;
- Coordinating and processing requests for human resources;
- Under the direction of the MCEG, coordinating offers of and appeals for volunteers;
- Selecting the most appropriate sites for the registration of human resources;
- Ensuring records of human resources and administrative details are completed;
- When volunteers are involved, ensuring Volunteer Registration Forms are completed and a copy of the form is retained for Municipal records;
- Ensuring identification cards are issued to volunteers and temporary employees, where practical;
- Arranging for transportation of human resources to and from sites;
- Obtaining assistance, if necessary, from other government departments, public and private agencies, and volunteer groups;

- Compiling reports for Council;
- Organizing any required debriefing sessions;
- Requesting mutual assistance as appropriate; and,
- Maintaining a record of actions taken.

COMMUNITY EMERGENCY MANAGEMENT COORDINATOR

The CEMC will assume responsibility is an emergency for:

- Activating Notification System, if required;
- Advising MECG on suitable EOC location (primary or alternate), organizing the Emergency Operations Centre and arranging for the provision of equipment, data and supplies;
- Ensuring security is in place for the EOC and registration of MECG members;
- Regularly reviewing the contents of the Emergency Response Plan to ensure the plan is up to date and in conformity with Provincial procedures;
- Organizing and coordinating training and participation in drills and exercises;
- Assisting in activating/setting up and arranging the EOC;
- Ensuring MECG members have necessary Emergency Response Plans (ERP), resources, supplies, maps, and equipment;
- Providing advice and clarifications about the implementation details of the ERP;
- Coordinating resource staff to assist in records management, and compiling records of costs incurred as a result of emergency action;
- Acting as communications member of the MECG, arranging for effective communications to and from the emergency site and also outward to assisting authorities;
- Ensuring liaison with community support agencies;
- Ensuring the operating cycle is met by the MECG and related documentation is maintained and kept for future use;
- Addressing any action items resulting from the activation of the ERP and keep MECG informed of implementation needs;

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- Ensuring records and logs are maintained by MECG members for the purpose of debriefing and post emergency reporting;
- Arranging for periodic relief of MECG members and support staff in a protracted emergency;
- Arranging for the feeding of Municipal Emergency Control Group personnel;
- Conducting operational debriefing following termination of emergency;
- Following emergency, receiving agency reports and reporting findings to Township Council; and,
- Maintaining a record of actions taken.

CLERK

The Clerk will be responsible for the following duties:

- Recording minutes of EOC/MECG business meetings;
- Provide assistance/advise to Head of Council, CAO, and Department Heads as required;
- Process documentation as required, e.g., Declaration of Emergency;
- Establishes, as necessary, communications infrastructure for the MECG, Site Manager, and as directed by the MECG;
- Liaison with government agencies/officials, as directed;
- Set up EOC upon activation of MECG;
- Maintains an event board/log during EOC meetings;
- Coordinates telecommunications systems for the EOC;
- Provides assistance to the CAO, as required;
- Coordinates additional Support Staff for MECG members and EOC as required; and,
- Maintain a personal log of all actions taken.

RESPONSIBILITIES OF ADDITIONAL TOWNSHIP STAFF

Additional Township staff may be requested to provide support, logistics, and advice to the MECG:

DIRECTOR OF PUBLIC WORKS

If requested, the Director of Public Works will assume responsibility in an emergency for:

- Evaluating the possible need to assemble the MECG and, if warranted, will initiate the notification system as outlined in the Township's Emergency Notification System;
- Notify Public Works staff and report to the Emergency Operations Centre to assume the following responsibilities as engineering member of the MECG;
- Providing advice on engineering and public works matters to the Mayor and the MECG;
- Arranging for Township staff and equipment to assist in containing the emergency situation and support emergency services;
- Assisting traffic control and evacuation operations by arranging for equipment to clear emergency routes, for the erection of temporary barriers, and the placing of road signs;
- Arranging for engineering materials and equipment from neighbouring municipalities, from County resources and from private contractors as required;
- Assisting the Fire Chief in procedures to deal with special hazards such as spills;
- Ensuring that record is kept of requests for outside assistance;
- Co-ordinating all requests for transportation and determining the availability and response time of buses;
- Liaison with appropriate Provincial Agencies as required;
- Maintaining and updating a list of all vendors who may be required to provide supplies and equipment;
- Providing advice or liaising with consultants to provide the MECG with advice on engineering matters;
- Liaising with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions;
- Ensuring roads are maintained and accessible during an emergency;

Township of Zorra Emergency Response Plan

- Providing an On-Site Incident Commander, if required;
- Maintaining contact with the weather office and providing the MECG with such data and the impact of changes in the weather on the conduct of the emergency operations;
- Carrying out the responsibilities of Township Flood Coordinator in a flood emergency and maintaining liaison with the Upper Thames River Conservation Authority;
- Ensures a record is maintained of drivers and operators involved in the emergency;
- Re-establishing essential Township services at the end of the emergency period; and,
- Maintaining a record of actions taken.

CHIEF BUILDING OFFICIAL

If requested, the CBO will be responsible for the following duties:

- Constructs, maintains, and repairs Township buildings;
- Respond to reports of unsafe buildings or structures;
- Building Assessments for structure adequacy, Health and Safety;
- Issuance of emergency orders under Building Code Act;
- Advises the MECG on issues related to zoning, planning, mapping, etc; and,
- Maintaining a personal log of all actions taken.

DIRECTOR OF RECREATION AND FACILITIES

If requested, the Director of Recreation and Facilities will be responsible for the following duties:

- Open and operate an emergency reception centre until an Oxford County Human Services Representative or other community services representatives arrives to take over responsibilities;
- Liaises with Oxford County Human Services Representative for the operation of reception centres;
- Liaises with local Boards and Agencies for access to facilities for evacuation and reception centres, as necessary;
- Establishes a Public Inquiry System/Program;

- Liaises with local communications groups (e.g. ARES); and,
- Maintaining a personal log of all actions taken.

FIRE CHIEF

If requested, the Fire Chief will be responsible for the following duties:

Note that the nature of the emergency may require that the Fire Chief be totally committed to on site operations. In this case, one of the three District Chiefs may act as a liaison when assembled at the EOC.

- Evaluating the possible need to assemble the MECG and, if warranted, will initiate the notification system as outlined in the Township's Emergency Notification System;
- Confirming local fire fighting, rescue and lifesaving resources are sufficient for the operational situation, and arranging for further assistance as required;
- Providing advice to Township departments to bring into play other equipment and skills needed to cope with the emergency;
- Providing advice on fire-fighting matters to the Mayor and the MECG;
- Arranging for assistance through the Mutual Aid Fire System as required;
- Maintaining liaison with flood control, conservation, and environmental authorities and preparing for relief or preventative measures;
- Determining if special equipment or supplies, not available can be located elsewhere and advising the MECG;
- Coordinating assistance of fire equipment and personnel with other departments and agencies in large scale non-firefighting operations (rescue, first aid, casualty collection);
- Providing advice to other Township services to bring into play other equipment and skills needed to cope with the emergency;
- Contacting Hydro One or Erie Thames Power, gas utilities or petroleum companies for assistance in the emergency if needed;
- Establishing, with Ministry of the Environment and Energy, and industry representatives, procedures to deal with special hazards such as chemical or petroleum spills, explosions or noxious fumes;
- Liaising with the Ministry of Natural Resources on forest fires;

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- Providing an On-Site Incident Commander if required;
- Maintaining and updating a list of all vendors who may be required to provide supplies and equipment;
- Arranging that a record is kept of outside assistance called for by Fire Departments involved; and,
- Maintaining a record of actions taken.

DIRECTOR OF FINANCE

If requested, the DOF will be responsible for the following duties:

- Ensure that the emergency communications and private sector communications equipment and facilities within the Township, which could in an emergency, be used to augment existing communications systems;
- Makes arrangements to acquire additional communications resources during an emergency;
- Initiating the necessary action to ensure the telephone system at the Township Office functions as effectively as possible, as the situation dictates;
- Providing information and advice on financial matters as they relate to the emergency;
- Ensuring liaison, if necessary, with the Treasurers/Directors of Finance of neighbouring municipalities;
- Providing advice to the MECG on financial matters;
- Act as purchasing agent, responsible for:
 - a. Providing and securing equipment and supplies not owned by the Township
 - b. Liaising with purchasing agents from other municipalities;
- Compiling records of costs incurred as a result of emergency action;
- Ensuring records of expenses are maintained for future claim purposes;
- Reviewing the Municipal Disaster Recovery Program directives on a regular basis;
- Ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency; and
- Maintaining a personal log of all actions taken.

RESPONSIBILITIES OF OTHER SUPPORT STAFF AND AGENCIES

SUPPORT & ADVISORY STAFF:

Staff from the following Support and Advisory Services may be requested to provide support, logistics, and advice to the MCEG:

SUPPORT STAFF

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

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

CLERICAL STAFF

Clerical Staff will be responsible for:

- Assisting the CAO/Clerk as required;
- Ensuring the decisions made and actions taken by the MCEG are recorded appropriately; and,
- Receiving and maintaining all completed volunteer registration forms.
 - a) Completed volunteer registration forms and other human resource information must be communicated to the CAO/Clerk as soon as possible.
 - b) After the termination of an emergency, this information must be delivered within 24 hours to the CAO/Clerk.

O.P.P. REPRESENTATIVE

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

- Arranging for the notification of residents who will be required to evacuate their residence or area in accordance with the evacuation plan;
- Providing advice on law enforcement matters to the Mayor and the MECG;
- Arranging for traffic control at the site of the emergency, to permit rapid movement of emergency workers and equipment;
- Securing inner and outer perimeters as determined by the Emergency Site Manager, if such designation has yet to be determined, consulting with other responding agencies;
- Directing the sealing off of the emergency area and the on site dispersal of crowds, if necessary;
- Obtaining O.P.P. mobile command unit equipped with portable power generator if requested;
- Coordinating Police operations with municipal departments, neighbouring police authorities, and with local police forces, and arranging for additional police assistance as required;
- Arranging for the protection of property in the emergency area;
- Providing security for the EOC and arranging for the maintenance of law and order in temporary facilities such as evacuation centres;
- Arranging and providing for professional scribe/note taker for purposes of logging all decisions and outcomes of the MECG;
- Liaising with the Oxford County Human Services Representative regarding the establishment and operation of evacuation and reception centres;
- Providing for police services in reception centres, morgues, and other facilities, as required;
- Liaising with other Municipal, Provincial, or Federal police agencies as required;
- Informing the MECG on the actions taken by the Police;

- Providing an On-Site Incident Commander if required;
- Notifying of Coroner in the event of fatalities; and,
- Maintaining a record of actions taken.

HUMAN SERVICES REPRESENTATIVE

If attending, the Oxford County Director of Human Services will assume responsibility in an emergency for:

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

PUBLIC UTILITIES REPRESENTATIVE(S)

If attending the Public Utilities Representative will be responsible for the following duties:

- Providing the MECG with advice on utility (hydro, natural gas, telephone, etc.) matters;
- Arranging for the dispatch of staff and equipment to assist in containing the emergency situation if required;
- Maintaining liaison with public and private utility companies (hydro, gas, telephone, etc.) and making recommendations for discontinuation of any utilities, public or private, when necessary in the interest of public safety; and,
- Maintaining a personal log of all actions taken.

DIRECTOR OF PUBLIC HEALTH & EMERGENCY SERVICES

Upon learning of a potential emergency, the Director of Southwestern Public Health will consider the possible need from a health point of view to assemble the MECG and, if warranted, will contact the CEMC. The Director of Southwestern Public Health may consider the need for a Health Representative with the MECG and if considered advisable may provide a representative to join the MECG to assume the following responsibilities:

- Activating Notification System, if required;
- Advising the Mayor and the MECG on public health matters;
- Providing authoritative instructions on health and safety matters to the public;
- Providing advice on any matters that may adversely affect public health;
- Liaison with the designated Medical Officer of Health;
- Liaison with the Ontario Ministry of Health and Long-Term Care;
- Coordinating the response to disease related emergencies or anticipated emergencies such as pandemics, according to Ministry of Health and Long-Term Care policies;
- Arranging for mass immunization if needed;
- Ensuring co-ordination and care of homebound bed-ridden residents and invalids during an emergency, and liaison with Home and Community Care for a listing of persons;

- Liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources;
- Ensuring coordination of all efforts to prevent and control the spread of disease during an emergency;
- Arranging for the testing of water supplies and recommending alternate sources where purity of water is questionable;
- Notifying other members of Southwestern Public Health regarding the need for portable water supplies and sanitation facilities, through implementation of the Public Health Emergency Plan;
- Notifying the municipality and Oxford County Public Works regarding the need for portable water supplies and sanitation facilities;
- Determine the status of the emergency situation by acquiring and assessing information as to relates to health and public health issues;
- Coordinate the efforts of health systems partners to ensure that any necessary actions are taken to mitigate the health effects of the emergency;
- Connect with local hospitals and other health care providers regarding projected impact on acute care services;
- Coordinate the response of the health unit;
- Ensuring the alternate to this position is trained and aware of all responsibilities of this position;
- Liaison with the Director of Human Services on areas of mutual concern regarding health services in reception and evacuation centres;
- In consultation with the Director of Human Services, establishing an “outreach program” for the victims of the emergency;
- Provide triage and screening recommendations and other infection prevention and control advice for reception centres and emergency shelters; and,
- Maintaining a record of actions taken.

CHIEF OF PARAMEDIC SERVICES

If requested by the Township’s Municipal Emergency Control Group (MECG), the Chief of Paramedic Services may join the MECG and will reassign regular responsibilities of position as necessary.

As a member of the MECG, the Chief of Paramedic Services will participate with the recommendation of an “Emergency Site Manager.”

Relative to paramedic services, the Chief of Oxford County Paramedic Services will:

- Update the Municipal Emergency Control Group on the movement of casualties from the disaster area.
- Ensure the Oxford County Paramedic Operations Supervisor is communicating with the “Emergency Site Manager” in order to:
 - i) establish paramedic staff and vehicle ‘staging area’;
 - ii) direct ambulance vehicle access and access routes relative to the emergency site; and,
 - iii) assign Field Supervisor to designated medical triage area;
- Communicate with Oxford County Paramedic Operations Supervisor to ensure adequate availability of paramedics, ambulance vehicles, emergency support units and first response units;
- Trigger inter-county agreements, via London Central Ambulance Communications Centre, for the provision of additional paramedics, ambulances and emergency support vehicles if needed;
- Coordinate with the Central Ambulance Communications Centre (CACC) on the response of additional paramedics, ambulance and support units, if needed;
- Notify the Duty Officer of the Emergency Health Services Branch, Ministry of Health and Long-Term Care;
- Determine if additional or special medical teams and equipment are required and coordinate the response (i.e. on-site medical teams, multi-patient vehicles, air ambulance);
- Advise MECG on requirements for additional casualty transportation means, beyond ambulance resources;
- Provide additional medical resources as needed for casualty management at the emergency site, in consultation with the Medical On-Site Coordinators, and initiating requests for such with medical authorities;
- Authorize additional Ministry of Health resources required by any facility, which operates under the direction of the Ministry of Health in accordance with Ministry procedures;
- Liaison with the receiving hospitals;

- Coordinate medical response teams at reception and evacuation centres;
- Provide assistance to allied emergency services and Township departments as required; and,
- Maintain a record of actions taken.

HUMAN RESOURCES COORDINATOR

If attending, the Human Resources Coordinator will be responsible for:

- Coordinating and processing requests for human resources;
- Coordinating efforts of, and appeals for, volunteers with the support of the MEEG;
- Selecting the most appropriate site(s) for the registration of human resources;
- Ensuring records of human resources and administrative detail, that may involve financial liability, are completed;
- Ensuring that a Volunteer Registration Form is completed, when volunteers are involved and a copy of the form is retained for Township records;
- Ensuring identification cards are issued to volunteers and temporary employees, where applicable;
- Arranging for transportation of human resources to and from site(s);
- Obtaining assistance, if necessary, from other government departments, public and private agencies and volunteer groups; and
- Maintaining a personal log of all actions taken.

THE CONSERVATION AUTHORITY

If attending, the Conservation Authority will be responsible for:

- Providing advice on the abatement of flood emergencies; and
- Assisting in acquiring resources to assist in flood emergencies.

THE SOLICITOR

If attending, the Solicitor for the Municipality will be responsible for:

- Providing advice to any member of the MEEG on matters of a legal nature as they may apply to the actions of the Municipality in its response to the emergency, as required.

PROVINCIAL MINISTRY

If attending, the Provincial Ministry Representatives will be responsible for:

- Providing advice on matters of Provincial concern to members of the MECG;
- Assisting in the garnering of resources; and,
- Coordination of Provincial response agencies (E.M.O. responsibility).

CANADIAN RED CROSS

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

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

A list of the responsibilities of the Canadian Red Cross Representative during an emergency is below:

- Activate the Canadian Red Cross emergency alert system;
- Depending on the nature of the emergency, co-ordinate the Canadian Red Cross response in co-operation with the Oxford County Human Services Representative, if an evacuation is required;
- Provide registration and inquiry services to meet the following objectives:
 - a. Collect accurate and reliable information and answer inquiries as to the condition and whereabouts of disaster victims in co-operation with local hospitals and reception centres; and
 - b. Assist in reuniting separated family members as quickly as conditions permit;

- Operate an inquiry bureau to deal with national and international requests as directed by the Canadian Red Cross National Office;
- Set up and operate an evacuation/reception centre(s), upon the request of the Oxford County Human Services Representative;
- Assist with first aid established at evacuation/reception centre(s), if required; and,
- Ensure volunteers are properly registered so that Workplace Safety Insurance Board coverage is provided during an emergency.

RADIO AMATEURS OF CANADA (RAC)

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

A list of the responsibilities of the Radio Amateurs of Canada Radio Emergency Service Representative is below:

- Provide additional communication requirements to supplement the Municipality and emergency communications systems, as required;
- Contact other communications experts, as required.

SALVATION ARMY

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

A list of the responsibilities of the Divisional Commander or alternate of the Salvation Army is below:

- Activate the Division's emergency alert system;
- Coordinate the Division's response in cooperation with the Oxford County Human Services Representative, if an evacuation is required;
- Coordinate the feeding of personnel at the disaster site and reception centre(s);
- Provide bedding and clothing, if required;
- Provide and coordinate clergy assistance; and
- Ensure volunteers are properly registered so Workplace Safety Insurance Board coverage is provided during an emergency.

SCHOOL BOARDS

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

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

ST. JOHN AMBULANCE

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

A list of the responsibilities of the St. John Ambulance Representative is below:

- Activate the Division's emergency alert system;
- Co-ordinate the Division's response in co-operation with the Health Representative;
- Provide first aid;
- Establish first aid posts at evacuation/reception centre(s), as required; and
- Ensure volunteers are properly registered so Workplace Safety Insurance Board coverage is provided during an emergency.

HOSPITALS

Local – Woodstock, Ingersoll, Tillsonburg, St. Mary's Memorial Hospital

Major Trauma – London, Hamilton, St. Mary's General Hospital

The area receiving hospitals are responsible for:

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

OTHER OFFICIALS, EXPERTS, OR REPRESENTATIVES

Other Officials, Experts, or Representatives will be responsible for:

- Any special advice or expertise necessary to abate the emergency situation as required by the MECG.

ON-SITE INCIDENT COMMANDER

The On-Site Incident Commander's task is to coordinate resources and develop a strategy and action plan to resolve the emergency situation at the emergency area. Once appointed, the On-Site Incident Commander should be relieved of all other duties and will remain in control of the scene unless the MECG deems it necessary to appoint a replacement.

Some of the duties of an On-Site Incident Commander include:

- Setting up a command post, and establishing regular communications with the other agencies on the site, and with the EOC;
- Establishing authority and supervising all operations within the outer perimeters of the site;
- In consultation with all emergency response agencies at the emergency area, develop a response strategy and action plan to facilitate the efficient and effective response of emergency personnel and equipment to mitigate the impact to life and property in the emergency area;
- Organizing a management team and arranging a management cycle;

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- Determining the inner and outer perimeters, and ensuring they are set up;
- Organizing the layout of the site;
- Conferring with the heads of the other agencies at the site to ascertain what is happening and what is needed;
- Passing information on what is happening, and requests for resources to the EOC, and passing direction and information from the EOC to others at the site;
- Directing and coordinating the activities of the response agencies at the site;
- Determining what resources are necessary, and asking the EOC to provide them;
- Arranging a system of relief, rest areas, food, etc., for site workers;
- Ensuring worker and volunteer safety;
- Arranging media visits to the site;
- Planning ahead for site activities and the resources to support them; and
- Maintaining a log of all actions.

MEDIA AND PUBLIC RELATIONS

It is important to coordinate the release of accurate information or instructions to the news media, the public, and individual requests for information concerning any aspect of the emergency.

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

- Emergency Information Officer
- On-Site Media Spokesperson
- Citizen Inquiry Representative

Depending on the scope of the emergency, there may be a need for an On-Site Media Centre near the emergency site, and an emergency information centre near, but not in, the EOC. In some cases, a joint media information centre may be more desirable.

EMERGENCY INFORMATION OFFICER

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

- Preparing public announcements and news releases concerning the emergency for approval by the Mayor;
- Developing public alerting messaging should the emergency require an Alert Ready alert
- Arranging with media representatives for assistance in transmitting warnings and directions to the public that the Mayor has approved;
- Issuing news releases approved by the Mayor to the Media;
- Establishing, when such is considered necessary by the MECCG, an information desk or point of contact near but not in the Emergency Operations Centre to which the emergency services can direct members of the public or media representatives seeking information;
- Informing the media of the point of telephone access for the public to reach the Red Cross inquiry service, if such service is in operation, so that this information can be passed to the public quickly;
- Setting up press conferences and organizing of public meetings;
- Liaise with County of Oxford EIO for communications and citizen enquiry support;

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- Establishing a communications link with the On-Site Media Spokesperson, the Citizen Inquiry Representative, and any other media coordinator(s) (i.e., Provincial, Federal, private industry, etc.) involved in the incident;
- The dissemination of information and planning for news releases at appointed times;
- Ensuring all information released to the media and public is consistent and accurate;
- Appointing an assistant to attend the On-Site Media Information Centre and appointing any other personnel required;
- Designating and coordinating a Media Information Centre for members of the media to assemble for the issuance of accurate media releases and authoritative instructions to the public;
- Briefing the MECG on how the Media Information Centre will be set up;
- Liaising regularly with the MECG to obtain the appropriate information for media releases, coordinate individual interviews, and organize press conferences;
- Establishing telephone numbers for media inquiries and ensuring that the following are advised accordingly:
 - a. Media
 - b. MECG
 - c. Switchboard for Emergency Services
 - d. On-Site Media Spokesperson
 - e. Township Citizen Inquiry Representatives
 - f. Any other appropriate persons, agencies, or businesses;
- Providing direction and regular updates to the Citizen Inquiry Representative to ensure the most accurate and up-to-date information is disseminated to the public;
- Ensuring all information released to the media and public is first approved by the CAO/EOC Manager;
- Monitoring news coverage and correcting any erroneous information;
- Coordinating the release of information with the On-Site Media Spokesperson; and,
- Maintaining a record of actions taken.

OR

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

ON-SITE MEDIA SPOKESPERSON

If necessary, an On-Site Media Spokesperson shall be appointed by the On-Site Incident Commander and is responsible for:

- Establishing a communication link and regular liaison with the Emergency Information Officer (EIO) at the EOC;
- Responding to inquiries from the media pertaining to the scene only, and only after clearance by the EIO;
- Redirecting all inquiries regarding decisions made by the MCEG and the emergency as a whole to the Citizen Inquiry Representative;
- Establishing and coordinating a media information centre in a safe, appropriate location, at or near the site, for the media to assemble;
- Advising the following persons and agencies of the location and telephone number(s), as available, of the Site Media Information Centre:
 - a. Media
 - b. MCEG
 - c. Switchboard for Emergency Services
 - d. Township Citizen Inquiry Representatives
 - e. Any other appropriate persons, agencies, or businesses;
- Ensuring media personnel arriving at the site are directed to the site information centre;
- Where necessary and appropriate, coordinating media photograph sessions at the scene; and,
- Coordinating on-scene interviews between emergency services personnel and the media.

THE CITIZEN INQUIRY REPRESENTATIVE

The Citizen Inquiry Representative may be responsible for:

- Establishing a Citizen Inquiry Service, including the appointment of personnel and designation of telephone lines;
- Activating 211 to assist with providing citizen inquiry services;
- Informing the Emergency Information Officer of the establishment of the Citizen Inquiry Service and designated telephone number(s);
- Advertising public information phone numbers through the media as quickly as possible, and advising 9-1-1 is not to be used as an inquiry line;

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- Apprising the affected emergency services and the MECG of the establishment of the Citizen Inquiry Service and designated telephone number(s);
- Liaising with the EIO to obtain current information on the emergency;
- Responding to and redirecting inquiries and report from the public based upon information from the EIO;
- Responding to and redirecting inquiries pertaining to the investigation of the emergency, deaths, injuries, or matters of personnel involved with or affected by the emergency to the appropriate emergency service;
- Responding to and redirecting inquiries pertaining to persons who may be located in evacuation or reception centres to the registration and inquiry telephone number(s); and.
- Procuring staff to assist as required.

PUBLIC INFORMATION & INQUIRY

Depending on availability, information concerning an emergency situation will be communicated to the public through a number of means. These include newspaper, radio, television, public addressing system, telephone, newsletter, and individual visitation.

The MECG will conduct public meetings, as necessary, to provide information regarding an emergency situation, to members of the public.

EVACUATION PLANNING

In an emergency, it may be necessary for residents to be temporarily evacuated. When such an evacuation is deemed necessary, one or more emergency evacuation/reception centres may need to be opened in a safe area. The County of Oxford has an agreement with the Thames Valley District School Board, which guarantees their institutions may be used as temporary reception centres in the event of an emergency.

The Evacuation Plan is described in detail in Appendix D.

RECOVERY PLANNING

This plan assigns responsibilities and outlines activities that may be required to bring the municipality back to its pre-emergency state. The plan will be activated (in whole or part) at the direction of the MCEG. This will be determined by the nature of the emergency and its aftermath, but will normally occur once the immediate response to the emergency has been completed.

The Recovery Plan is described in detail in Appendix E.

ACCESSIBILITY PLANNING

When preparing for emergencies, accessibility should be at the forefront of all plans. In the case of the emergency response plan, the Township has ensured that all reception and evacuation centres are accessible, as well as all emergency response communications will be available in accessible format, if and when necessary. Additionally, during emergency management mock sessions, scenarios involving accessibility challenges will be included to test and ensure preparedness.

ASSISTANCE AND COMPENSATION

COUNTY ASSISTANCE

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

PROVINCIAL ASSISTANCE

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

In addition, a staff member of Emergency Management Ontario can be dispatched immediately to assist the MECC. If an Emergency is declared, notify Emergency Management Ontario immediately

Municipalities can seek assistance in recovering costs through the Ministry of Municipal Affairs and Housing via Emergency Management Ontario. Funding is available through both Municipal Disaster Recovery Assistance (MDRA) and Disaster Recovery Assistance for Ontarians (DRAO). The Minister of Municipal Affairs and Housing will decide to activate the MDRA program based on evidence showing that the event meets the eligibility criteria. If the program is activated, the province and municipality will enter into a grant agreement. All payments under the grant agreement are based on eligible costs incurred by the municipality as a result of the natural disaster. The DRAO may be activated for damage to private property if there is a sudden, unexpected natural event, such as a flood or tornado that causes costly and widespread damage in that area.

EMERGENCY PLAN MAINTENANCE

Annual Review

This plan will be reviewed annually and where necessary, revised by a meeting of the Emergency Management Program Committee.

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

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

Testing of Plan

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

Internal Procedures

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

LIST OF APPENDICES

Appendix A: Checklist in Consideration of a Declaration of Emergency

Appendix B: Emergency Operations Centres

Appendix C: Termination of Emergency Plan

Appendix D: Evacuation Plan

Appendix E: Recovery Plan

Appendix F: Emergency Management Program Committee Membership

Appendix G: Municipal Emergency Control Group Membership

Appendix H: Alternates

Appendix I: Critical Infrastructure

Appendix J: HIRA

Appendix K: Dispatch / Other Contacts

Appendix L: Oxford County 211 Activation Procedure and Communication Support

Appendix M: Everbridge User Guide