



**Emergency  
Response Plan  
2019**

**UNITED COUNTIES OF STORMONT, DUNDAS & GLENGARRY**  
**EMERGENCY MANAGEMENT PLAN**

**Contents**

EMERGENCY RESPONSE PLAN .....	4
AMENDMENTS .....	4
<b>GLOSSARY .....</b>	<b>5</b>
PART 1: INTRODUCTION .....	10
PART 2: AIM .....	11
PART 3: AUTHORITY .....	12
Definition of an Emergency .....	12
Activation of Emergency Response Plan.....	12
PART 4: EMERGENCY NOTIFICATION PROCEDURES .....	13
PART 5: REQUEST FOR ASSISTANCE .....	13
PART 6: A DECLARED COMMUNITY EMERGENCY .....	14
PART 7: COMMUNITY EMERGENCY MANAGEMENT ORGANIZATION.....	14
Municipal Emergency Control Group (MECG) .....	15
Emergency Operations Centre (EOC).....	17
PART 8: EMERGENCY RESPONSE SYSTEM .....	17
Municipal Emergency Control Group Operations.....	17
Municipal Emergency Control Group and Special Advisors Responsibilities.....	18
Appendix – County Confidential .....	28
EMERGENCY NOTIFICATION CONTACT LIST .....	29
EMERGENCY OPERATIONS CENTRE LOGISTICS .....	36
RESPONSE CONTACT LIST.....	38
EMERGENCY PUBLIC INFORMATION PLAN .....	41
HIGH RISK SUPPORTING PLANS .....	45
<b>ANNEX A Health – Infectious Disease Outbreak – Epidemic and Pandemic .....</b>	<b>47</b>
<b>ANNEX B Transportation Accident – Rail.....</b>	<b>54</b>
<b>ANNEX C Hazardous Materials – In Transit - Incidents/spills .....</b>	<b>63</b>
<b>ANNEX D Environmental – Winter Weather .....</b>	<b>70</b>

<b>DECLARATION OF AN EMERGENCY</b> .....	79
<b>TERMINATION OF AN EMERGENCY</b> .....	80

## GLOSSARY

CANUTEC	A facility operated on a 7 day a week, 24 hours a day basis by the Federal Government for the purposes of providing information on the properties and effects of dangerous goods that could become involved in transportation incidents.
Chief	The Incident Management System title for individuals responsible for management of functional sections: Operations, Planning, Logistics and Finance / Administration.
Command Staff	In the incident management organization, the Command Staff consists of the special staff positions of Emergency Information Officer, Safety Officer, and Liaison Officer.
Emergency	A situation or impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.
Emergency Information	Information about an emergency that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the public.
Emergency Information Centre (EIC)	A facility specifically designated and properly equipped from which a community will coordinate emergency information activities such as: press releases, receiving public queries, media briefings, and monitoring
EMO	Emergency Management Ontario
Emergency Operations Centre (EOC)	A facility from which incident management support to an incident site is coordinated.
EOC Manager	The individual responsible for all activities within the EOC.
Emergency Responder	Anyone involved in the response to an incident and contributing to the resolution of the problems brought about by the incident.
Evacuation Centre	A facility to provide emergency shelter, food, clothing, etc. to a group of people who have been evacuated from an area as a result of an emergency.

## GLOSSARY

Function	Function refers to the five major activities that are part of the Incident Management System concept: Command, Operations, Planning, Logistics, and Finance / Administration.
General Staff	A group of incident management personnel organized according to function and reporting to an Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Chief, and Finance / Administration Section Chief.
Incident	An occurrence or event, natural or human-caused that requires an emergency response to protect life, property, or the environment.
Incident Action Plan	An oral or written plan containing general objectives reflecting the overall strategy for managing the incident.
Incident Command Post (ICP)	The Incident Command Post is the location from which Incident Command oversees incident management. An ICP is only established when an incident occurs or is planned. The ICP will be positioned outside of the present or potential hazard zone but close enough to the incident to maintain control.
Incident Management System (IMS)	A standardized approach to emergency management encompassing personnel, facilities, equipment, procedures, and communications operating within a common organizational structure.
Incident Commander (IC)	The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.
Incident Management Team	The IC and appropriate Command and General Staff personnel assigned to an incident.
Initial Action	The actions taken by those responders.
Inner Perimeter	An area designated to enclose the emergency site.
Liaison	A form of communication for establishing and maintaining mutual understanding and cooperation.

## GLOSSARY

Logistics	Providing resources and other services to support incident management.
Logistics Section	The section responsible for providing facilities, services, and material support for the incident.
MCSCS	Ministry of Community Safety and Correctional Services
MMAH	Ministry of Municipal Affairs and Housing
MNRF	Ministry of Natural Resources and Forestry
MOEPC	Ministry of Environment, Parks and Conservation
MOHLTC	Ministry of Health and Long-Term Care
MTO	Ministry of Transportation
Municipal Emergency Control Group (MECG)	The group responsible for providing the overall strategic direction to an incident that requires an extraordinary response. It is responsible for leading, managing and coordinating. It represents the overall management structure in an emergency.
Mutual-Aid / Mutual-Assistance Agreement	Written agreement between parties that will assist one another or request, by furnishing personnel, equipment, and / or expertise in a specified manner. An agreement between service organizations is termed a “Mutual Aid” agreement, and one between jurisdictions is a termed “Mutual Assistance” agreement.
ODRAP	Ontario Disaster Relief Assistance Program, administered by MMAH.
MDRAP	Municipal Disaster Relief Assistance Program administered by MMAH.
OMAFRA	Ontario Ministry of Agriculture, Food and Rural Affairs
OPP	Ontario Provincial Police
Operational Period	The time scheduled for executing a given set of operations actions, as specified in the Incident Action Plan (IAP). Operational periods can be of various lengths, although usually not over 24 hours.

## GLOSSARY

Operations Cycle	The time scheduled for having regular meetings to share information, discuss actions to be taken and / or issues to be resolved.
Operations Section	The section responsible for all tactical incident operations.
Outer Perimeter	An area designated to enclose the emergency area, completely encircling it. The area will include the inner perimeter and leave ample area for setting up supporting functions. The outer perimeter is also used as a control measure between the EOC and ICP, where all coordinated emergency response outside the outer perimeter is the responsibility of the EOC Incident Management Team.
Planning Meeting	A meeting held as needed prior to and throughout the duration of the incident to select specific strategies and tactics for incident control operations and for service and support planning. For large incidents, the planning meeting is a major element in the development of the IAP.
Planning Section	Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP.
Reception Arrangements	A process by which evacuees are directed to a central location for registration, first aid, decontamination (if needed) and emergency lodging, feeding, clothing, etc. In some circumstances, it may be necessary to establish a separate reception center that would register and direct evacuees to one or more evacuation centers.
Resources	Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational or support capabilities at the incident site or at the EOC.
Response	Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operational plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavourable outcomes.

## GLOSSARY

Safety Officer	A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.
Site	The geographic area in which an incident is occurring, and where an incident management team with the most direct hands-on response roles operates.
Spills Action Centre (SAC)	A facility operated on a 24 hour / 7 days a week basis for receiving reports on spills.
Strategy	The general direction selected to accomplish objectives set by the IC and / or MECG.
Task Force	A combination of resources assembled to support a specific mission or operational need.



## PART 1: INTRODUCTION

1. Emergencies are defined as situations or impending situations that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that are caused by forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise. They can affect public safety, meaning health, welfare and property, as well as the environmental and economic health of the townships with the United Counties of Stormont, Dundas & Glengarry.
2. The population within the boundaries of the United Counties of Stormont, Dundas & Glengarry is approximately 66,000 residents. During summer months, the tourist industry adds a transient population of approximately 10,000.
3. In order to protect residents, businesses and visitors within the boundaries of the United Counties of Stormont, Dundas & Glengarry, the County will assist any of the local municipalities affected by an emergency through a coordinated emergency response by a number of upper level agencies. The emergency response will include developing a strategic direction, ensuring oversight, providing critical resources, and sharing of information. Responsibility for this coordinated emergency response will be undertaken by the Counties' Municipal Emergency Control Group (MECG). The MECG will, in turn, appoint a select team to assume incident management functions needed to achieve its objectives and operate within a Counties' Emergency Operations Centre (EOC).
4. Actions outlined in this emergency response plan are arrangements and procedures distinct from the normal, day-to-day operations carried out by our local emergency services.
5. The Emergency Management Program Committee of the United Counties of Stormont, Dundas & Glengarry developed this emergency response plan.
6. Every official, municipal department and supporting agency must be prepared to carry out assigned responsibilities in an emergency. This emergency response plan has been prepared to provide key officials, municipal departments and supporting agencies of the United Counties of Stormont, Dundas & Glengarry important emergency response information related to:
  - a. their roles and responsibilities during an emergency, and
  - b. the anticipated provision of resources and services.

7. Copies of the United Counties of Stormont, Dundas & Glengarry Emergency Response Plan may be viewed at the Counties Office to provide residents, businesses and interested visitors with the opportunity to be aware of the provisions of the plan or by visiting [www.sdgcounties.ca](http://www.sdgcounties.ca). For more information, contact:

Community Emergency Management Coordinator (CEMC)  
United Counties of Stormont, Dundas and Glengarry  
26 Pitt Street  
Cornwall, ON K6J 3P2  
[info@sdgcounties.ca](mailto:info@sdgcounties.ca)

## PART 2: AIM

8. The aim of this plan is to make provision for the extraordinary arrangements and measures that may have to be required to support the six townships within the United Counties of Stormont, Dundas and Glengarry in protecting the health, safety, welfare, environmental and economic health of their residents, businesses and visitors when they are faced with an emergency.
9. The plan enables a centralized controlled and coordinated support to emergencies in any of the six local municipalities within the United Counties of Stormont, Dundas & Glengarry. It meets the legislated requirements of the *Emergency Management and Civil Protection Act, 2009*.
10. Emergencies can occur within the boundaries of the United Counties of Stormont, Dundas & Glengarry. Based on the Hazard Identification and Risk Assessment (HIRA) process, the United Counties Emergency Management Program Committee has identified the following as priority (high) risks:
  - a. health emergencies – infectious disease outbreak - epidemics & pandemic
  - b. transportation accidents –rail;
  - c. hazardous materials – in transit - incidents/spills (includes road, rail, air and marine), and;
  - d. environmental hazards– winter weather (includes snowstorm, blizzard, snow squalls, freezing rain, flash freeze), tornado, earthquake
11. The HIRA process will be reviewed on an annual basis by the United Counties Emergency Management Program Committee and risk priorities revised as required.

12. For further details, contact the Community Emergency Management Coordinator (CEMC)

## PART 3: AUTHORITY

### General

13. The *Emergency Management and Civil Protection Act (EMCPA)* is the legal authority for this emergency response plan in Ontario.
14. The *EMCPA* states that the:

“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.”

15. As enabled by the *EMCPA*, this emergency response plan and its elements have been:
  - a. Issued under the authority of the United Counties of Stormont, Dundas & Glengarry By-Law # 5129; and,
  - b. Filed with Emergency Management Ontario, Ministry of Community Safety and Correctional Services.

### Definition of an Emergency

16. The *EMCPA* defines an emergency as:

“An emergency means 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.”

### Activation of Emergency Response Plan

17. Under the *EMCPA*, this emergency response plan authorizes employees of the municipality to take action to protect property and the health, safety and welfare of the citizens within the boundaries of the United Counties of Stormont, Dundas &

Glengarry under the plan where an emergency exists but has not yet been declared to exist. The subordinate plans for high risks, attached within Appendix 5 (Counties Confidential), may also be implemented, in whole, or in part in the absence of a formal declaration.

18. When such a situation exists, the appropriate member(s) of the MCEG will activate the emergency response plan by causing the other members of the MCEG to be notified of the situation.

## PART 4: EMERGENCY NOTIFICATION PROCEDURES

19. Only a member of the MCEG may initiate the notification procedure.
20. When a member of the MCEG receives a warning of a real or potential emergency, that member will immediately contact the County CEMC or Alternate CEMC and recommend to them to initiate the notification of the MCEG. The MCEG member initiating the call must provide pertinent details for the basis of activating the Emergency Response Plan. The recommended format is contained in Appendix 1 (County Confidential).
21. If deemed appropriate, the individual MCEG members may initiate their own internal notification procedures of their staff and volunteer organizations.
22. The County CEMC or Alternate CEMC must record the date and time MCEG members were contacted.
23. The contact phone numbers and addresses of the MCEG members (and their alternates) are contained in Appendix 1 (Counties Confidential).

## PART 5: REQUEST FOR ASSISTANCE

24. When a request for assistance comes from one of the six local municipalities to the United Counties of Stormont, Dundas & Glengarry, it shall NOT be deemed to be a request that the United Counties assume authority and control of the emergency.
25. Assistance may 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.
26. A list of contact numbers for requesting assistance is attached as Appendix 3 (County Confidential).

## PART 6: A DECLARED COMMUNITY EMERGENCY

27. The Warden or alternate Head of Council of the United Counties of Stormont, Dundas & Glengarry is responsible for declaring an emergency. This decision is usually made in consultation with other members of the MECG.
28. Upon declaring an emergency, the Head of Council will ensure that the following are notified:
  - a. Emergency Management Ontario, Ministry of Community Safety and Correctional Services;
  - b. Members of the Counties Council;
  - c. Public;
  - d. Neighbouring community officials, as required;
  - e. Local Members of the Provincial Parliament (MPPs); and,
  - f. Local Members of Parliament (MPs).
29. A community emergency may be terminated at any time by;
  - a. Warden or alternate Head of Council;
  - b. County Council; or,
  - c. Premier of Ontario.
30. When terminating an emergency, the Head of Council will ensure that the following are notified
  - a. Emergency Management Ontario, Ministry of Community Safety and Correctional Services;
  - b. Members of Counties Council;
  - c. Public;
  - d. Neighbouring community officials, as required;
  - e. Local Members of Provincial Parliament (MPPs); and,
  - f. Local Members of Parliament (MPs).

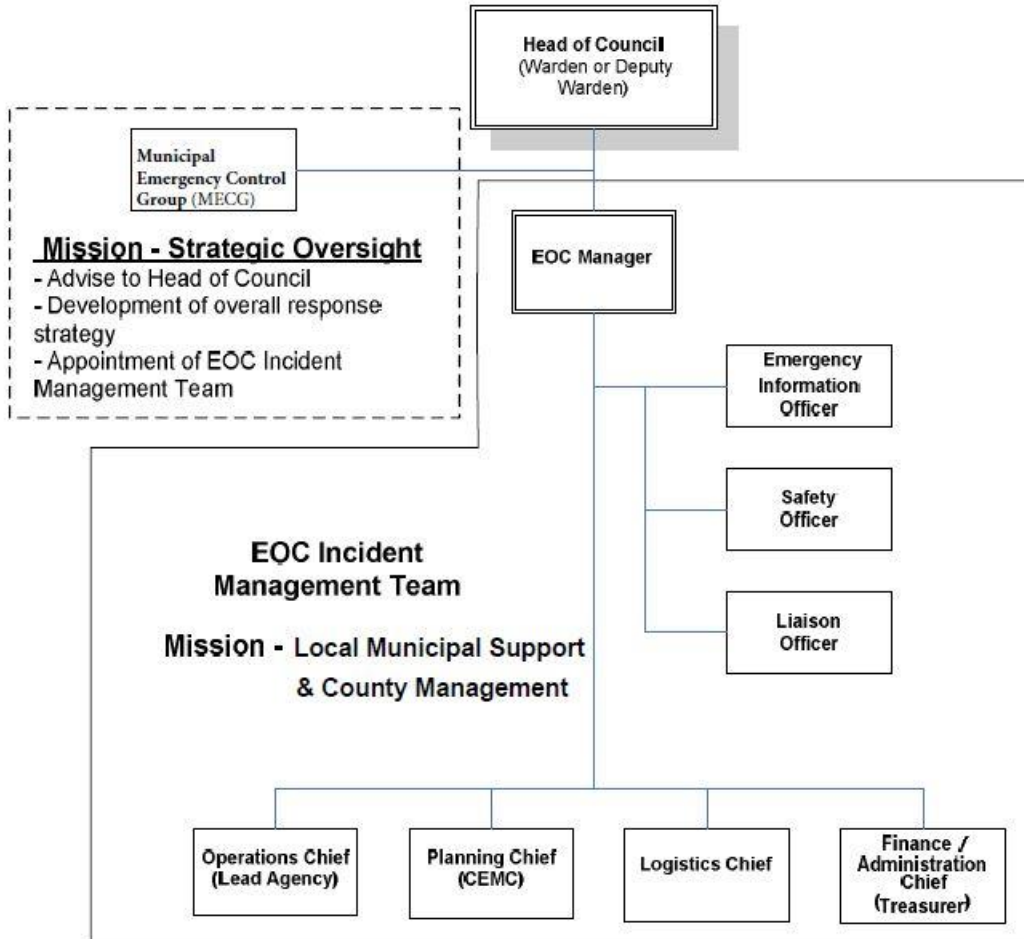
## PART 7: COMMUNITY EMERGENCY MANAGEMENT ORGANIZATION

### Overall Emergency Management Organization

31. The community emergency management organization will normally consist of two components as follows:

- a. A municipal emergency control group, and
- b. An emergency operations centre incident management team.

32. The above organization is shown in diagrammatic form as follows:



33. The MECG will recommend to the Head of Council the best organizational structure to manage each emergency.

**Municipal Emergency Control Group (MECG)**

34. **General.** The overall strategic response to the incident will be directed by the MECG – a group of officials who are responsible for coordinating the provision of essential services necessary to minimize the effects of the emergency.

35. **Composition.** The MECG will be composed of the following or their alternates:

- a. Warden of the United Counties of Stormont, Dundas & Glengarry, or alternate County Councilor as required;
- b. Chief Administrative Officer or Clerk who becomes the Operations Officer in the MECG and EOC Manager for the EOC Incident Management Team;
- c. Director of Transportation and Planning Services (County Engineer), or Manager of Operations;
- d. Director of Financial Services/Treasurer or Manager of Finance/Deputy Treasurer;
- e. Emergency Information Officer;
- f. Community Emergency Management Coordinator, or Secondary Community Emergency Management coordinator; and,
- g. EMO Field Officer, or EMO Duty Officer.

**36. Special Advisers.**

- a. Officials from all the local municipalities within the United Counties of Stormont, Dundas & Glengarry will be called up to assist as special advisers during scheduled operations cycle meetings of the MECG.
- b. Other special advisers may be called upon from public and private agencies having specialist knowledge and advice to give to the MECG. These people may be called upon individually if required. Examples of special advisers are as follows:
  - SD&G O.P.P. Detachment Commander;
  - SD&G Mutual Aid Fire Coordinator;
  - Manager, Cornwall / SD&G Emergency Medical;
  - Medical Officer of Health;
  - Manager, Cornwall / SD&G Social Support Services;
  - Emergency Management Ontario representative;
  - Conservation Authority representatives;
  - Liaison staff from provincial ministries; and, any other officials, experts or representatives from the public or private sector as deemed necessary.

**37. Function.** The principal function of the MECG is to assist the Head of Council in making and placing in effect any decisions and orders that are made to control and mitigate the effects of an emergency. The MECG may operate with only a limited number of persons depending upon the emergency. While the MECG may not require the presence of all the people listed as members, all members of the MECG must be notified.

## Emergency Operations Centre (EOC)

38. The MECG will normally meet in the EOC. The EOC can be activated for any emergency for the purposes of managing an emergency involving supporting the townships and as well as maintaining Counties delivered services. The locations of the United Counties primary and alternate EOCs are detailed in Appendix 2 (Counties Confidential).

## PART 8: EMERGENCY RESPONSE SYSTEM

### **Municipal Emergency Control Group Operations**

39. **Assembly.** Upon learning of a potential emergency, members of the MECG should consider the possible need for activation of the emergency response plan and, if warranted, trigger the emergency notification procedure outlined at Appendix 1. Immediately after that they will report to the EOC. Upon assembling, the Warden with the advice of other members of the MECG may make a decision to declare an emergency and invoke the provisions of this emergency response plan.

#### **40. General.**

- a. The role of the MECG can best be accomplished by round table assessment of events as they occur and by agreeing on an overall strategic response to overcome specific problem areas or situations.
  - b. Normally, the MECG ensures that an EOC incident management team is assembled under the direction of the Chief Administrative Officer as EOC Manager. The EOC incident management team will develop an incident action plan (IAP) to support the strategy provided by the MECG.
  - c. The MECG will ensure County delivered services continue to function as best possible under the constraints of the emergency.
41. **Operations Cycle.** Members of the MECG will gather at regular intervals for operational briefings, evaluations, and strategy revisions. The frequency of meetings and agenda items will be established by the MECG Operations Officer / EOC Manager. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities.
  42. **Log Keeping.** It is essential that all members of the MECG maintain detailed records of decisions made and actions taken during the course of the emergency to provide records for historical purposes and possible litigation actions against the community.



43. **Coordination.** Once decisions have been made by the MCEG, it is essential they be quickly and accurately passed to every response agency and, where necessary, to the public. This vital function will normally fall to the EOC Manager who will be responsible for coordinating the activities of the EOC incident management team and for ensuring good communications between all agencies involved in emergency operations.
44. **Communications.** An important function of every agency is to provide timely information for the benefit of the emergency management decision-making process. This will necessitate reliable systems of communication between the affected local municipalities and the County EOC.
45. **Emergency Information Management.** An Emergency Information Centre (EIC) will be established to meet the information needs of the media and the public. An Emergency Information Plan is included in this emergency response plan as Appendix 4.

#### **Municipal Emergency Control Group and Special Advisors Responsibilities**

46. **Municipal Emergency Control Group.** The actions or decisions which the members of the MCEG are likely to be responsible for are:
  - a. calling out and mobilizing their emergency service, agency and equipment;
  - b. 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;
  - c. determining if the location and the composition of the MCEG are appropriate;
  - d. advising the Warden as to whether the declaration of an emergency is recommended;
  - e. advising the Warden on the need to designate all or part of the United Counties as an emergency area;
  - f. determining the overarching objectives and strategies for the emergency;
  - g. evaluating the County's Incident Action Plan(s) (IAP) task results against objectives and strategies set by the MCEG;
  - h. providing assistance to the EOC Incident Management Team in relations to matters such as:
    - arranging for services and equipment from local agencies *not* under community control i.e. private contractors, 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; and,

- i. determining the need to establish advisory groups and / or sub-committees / working groups for any aspect of the emergency including recovery;
- j. authorizing expenditure of money required to deal with the emergency;
- k. advising the Warden on the termination of the emergency; and,
- l. taking part in the evaluation process following the emergency.

47. **Warden or Alternate.** The Warden or alternate will perform the following responsibilities: provide overall leadership in responding to an emergency;

- a. declare an emergency within the designated area;
- b. ensure Emergency Management Ontario, Ministry of Community Safety and Correctional Services has been notified of the declaration of an emergency;
- c. make decisions, determine priorities and issue operational direction through the MCEG Operations Officer and the heads of response agencies;
- d. request assistance from senior levels of government when required;
- e. ensure members of Council are advised of the declaration and are kept informed of the emergency situation;
- f. approve news releases and public announcement;
- g. approve the expenditure of funds to meet the requirements of the emergency;
- h. terminate the emergency at the appropriate time and ensure all concerned have been notified including Emergency Management Ontario, Ministry of Community Safety and Correctional Services and the members of Council (Note: council may also terminate the emergency); and,
- i. maintain a personal log of all actions taken.

48. **Chief Administrative Officer (CAO)/EOC Operations Manager.** Upon learning of a potential emergency, the Chief Administrative Officer or alternate should consider the possible need for activation of the emergency plan and, if warranted, advise the CEMC or alternate to contact members of the Counties MCEG listed in Appendix 1. Immediately after that, the Chief Administrative Officer or alternate will report to the EOC to sit as a member of the MCEG and to perform the duties and responsibilities of an operations officer and as such will:

- a. coordinate all operations within the EOC and through the use of staff to make arrangements for obtaining and displaying up-to-date information at all times;
- b. advise the Warden on policies and procedures, as appropriate;
- c. approve, in conjunction with the Warden, major announcements and media

releases prepared by the Emergency Information Officer, in consultation with the MECG;

- d. ensure that a communications link is established between the County EOC and the EOCs of affected local municipalities;
- e. call out additional staff to aid, as required; and
- f. maintain a personal log of all actions taken.

49. **Director of Transportation and Planning Services.** Upon learning of a potential emergency, the County Engineer or alternate should consider the need for the possible activation of the emergency plan and, if warranted, trigger the emergency alert system as describe in Appendix 1. Immediately after that the County Engineer or alternate will report to the EOC to act as a member of the MECG and to perform the following additional functions and responsibilities:

- a. provide the MECG with information and advice on public works matters;
- b. establish communications links with the senior public works officials at the affected townships;
- c. maintain liaison with flood control, conservation and environmental agencies and be prepared to assist in relief and preventative operations;
- d. provide public works materials, supplies and equipment from within the Counties' inventory and make arrangements for sources of supply from neighbouring municipalities, private contractors, etc.;
- e. assist traffic control, evacuations and other tasks by clearing counties road designated as emergency routes, marking obstacles, providing temporary road signs, etc.;
- f. maintain and repair counties roads;
- g. make recommendations and demolish unsafe counties structures if ordered by the Warden;
- h. re-establish essential services at the end of the emergency; and,
- i. maintain a personal log of all actions taken.

50. **Director of Financial Services/Treasurer.** When alerted to report to the EOC, the Director of Financial Services/Treasurer will report on arrival to the CAO/EOC Operations Manager and perform the following functions and responsibilities within the role of Finance/Administration Section Chief within the EOC:

- a. monitor sources of funding;
- b. track and report on financial usage rates, forecast on costs to complete operations;
- c. track timesheets for incident personnel and equipment;
- d. make reimbursements (individual/organization/department);
- e. contract negotiation and monitoring;
- f. timekeeping;
- g. provide cost benefit analysis as requested;
- h. make cost estimates for alternate response strategies;

- i. determine compensation for injury or damage to property; and
- j. ensure that all expenditures and financial claims have been processed and documented.

51. **Emergency Information Officer.** When alerted to report to the EOC, the Emergency Information Officer will report on arrival to the CAO/EOC Operations Manager and perform the following functions and responsibilities:

- a. establishes communications links with the County's media spokesperson, township emergency information officers, and other media coordinators involved;
- b. ensures the Emergency Information Centre (EIC) is set up and staffed;
- c. ensures the media telephone number is provided to the necessary persons and organizations;
- d. provides direction and regular updates to counties call-takers;
- e. drafts public service announcements and media releases for approval by the CAO and distributes them on approval;
- f. organizes news conferences,
- g. monitors news coverage and correct any incorrect information
- h. maintains copies of public service announcements, media releases and articles pertaining to the emergency; and
- i. maintains a personal log of all actions taken.

52. **Community Emergency Management Coordinator (CEMC).** On being alerted to report to the EOC, the CEMC will report on arrival to the CAO and perform the following functions and responsibilities

- a. establishes security arrangements for the EOC;
- b. sets up the EOC and EIC;
- c. opens and maintains a main event log;
- d. provides advice and clarification about the implementation details of the Emergency Response Plan;
- e. coordinates refreshments and rest arrangements for the MECG;
- f. ensures that the operations cycle is met by the MECG and related documentation is maintained and kept for future reference;
- g. maintains the records and logs for the purpose of debriefings and post emergency report that will be prepared;
- h. recommends courses of action to the Operations Officer;
- i. maintains a personal log of all actions taken;
- j. supervises EOC and EIC stand-down activities;
- k. replenishes EOC and EIC supplies in preparation for the next emergency; and,
- l. Produces the post-emergency report.

53. **Police Official.** Upon learning of a potential emergency, the Senior Police Official or alternate should consider the possible need for activation of the emergency plan and, if warranted, trigger the emergency alert procedure outline at Appendix 1. Immediately after that the Senior Police Official or alternate will report to the EOC to sit as member of the MECG and to perform the following additional functions and responsibilities:

- a. provide the Warden with information and advice on law enforcement matters;
- b. establish ongoing communications with Police Control Officers (PCO) deployed within the Counties;
- c. Liaise with the Social Services Official regarding police support required for evacuation and reception centers; and,
- d. Maintain a personal log of all actions taken.

54. **Fire Official.** Upon learning of a potential emergency, the SD&G Mutual Aid Fire Coordinator or alternate should consider the need for possible activation of the emergency plan and, if warranted, trigger the emergency alert system described in Appendix 1. Immediately after that the Fire Official or alternate will report to the EOC to sit as a member of the MECG and perform the additional duties:

- a. provide the MECG with information and advice on fire-fighting and rescue matters;
- b. establish an ongoing communications link with the Fire Control Officers (FCO) deployed within the Counties;
- c. trigger mutual aid arrangements for the provision of additional fire-fighting personnel and equipment if needed;
- d. determine if additional or special equipment is needed and recommended possible sources of supply (e.g. breathing apparatus, protective clothing, etc.);
- e. if required, initiate and complete the task of informing and requesting support from outside private and public agencies in order to mitigate fire related emergencies; and,
- f. Maintain a personal log of all actions taken.
- g.

55. **Emergency Medical Services (EMS) Official.** Upon learning of a potential emergency, the Senior EMS Official or alternate should consider the need for the possible activation of the emergency plan and, if warranted, trigger the emergency alert system as described in Appendix 1. Immediately after that the Senior EMS Official or alternate will report to the EOC to act as a member of the MECG and to perform the following additional functions and responsibilities:

- a. establish contact with the Central Ambulance Communications Centre (CACC) to keep abreast with the situation at the scene of the emergency;
- b. provide the MECG with information on the triage, treatment and transportation of any casualties;
- c. establish an ongoing communications link with Ambulance Control Officers (ACO) deployed within the County;
- d. notify area hospitals of the emergency situation;
- e. establish on-going communications with emergency departments personnel at area hospitals and with the Health Official;
- f. ensure appropriate distribution of casualties between area hospitals and/or other designated sites;
- g. liaise with other ambulance agencies, as required;
- h. advise the MECG if other means of transportation is required for large scale response; and,
- i. maintain a personal log of all actions taken.

56. **Medical Officer of Health.** Upon learning of a potential emergency, the Senior Health Official should consider the need for a possible activation of the emergency plan and, if warranted, trigger the emergency alert system in Appendix 1. Immediately after that the Senior Health Official or alternate will report to the EOC to act as a member of the MECG and either perform the following functions or report the situation to a competent medical authority who would then take such appropriate action, in conjunction with the MECG, as the situation warrants:

- a. acts as a coordinating link for all emergency health services at the MECG;
- b. ensures liaison with the Ontario Ministry of Health and Long-Term Care, Public Health Branch;
- c. establishes ongoing communications links with health officials at local municipal EOCs;
- d. ensures liaison with the EMS Official;
- e. provides advice on any matters which may adversely affect public health;
- f. provides authoritative instructions on health and safety matters;
- g. coordinates the response to disease related emergencies or anticipated emergencies such as epidemics, according to the Ministry of Health and Long-Term Care policies;
- h. ensures coordination of care for bed-ridden citizens and invalids at home and in reception / evacuation centers during an emergency;
- i. ensures liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources;

- j. ensures coordination of all efforts to prevent and control the spread of disease during an emergency;
- k. ensures liaison with the Social Services Official on areas of mutual concern regarding health services in reception / evacuation centers; and,
- l. maintains a personal log of all actions taken.

57. **Social Services Official.** Upon learning of a potential emergency, the Senior Social Services Official should consider the need for a possible activation of the emergency plan and, if warranted, trigger the emergency alert system in Appendix 1. Immediately after that the Senior Social Services Official will report to the EOC to act as a member of the MCEG to perform the following responsibilities and duties:

- a. provides advice to the MCEG on Social Services capabilities;
- b. establishes ongoing communications links with Social Service Officials within affected townships EOCs;
- c. provides advice to townships affected by the emergency regarding their social services emergency plans to ensure the well-being of residents who have been displaced from their homes or/ are sheltered within their homes,
- d. liaisons with the Police Official for assistance in opening facilities within the affected townships that are designated as either reception centers and/or evacuation centers and maintaining security within these facilities as necessary;
- e. arranges for emergency purchases of food, supplies, etc., that cannot be obtained by any other way; and,
- f. maintains a personal log of all actions taken.

58. **Concept.** The MCEG may appoint an EOC incident management team to assume all IMS functions to manage the incident. The MCEG will continue to provide support and oversight as necessary. If the requisite expertise does not reside within the township jurisdiction, the MCEG may call for external support to assist in managing the emergency.

## 59. IMS Functions

### a. Command

- 1) Reporting to the Head of Council, the CAO as EOC Manager will assume responsibility for managing emergency responses in support of the local municipalities and the remainder of the County.
- 2) With the primary responsibility of the CAO as EOC (Incident Management Team) Manager being the overall safety of responders and the public, additional responsibilities include:

- a) assessing and reassessing the situation;
- b) determining goals, strategies, objectives and priorities;
- c) establishing an appropriate command structure using IMS;
- d) coordinating all EOC incident management activities;
- e) coordinating overall incident activities with other levels of response;
- f) establishing and maintaining liaison with supporting, or cooperating organizations;
- g) providing information to / briefing the MECG as required;
- h) establishing or activating facilities in support of the emergency, as needed;
- i) establishing an operational planning cycle as required;
- j) establishing an operational planning cycle as required;
- k) approving Counties Incident Action Plans (IAP);
- l) managing incident resources including approval of volunteers;
- m) managing sensitive issues from the incident;
- n) authorizing the release of emergency information to the public in cooperation with other levels of response after receiving concurrence from the Head of Council; and
- o) ordering incident demobilization as appropriate.

**b. Command Staff**

- 1) The EOC Manager will be supported by the County's Emergency Information Officer (EIO) and possibly a Safety Officer, a Liaison Officer, and other subject matter experts such as a Provincial Emergency Response Team (PERT).
- 2) The EIO will be responsible for the development and after approval, the release of emergency information regarding the incident to the public.
- 3) The Safety Officer will be tasked with creating systems and procedures related to the overall health and safety of the County during the emergency.
- 4) The Liaison Officer (LO) will serve as the primary contact for organizations cooperating with or supporting the incident at the County EOC level.
- 5) More detailed information on the responsibilities of the EIO, Safety Officer, and LO will be provided in the EOC Procedures Manual.



### c. General Staff

- 1) The General Staff will support the EOC Manager in planning, coordinating, and carrying out the response to the incident. The General Staff may consist of an Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance / Administration Section Chief. The staff will be expanded following the IMS Model as necessary to meet the complexities of the incident. In turn, contraction will occur when the incident activities scale down.
- 2) The Operations Section will implement the Counties IAPs. The lead response agency will be prepared to provide a section chief.
- 3) The Planning Section will develop the Counties IAPs. The CEMC will be prepared to act as section chief.
- 4) The Logistics Section will provide all supporting resources. The section chief will be appointed by the EOC Manager after assessing the skills and knowledge required in support of the emergency.
- 5) The Finance / Administration Section will provide the financial and cost analysis support to the incident. The County Treasurer will normally act as section chief.
- 6) More detailed information on the responsibilities of the General Staff based on the IMS Model will be provided in the EOC Procedures Manual.

### 60. Supporting Agencies

- a) **Canadian Red Cross Society.** The senior officer of the local Canadian Red Cross Society unit is responsible for taking action as follows in accordance with a signed agreement between the United Counties of Stormont, Dundas & Glengarry and the agency:
  1. implementing the local Red Cross notification (fan-out) system;
  2. maintaining contact with the Social Services Official to assist in providing food, clothing;
  3. accommodation, and personal services to persons in need due to the emergency;
  4. assisting in the operation and staffing of a Registration and Inquiry

Centre;

5. assisting in the management of reception centres and evacuation centres;
6. ensuring all volunteers responding to the emergency are registered with the Canadian Red Cross Society and the United Counties of Stormont, Dundas & Glengarry; and
7. maintaining a personal log of all actions taken.

b) **Area Amateur Radio Resources.** The senior officer of local amateur radio clubs when supporting an emergency is responsible for:

- 1) providing radio communications under the direction of the EOC Manager; and,
- 2) ensuring all radio operators and supporting staff responding to the emergency are registered with their amateur radio club and the United Counties of Stormont, Dundas and Glengarry

c) **Other Agencies.**

- 1) The Counties may enter into agreements with other area agencies to assist with the emergency such as the following:
  - (a) Salvation Army
  - (b) St. John Ambulance
- 2) Senior officers of the above organizations when responding to an emergency will ensure that all members serving as volunteers are registered with that organization and with the United Counties of Stormont, Dundas and Glengarry.